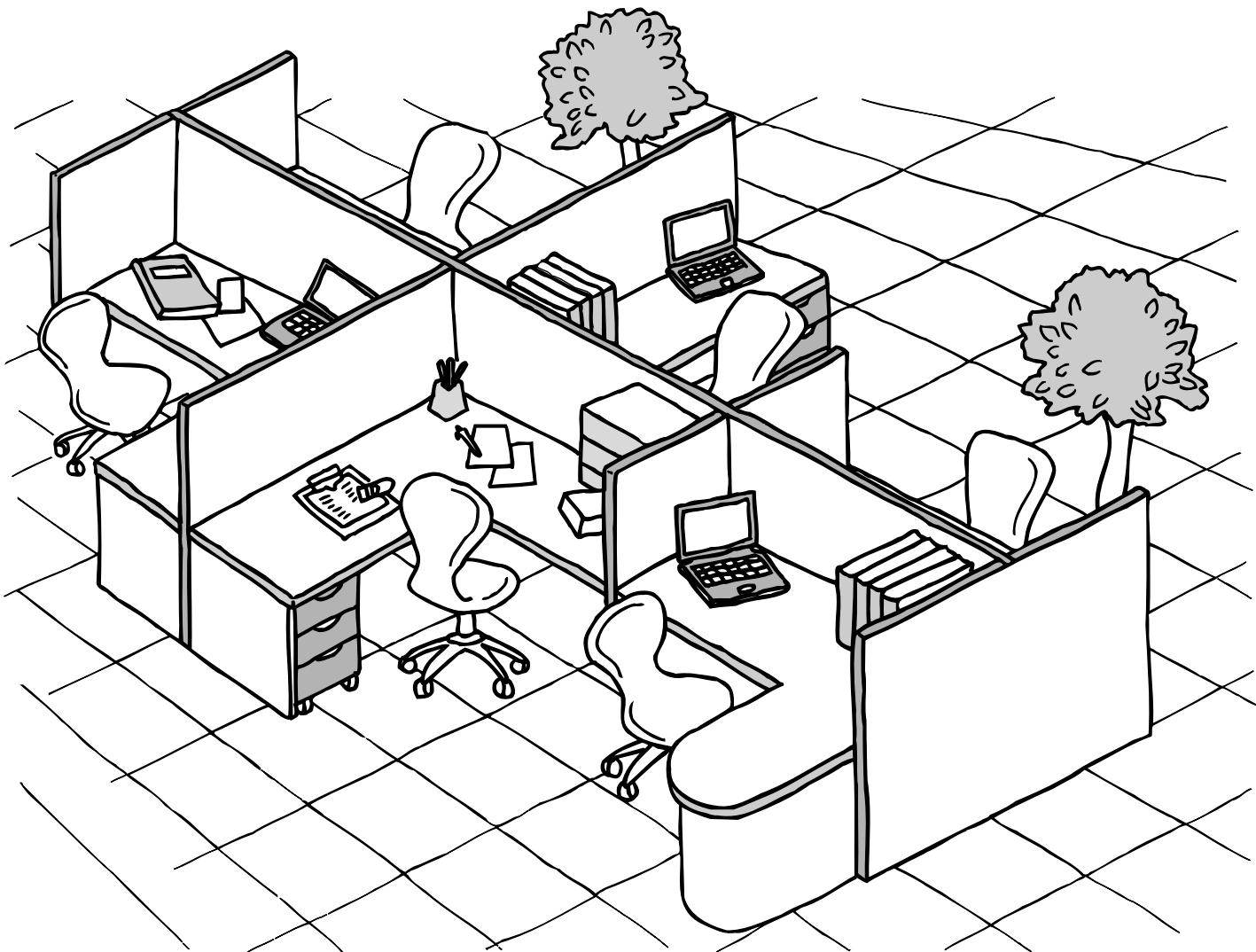


Panasonic®

Software Operating Instructions

(For Document Management System and Printer)

Model No. **DP-3510/4510/6010**



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

English

Appendix

Document Management
System Section

Troubleshooting

Printer Section

Before Use

The following trademarks and registered trademarks are used throughout this manual:

Microsoft, MS-DOS, Windows and Windows NT are registered trademarks of Microsoft Corporation in the USA and other countries.
i386, i486 and Pentium are trademarks of Intel Corporation.
Centronics is a registered trademark of Centronics Data Computer Corporation.
TrueType is a registered trademark of Apple Computer, Inc.
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The contents of these Operating Instructions are subject to change without notice.

Table of Contents

Before Use

Precautions	5
■ For Users in the USA	5
External View and Control Panel	6
■ External View	6
■ Control Panel.....	7

Printer Section

Installing the Printer Driver	10
■ Windows 98/Me/NT/2000/XP	10
Installing the LPR (Line Printer Remote) Monitor	13
■ Windows 98/Me.....	13
■ Windows NT 4.0.....	17
■ Windows 2000/XP	21
Configuring the Printer Driver Settings	25
■ Windows 98/Me.....	25
■ Windows NT 4.0 (Administrator)	32
■ Windows NT 4.0 (User)	40
■ Windows 2000/XP (Administrator)	41
■ Windows 2000/XP (User).....	50
■ All Windows Common Settings	51
Print Operation	57
■ Printing from Windows Applications	57
■ Printing on Network.....	58

Document Management System Section

Installing the Document Management System	60
■ Windows 98/Me/NT/2000/XP	60
Document Manager	64
■ Main Window.....	64
■ Basic Operations	66
■ Setting Plug-in	68
■ File Menu.....	69
■ Edit Menu	74
■ View Menu.....	75
■ Document Menu	76
■ Options Menu	78
Image Converter	79
■ General Description.....	79
■ Windows 98/Me.....	79
■ Windows NT 4.0	80
■ Windows 2000/XP	81
Document Viewer	82
■ Main Window.....	82
■ Basic Operations	84
■ Annotation Function	85

Table of Contents

Document Management System Section

■ File Menu	86
■ Edit Menu.....	90
■ View Menu	91
■ Page Menu.....	92
■ Annotation Menu.....	95
■ Window Menu	104
Network Scanner.....	105
■ Network Scanner Settings	105
■ Panasonic Communication Utility	107
Panafax Desktop	108
■ General Description	108
■ Connection Configuration	108
■ Installation and Setup of Panafax Desktop	110
■ Sending Document	119
■ Receiving Document.....	123
■ Registering the Personal Phone Book	124
■ Cover Sheet	127
■ Main Window and Toolbar	129
■ Setup Menu.....	131
■ Configuration Menu.....	132
■ Send Log/Receive Log.....	133
Network Status Monitor.....	134
■ Network Device Locator.....	134
■ Task Display	136
■ Taskbar Menu	137
■ Display Status Details	138
■ Job Completion Notice.....	143
Network Configuration Editor/Address Book Editor	145
■ General Description	145
■ Activation Procedure.....	146
■ Create Shortcut Links	147
■ Main Window	148
■ Basic Operation	150
■ Advanced Operation	153

Troubleshooting

Troubleshooting.....	163
■ Printing Operation Fails	163
■ Document is Not Printed Correctly.....	164
■ Error Messages Displayed on the Computer	165

Appendix

Appendix	166
■ Printing/Scanning Area	166

Precautions

For Users in the USA

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operating Guide, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

Warning: To assure continued compliance, use only a shielded interface cable when connecting the machine's parallel interface port to the host computer. Also, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

- You need to read the software license agreement before setting up the Printer Driver.
- You need to read the following precautions which are described in the Operating Instructions (For Facsimile).
 1. Installation
 2. Ventilation
 3. Handling
 4. Toner and Paper
 5. For your safety

External View and Control Panel

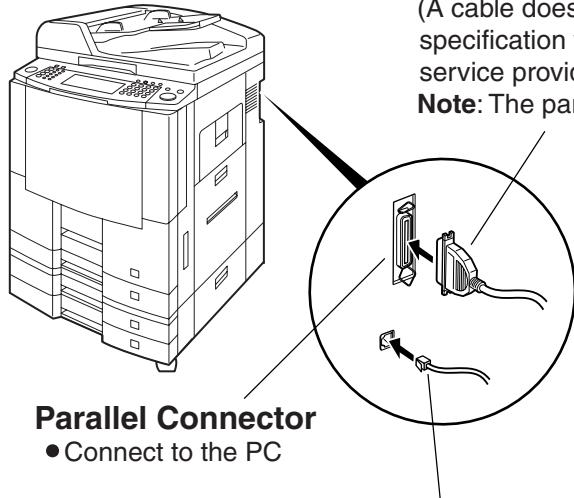
External View

■ DP-3510/4510/6010

Parallel Interface Cable

- Obtain a separately available cable conforming to the PC.
(A cable does not come with the unit.) Use a cable of IEEE 1284 specification with a maximum length of 20 ft (6m). Consult a service provider for details.

Note: The parallel port is only available if using the printer driver.



Parallel Connector

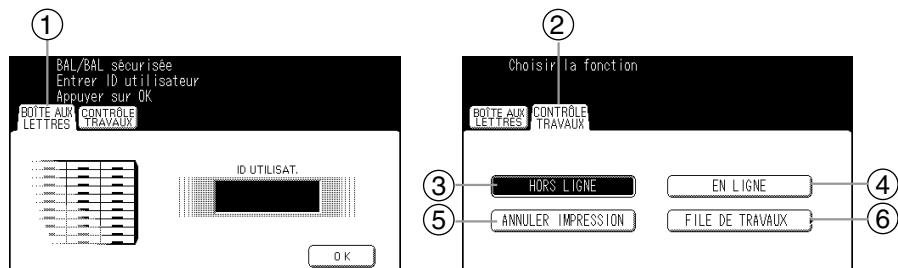
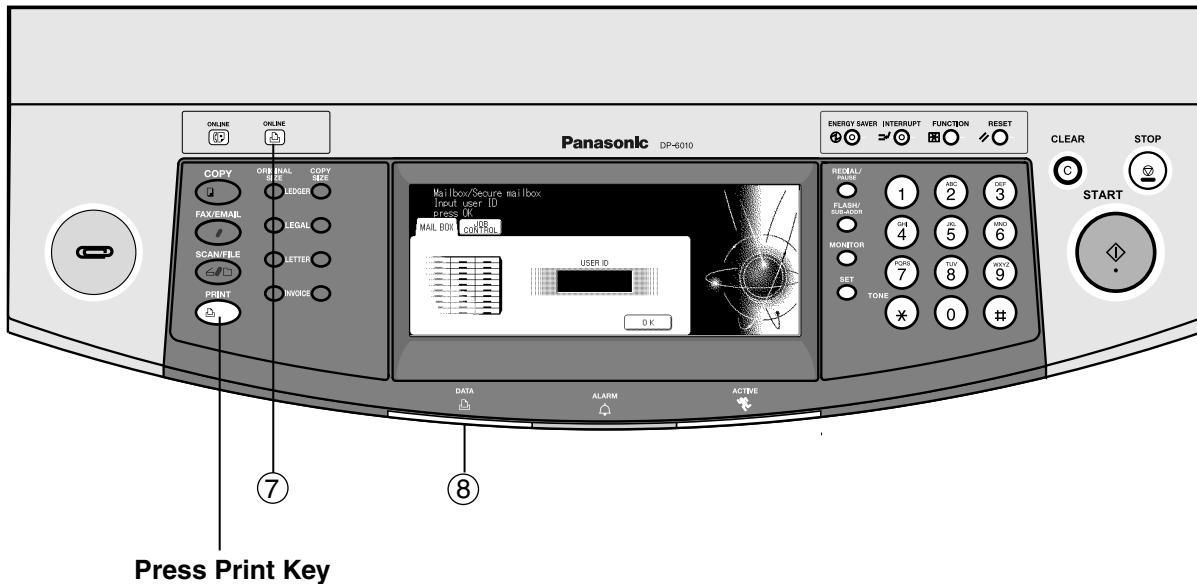
- Connect to the PC

Network Interface Cable (CAT 5)

- Connect to your 10Base-T/100Base-TX Ethernet Network

External View and Control Panel

Control Panel



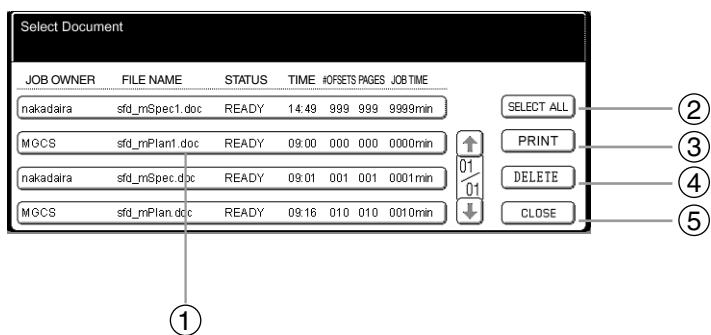
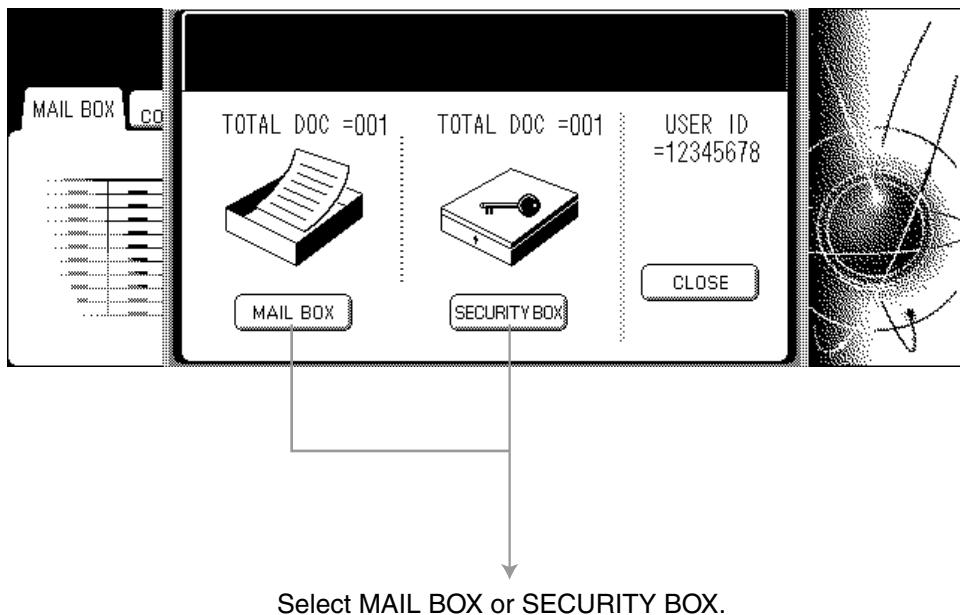
No.	Name	Function
①	MAIL BOX	Used to print or delete the print data. This feature is available if the optional Hard Disk Drive Unit (DA-HD60) is installed. (See page 8)
②	JOB CONTROL	Selects printer jobs.
③	OFF LINE	Switches the printer to off-line status. (The printer cannot be set off-line when the DATA indicator is blinking.)
④	ON LINE	Switches the printer from off-line status to on-line status.
⑤	CANCEL PRINT	Used to cancel the print job.
⑥	JOB QUEUE	Selects print job priority or deleting print data and to view all pending print or copy jobs. (See page 9)
⑦	ON LINE Indicator	Lit : Printer is operational online Off : Printer is offline
⑧	DATA Indicator	Blink : Data is being received from the PC. On : Printing is under operation. Off : Printer is in standby or printing has been completed.

External View and Control Panel

Control Panel

■ MAIL BOX

Enter User ID and press **OK** key.

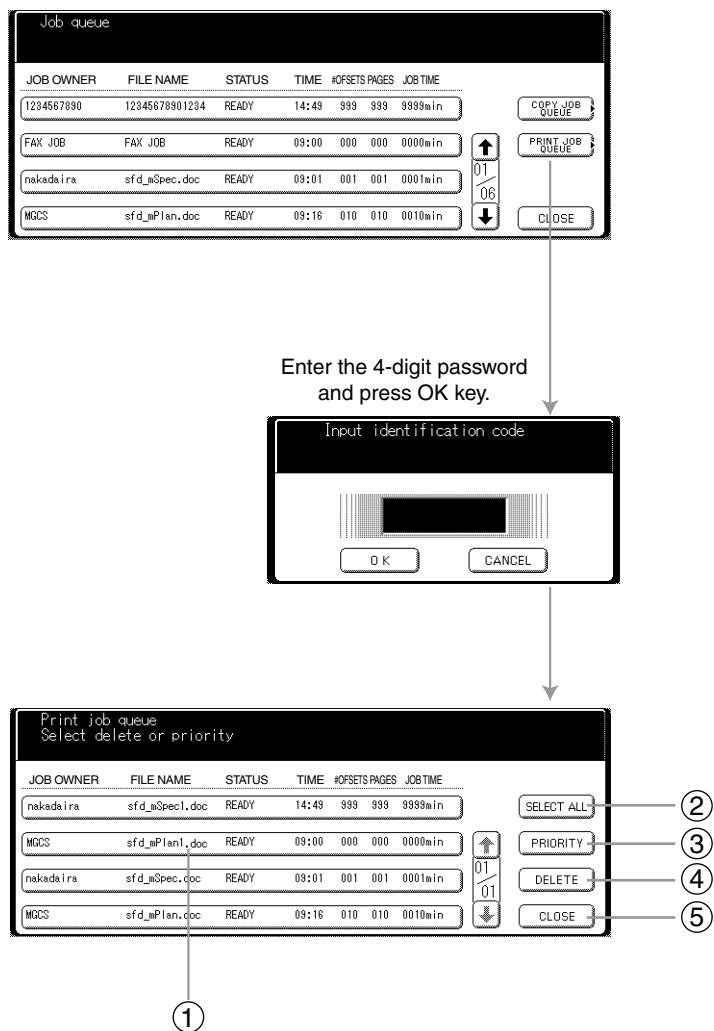


No.	Name	Function
①	Print Jobs	Indicates all current and/or pending print jobs.
②	SELECT ALL	Selects all print jobs. (For MAIL BOX only)
③	PRINT	Prints the job. Machine prompts for the 4-digit password if printing from Security Box.
④	DELETE	Deletes print job(s). Machine prompts for the 4-digit password if deleting from Security Box.
⑤	CLOSE	Closes this screen.

External View and Control Panel

Control Panel

■ JOB QUEUE



No.	Name	Function
①	Print Jobs	Indicates all current and/or pending print jobs.
②	SELECT ALL	Selects all print jobs.
③	PRIORITY	Sets to change the print job(s) priority. This feature is available if the optional Hard Disk Drive Unit (DA-HD60) is installed.
④	DELETE	Deletes print job(s).
⑤	CLOSE	Closes this screen.

Installing the Printer Driver

Windows 98/Me/NT/2000/XP

1

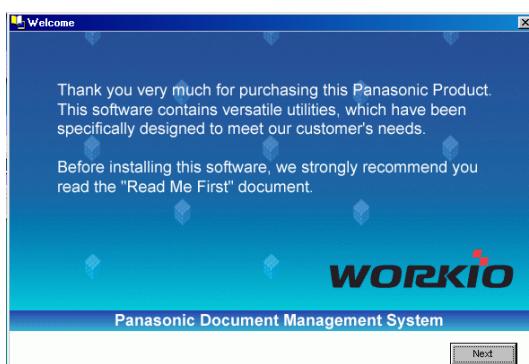
Insert the Panasonic Document Management System CD-ROM.

2



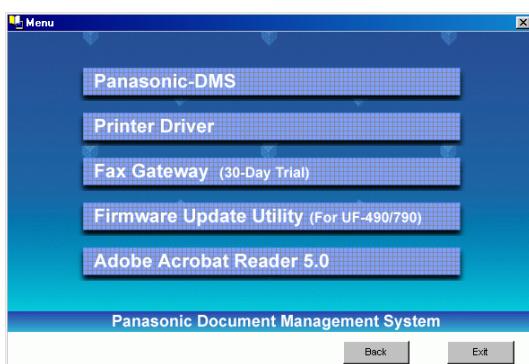
Click on the desired language.

3



Click the button.

4



Click **Printer Driver**.

Note: The Fax Gateway and Firmware Update Utility is available in the U.S.A. only.

5



Note for Windows 98/Me users:

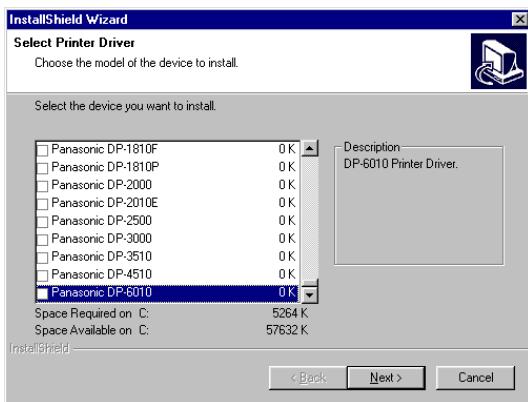
If your computer does not have the LPR Port Monitor installed, please proceed to "Installing the LPR Monitor" on page 13 before continuing this installation.

Click **Install Printer Driver**.

Installing the Printer Driver

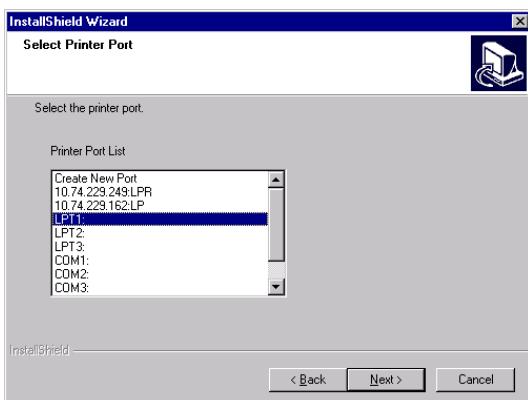
Windows 98/Me/NT/2000/XP

6



Select your machine's model(s) check box and click the **Next** button.

7



Check **LPT1**: and click the **Next** button.

(See Note 2 on the next page)

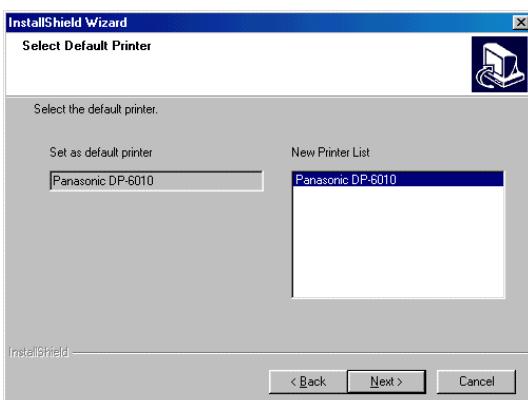
8



Click the **Yes** button if you would like to change your current default printer to the one that you are installing.

Note: *This dialog box only appears if another printer is already installed.*

9



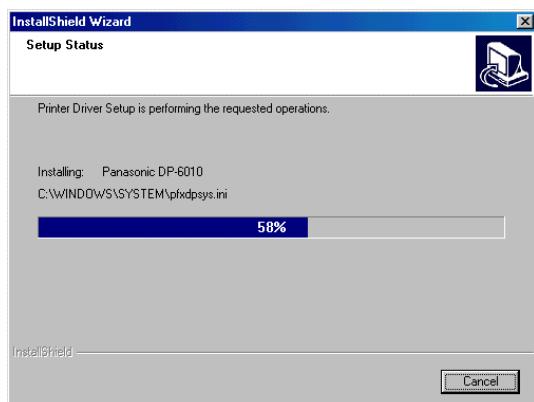
Select your new default printer from the New Printer List and click the **Next** button.

Continued on the next page...

Installing the Printer Driver

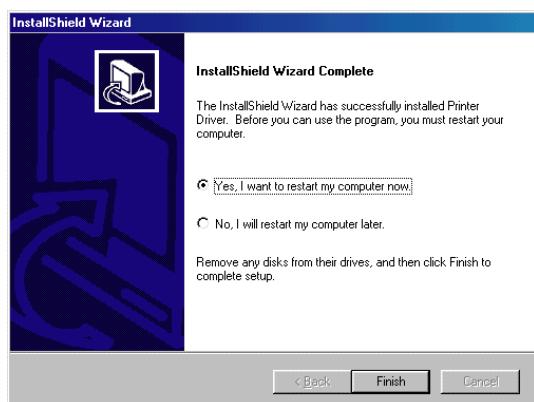
Windows 98/Me/NT/2000/XP

10



The required files are copied.

11



When the setup process is completed, a message is displayed prompting you to restart your computer.

Click the **Finish** button to restart your computer.

The Panasonic/Panafax Printer Driver have been installed, and the Panasonic/Panafax Printer icon(s) have been added to the Printer folder.

If you are installing the Printer Driver for network printing, please contact your network administrator for the IP Address of the machine and proceed to the next section to install the LPR Monitor service for the version of Windows you are using after your computer has rebooted.

NOTE

1. When installing on Windows NT 4.0 and Windows 2000/XP, logon to the computer/network using an account with administrator rights.
2. If the LPR Monitor is already installed on your PC, select **Create New Port** in step 7. Then, select **Search the network printer** to search the machine(s) connected on your network.

12

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

1

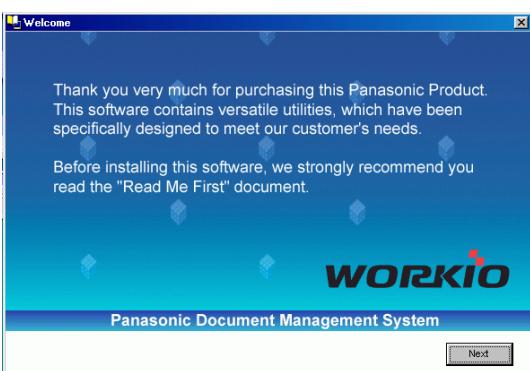
Insert the Panasonic Document Management System CD-ROM.

2



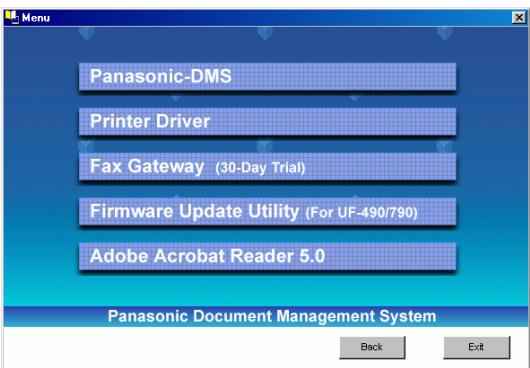
Click on the desired language.

3



Click the button.

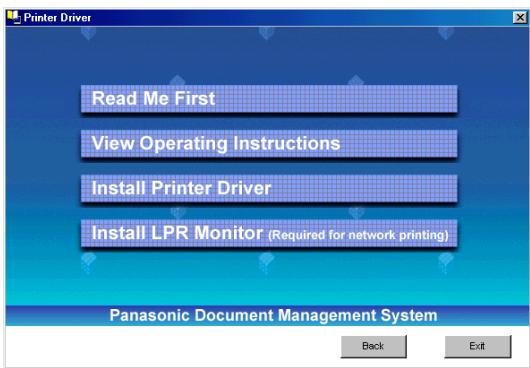
4



Click **Printer Driver**.

Note: The Fax Gateway and Firmware Update Utility is available in the U.S.A. only.

5



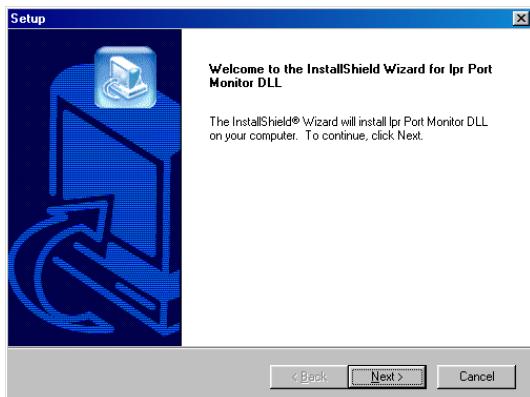
Click **Install LPR Monitor**.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

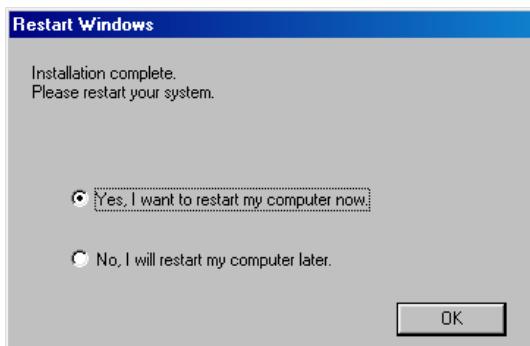
6



The **Setup** dialog box appears.

Click the **Next** button.

7



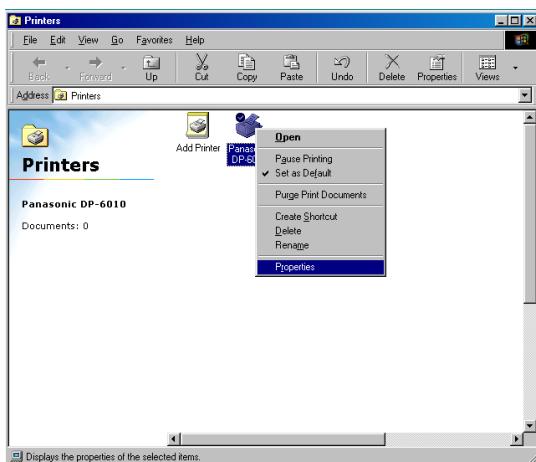
The setup program copies the necessary files onto the hard disk of your PC.

When the setup process is completed, a message is displayed prompting you to restart your computer.

It is recommended that you restart your computer now so that the LPR Monitor can be started.

Click the **OK** button.

8



If you have not installed the printer driver yet, please proceed to "Installing the Printer Driver" on page 10.

After your computer has rebooted, click the **Start** button, select **Settings**, and then click **Printers**.

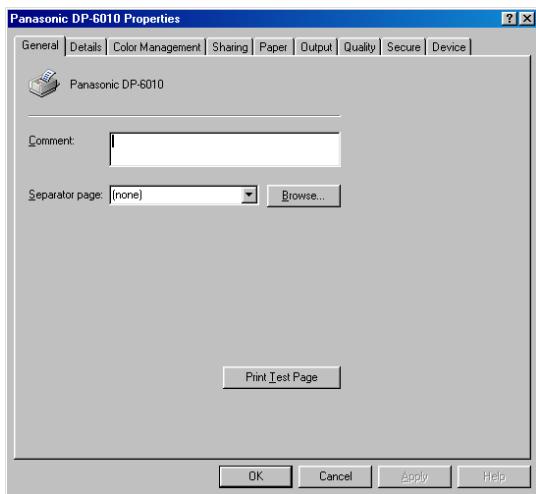
The **Printers** folder appears.

Right-click on the desired printer icon and select **Properties** from the pop-up menu.

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

9

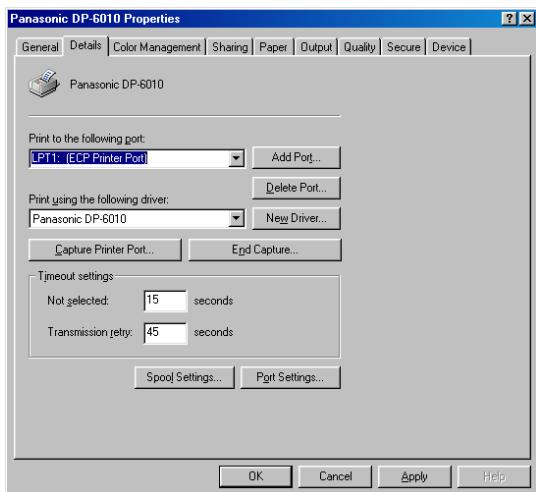


The printer properties dialog box appears.

The following step registers the LPR Port for network printing.

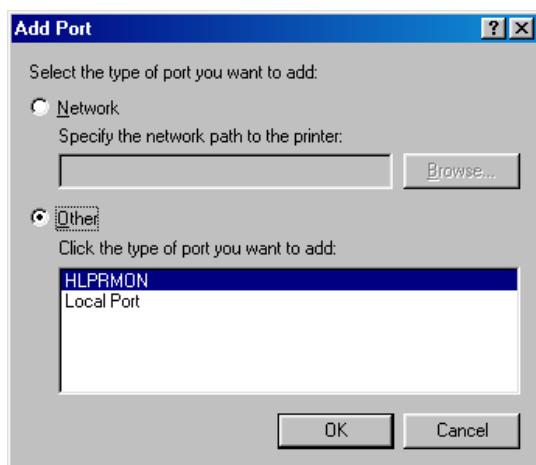
Before proceeding, ensure that the printer is installed, connected to the network, turned ON and is operating properly.

10



Select the **Details** tab and click the **Add Port...** button.

11



The **Add Port** dialog box appears. Click the **Other** radio button, select **HLPRMON** from "Click the type of port you want to add:" list, and click the

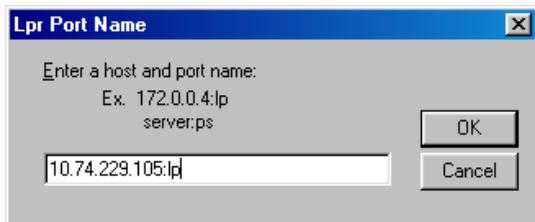
OK button.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

12



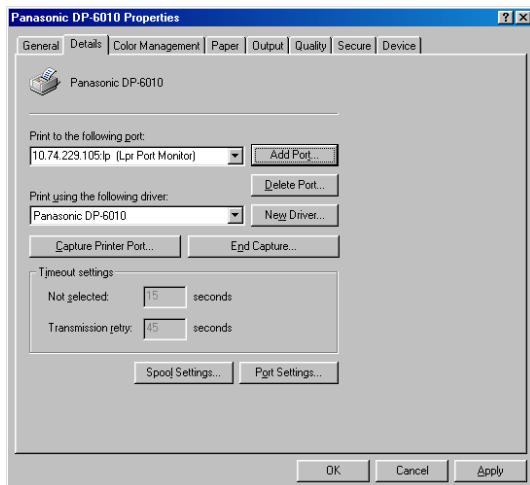
The **LPR Port Name** dialog box appears.

Type the IP Address of the machine and "lp" as the queue name separated by a ":" (colon).

Ex: 10.74.229.105:lp

Click the **OK** button. If an error occurs because the queue name had already been used for the same IP Address, select a different unique name such as "lpr".

13



The screen reverts to the Printer Properties.

Check that the "Print to the following port:" has been changed as entered in step 12, and click on the

Apply button first and then the **OK** button.

The printer properties dialog box closes and you have now configured the printer as a network printer.

NOTE

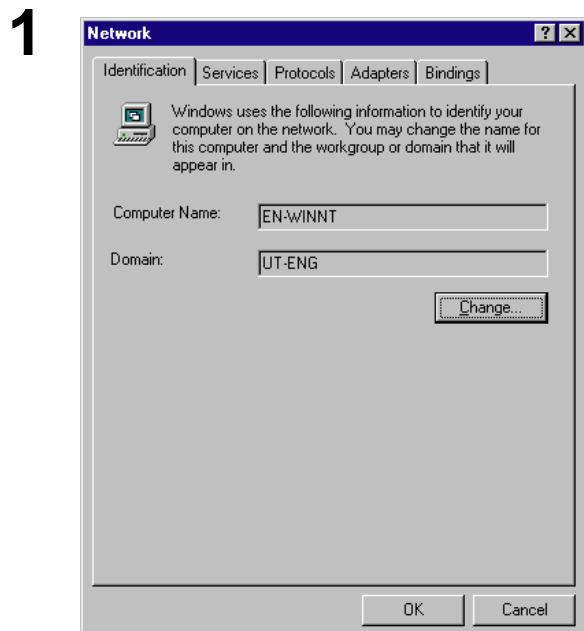
1. To print data via LAN, the LPR Monitor must be installed on your PC.

16

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

Logon using an account with administrator rights.

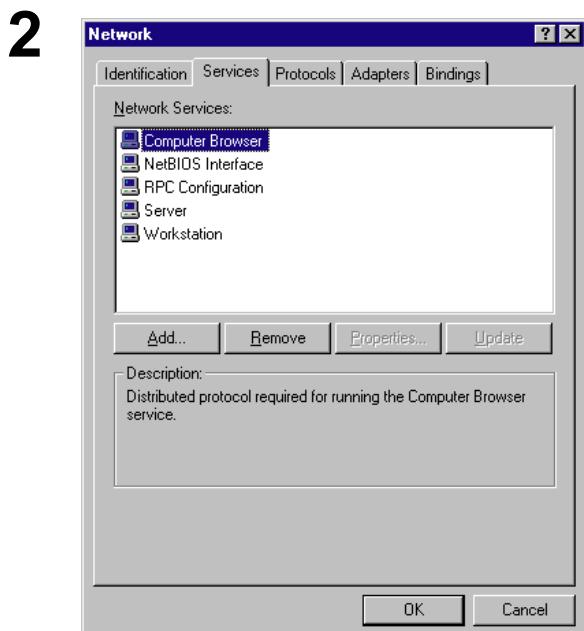


Click the **Start** button, select **Settings**, and click **Control Panel**.

The **Control Panel** window appears.

Double-click on the **Network** applet.

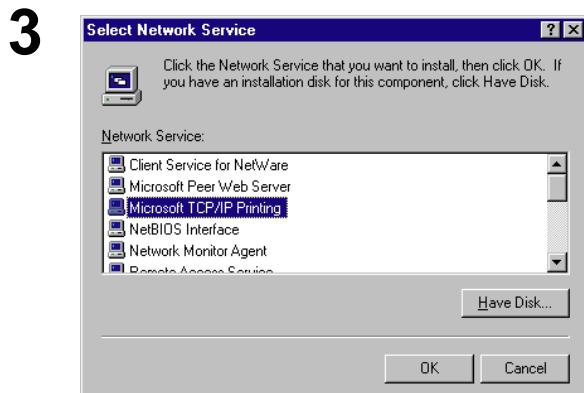
The **Network** dialog box appears.



Click the **Services** tab.

Verify whether the LPR Service is already installed. (Indicated by Microsoft TCP/IP Printing shown in the Network Services list.)

If it is already installed, skip to Step 7. Otherwise continue installing the LPR Service.



Click the **Add...** button to display the **Select Network Service** dialog box, and select **Microsoft TCP/IP Printing**.

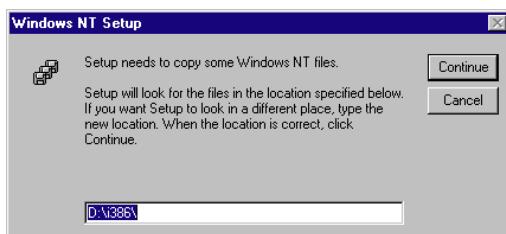
Click the **OK** button.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

4

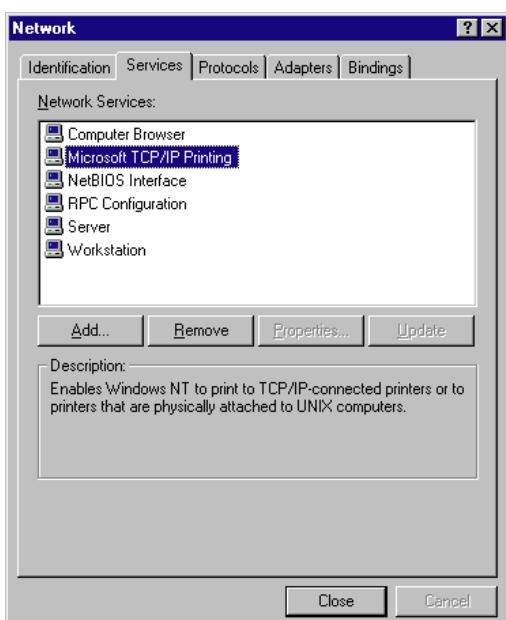


The **Windows NT Setup** dialog box appears.

Insert the Windows NT 4.0 CD-ROM, and type **D:\i386** (where "D:" is your CD-ROM drive).

Click the **Continue** button.

5

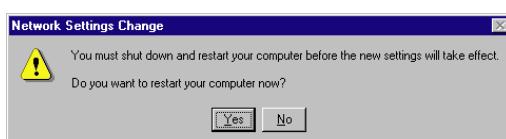


After the files have been copied into the hard drive of your PC, the display returns to the Network dialog box. Confirm that the Microsoft TCP/IP Printing service has been added to Network Services list.

Click the **Close** button.

Note: *If the OK button does not change into a Close button, remove and reinstall the Microsoft TCP/IP Printing service.*

6

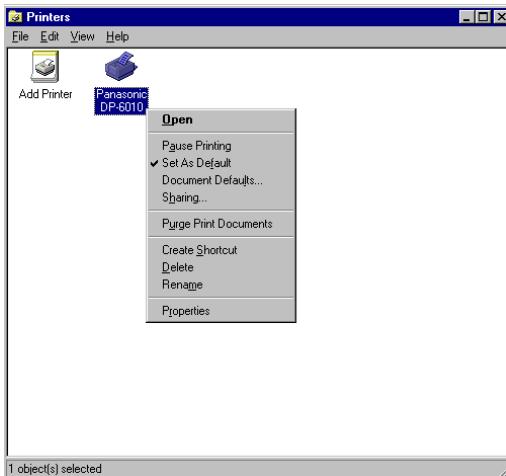


When **Network Settings Change** dialog box is displayed, click the **Yes** button to restart your computer now.

You have now completed the LPR Service installation.

After your computer has rebooted, log on with an account with Administrator Privileges, click the **Start** button, select **Settings**, and then click **Printers**.

7



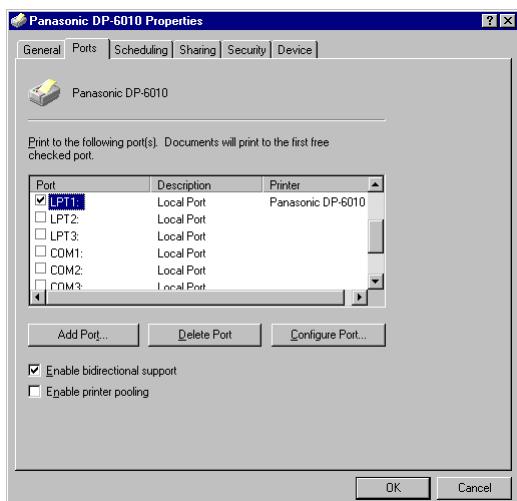
The **Printers** folder appears.

Right-click on the desired printer icon and select **Properties** from the pop-up menu.

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

8

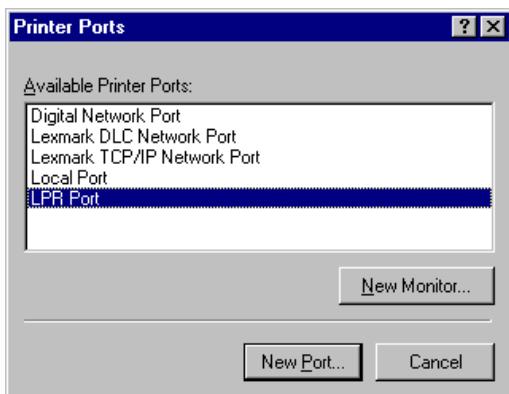


The following step registers the LPR Port for network printing.

Before proceeding, ensure that the printer is installed, connected to the network, turned ON and is operating properly.

Select the **Ports** Tab and click the **Add Port...** button.

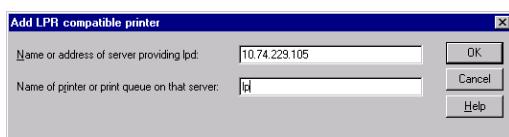
9



The **Printer Ports** dialog box appears.

Select **LPR Port** and click the **New Port...** button.

10



The **Add LPR compatible printer** dialog box appears.

Enter the IP Address of the printer in the upper field, and "lp" for the print queue name in the lower field.

Click the **OK** button.

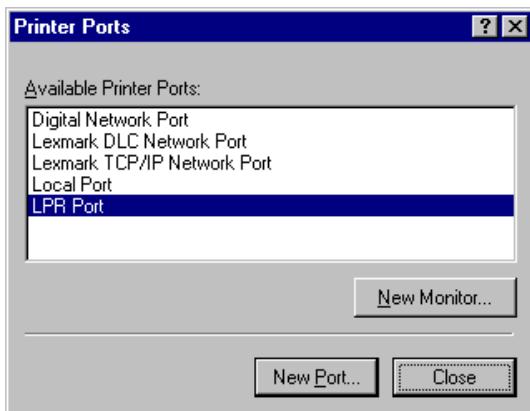
(Please wait while the wizard verifies the IP Address and connectivity to the network)

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

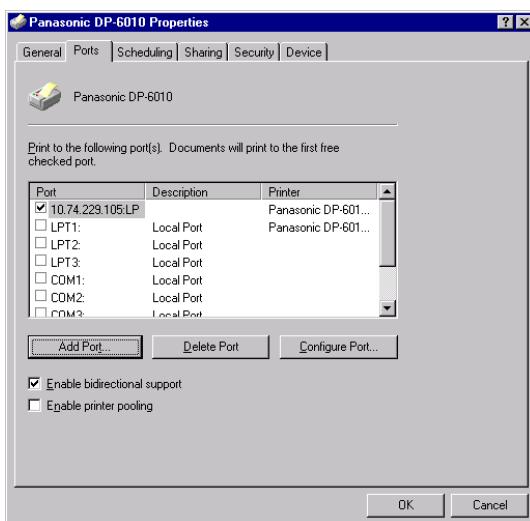
11



The **Printer Ports** dialog box appears.

Click the **Close** button.

12



Select the printer port and click the **OK** button.

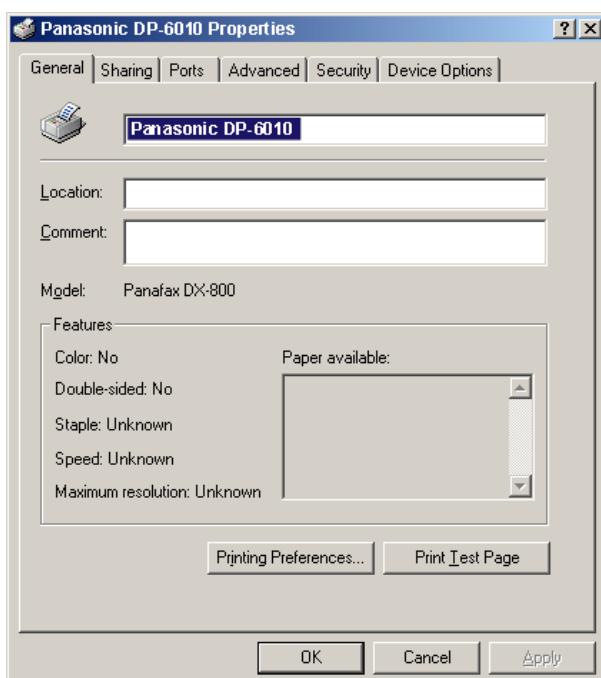
The printer properties dialog box closes and you have now configured the printer as a network printer.

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/XP

Logon using an account with administrator rights.

1

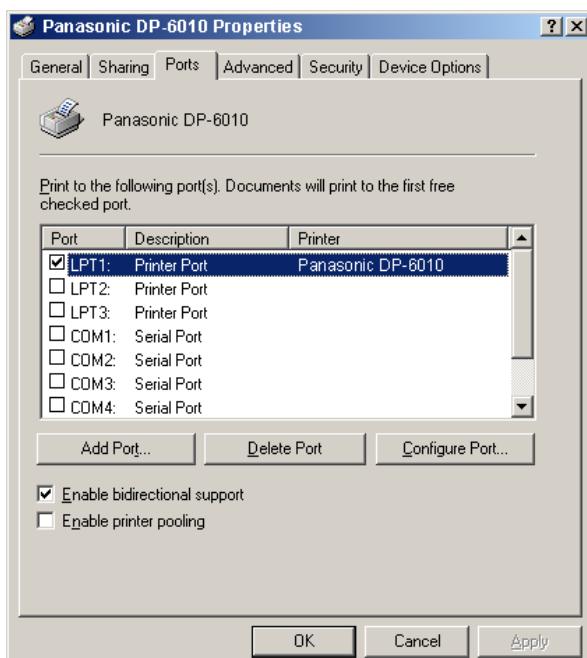


Open the **Printers** folder.

Right-click on the desired printer icon and select **Properties** from the pop-up menu.

The printer properties dialog box appears.

2



Select the **Ports** Tab and click the

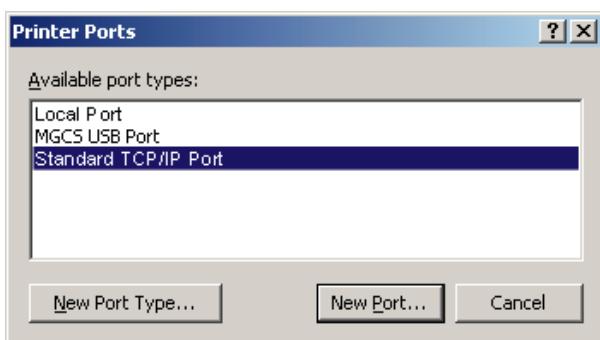
Add Port... button.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/XP

3



Select **Standard TCP/IP Port** and click the

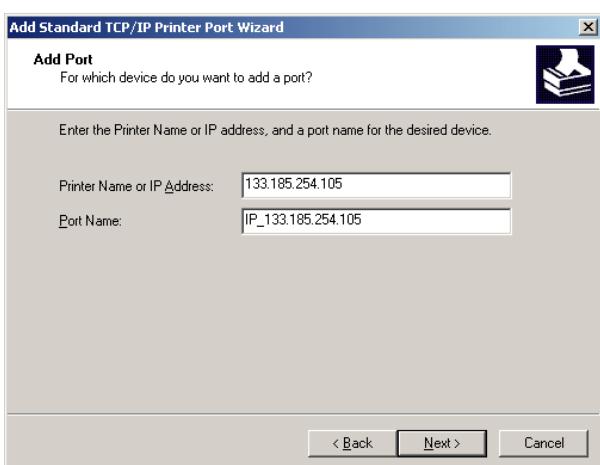
New Port ... button.

4



Click the **Next** button.

5



Enter the IP Address and the Port Name and click the **Next** button.

Note: *The Port Name is automatically entered by Windows 2000/XP. You may need to change it as required.*

Installing the LPR (Line Printer Remote) Monitor

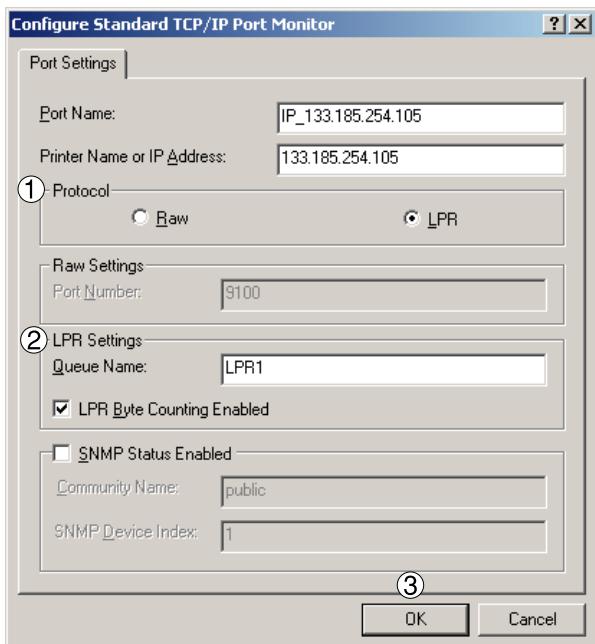
Windows 2000/XP

6



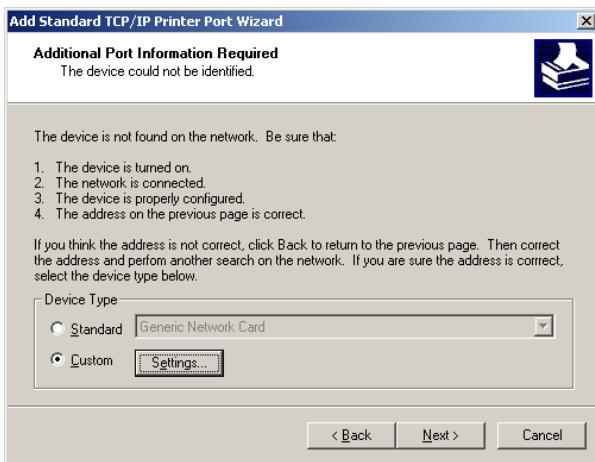
Select **Custom** and click the **Settings...** button.

7



1. In the Protocol section, select **LPR**.
2. In the LPR Settings section, enter the **Queue Name** (e.g. LPR1) and select the **LPR Byte Counting Enabled**.
3. Click the **OK** button.

8



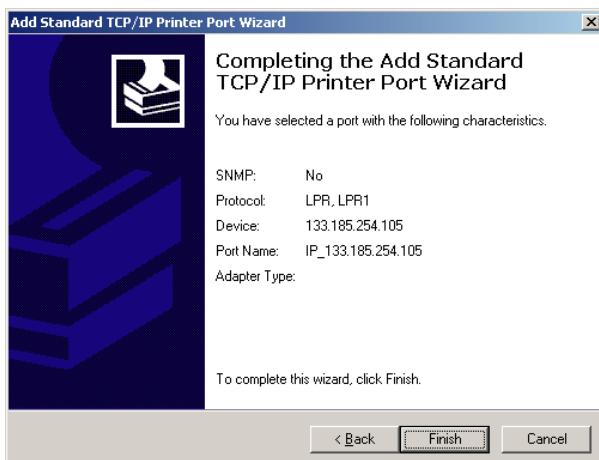
Click the **Next >** button.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

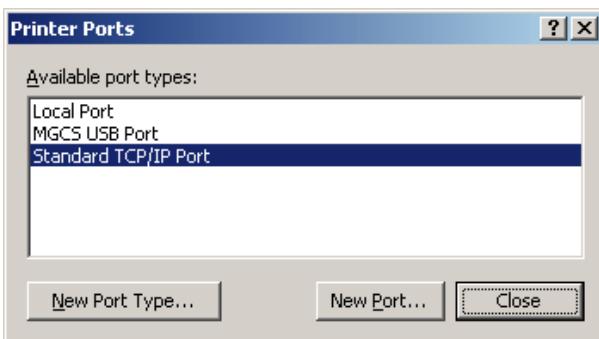
Windows 2000/XP

9



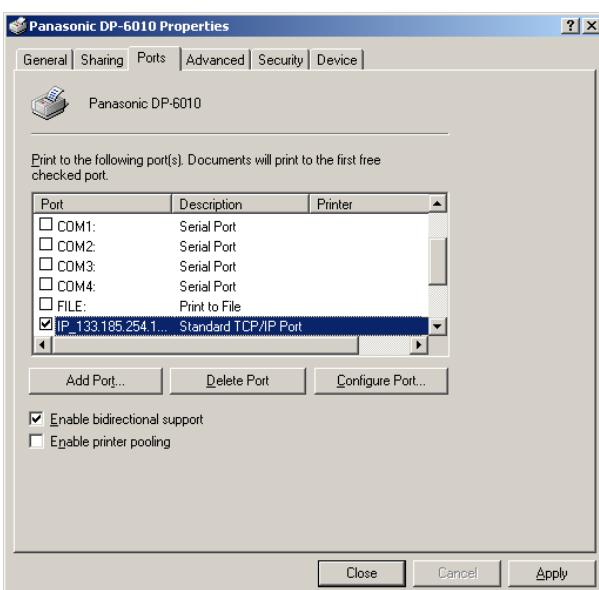
Click the **Finish** button.

10



Click the **Close** button.

11



Click the **Apply** button.

Click the **OK** button.

The printer properties dialog box closes and you have now configured the printer as a network printer.

Configuring the Printer Driver Settings

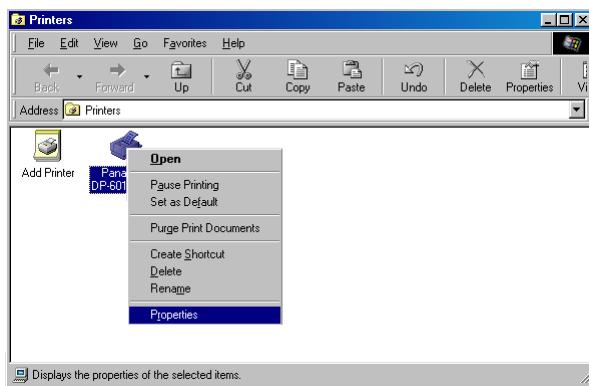
Windows 98/Me

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

1 Click the **Start** button, select **Settings**, and then click **Printers**.

2 Right-click on the desired printer icon in the **Printers** folder, and select **Properties** in the popup menu.

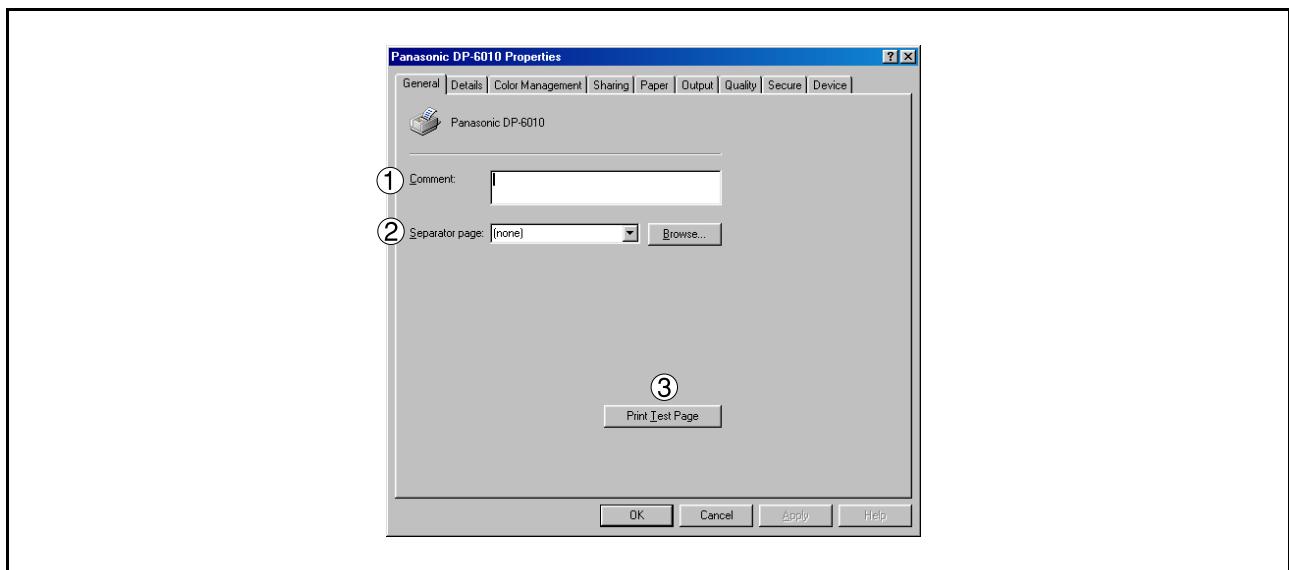
The printer properties dialog box appears.



Configuring the Printer Driver Settings

Windows 98/Me

General Tab



1. Comment

Enter comments to the properties, if any.

If another user sets up this printer on his or her computer when sharing the printer, the comment specified here will also appear on that computer. However, the comment displayed for an existing user will remain unchanged even if the comment is modified later.

2. Separator page

This feature is not available on your machine.

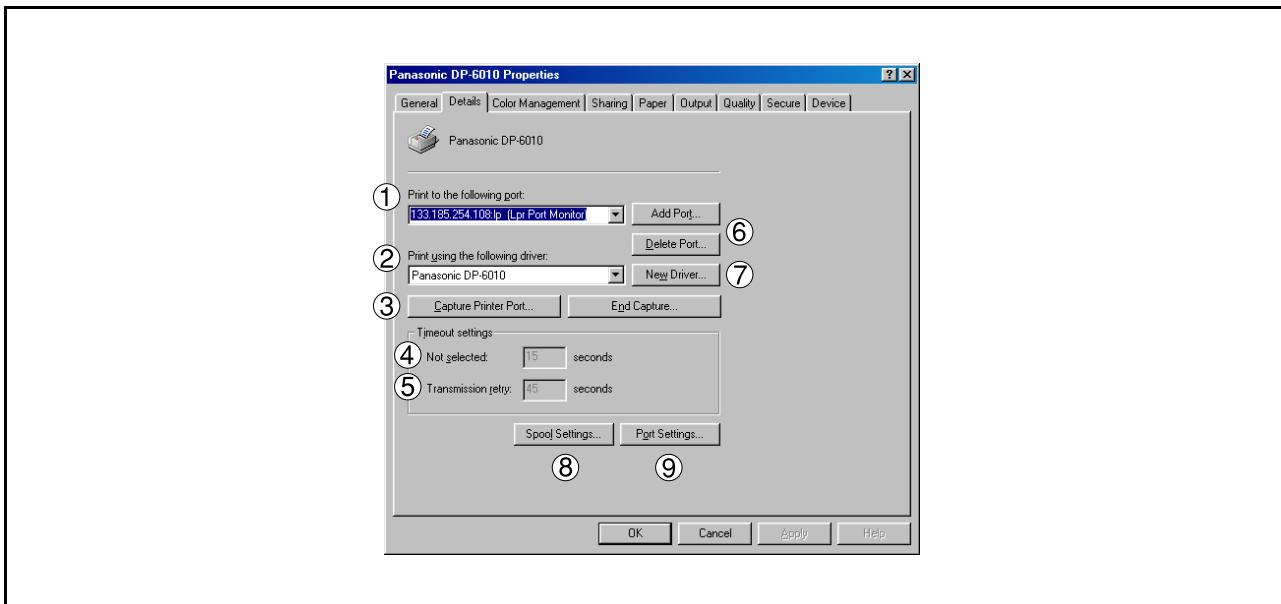
3. **Print Test Page** button

Prints a test page. This allows the user to verify if the printer is installed properly.

Configuring the Printer Driver Settings

Windows 98/Me

Details Tab



1. Print to the following port

Displays either the port where the printer is connected or the path to the network printer.

To change the printing destination, either select the printing destination port from the list or enter the network path here.

2. Print using the following driver

Displays the type of the printer driver. Specify the printer being used or a printer model which can be emulated with the printer being used.

3. / button

Assigns a local port to the network connected printer or cancels a local port assigned to the network printer.

4. Timeout settings - Not selected

Specify the amount of time (in seconds) allowed to elapse before the printer comes online. If the printer is not online within this duration, an error message will be displayed.

5. Timeout settings - Transmission retry

Specify the amount of time (in seconds) allowed to elapse before the printer is ready for printing. If the printer is not ready for printing within this duration, an error message will be displayed.

Increase this value if a timeout error occurs when printing a large document.

6. / button

Adds/deletes a new port or a new network path.

7. button

Updates or modifies the printer driver.

Configuring the Printer Driver Settings

Windows 98/Me

8. button

Specify the method of sending (spooling) documents from the program to the printer.

- **Spool Data Format**

Select spool data type (EMF format or RAW format). Specifying RAW format results in a longer time elapsing before an application becomes operational after printing from it.

Note: Spooling by EMF format (enhanced metafile compression) may cause the following problems on some application software.

- 1) Printing result is different from the screen display.
- 2) Printing requires excessive time.

- **Enable bidirectional support**

Be sure to check the check box for "Enable bidirectional support" when installing the status monitor. Otherwise, status information reception may not function properly.

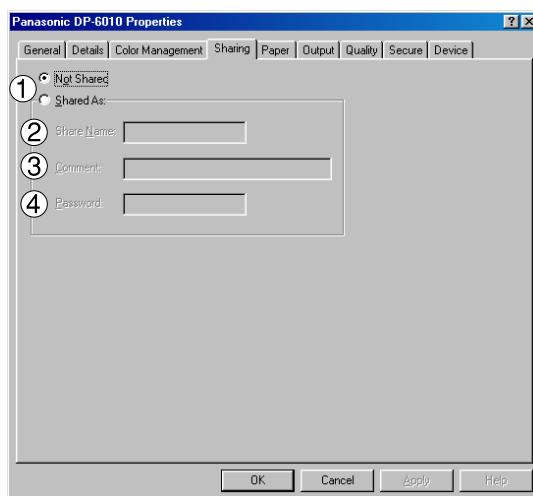
9. button

Modifies printer port settings.

Configuring the Printer Driver Settings

Windows 98/Me

Sharing Tab (See Note 1)



1. Not Shared/Shared As

Select whether to display or share this printer with other computers.

2. Share Name

Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified here will be displayed when other users view information about the printer on the network.

3. Comment

You can enter comments regarding a shared printer (such as the type of printer and the location where it is installed). When other users view information about the printer on the network, the comment specified here will be displayed.

4. Password

Specify the password required when other users will connect to this printer.
Leave the box blank in order not to use any password.

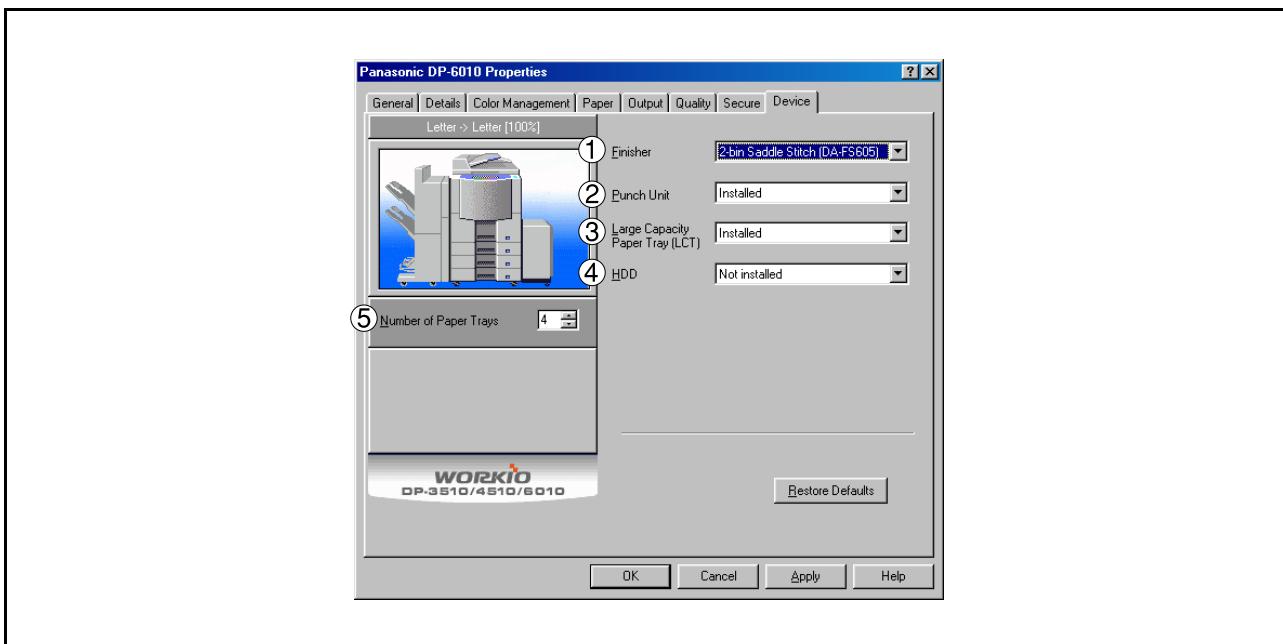
NOTE

1. **Sharing Tab** in property dialog box is not displayed unless printer sharing has been specified.

Configuring the Printer Driver Settings

Windows 98/Me

Device Tab (See Note 1)



1. Finisher

Select the type of the finisher if a finisher is installed.

2. Punch Unit

Select **Installed** if a punch unit is installed.

3. Large Capacity Paper Tray (LCT)

Select **Installed** if a Large Capacity Paper Tray is installed.

4. HDD

Select **Installed** if the HDD Unit is installed.

5. Number of Paper Trays

Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

NOTE

1. **Device Tab** specifies device-specific settings and settings of optional devices.

Configuring the Printer Driver Settings

Windows 98/Me

Paper/Output/Quality/Secure Tab

Refer to All Windows Common Settings (See page 51 - 56).

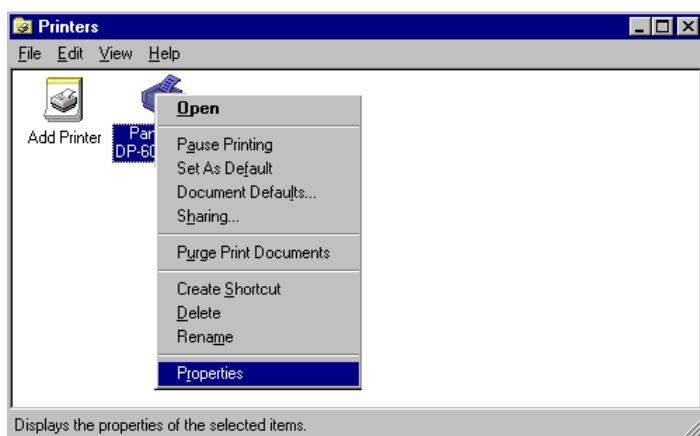
Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

- 1** Logon to the computer/network using an account with administrator rights. (See Note 1)
- 2** Click the **Start** button, select **Settings**, and then click **Printers**.
- 3** Right-click on the desired printer icon in the **Printers** folder, and select **Properties** in the popup menu.

The printer properties dialog box appears.



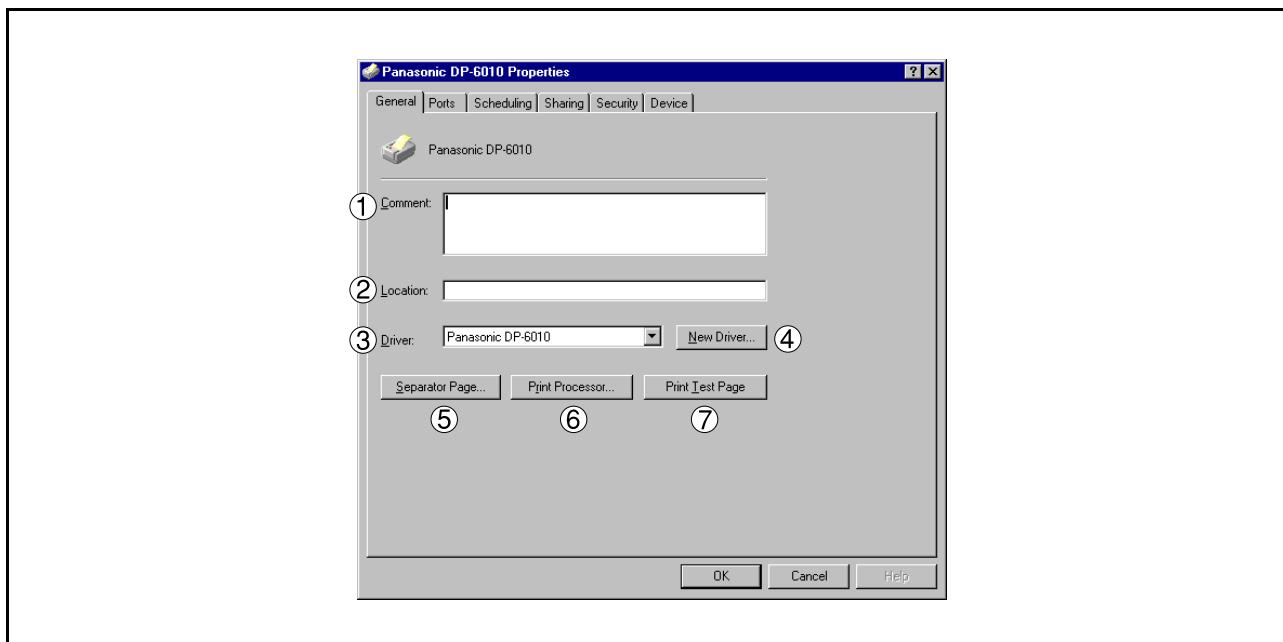
NOTE

1. In Windows NT 4.0, setting the properties depends on the log on account. This section describes properties to be specified by the administrator (system manager). See "Configuring the Printer Driver Settings (User)" for details on user properties. (See page 40)

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

General Tab



1. Comment

Enter comments to the properties, if any.

If another user sets up this printer on his or her computer when sharing the printer, the comment specified here will also appear on that computer. However, the comment displayed for an existing user will remain unchanged even if the comment is modified later.

2. Location

Specifies the printer location.

3. Driver

Displays the printer driver type. Specify the printer being used or a printer model that can be emulated with the printer being used.

4. **New Driver...** button

Updates or modifies the printer driver.

5. **Separator Page...** button

This feature is not available on your machine.

6. **Print Processor...** button

Specify the processor to be used for printing (Print Processor) and the data type (Default Data type).

The processor and data type affect the manner in which the printer functions in Windows NT. Normally they do not need to be modified. However, modification might be necessary when the printer is used with a special application.

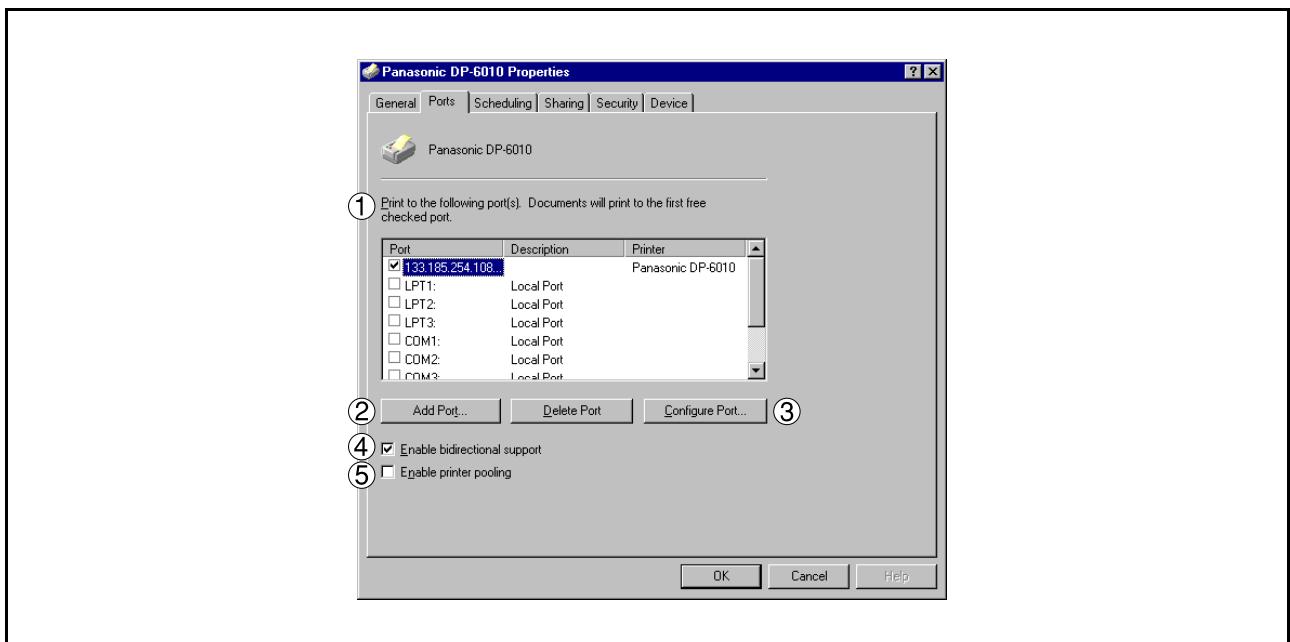
7. **Print Test Page** button

Prints a test page. This allows the user to verify if the printer is installed properly.

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Ports Tab



1. Print to the following port(s)

Displays a list of available ports for printing (Port), their status (Description) and printers that are connected to these ports (Printer).

2. / button

Adds/deletes a new port or a new network path.

3. button

Configures the selected port. In case of a parallel port, Transmission Retry should be specified. (See Note 1, 2)

4. Enable bidirectional support

This setting enables reception of configuration data and status data from the printer.

5. Enable printer pooling

Printer pooling allows data sent to one logical printer to be received and printed by two or more printers. With printer pooling enabled, a transmitted printing job is output to the first printer that is ready for printing.

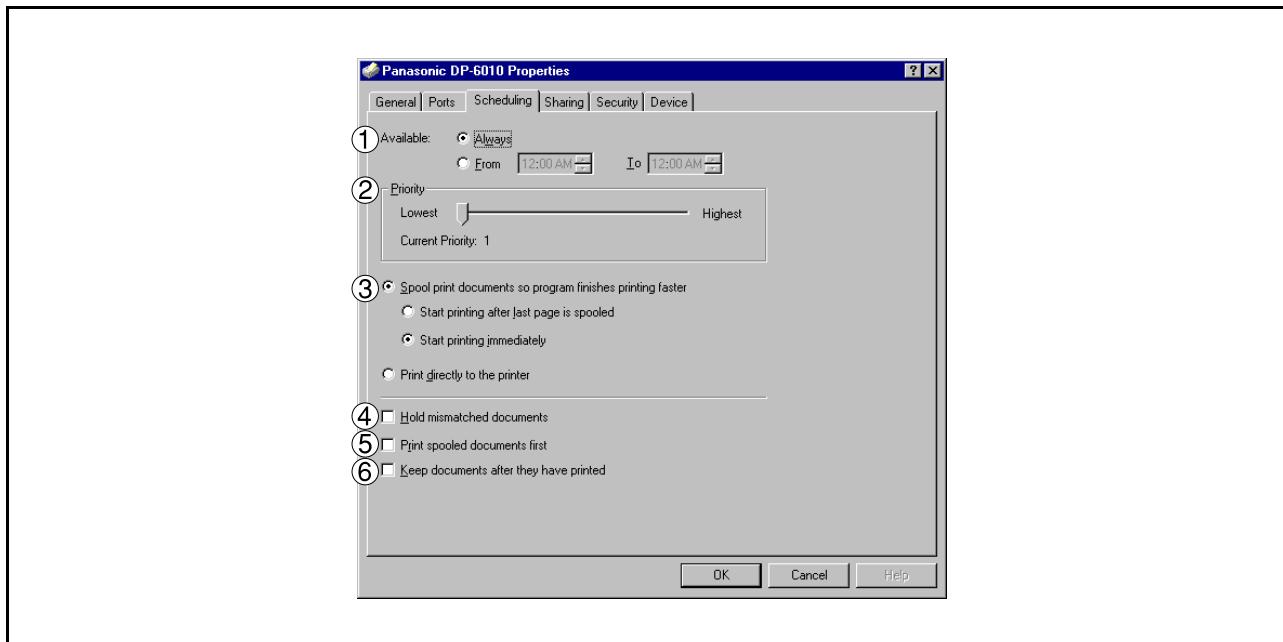
NOTE

1. Specify time (seconds) waiting for the printer to be ready for printing. If a printer is not ready for printing after the specified time has elapsed, an error message is displayed.
2. If a timeout error occurs frequently upon printing a large size document, specify a larger value here.

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Scheduling Tab



1. Available

Schedules when the printer is available for operation. Specify operating hours when **From-To** is selected.

2. Priority

Sets printing priority. The slider allows the priority to be adjusted from 1 through 99.

3. Spool print documents... / Print directly to the printer

Specify how documents should be sent from an application to the printer.

4. Hold mismatched documents

The spooler compares document settings against printer settings and holds printing of a document if its settings (Paper Size, Orientation, etc.) do not match the printer settings.

5. Print spooled documents first

Always prints spooled documents first regardless of printing priority.

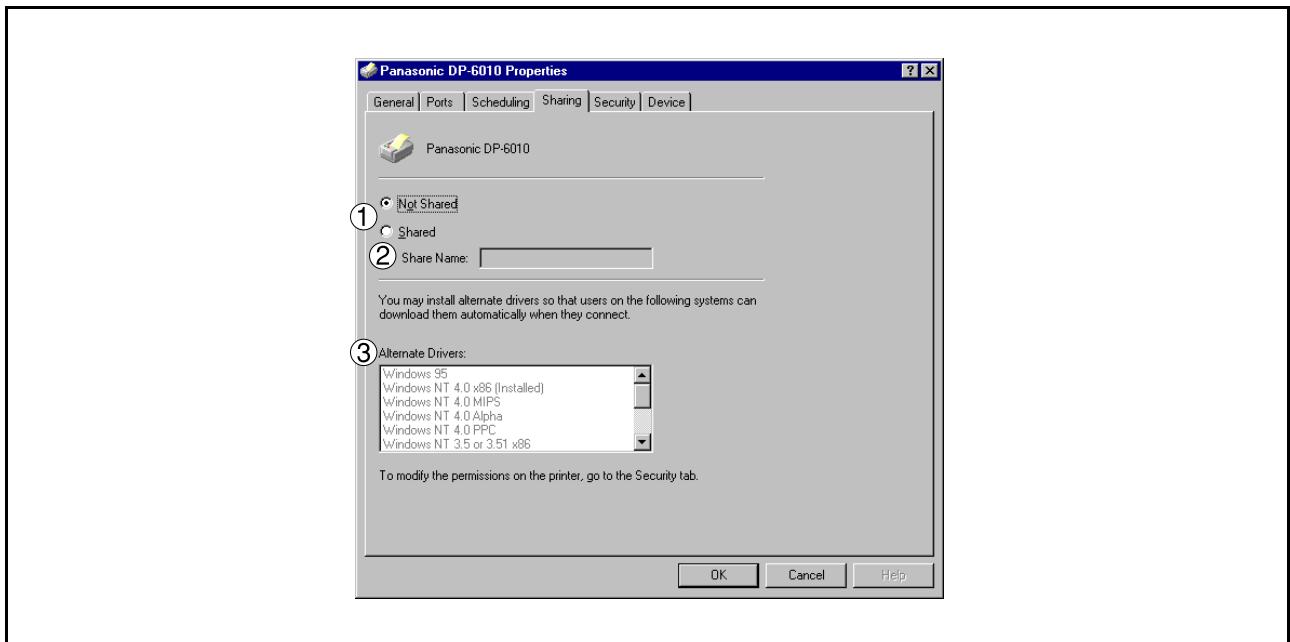
6. Keep documents after they have printed

Holds documents in the print queue even after they have been printed. These documents can be printed again directly from the queue regardless of the state the application is in.

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Sharing Tab



1. Not Shared/Shared

Select whether to display or share this printer with other computers.

2. Share Name

Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified here will be displayed when other users view information about the printer on the network.

3. Alternate Drivers (See Note 1)

Allows other operating systems' printer drivers to be loaded. When users of these operating systems connect to the printer, the printer driver is automatically loaded.

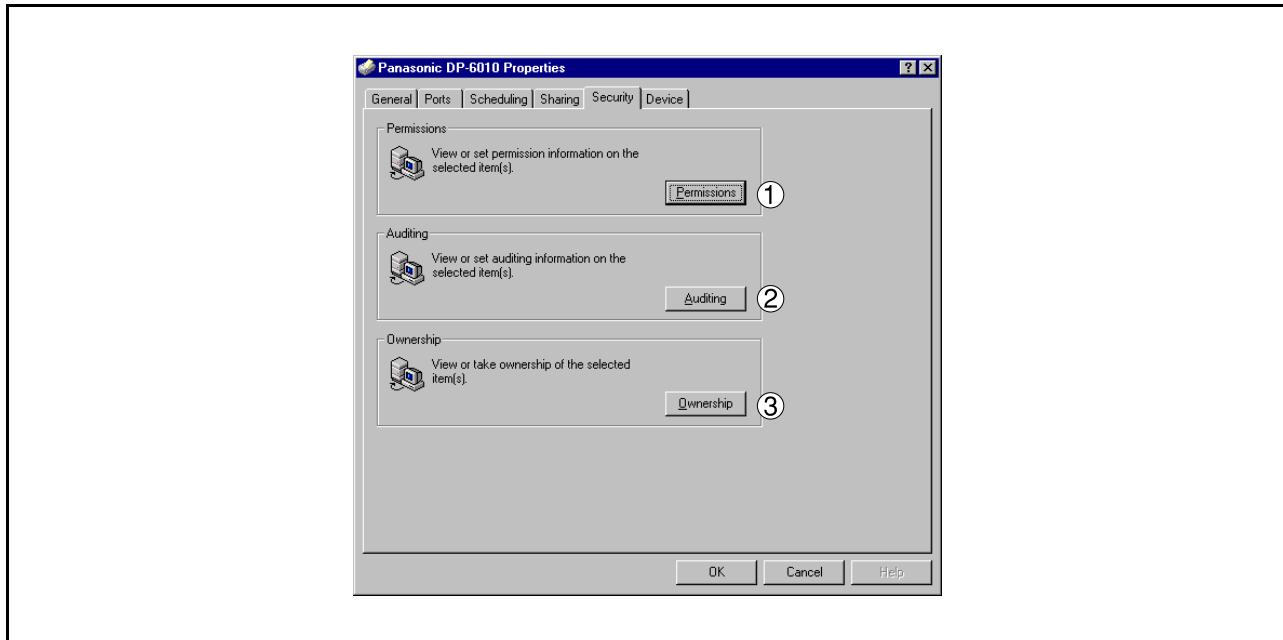
NOTE

1. When sharing a printer on the network, the print driver needs to be installed on the print server only, other computers will automatically copy and use that driver.
For this reason, the print server must be ready with printer drivers for all the operating systems of all the computers that will be sharing the printer.

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Security Tab (See Note 1)



1. **Permissions** button

Set printer access privileges.

2. **Auditing** button

Displays the users who have used this printer and how they used it.

3. **Ownership** button

Set the ownership of the printer.

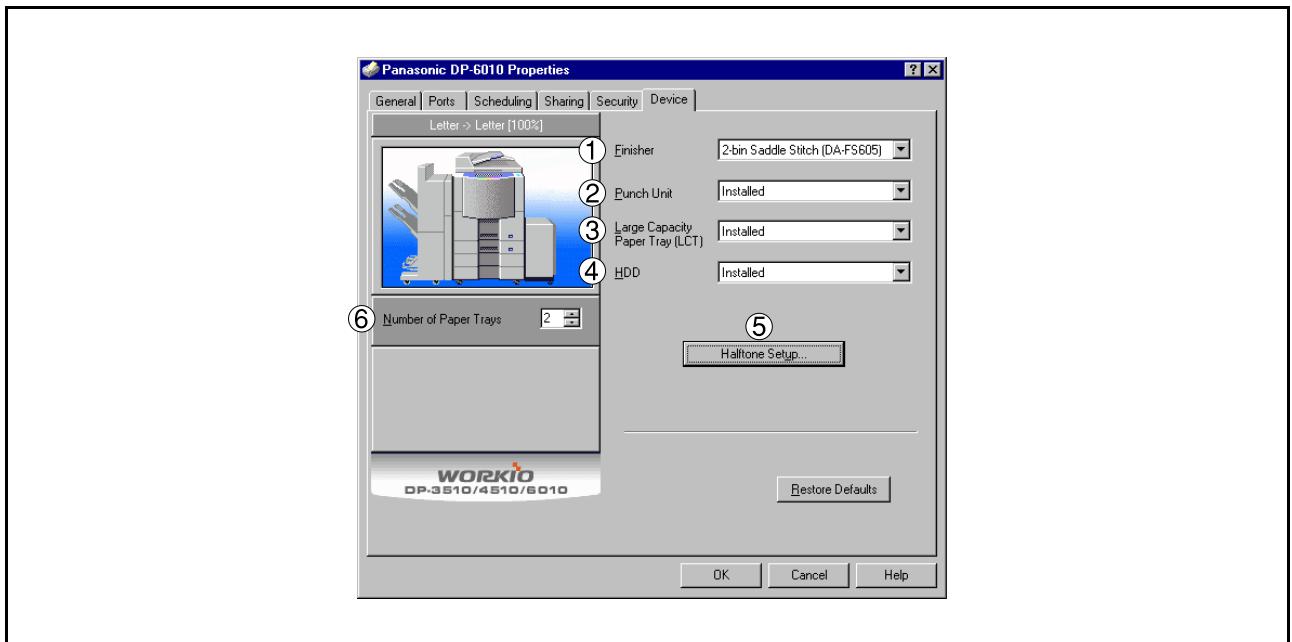
NOTE

1. In order to utilize these features, first you need to select Autid... from User Manager's Policies and enable File and Object Access in the Audit Policy dialog box.

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Device Tab (See Note 1)



1. Finisher

Select the type of the finisher if a finisher is installed.

2. Punch Unit

Select **Installed** if a punch unit is installed.

3. Large Capacity Paper Tray (LCT)

Select **Installed** if a Large Capacity Paper Tray is installed.

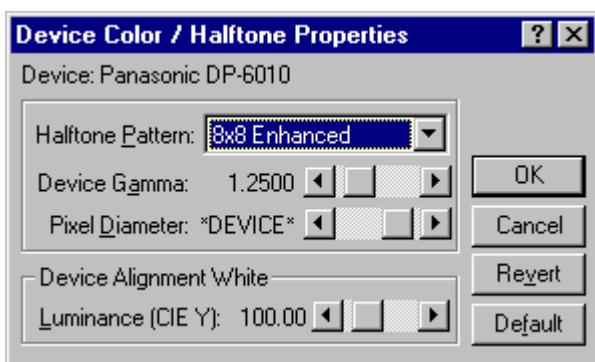
4. HDD

Select **Installed** if the HDD Unit is installed.

5. Halftone Setup

Halftone Setup... button

Select the halftoning method to be used (halftones specific to the printer). Select it according to the details of the data and your preference.



Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

• Halftone Pattern

Select the pixel size to be used for halftones.

The greater the value, the coarser the image would become. However, a larger value is suited for printing large areas.

The Enhanced pattern allows printing at a higher resolution using the same number of pixels. However, the pattern might generate unnatural lines, patterns, moire effects, and so on depending on the image to be printed.

• Device Gamma

Adjust the gamma of print images (color intensities).

• Pixel Diameter

Adjust the darkness of the print image. Move the slider to specify the pixel size. You can choose between specifying the real size in inches or specifying it as a percentage relative to the printer resolution.

• Luminance (CIE Y)

Adjust the luminosity of the print image.

6. Number of Paper Trays

Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

NOTE

1. *Device Tab specifies device-specific settings and settings of optional devices.*

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

- 1** Select **Print** in the **File** menu of the application.
- 2** Select the printer model in the name list box.
- 3** Click the **Properties...** button in the **Print** dialog box.
- 4** The printer properties dialog box appears. Click the desired tabs of the dialog box and specify the properties.
(See Note 1)
(See page 51 - 56)

NOTE

1. In Windows NT 4.0, setting properties depends on the logon account. This section describes properties to be specified by a user, upon executing a print operation in an application. See "Configuring the Printer Driver Settings (Administrator)" for details on administrator properties.
(See page 32)

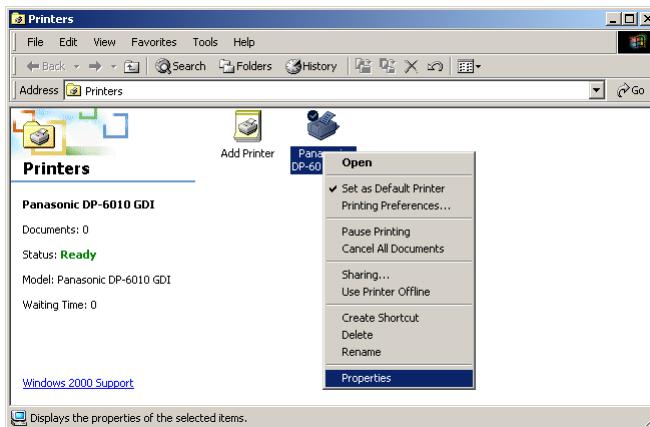
Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

- 1** Logon to the computer/network using an account with administrator rights.
- 2** Click the **Start** button, select **Settings**, and then click **Printers**.
- 3** Right-click on the desired printer icon in the **Printers** folder, and select **Properties** in the popup menu.

The printer properties dialog box appears. (See Note 1)



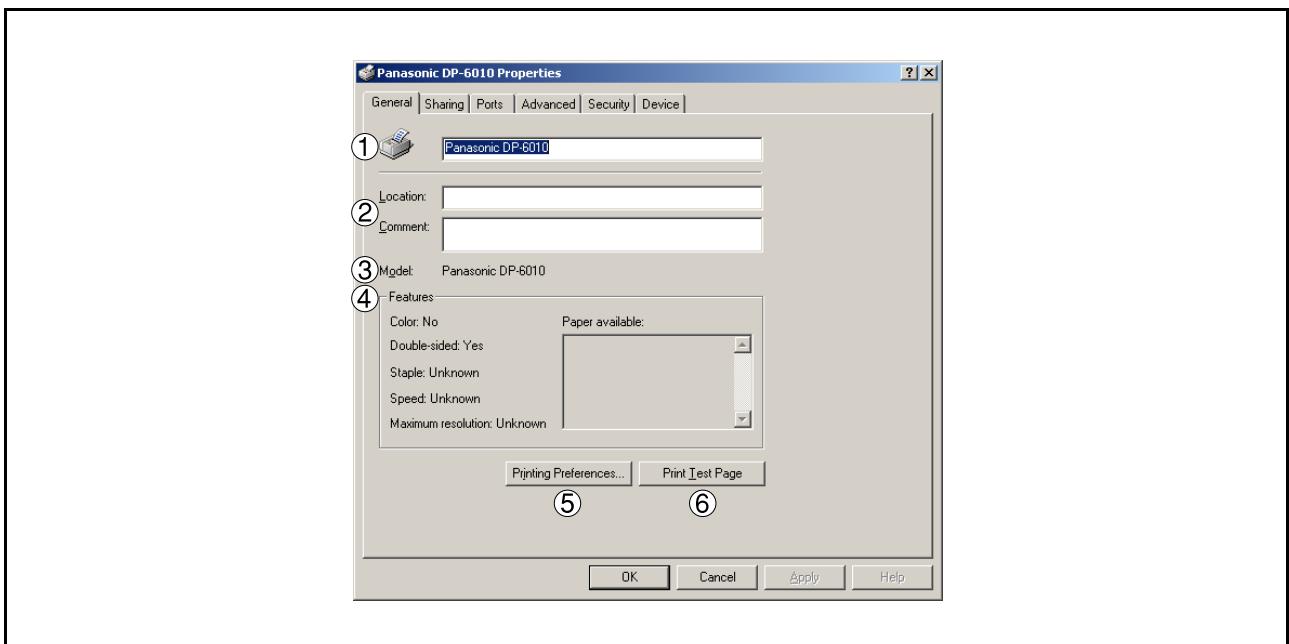
NOTE

1. In Windows 2000/XP, setting the properties depends on the logon account. This section describes properties to be specified by the administrator (system manager). See "Configuring the Printer Driver Settings" for details on user properties. (See page 50)

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

General Tab



1. Printer Name

Name of the printer specified upon installation is displayed.

2. Location and Comment

Enter a comment about the location of the printer and information about the printer.

If a printer is shared, the location and comments specified in this field appear when another user sets up this printer on his/her computer. After completion of setup, however, changing this comment does not update the location and comment appearing on users PCs.

3. Model

Model name of the printer is displayed.

4. Features

Functions and settings of the printer are displayed.

5. **Printing Preferences...** button

Changes properties (print settings) specifiable for each user.

Refer to "Configuring the Printer Driver Settings (User)" for details on settings (See page 50).

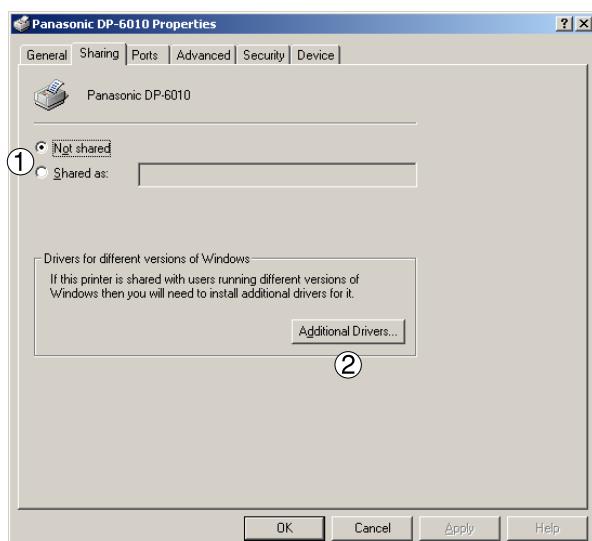
6. **Print Test Page** button

Prints a test page. This allows the user to verify if the printer is installed properly.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Sharing Tab



1. Not Shared/Shared As

Specify if this printer is displayed or shared with other computers.

For sharing a printer, specify the share name of a printer. A name specified here appears when other users view the printer information on a network.

2. **Additional Drivers...** button

Install additional printer drivers on the system. (See Note 1)

When users running different versions of Windows share a printer, installing additional drivers avoids the need for installing new drivers on their systems.

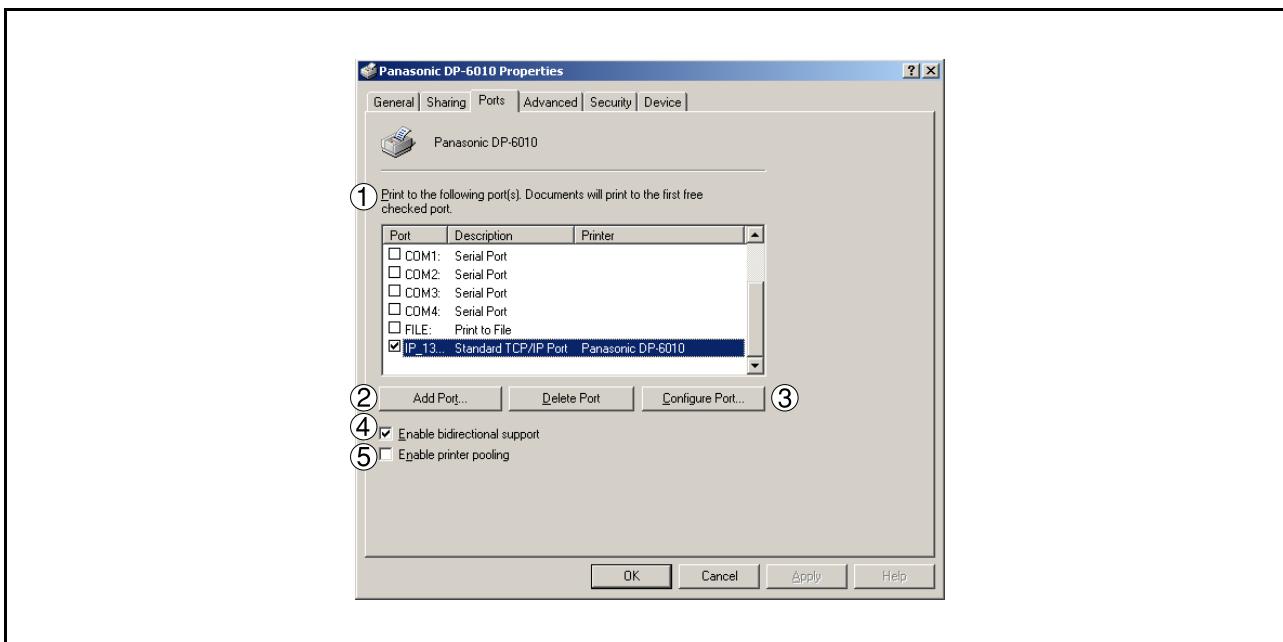
NOTE

- When sharing a printer on the network, the print driver needs to be installed on the print server only, other computers will automatically copy and use that driver.
For this reason, the print server must be ready with printer drivers for all the operating systems of all the computers that will be sharing the printer.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Ports Tab



1. Print to the following port(s)

Displays a list of ports that allow printing, their status (description), and printers connected to the ports.

2. **Add Port...** / **Delete Port** button

Adds/deletes a new port or a new network path.

3. **Configure Port...** button

Configure the port that is selected. On a parallel port, wait time (in seconds) for retransmission is specified. (See Note 1, 2)

4. **Enable bidirectional support**

This setting enables reception of configuration data and status data from the printer.

5. **Enable printer pooling**

Printer pooling allows data sent to one logical printer to be received and printed by two or more printers. With printer pooling enabled, a transmitted printing job is output to the first printer that is ready for printing.

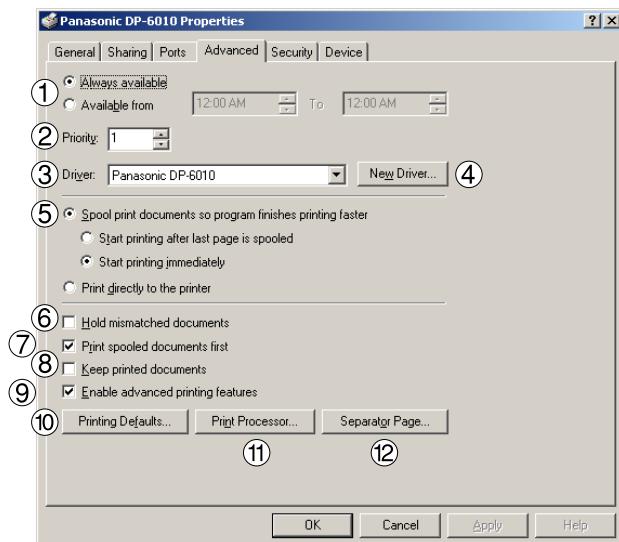
NOTE

1. Specify the time (seconds) waiting for the printer to be ready for printing. If the printer is not ready for printing after the specified time has elapsed, an error message is displayed.
2. If a timeout error occurs frequently upon printing a large size document, specify a larger value here.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Advanced Tab



1. Always available/Available from

Specify the operating schedule for a printer. Selecting **Available from** allows specifying an available operation time.

2. Priority

Specify the priority in printing. Priority is adjustable from 1 to 99. Documents of higher priority are printed before those of lower priority.

3. Driver

Displays the printer driver type. Specify the printer being used, or a printer model that can be emulated with the printer being used.

4. **New Driver...** button

Updates or modifies the printer driver.

5. Spool print documents so program finishes printing faster

Specify the method of sending a document from the program to the printer.

6. Hold mismatched documents

The spooler compares document settings against printer settings and holds printing of a document if its settings (Paper Size, Orientation, etc.) do not match the printer settings.

7. Print spooled documents first

Always prints spooled documents first regardless of printing priority.

8. Keep printed documents

After printing, documents are kept in the queue. The documents are allowed to be reprinted directly from the queue regardless of the status of an application.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

9. Enable advanced printing features

Enables advanced printing features. Optional features of the printer (page ordering, booklet printing, numbering on sheets) are enabled. These features can be disabled if a problem occurs due to incompatibility. Disabling the features may also disable the printing options.

10. button

Specifies standard (default) values for the properties (print settings) specifiable for each user. If a local printer is shared, the settings here are used as printing defaults for other users.

Refer to "Configuring the Printer Driver Settings (User)" for detailed settings. (See page 50)

11. button

Specify a print processor and data type to be used for printing.

The processor and data type define operations of printers under Windows 2000/XP.

Usually no change is required in the settings. Use of a printer from some applications, however, may require changes in the settings.

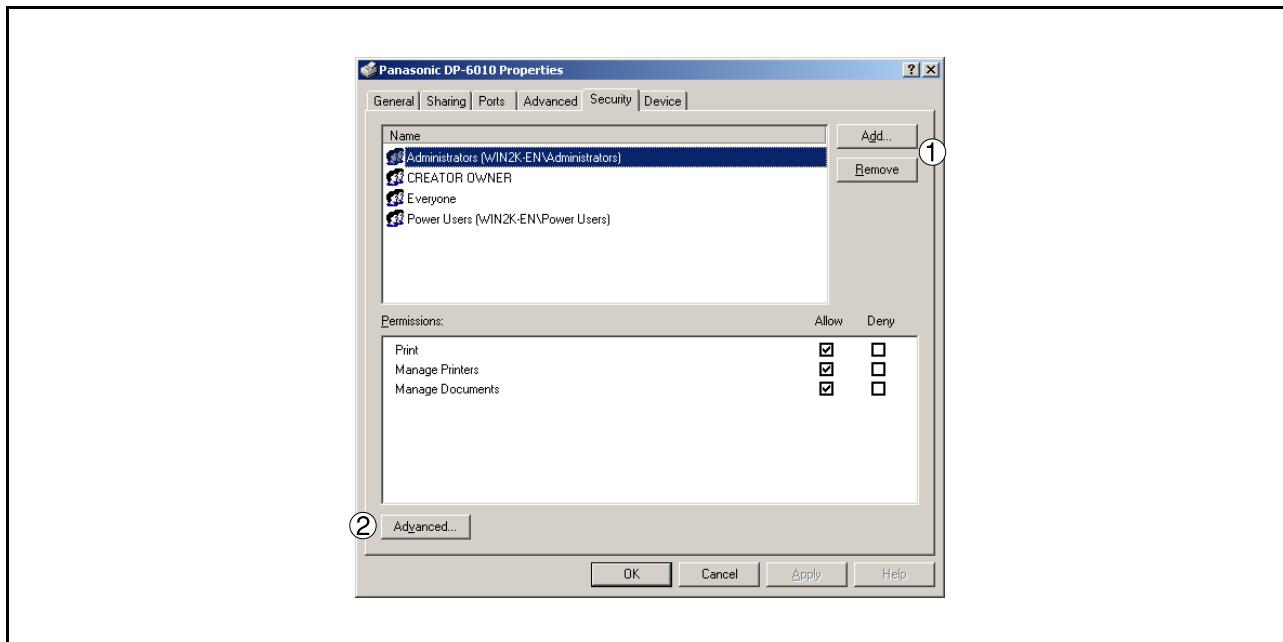
12. button

This feature is not available on your machine.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Security Tab (See Note 3)



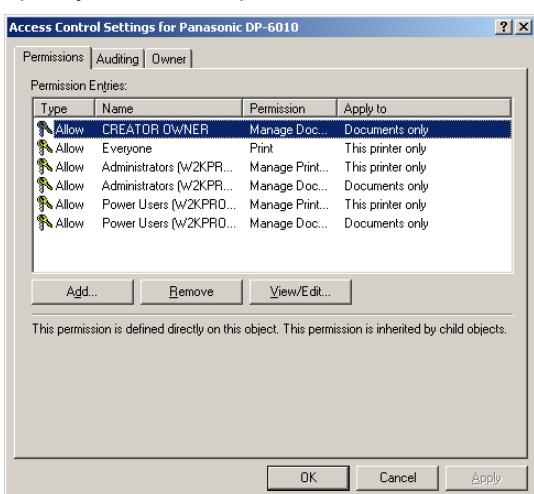
Displays a list of users and groups to whom printer access is assigned to. A list of standard permissions for each group or user is displayed. Check or uncheck the checkboxes for permitting or prohibiting access. Gray checkbox indicates the permission inheritance.

1. **Add...** / **Remove** button

Add or delete a user or group from the list.

2. **Advanced...** button

Specify access to a printer, audit, and owner. (See Note 1, 2)



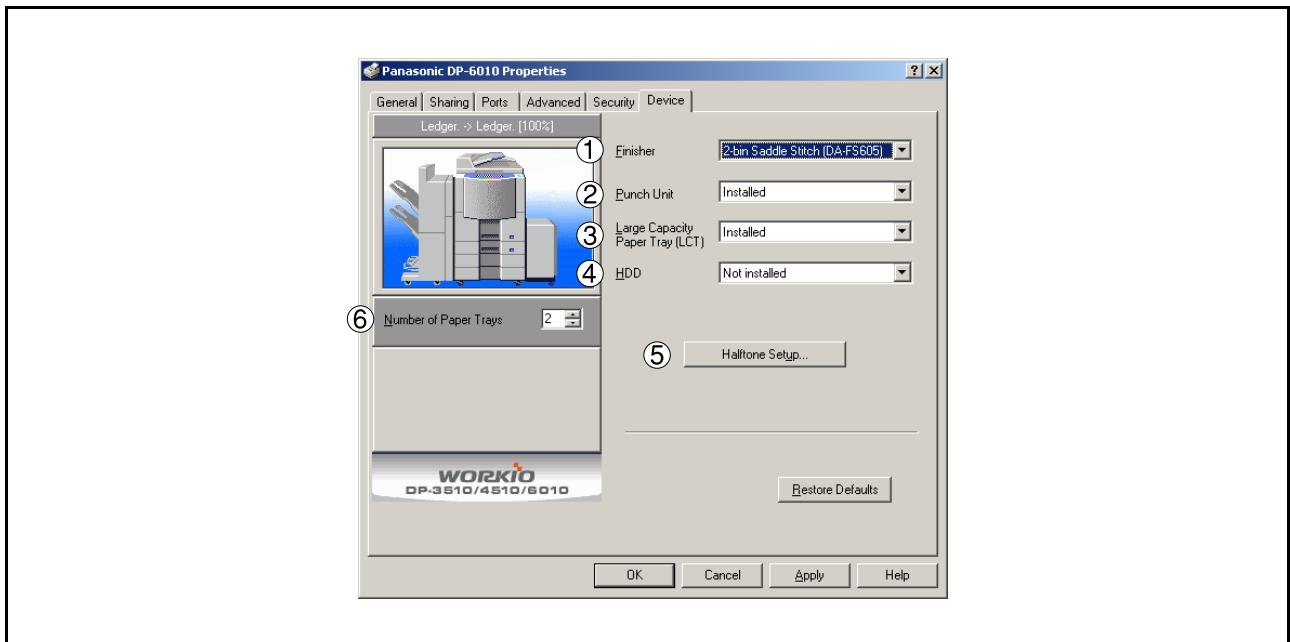
NOTE

1. Windows 2000 provides the capability of managing access to various objects (e.g. printers) by users.
2. Refer the Windows 2000 documentation for details on access permission, audit, and owner.
3. The Security Tab is not shown in Windows XP.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Device Tab (See Note 1)



1. Finisher

Select the type of the finisher if a finisher is installed.

2. Punch Unit

Select **Installed** if a punch unit is installed.

3. Large Capacity Paper Tray (LCT)

Select **Installed** if a Large Capacity Paper Tray is installed.

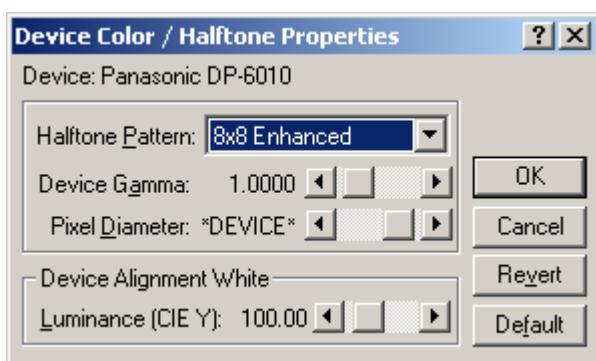
4. HDD

Select **Installed** if the HDD Unit is installed.

5. Halftone Setup

Halftone Setup... button

Select the halftoning method to be used (halftones specific to the printer).
Select it according to the details of the data and your preference.



Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

• Halftone Pattern

Select the pixel size to be used for halftones.

The greater the value, the coarser the image would become. However, a larger value is suited for printing large areas.

The Enhanced pattern allows printing at a higher resolution using the same number of pixels. However, the pattern might generate unnatural lines, patterns, moire effects, and so on depending on the image to be printed.

• Device Gamma

Adjust the gamma of print images (color intensities).

• Pixel Diameter

Adjust the darkness of the print image. Move the slider to specify the pixel size. You can choose between specifying the real size in inches or specifying it as a percentage relative to the printer resolution.

• Luminance (CIE Y)

Adjust the luminosity of the print image.

6. Number of Paper Trays

Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

NOTE

1. *Device Tab specifies device-specific settings and settings of optional devices.*

Configuring the Printer Driver Settings

Windows 2000/XP (User)

Changes the printer settings. Display the printer settings dialog box by performing the steps below.

- 1** Select **Print** in the **File** menu of the application.
- 2** Select the printer model in the name list box.
- 3** Click the **Properties...** button in the **Print** dialog box.
- 4** The printer properties dialog box appears. Click the desired tabs of the dialog box and specify the properties.
(See Note 1)
(See page 51 - 56)

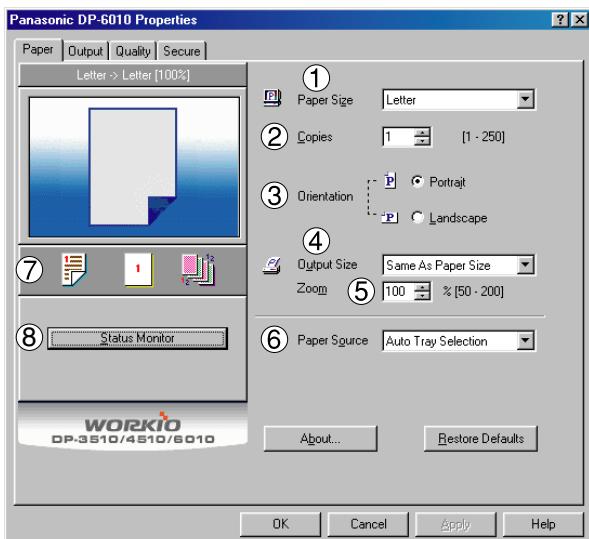
NOTE

1. In Windows 2000/XP, setting the properties depends on the log on accounts. This section describes properties to be specified by a user, upon executing a print operation in an application. See "Configuring the Printer Driver Settings (Administrator)" for details on administrator (system manager) properties. (See page 41)

Configuring the Printer Driver Settings

All Windows Common Settings

Paper Tab



1. Paper Size

Select a document size.

2. Copies (1-250)

Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

3. Orientation

Select the print orientation (Portrait/Landscape).

4. Output Size

Select an output paper size.

5. Zoom (50-200)

Specify an enlargement or reduction percentage when printing documents. If enlargement/reduction can be set within the application, indicate 100% here and specify the enlargement/reduction percentage in the Print dialog box of the application.

6. Paper Source

Specify where the paper you want to use is located in the device. If you choose **Auto Tray Selection**, the printer driver will automatically select an appropriate tray according to the Paper Size selected.

7. Print Properties Status Icons

Show the print status for the following properties.

- Paper Style (Output Tab)
- N in 1 (Output Tab)
- Sort (Output Tab)

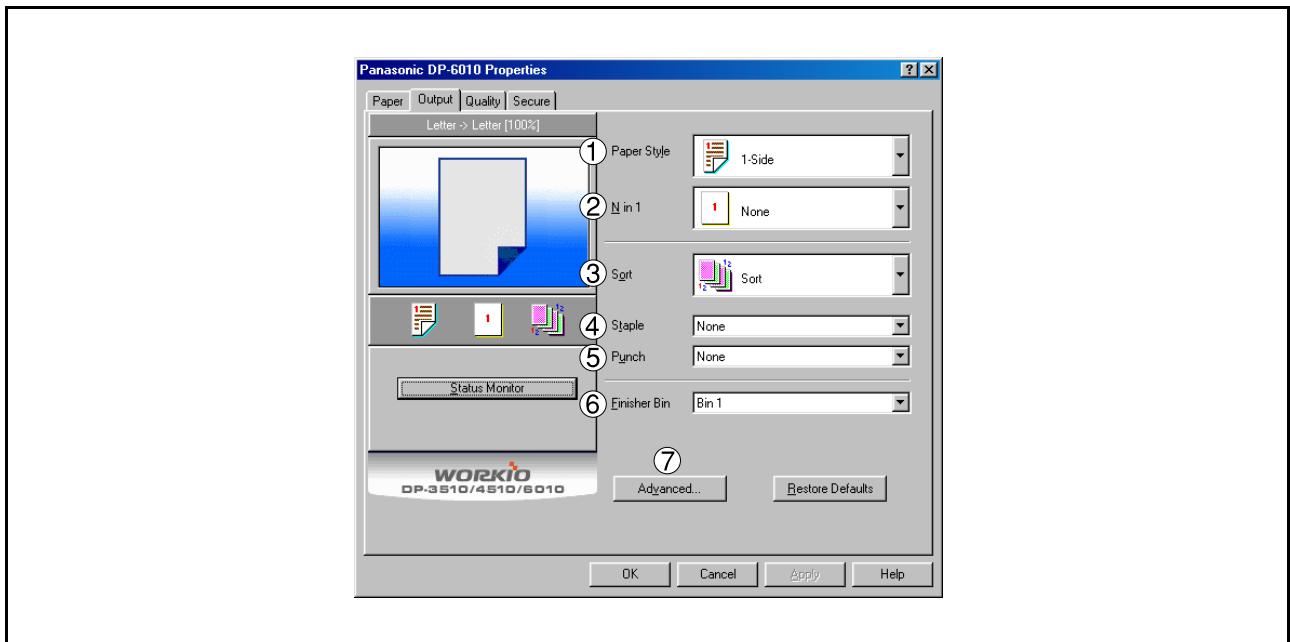
8. Status Monitor

Recalls Network Status Monitor. (See page 134)

Configuring the Printer Driver Settings

All Windows Common Settings

Output Tab



1. Paper Style

Select duplex printing for printing on both sides of the paper.

You can select the printing style among 1-Side/2-Sided (Long Edge) /2-Sided (Long Edge Margin) /2-Sided (Short Edge) /2-Sided (Short Edge Margin).

- **Binding Direction**

Select the binding side (Long Edge/Short Edge) for duplex printing.

- **Binding Margin**

Select the binding margin upon duplex printing. The width of the binding margin is specified on the device.

2. N in 1

Specify the layout pattern for printing multiple documents on a single sheet of paper.

Configuring the Printer Driver Settings

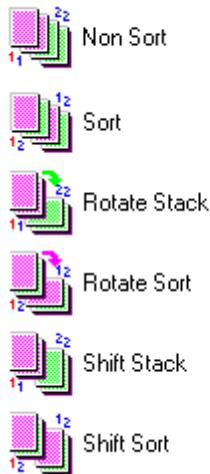
All Windows Common Settings

3. Sort

Select whether to Stack or Sort when printing multiple copies.

Note: Sort settings made on the printer driver screen have priority.

It is not recommended to make them on the application screen.



4. Staple

Select the staple position. Available if the optional Finisher (DA-FS600, FS605, FS330 or FS355) is installed.

Portrait(Left 1 Position/Left 2/Right 1/Right 2)



Landscape(Left1/Right1/Top)

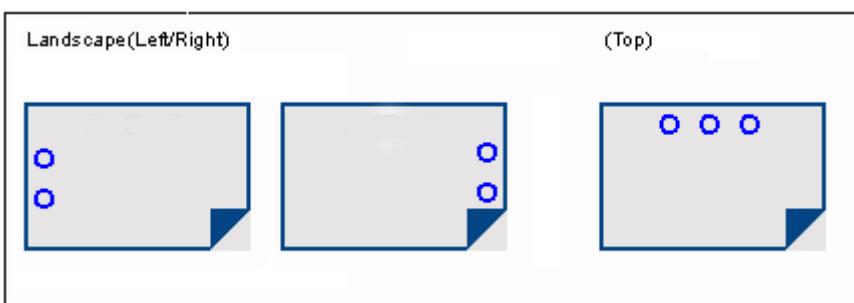
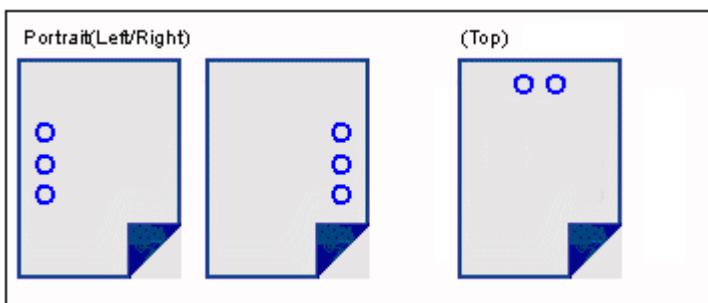


Configuring the Printer Driver Settings

All Windows Common Settings

5. Punch

Select the punch position. Available if the optional Punch Unit (DA-SP31) is installed.



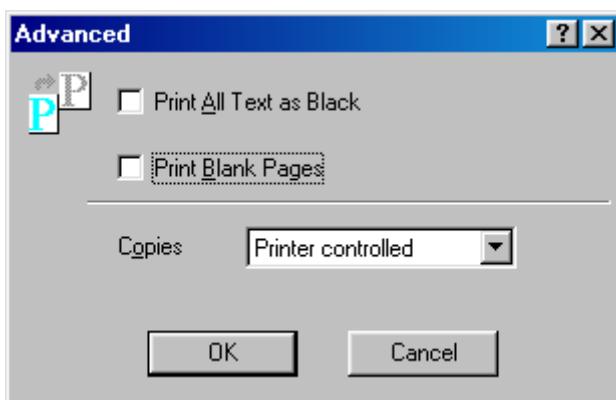
You can choose Left/Right/Top regardless of paper orientation.

6. Finisher Bin

You can select the number of the output bin.

Possible when the optional finisher is installed.

7. **Button**



- **Print All Text as Black (Windows 98/Me only).**

All colored text is printed as solid black

- **Print Blank Pages**

Select whether the blank pages are printed or not.

- **Copies**

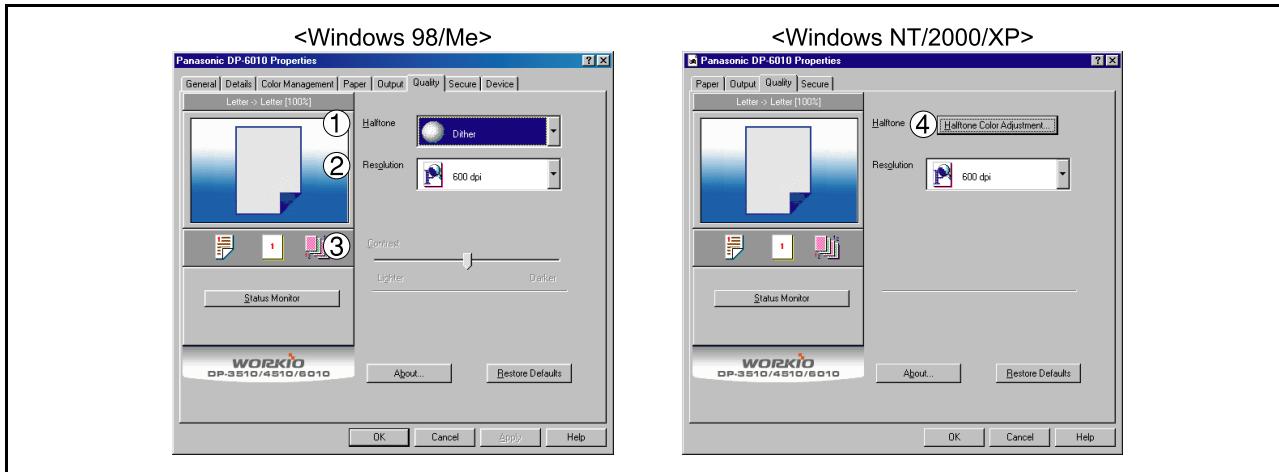
When printing a large amount of data with sort mode, the machine might not be able to print due to lack of memory capacity.

In this case, select **Print Driver controlled**, as sorting is processed inside of the printer driver. However, this mode may take more time to print.

Configuring the Printer Driver Settings

All Windows Common Settings

Quality Tab



1. Halftone (For Windows 98/Me only)

Select either None or Dither.

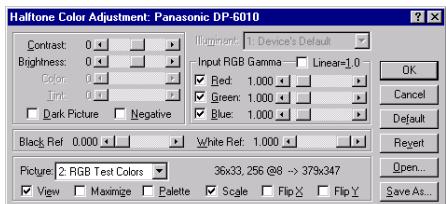
2. Resolution

Select the print resolution (300 dpi / 600 dpi). (See Note1)

3. Contrast

Adjust the contrast of print images. (Note: Only if Halftone is set to None.)

4. Halftone Color Adjustment... button (For Windows NT/2000/XP only)



• Contrast

Adjust the contrast of print images.

• Brightness

Adjust the brightness of print images.

• Dark Picture

Select this option in order to print dark images brighter.

• Negative

Select this option in order to print images with black and white reversed.

• Input RGB Gamma

Adjust the gamma of print images (color intensities). Red, Green and Blue can also be adjusted individually.

• Black Ref/White Ref

Adjust the difference between the darkest and lightest colors of an image. Increasing the Black Ref value or decreasing the White Ref value will intensify the contrast of the image but reduces the range of colors in between.

• Picture

Select a test pattern type.

Selecting the View check box will display halftone adjustment results in the test pattern.

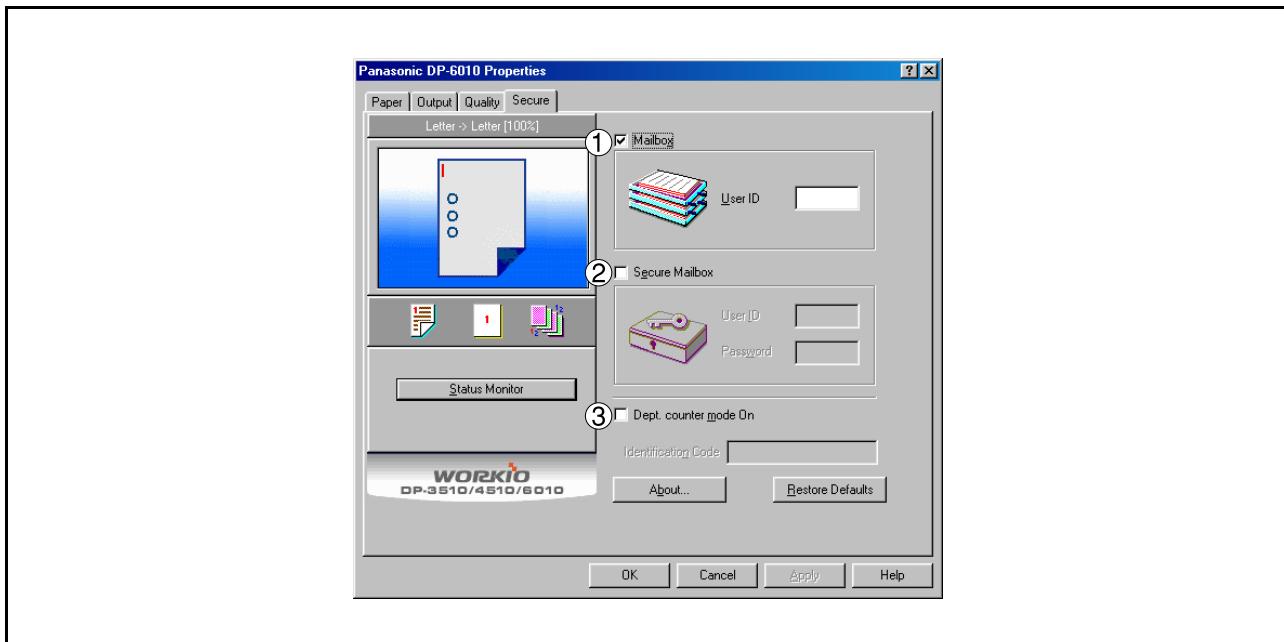
NOTE

1. dpi (dots per inch) represents the number of dots contained in one inch. The larger the value, the higher the resolution would be.

Configuring the Printer Driver Settings

All Windows Common Settings

Secure Tab



1. Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD60) is installed.)

Check this checkbox and enter the User ID (up to 8 digits) when storing the print data into the mailbox of the machine.

2. Secure Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD60) is installed.)

Check this checkbox, enter the User ID (up to 8 digits) and the password (up to 4 digits) when storing the print data into the secure mailbox of the machine.

3. Dept counter mode On

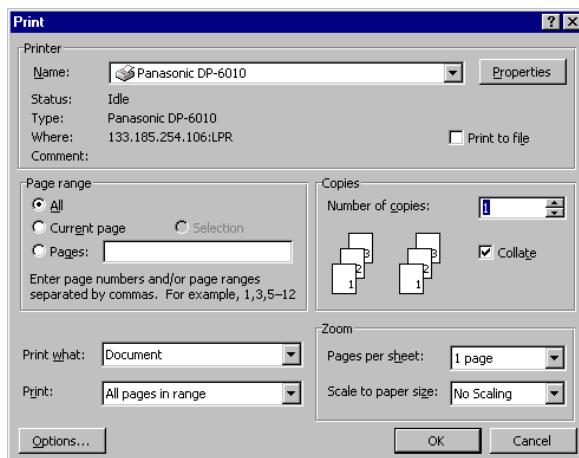
Check this box and enter the department code if your administrator requires departmental codes in order to print.

Print Operation

Printing from Windows Applications

If the printer driver is installed properly and a printer is selected as the default printer (See Note 1) in the printer setup, printing can be accomplished from any Windows application with simple operations.

To print from most Windows applications, use the **Print...** command in the **File** menu. Selecting the **Print...** command typically displays the following Print dialog box:



After selecting the print range to be printed and the number of copies, click on **OK** to start printing.

While documents are being printed, a printer icon appears in the System Tray near the clock on the bottom right hand corner of the screen. The icon disappears when printing is completed.

You may double-click on the printer indicator in the system tray to open and verify the details of the print queue in the spooler.

NOTE

1. Follow the steps below to set a default printer:
 - 1) Click the **Start** button and select **Printers** in the **Settings** menu.
 - 2) Select the printer icon in the window and select **[Set as Default]** in popup menu by right-clicking it. Then the check mark is displayed.

Print Operation

Printing on Network

When sharing a printer by connecting two computers via a crossover cable or using a hub, a connection among computers must be established. (See Note 1, 2)

Establishing a connection among computers can be verified by displaying the connected computers in Network Neighborhood on the desktop.

The settings for printer sharing are specified by performing the following steps.

Printer server (PC connected to a printer)

- 1** Install the printer driver on the computer to be connected to the machine.
- 2** Click the **Start** button, select **Settings**, and then click **Printers**.
- 3** Right-click on the desired printer icon and select **[Sharing...]** in the popup menu.
- 4** Select **Shared As** in the properties dialog box.
- 5** Click the  button.

Upon completing this setting, the shape of the icon changes indicating that the printer is shared.

NOTE

1. Refer to the manual for the network card and Windows user's guide for connections among computers.
2. On Windows 98/Me, a computer connected to a printer must be set up to allow printer sharing by performing the following operations:
 - 1) Double-click on **Network** in control panel, and then click  button in the **Configuration** tab.
 - 2) Check **[I want to be able to allow others to print to my printer(s).]** in the **File and Print Sharing** dialog box.

Printing on Network

Remote (PC that uses another computer's printer)

1 Click the **Start** button, select **Settings**, and then click **Printers**.

2 Double-click **Add Printer** in the printers folder window. The Add Printer Wizard appears.

3 Select **Network Printer**.

Click the  button.

4 Specify the other computer's printer by entering the network path.

Then, complete the installation following the instructions of the Add Printer Wizard.

The operations above enables output from the remote computer to a printer connected to the printer server.

Installing the Document Management System

Windows 98/Me/NT/2000/XP

1

Insert the Panasonic Document Management System CD-ROM. (See Note 1 and 2 on page 63)

2



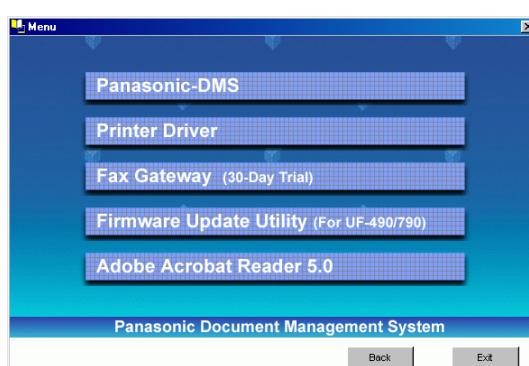
Select the language.

3



Click the **Next** button.

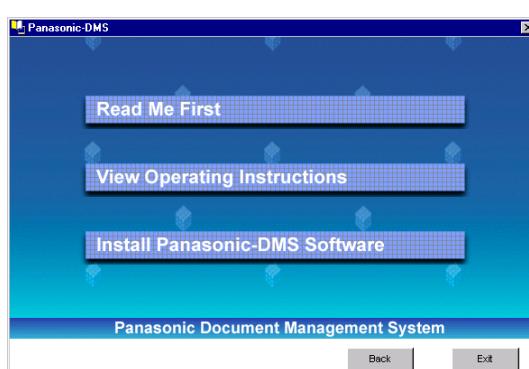
4



Click **Panasonic-DMS**.

Note: The Fax Gateway and Firmware Update Utility is available in the U.S.A. and Canada only.

5

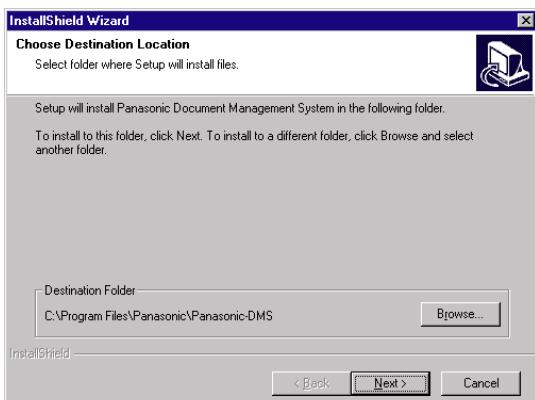


Click **Install Panasonic-DMS Software**.

Installing the Document Management System

Windows 98/Me/NT/2000/XP

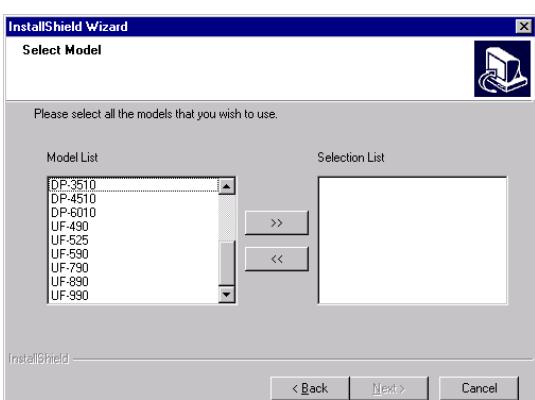
6



Verify the installation destination and click the

Next button.

7

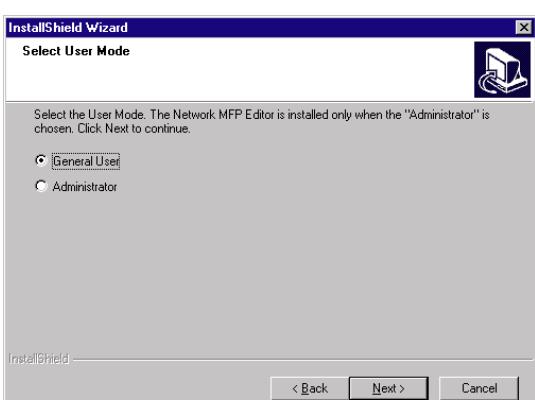


Select your machine's model(s) and click the

>> (Add) button.

Then, click the **Next** button.

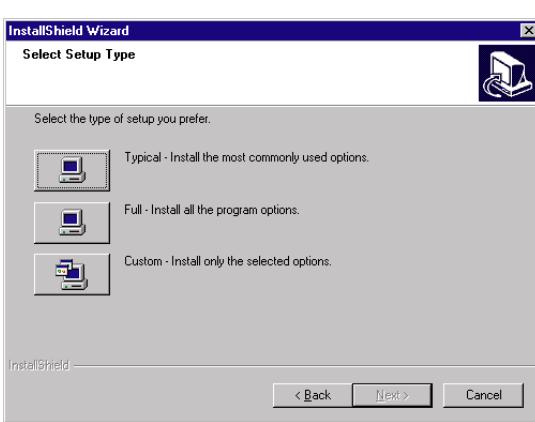
8



Select **General User** and click the **Next** button.

Note: If selecting **Administrator**, the network configuration editor and network address book editor will also be installed on your PC.

9



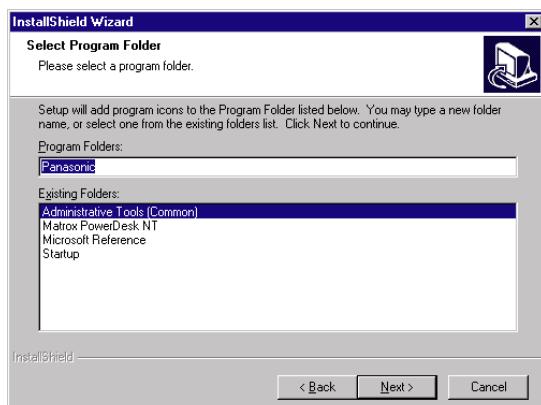
Click the **Typical** button. (See Note 3 on page 63)

Continued on the next page...

Installing the Document Management System

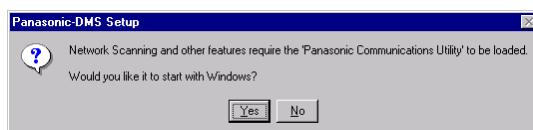
Windows 98/Me/NT/2000/XP

10



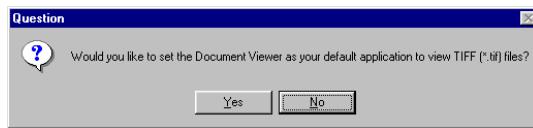
Enter the program folder name and click the **Next >** button.

11



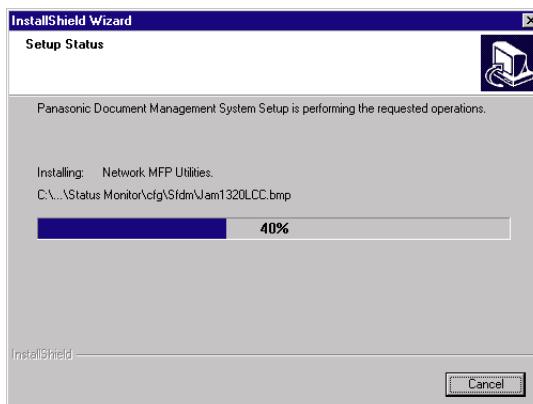
Click the **Yes** button if you want to register the Panasonic Communications Utility to start with Windows.

12



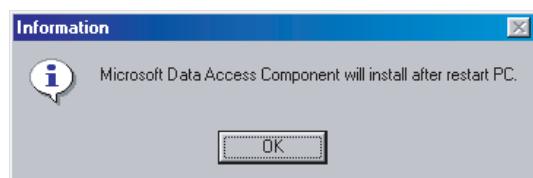
Click the **No** button.

13



The required files are copied.

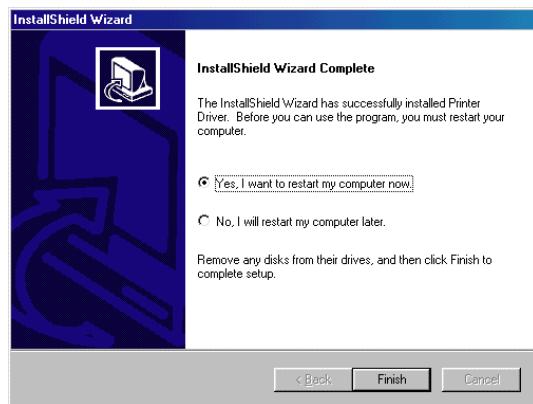
14



<Windows 98/NT only>

Click the **OK** button.

15



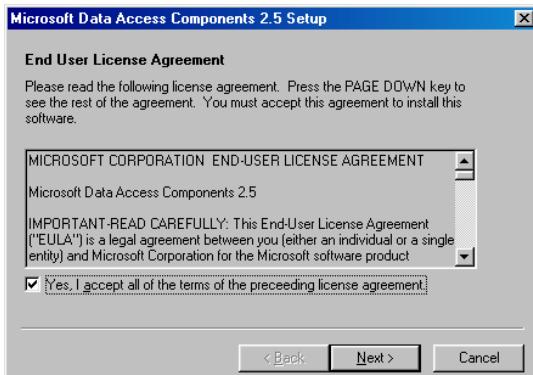
When the setup process is completed, a message is displayed prompting you to restart your computer.

Click the **Finish** button to restart your computer.

Installing the Document Management System

Windows 98/Me/NT/2000/XP

16



<Windows 98/NT only>
Check **[Yes, I accept....]** and
Click on the **Next** button.

Note: *After rebooting your PC, the Microsoft Data Access Components is also automatically installed. Log on to the PC with an account rights of Administrator when installing on Windows NT 4.0.*



Click on the **Next** button.

17



Click on the **Finish** button.

The Panasonic Document Management System folder has been added to the Program menu, and the installation has now completed.

NOTE

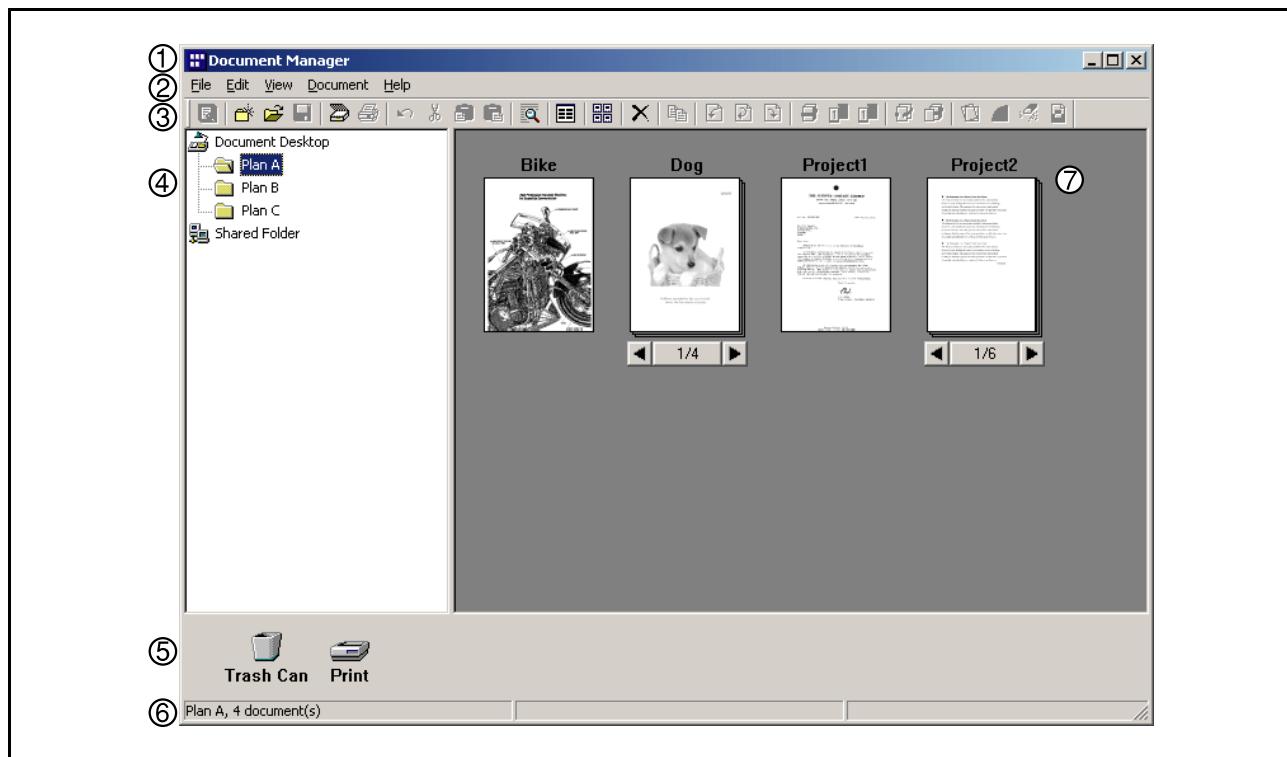
1. *Before updating the software, be sure to remove the older version of the software, using the "Add/Remove Programs" shortcut in the Control Panel.*
- 2 *When installing on Windows NT 4.0/2000/XP, logon to the computer using an account with administrator rights.*
3. *The Typical installation method installs all of the following drivers and applications.*
 - **Document Manager and Viewer**
Document Manager (Image management application) (See page 64)
Document Viewer (Image editing application) (See page 82)
 - **Scanner**
Network Scanner (See page 105)
 - **Network MFP Utilities**
Network Status Monitor (Device status monitor) (See page 134)
Network Configuration Editor/Address Book Editor (See page 145)
 - **Operating Instructions**
Selecting the Custom installation allows to perform selected installation of scanner and MFP utilities individually.

Document Manager

Main Window

Document Manager is an application for managing documents (image files). By utilizing the Document Manager and Document Viewer (See page 82) in combination, a number of documents (image files) can be classified, managed, browsed, and edited.

Selecting **Panasonic** → **Panasonic Document Management System** → **Document Manager** from **Programs** on the **Start** menu displays the main window of the Document Manager.



1. Title Bar

Displays the title of the screen.

2. Menu Bar

Displays the menus of the Document Manager.

3. Tool Bar

Displays tool buttons of the Document Manager. Tool buttons correspond to functions of the menus in the menu bar.

4. Folder Window

Displays the folders containing the documents in tree form.

5. Link Icon

Dropping a dragged document onto a link icon will activate the application corresponding to the function of the icon.

6. Status Bar

Displays information such as the number of documents in a folder, the number of selected documents, file sizes, etc.

Main Window

7. Document Window

Displays a list of documents in the selected folder.

Documents are displayed in thumbnails (reduced images). Page number and  and  buttons are displayed at the bottom of a thumbnail image for grouped documents (configured with two or more pages).

- Image data files

A thumbnail image of the document is displayed.

- Application data files

A thumbnail image of the document with its original application icon is displayed (i.e. Word, Excel and PowerPoint).

Clicking on the  and  buttons turns the page to a multi-page document.

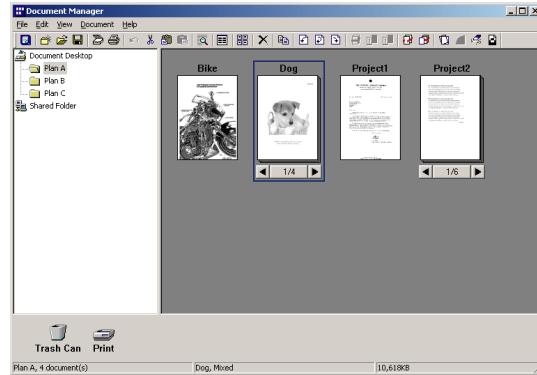
Document Manager

Basic Operations

The Document Manager allows editing and managing documents displayed in thumbnail images by dragging and dropping. The function enables various operations as described below:

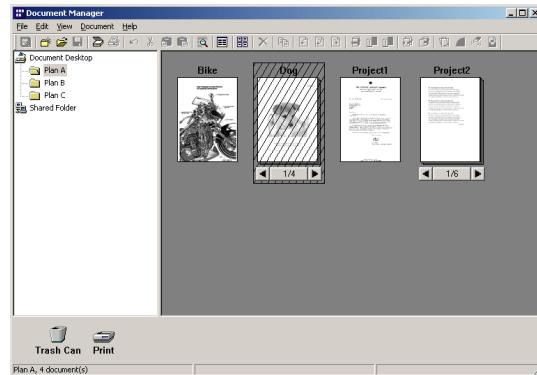
• Selecting Documents

Clicking thumbnail images in the document window allows selection of documents. Dragging a mouse pointer on the screen or clicking with the Shift key held down allows selecting two or more documents at one time.



• Editing Documents

Double-clicking thumbnail images in the document window activates the Document Viewer (See Note 1) (See page 82), allowing opening and editing of documents.



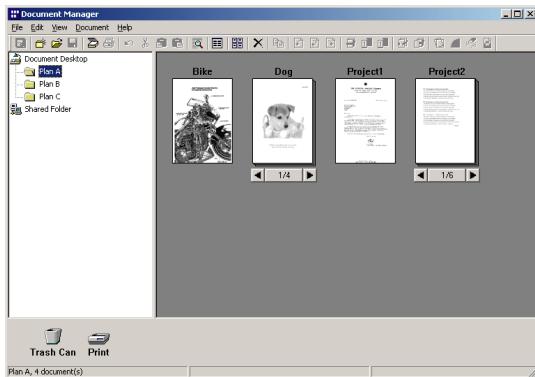
• Creating Documents

Drag-and-drop any application file into the Document Manager to create a new document. A thumbnail image file is created and the application icon is displayed.

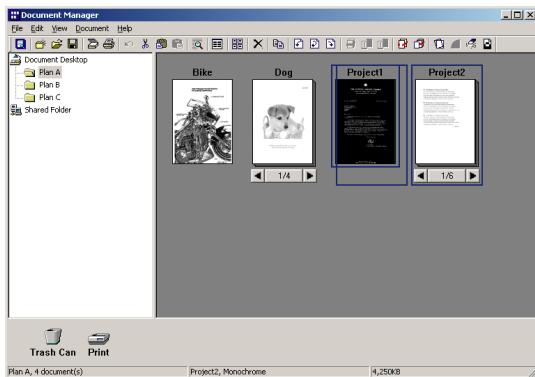
Basic Operations

- **Copying/Moving Documents**

Dragging a thumbnail image from the document window and dropping it onto a folder in the folder window moves the document to the folder. Drag-and-drop with the Ctrl key held down to copy a document.

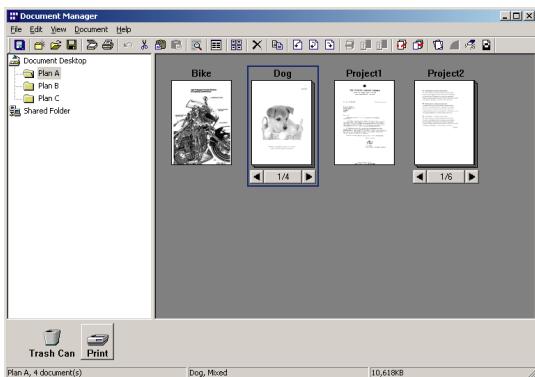


Dragging a document and dropping it onto another document in a document folder results in grouping the two documents together.



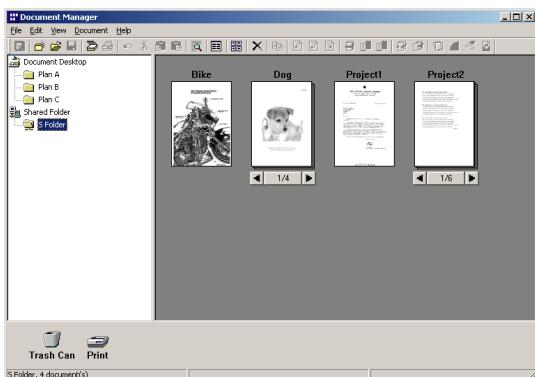
Dragging a document and dropping it on a link icon activates an application corresponding to the function of each icon.

Link icons are registered and deleted by selecting **Launch To Another Application** → **External Application Setup** from the **File** menu.



- Dragging a document and dropping it onto **“Shared Folder”** allows other computers connected to the same network to access it.

Browse “Shared Folder” for how to create shared folders.



Document Manager

Setting Plug-in

• Import document (from file)

Selecting **Open** from the **File** menu displays a dialog box for selecting files. The dialog box allows importing image files saved in a computer as documents into the folder.

An attempt to import files that cannot be handled by Document Manager results in displaying an error shown below. Press **OK** and verify the file format.



Dragging and dropping a selected document onto a link icon at the bottom of the window activates an application specified for the link icon, and opens the image file.

The link icons can be Added/Removed by selecting **Launch To Another Application** → **External Application Setup** in the **File** menu.

The following applications can be specified as destinations of the Document Manager:

- Draw/Graphics software (applications such as MS-Paint, Photoshop etc.)
- OCR software (application such as e-Typist, etc.)
- PC-FAX software
- E-Mail software (MAPI-compatible mail application such as MS-Outlook, Netscape Messenger etc.)
- Others
(Other application documents such as MS-Word, MS-Excel, etc.)

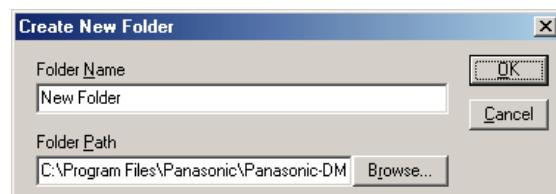
NOTE

1. Document Viewer provides a function to add various graphics and text to an image. The graphics and text added to an image are called "Annotation." See "Annotation Menu" (See page 95) for details on annotation.

File Menu

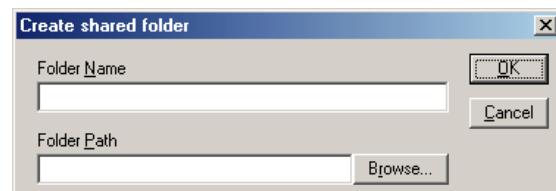
• New Folder

Create a new folder under the folder that is currently selected.
Path of a folder to be created can be specified as required.



• Shared Folder

Create a new shared folder. Documents in the shared folder can be shared through the network from different computers.

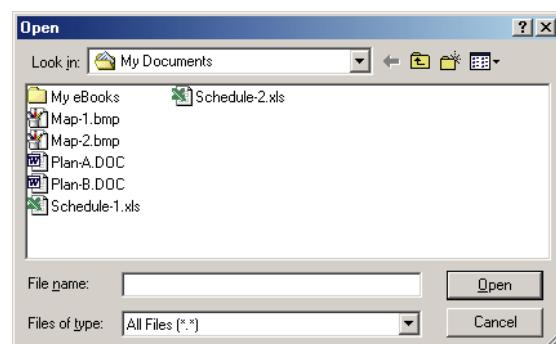


• Released Shared Folder

Release the shared folder. Documents in the shared folder will be released from a network.

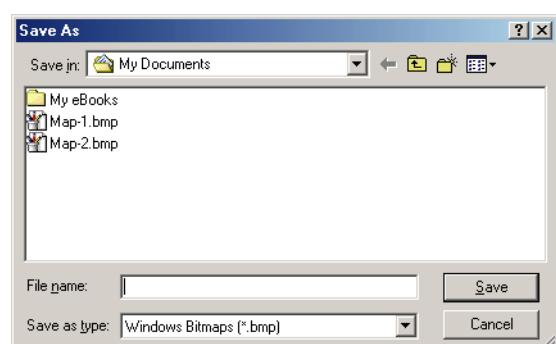
• Open

A file saved in the computer can be imported into the folder as a document.



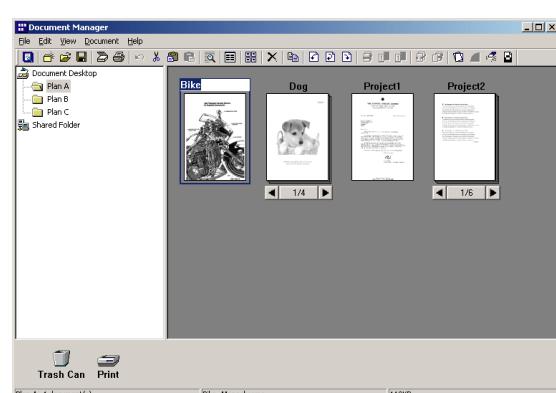
• Save As

A document is saved as an ordinary image file under a specified name.



• Rename

Change the name of a document.

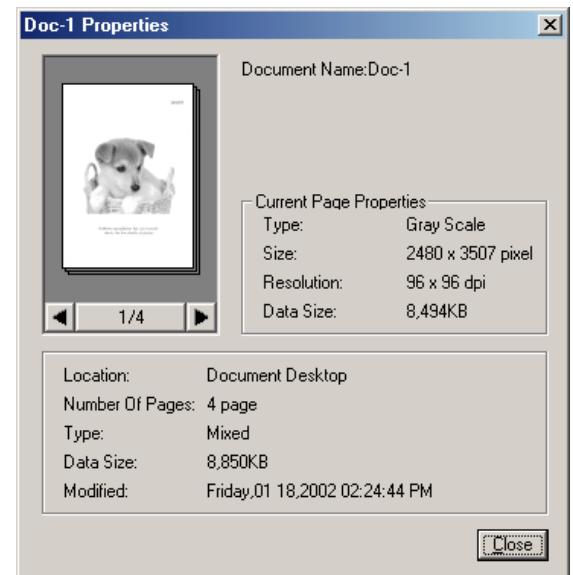


Document Manager

File Menu

- **Properties**

Displays the file properties.



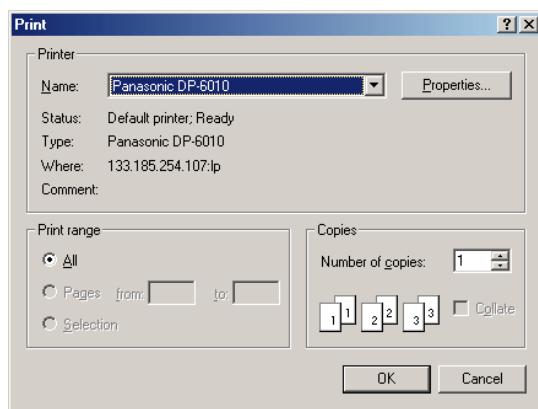
- **Backup**

Creates a back up of the documents stored in the selected folder.

File Menu

- **Print**

Prints the document selected in the document window.



- **Print Setup (See Note 1)**

Specify layout and printing size for a document to be printed.

1. **Horizontal Position and Vertical Position**

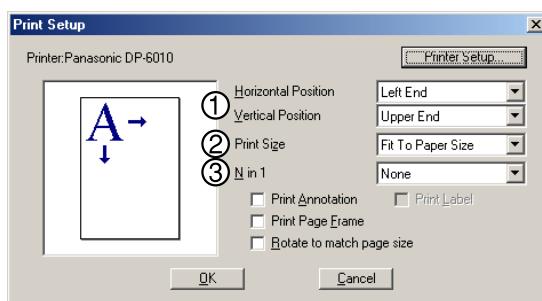
Adjust the printing position on the sheet.

2. **Print Size**

Select printing in original size or printing in accordance with the sheet size.

3. **N in 1**

Select for printing reduced pages on one sheet.



NOTE

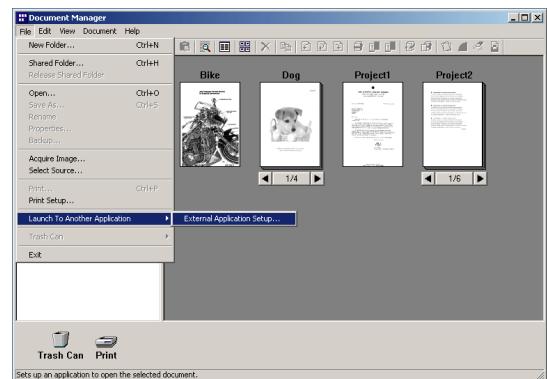
1. **Print Setup** specifies printing or not printing annotations edited in the Document Viewer. See "Annotation Menu" (See page 95) for details on annotation.

Document Manager

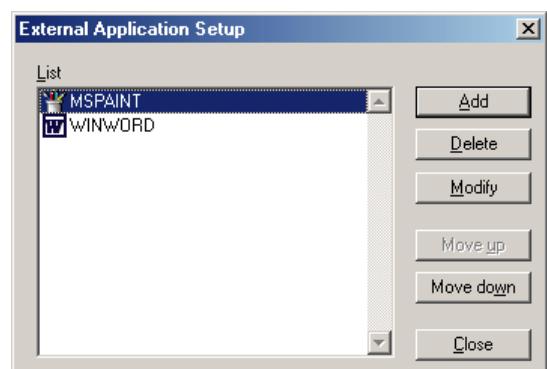
File Menu

• Launch To Another Application

Opens the document selected in the document window with a specified application.



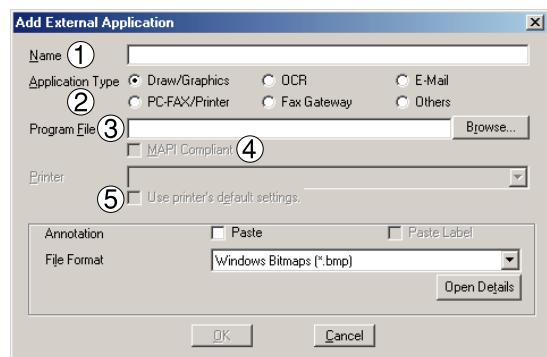
Selecting **External Application Setup** displays a dialog box for adding/changing/deleting applications. (See Note 1)



Clicking the **Add** button displays the Add External Application dialog box.

1. Name

If an external application is specified, the name in this field appears on the link icon.



2. Application Type

Specify the application type.

3. Program File

Specify the execution file and the path of the application.

4. MAPI Correspondence

Check here if the e-mail application is compatible with MAPI.

5. Parameter

If the e-mail application is incompatible with MAPI, adding a parameter here allows automatic activation of a transmission screen.

NOTE

1. See "Setting Plug-in" (page 68) to specify an external application.

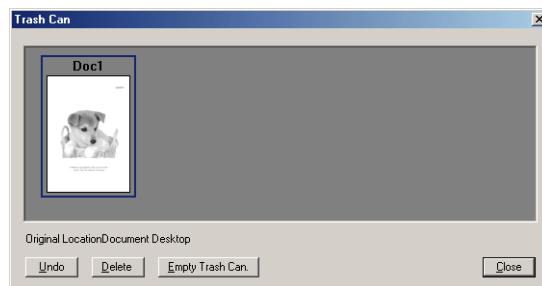
File Menu

- **Trash Can**

- **Open Trash Can**

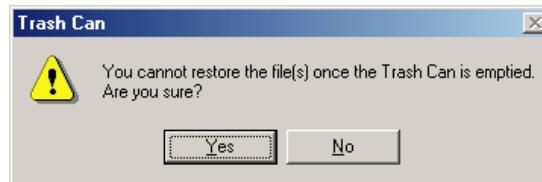
Opens the Trash Can and displays files in it. Selecting documents and clicking the **Undo** button restores documents that have been discarded.

Click the **Delete** button to delete the selected document.



- **Empty Trash Can**

Deletes the files in the Trash Can. If the documents are emptied from the Trash Can, they are permanently deleted. They are **Not** stored in the Recycle Bin.



Document Manager

Edit Menu

- **Undo**

Undoes the last editing operation done.

- **Cut**

Deletes a selected document from a folder and copy it to the clipboard.

- **Copy**

Copies a selected document to the clipboard.

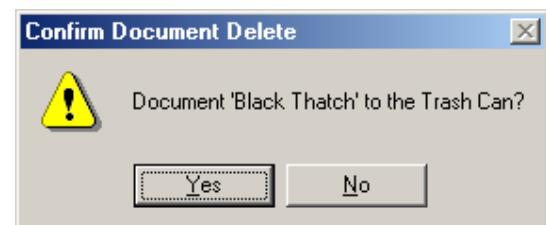
- **Paste**

Pastes a document from the clipboard into the selected folder.

- **Delete**

Deletes a selected document from a folder to the Trash Can.

A confirmation message for deletion appears.



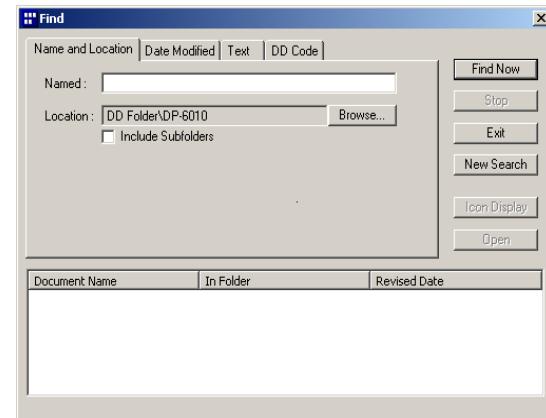
- **Select All**

Selects all documents in the folder.

- **Find**

Searches for documents by specifying a document name, creation date, character string or DD Code in the document.

Note: The DD Code Tab is available when the Options Menu is set to enable the DD Function (See page 78).



View Menu

- **Tool Bar**

Switches between displaying/hiding the tool bar.

- **Status Bar**

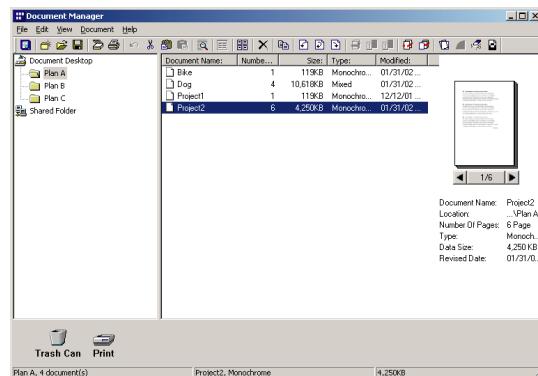
Switches between displaying/hiding the status bar.

- **List Format/Thumbnail Format**

Switches between list display and thumbnail display in the document window.

- **Show Annotation**

Switches between displaying and hiding annotation.



- **Arrange Folders**

Sorts the document folders by name or date.

- **Arrange Document**

Sorts the documents in the current folder in the specified order (Name, Type, Size or Date).

- **Lines up Documents**

Line up the documents in the document window.

- **Refresh**

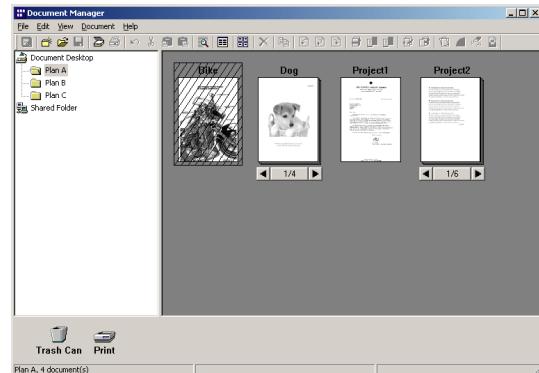
Refreshes the contents of the Document Manager.

Document Manager

Document Menu

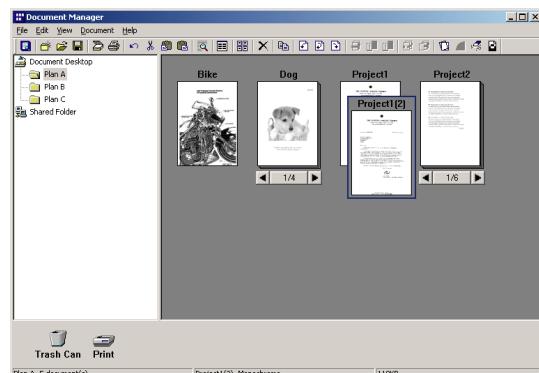
- **Open**

Opens a selected document, activates the Document Viewer (See page 82), and opens the document for editing.



- **Duplicate**

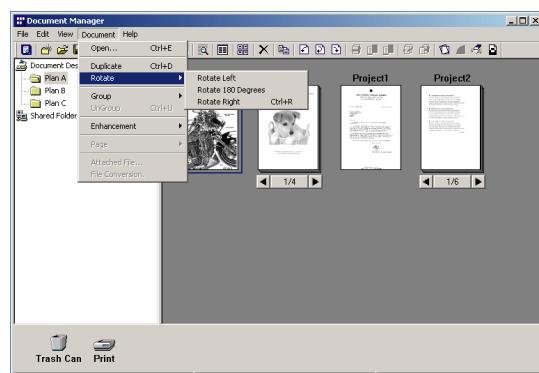
Makes a copy of the selected document in the folder.



- **Rotate**

Rotates the selected document.

- Rotate Left
- Rotate 180 Degrees
- Rotate Right



- **Group**

Makes a group of two or more selected documents. The grouped documents are indicated by page number and and buttons at the bottom of a thumbnail image.

- **Every Document**

The selected documents are grouped.

- **Every Page Alternately**

Groups pages alternately.

- **Every Page Reverse Alternately**

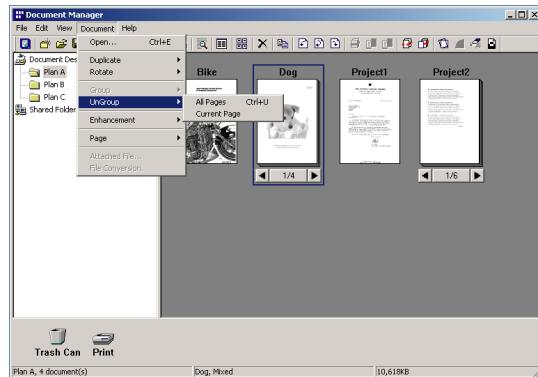
Groups pages alternately by reversing the pages.



Document Menu

- **Ungroup**

Cancels the grouping for grouped documents. Either dividing all pages into individual documents or releasing only specified documents from a group can be selected.



- **Enhancement**

Applies the following correction to a selected document:

- **Correct Skew**

Detects any inclination of the document and automatically correct it.

- **Enhance Edge**

Enhances edges (borders) of images.

- **Eliminate Noise**

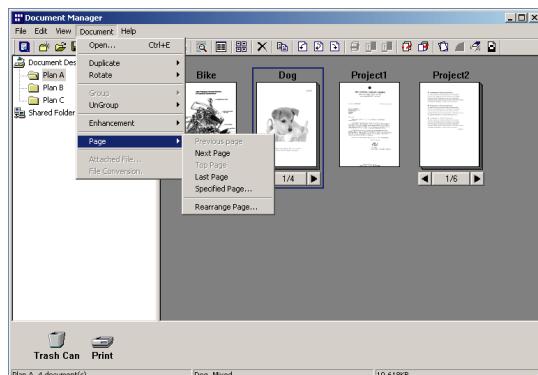
Removes noise on the document.

- **Reverse Gradation**

Displays images in reverse.

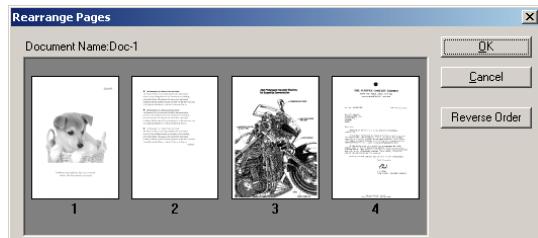
- **Page**

Selects pages to be displayed in thumbnail among grouped documents.



Selecting **Rearrange Page** displays the Rearrange Pages dialog box. The order of the pages are changed by selecting, dragging and dropping the pages.

Click the **Reverse Order** button to reverse the page order.



- **Attached File**

Opens a dialog box to launch the application associated with the selected attachment.

- **File Conversion**

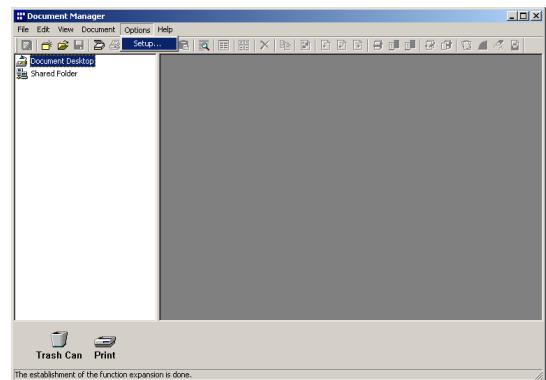
Creates an image of the selected attachment.

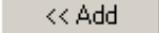
Document Manager

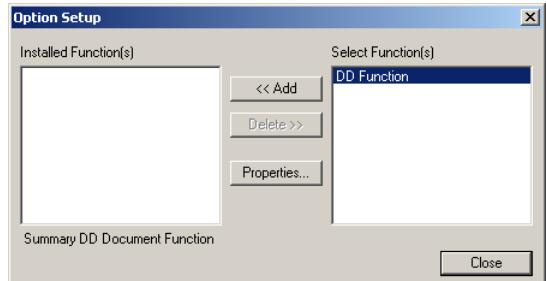
Options Menu

- **Setup**

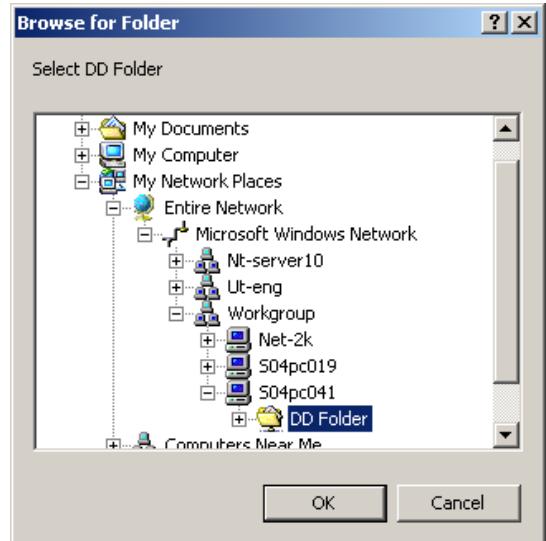
Selects the expansion feature(s) to be available on the Document Manager.



To enable the expansion feature for DD Server Software, select **DD Function** and click the  button.



Select the data folder (DD Folder) on the server.



- **[Options] - [DD Function] - [Print DD Cover]**

Prints the DD Cover page selected in the document window

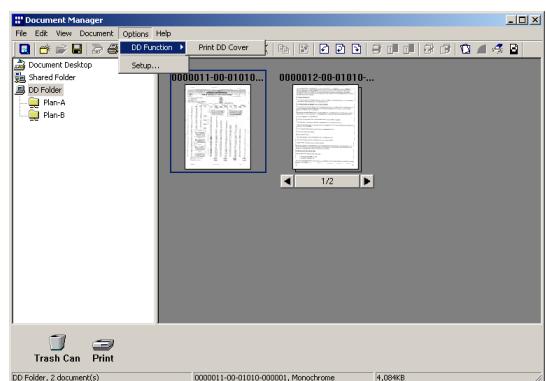


Image Converter

General Description

Once Panasonic-DMS has been installed, the Panasonic Document Manager (Image Converter) is automatically installed in the Printers folder. This driver is for rasterizing application files such as from Word or Excel, and for placing them in the Document Manager. To change the default properties, follow the instructions below:

Windows 98/Me

1. Click the **Start** button, select **Settings**, and then click **Printers**.
2. Right-click on **Panasonic Document Manager** and select **Properties** from the popup menu.
The Properties dialog box appears.

• Paper/Layout tab

- Paper Size

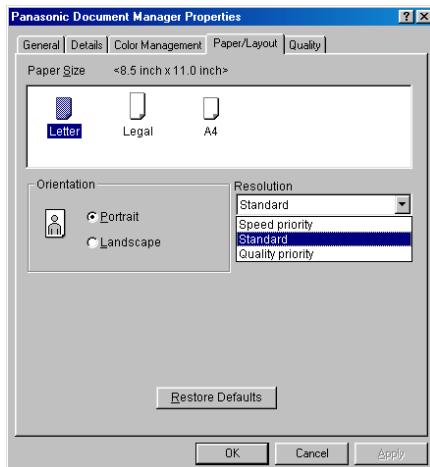
Sets the document paper size.

- Orientation

Sets the document orientation.

- Resolution

Sets the document resolution.



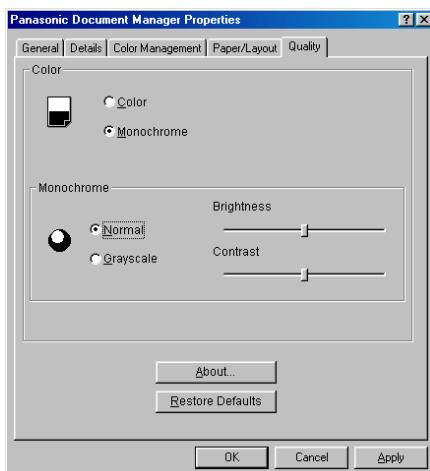
• Quality tab

- Color

Sets the document color conversion to color or monochrome.

- Monochrome

Select Normal (Black and White) or Grayscale (Photo) when converting to monochrome. Also sets the brightness and contrast.



3. Click the **OK** button to save the settings and close the Properties dialog box.

Image Converter

Windows NT 4.0

1. Click the **Start** button, select **Settings**, and then click **Printers**.
2. Right-click on **Panasonic Document Manager** and select **Document Defaults** from the popup menu. The Document Properties dialog box appears.

• Page Setup Tab

- Paper Size

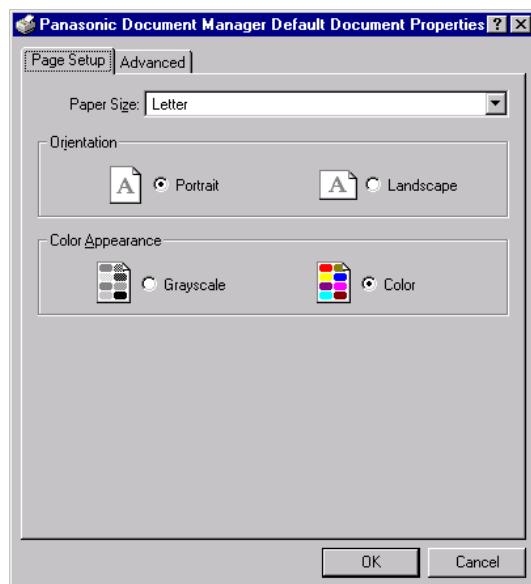
Sets the document paper size.

- Orientation

Sets the document orientation.

- Color Appearance

Sets the document to color or grayscale.



• Advanced Tab

- Paper Size

Sets the document paper size.

- Orientation

Sets the document orientation.

- Resolution

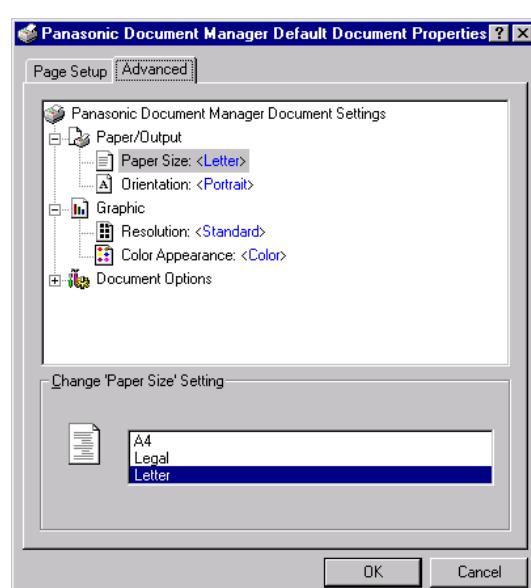
Sets the document resolution.

- Color Appearance

Sets the document to color or grayscale.

- Metafile Spooling

- Halftone Color Adjustment



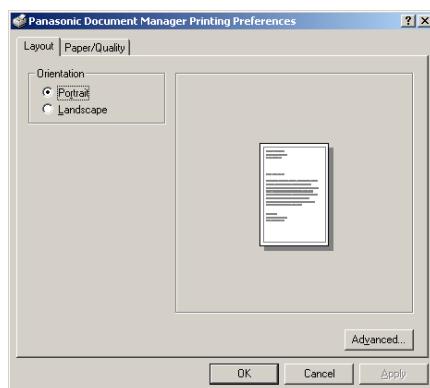
3. Click the **OK** button to return to the Printers folder.

Windows 2000/XP

1. Click the **Start** button, select **Settings**, and then click **Printers**.
2. Right-click on **Panasonic Document Manager** and select **Printing Preferences** from the pop-up menu. The Printing Defaults dialog box appears.

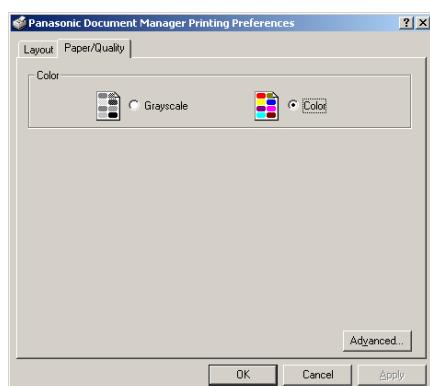
- **Layout tab**

Sets the document orientation.



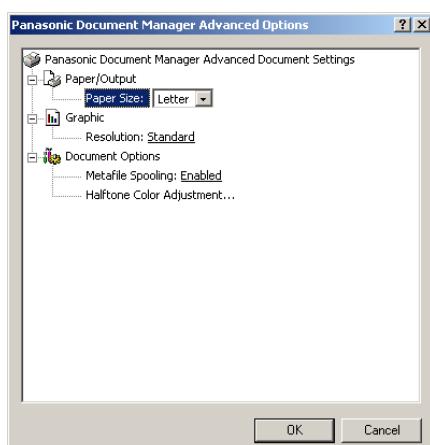
- **Paper/Quality tab**

Sets the document to color or grayscale.



- **Advanced button**

Sets the paper size, resolution, and spooling properties.



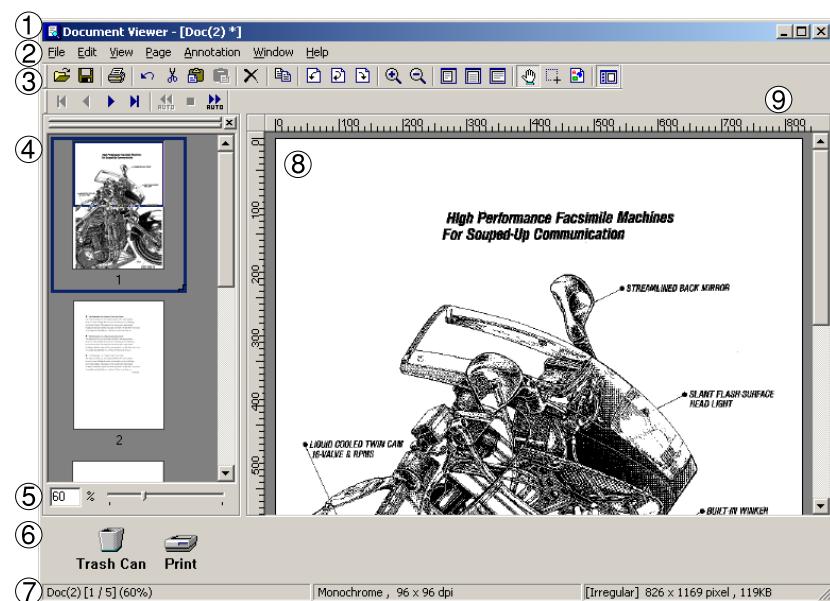
3. Click the **OK** button to return to the Printers folder.

Document Viewer

Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (See page 64). In addition to usual image editing, the program provides various editing capabilities for documents with a wide selection of annotation functions.

Double-clicking on the document (thumbnail) in the Document Manager screen or selecting **Open** in the **Document** menu displays the main window of the Document Viewer. (See Note 1)



NOTE

1. The program can be also activated by selecting **Panasonic** → **Panasonic Document Management System** → **Document Viewer** from **Programs** in the **Start** menu.

Main Window

1. Title Bar

Displays the title of the screen and the name of the image file being displayed.

2. Menu Bar

Displays the menus of the Document Viewer.

3. Tool Bar

Displays tool buttons of the Document Viewer. Tool buttons correspond to functions of the menus in the menu bar.

4. Page List

Displays the pages of the documents as thumbnails (reduced image).

5. Size Bar

Adjusts the scaling of the display on the image window.

6. Link Icon

Dragging and dropping a document on a link icon activates the application corresponding to each icon.

7. Status Bar

Displays information such as image file name, image type, and size.

8. Image Window

Displays the image and annotations of the pages being selected.

9. Ruler

Displays the actual size of an image that is selected. The unit of measurement can be switched by **Detailed Settings ...→ Ruler Unit** in the **View** menu.

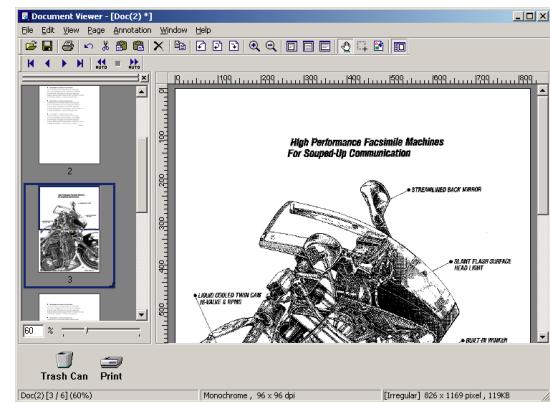
Document Viewer

Basic Operations

• Selecting Page

Selecting a page, by clicking it in the page list, displays an image of the selected page on the image window.

Dragging and dropping a page within the page list can change the order of the pages.



• Image Editing

The image displayed in the image window can be edited with the menu below:

- Edit menu

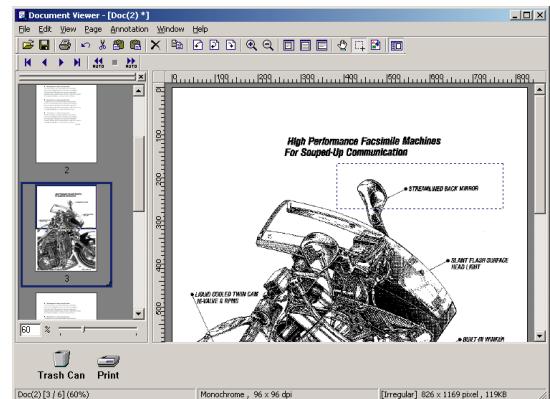
Editing operations such as cutting, copying, pasting, and adding annotations.

- Page - Adjust Page menu

Image correction and color balance adjustment of the whole page.

• Selecting Area

Dragging the mouse on the image window allows to select a specific area in an image. This function is used to save a specified area or to specify an area for annotation.



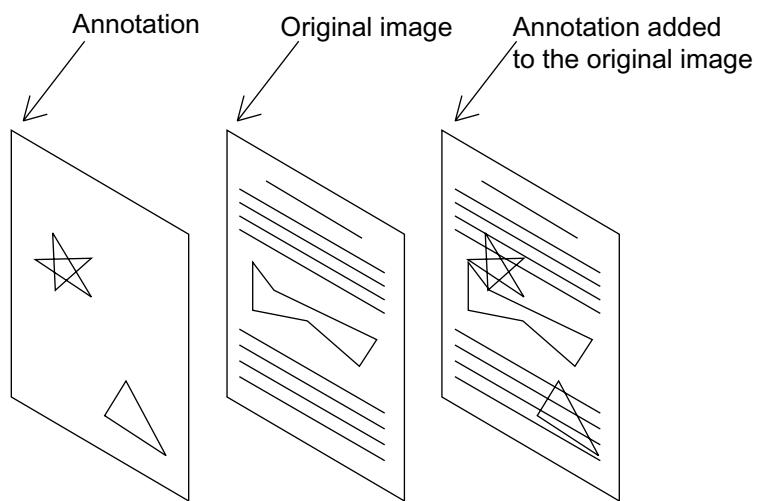
Annotation Function

Document Viewer provides functions to add various graphics and text to an image. The graphics and text added to an image are called <Annotation>.

The annotation function, unlike those in usual image editing applications, does not change the image itself but lays graphics and text on the image. Annotations and the original image are displayed as one image.

Annotations are managed separately from image data. Therefore, the Document Viewer can switch between displaying and hiding annotations.

If an image is edited with the Document Viewer, and is exported (sent) to another image editing application, it can be sent with the annotation to the image or not.



Document Viewer

File Menu

- **Open**

Opens an image file saved in the computer.

Files of the following formats can be opened on the Document Viewer.

- **TIFF**

Tagged Image File Format (TIFF).

- **JPEG**

Joint Photographic Experts Group (JPEG) format.

- **BMP**

Windows standard bitmap format.

- **PNG**

Portable Network Graphics format.

- **DDM**

Document Manager file format.

- **Save (See Note 1)**

Saves a document being edited.

- **Save As (See Note 1)**

A document is saved as an ordinary image file under a specified name.

- **All page(s)**

Saves all pages in the document.

- **Select page**

Saves only the selected page.

- **Specified area**

Saves only the portion specified in the image window.

Document Viewer saves a file in the following formats:

- **TIFF**

Tagged Image File Format (TIFF).

- **Multi-page TIFF**

Multipages Tagged Image File Format (TIFF).

- **Internet Fax TIFF**

Tagged Image File Format (TIFF) with Internet Fax format.

- **JPEG**

Joint Photographic Experts Group (JPEG) format.

- **BMP**

Windows standard bitmap format.

- **PNG**

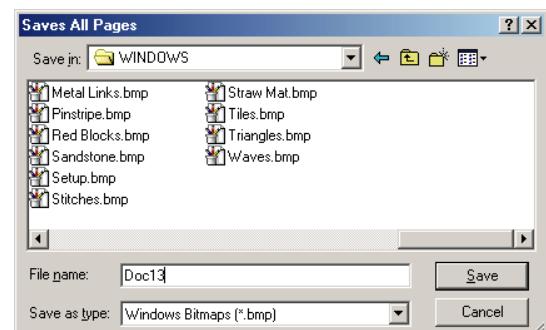
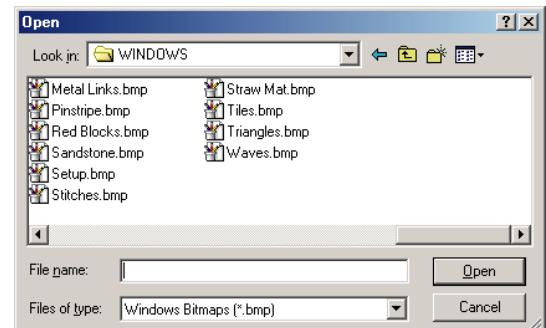
Portable Network Graphics format.

- **PDF**

Adobe Portable Document Format (PDF).

- **DDM**

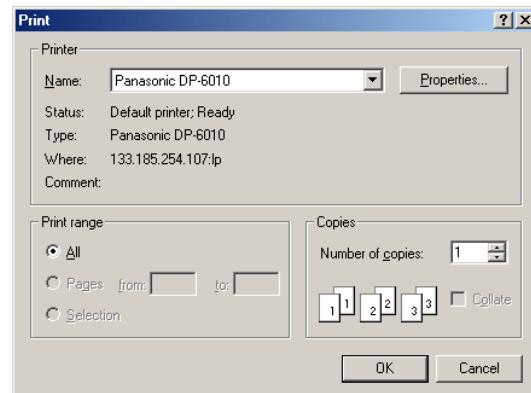
Document Manager file format.



File Menu

- **Print**

Prints a document under the editing operation. For a document containing two or more pages, pages from-to can be specified for printing.

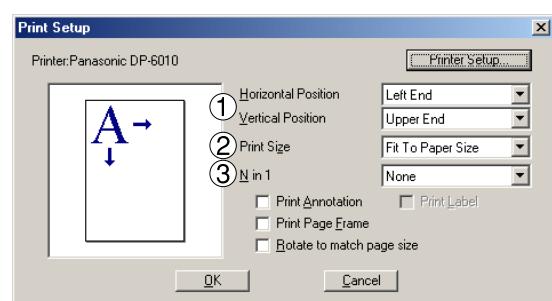


- **Print Setup**

Specifies the layout, printing size, and printing of annotations for a document to be printed.

1. **Vertical position and horizontal position**

Adjusts the printing position on the sheet.



2. **Print Size**

Select printing in original size or printing in accordance with the sheet size.

3. **N in 1 printing**

Select for printing two or more reduced pages on one sheet.

NOTE

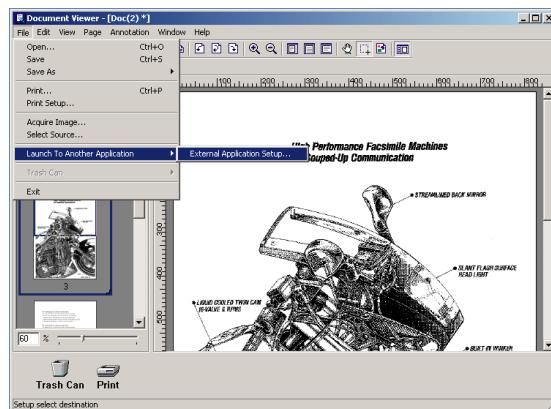
1. When saving a document with annotations, save the document in the Document Manager file format (DDM). This format saves the annotations and image data separately (as objects) so that they can be edited later. Although saving a document in another format allows further editing, the annotations cannot be undone. They will be merged into the file.

Document Viewer

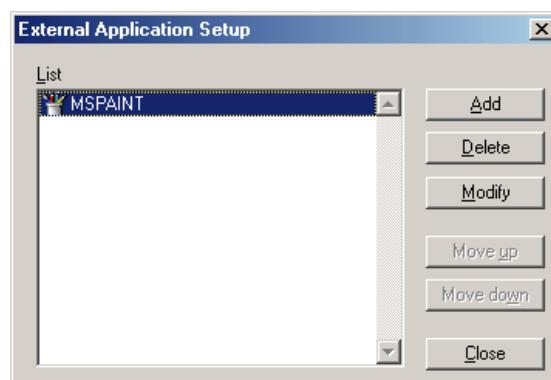
File Menu

• Launch To Another Application

Opens the document selected in the document window with a specified application.



Selecting **External Application** (See Note 1) displays a dialog box for adding/changing/deleting applications.



Clicking the **Add** button displays the Add External Application dialog box.

1. Name

If an external application is specified, the name in this field appears on the link icon.

2. Application Type

Specify the application type.

3. Program File

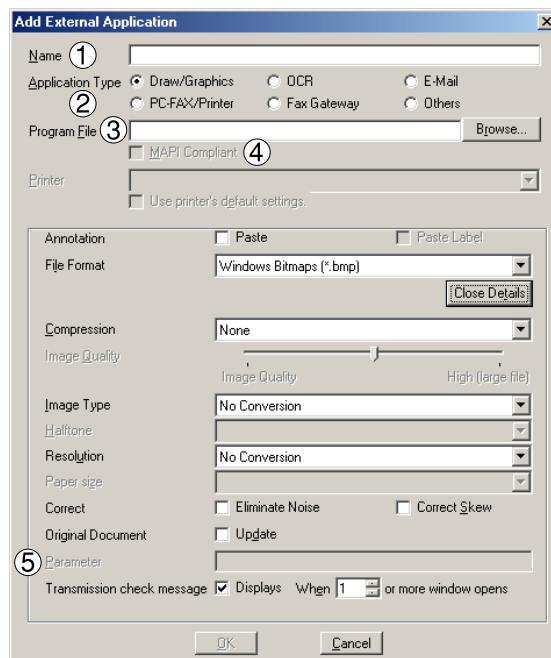
Specify the execution file and the path of the application.

4. MAPI Compliant

Check here if the e-mail application is compatible with MAPI.

5. Parameter

If the e-mail application is incompatible with MAPI, adding a parameter here allows automatic activation of a transmission screen.



NOTE

1. See "Setting Plug-in" (page 68) to specify an external application.

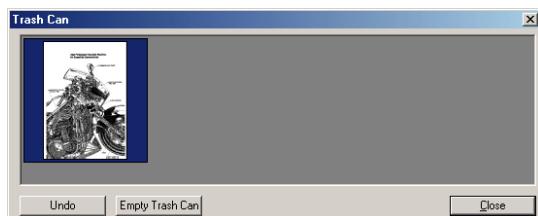
File Menu

- **Trash Can**

- **Open Trash Can**

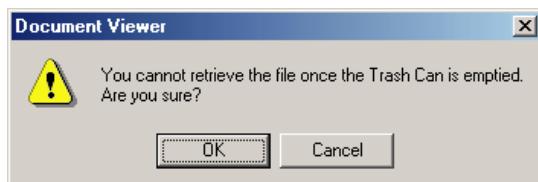
Opens the Trash Can and displays any page in it.

Selecting page and clicking the **Undo** button restores page that has been discarded.



- **Empty Trash Can**

Deletes the pages in the Trash Can. If a page is emptied from the Trash Can, it is permanently deleted. It is **Not** stored in the Recycle Bin.



Document Viewer

Edit Menu

- **Undo**

Undoes the last editing operation done.

- **Cut**

Deletes a selected annotation from a folder and copies it to the clipboard.

- **Copy**

Copies a selected annotation on the clipboard.

- **Paste**

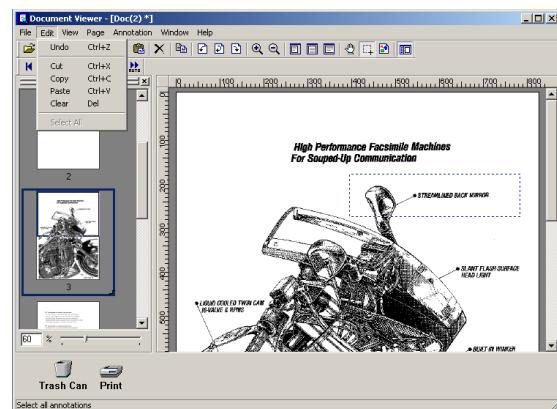
Pastes an annotation from the clipboard into the selected page.

- **Clear**

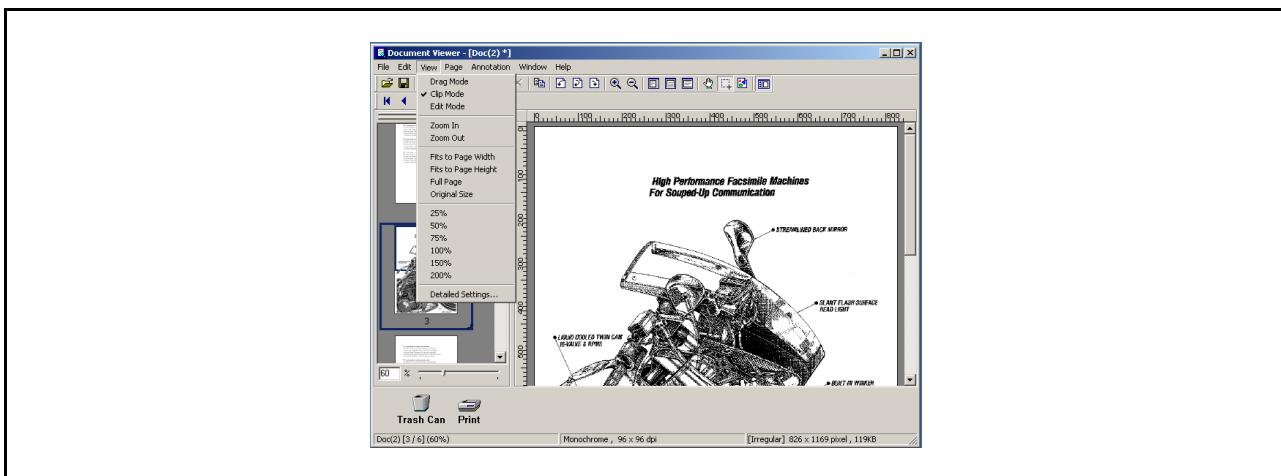
Clears a selected annotation.

- **Select All**

Selects all annotations on the selected page.



View Menu



• Drag Mode

Sets to the Drag Mode.

• Clip Mode

Sets to the Clip Mode.

• Edit Mode

Sets to the Edit Mode.

• Zoom In

Zooms in on an image.

• Zoom Out

Zooms out on an image.

• Fits to Page Width

Fits the display to the page width.

• Fits to Page Height

Fits the display to the page height.

• Full Page

Fits the display to the full size page.

• Original Size

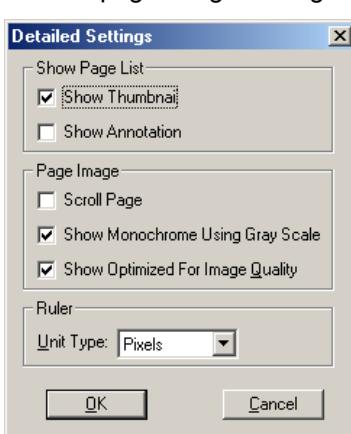
Returns the display to the original size.

• 25% - 200%

Shows the display at 25% - 200%.

• Detailed Settings

Sets detailed settings, such as thumbnail or page image settings.



Document Viewer

Page Menu

- **Next**

Displays the next page.

- **Previous**

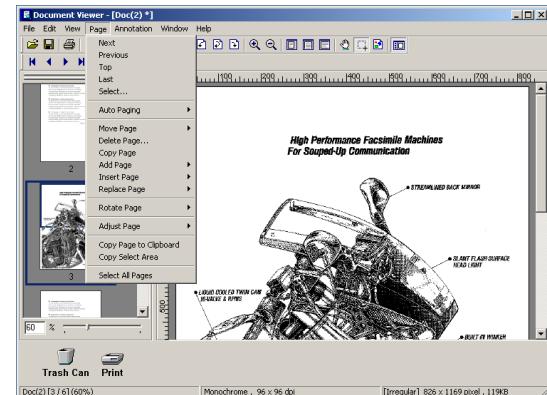
Displays the previous page.

- **Top**

Displays the top page.

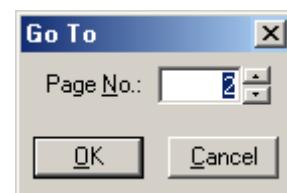
- **Last**

Displays the last page.



- **Select**

Displays a specified page.



- **Auto Paging**

Turns the pages automatically.

- **Move Forward**

Automatically steps through pages forwards.

- **Move Backward**

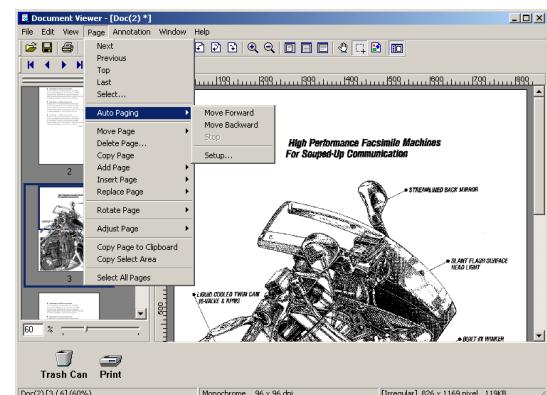
Automatically steps through pages backwards.

- **Stop**

Stops automatic page advance.

- **Setup**

Sets automatic page advance.



- **Move page**

Moves pages to the desired position.

- **Next page**

Moves the current page to be after the next page.

- **Previous page**

Moves the current page to be before the previous page.

- **Top page**

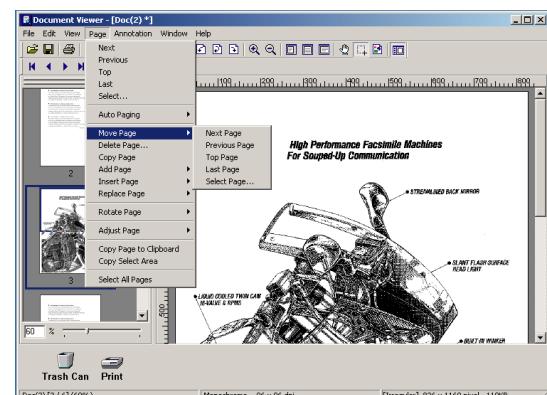
Moves the current page to be the top page.

- **Last page**

Moves the current page to be the last page.

- **Select page**

Moves the current page to the page you specified.



- **Delete Page**

Deletes the current page.

- **Copy Page**

Copies the current page.

- **Add Page**

Adds new pages from file to documents.

Adds new pages from Twain scanner to documents.

(The Twain Mode is not available in these models)

Page Menu

• Insert Page

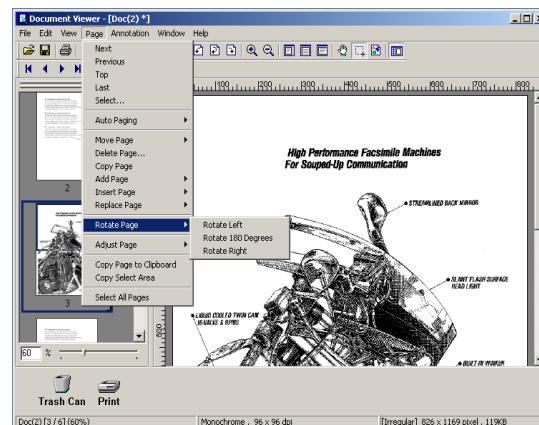
Inserts a page from file at the current position.
 Inserts a page from Twain scanner at the current position.
 (The Twain Mode is not available in these models)

• Replace Page

Replaces the current page from file with a new page.
 Replaces the current page from Twain scanner with a new page.
 (The Twain Mode is not available in these models)

• Rotate Page

- Rotate Right
Rotates the page 90 degrees clockwise.
- Rotate 180 Degrees
Rotates the page 180 degrees
- Rotate Left
Rotates the page 90 degrees counterclockwise.



• Adjust Page

- Correct Skew

Adjusts orientation.

- Eliminate Noise

Eliminates the noise.

- Enhance Edge

Enhances the edge.

- Brightness/Contrast

Adjusts brightness or contrast.

- Hue/Chroma

Adjusts hue or chroma.

- Reverse Gradation

Reverse Gradation.

- Monochrome (See Note 1)

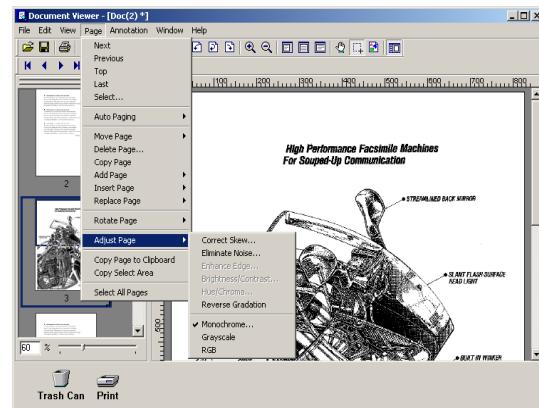
Converts to Monochrome.

- Grayscale (See Note 2)

Converts to Grayscale.

- RGB

Converts to RGB full color.



NOTE

1. Grayscale and color information of a grayscale or RGB color image will be lost upon conversion into a monochrome image. The lost information is not restorable.
2. Color information of a RGB color image will be lost upon conversion into a grayscale image. The lost information is not restorable.

Document Viewer

Page Menu

- **Copy Page to Clipboard**
Copies the entire page selected onto the clipboard.
- **Copy Select Area**
Copies select area to clipboard.
- **Select All Pages**
Selects all pages.

Annotation Menu

- **Show Annotation**

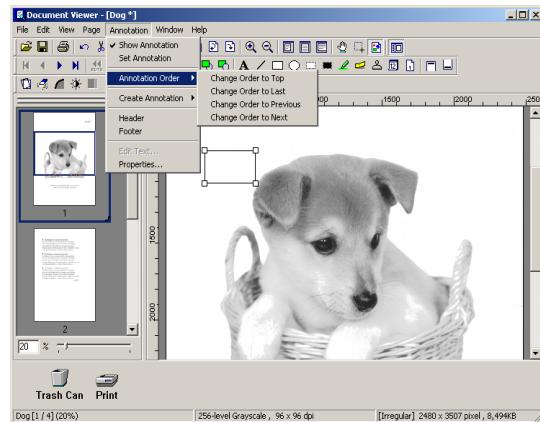
The check box on/off setting specifies whether to display an annotation in the page list thumbnail.

- **Set Annotation**

Protects the annotation from re-editing.

- **Annotation Order**

- **Change Order To Top**
- **Change Order To Last**
- **Change Order To Previous**
- **Change Order To Next**



- **Create Annotation**

- **Text**

Creates a text annotation and pastes it to a page.

- **Line**

Creates a line annotation and pastes it to a page.

- **Rectangle**

Creates a rectangular annotation and pastes it to a page.

- **Ellipse**

Creates an ellipse annotation and pastes it to a page.

- **White block**

Creates a white rectangular (solidly white-painted) annotation and pastes it to a page.

- **Black block**

Creates a black rectangular (solidly black-painted) annotation and pastes it to a page.

- **Marker**

Create a marker annotation and pastes it to a page.

- **Label**

Creates a label annotation and pastes it to a page.

- **Stamp**

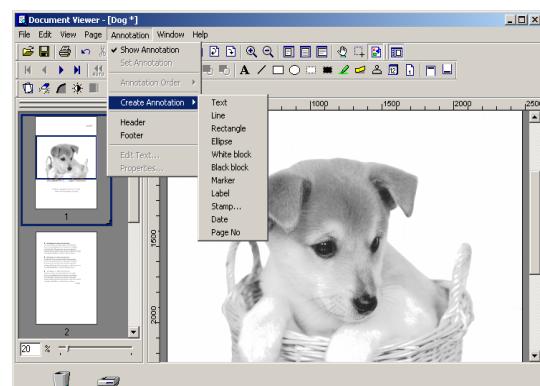
Creates a stamp annotation and pastes it to a page.

- **Date**

Creates a date annotation and pastes it to a page.

- **Page No.**

Creates a page number annotation and pastes it to a page.

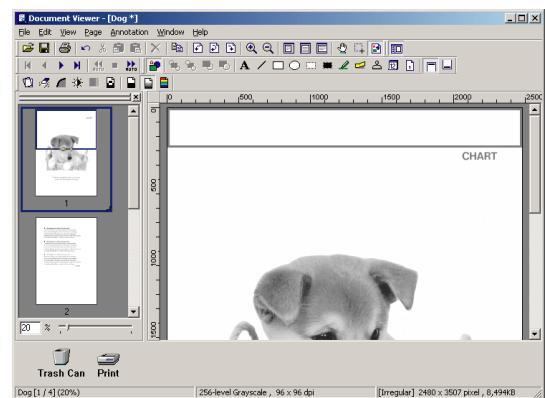


Document Viewer

Annotation Menu

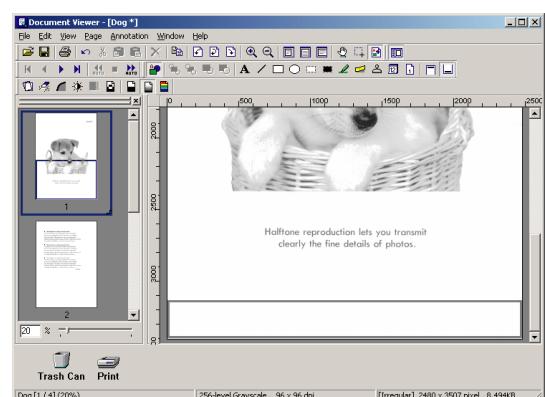
- **Header**

Edits a header common to each page.



- **Footer**

Edits a footer common to each page.



- **Edit Text**

Sets a format of the text in a selected annotation.

- **Properties**

Displays annotation properties.

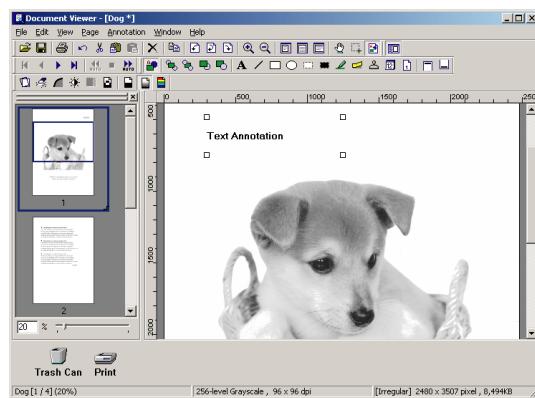
Annotation Menu

• Text

Creates a text annotation. Select text annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the display position.

A dialog box for text setup will appear.

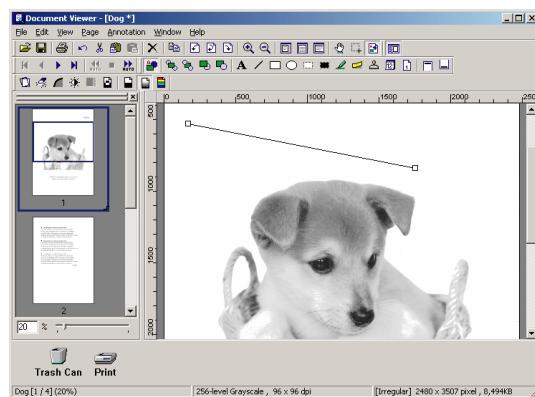
Enter the text to display, and then specify text color and font. (See Note 1)



• Line

Creates a line annotation.

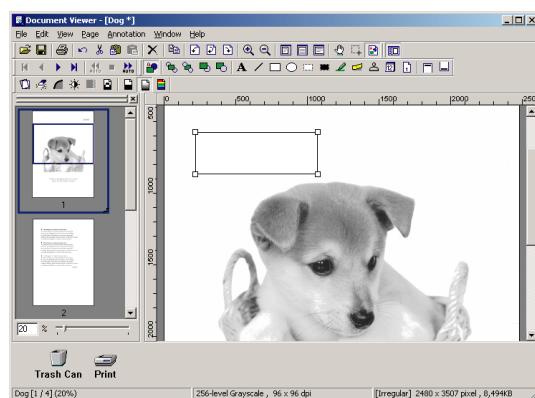
Select line annotation in the annotation menu (or tool button (See Note 2)), and drag the mouse in the image window to draw lines.



• Rectangle

Creates a rectangle annotation.

Select rectangle annotation in the annotation menu (or tool button (See Note 3)), and drag the mouse in the image window to draw a rectangle.



NOTE

1. To specify text font and colors, select the drawn text and select **Properties** in the **Annotation** menu. The **Text Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn text.
2. To specify the thickness and color of a line, select a drawn line and then select **Properties** in the **Annotation** menu. **Graphics Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn line.
3. To specify the thickness and colors of the rectangle, select the drawn rectangle and select **Properties** in the **Annotation** menu. The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

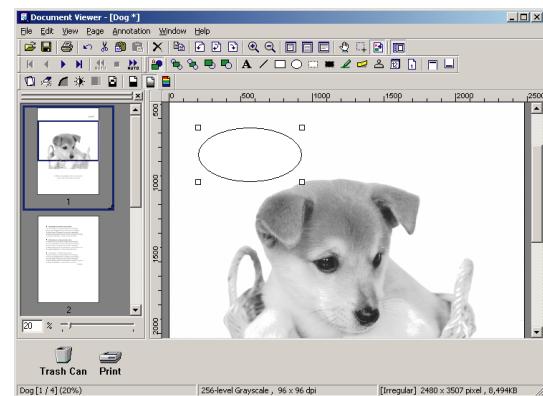
Document Viewer

Annotation Menu

- **Ellipse**

Creates an ellipse annotation.

Select ellipse annotation in the annotation menu (or tool button (See Note 1)), and drag the mouse in the image window to draw an ellipse.



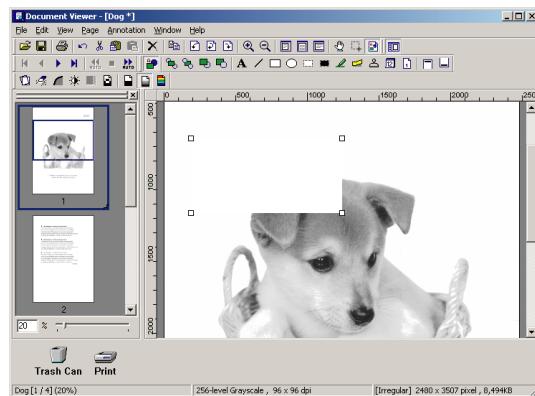
NOTE

- 1 To specify the thickness and colors of the ellipse, select the drawn ellipse and select **Properties** in the **Annotation** menu. The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

Annotation Menu

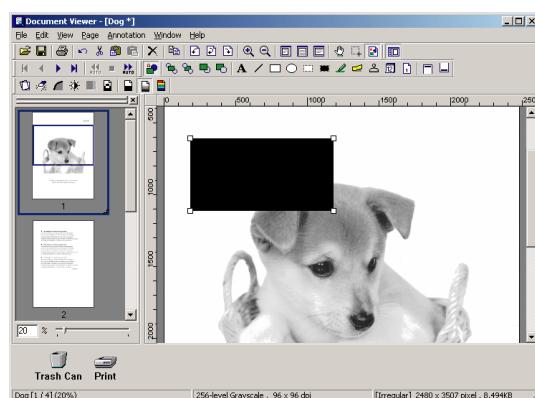
• White Block

Creates a white rectangle (solidly white-painted) annotation. Select white annotation in the annotation menu (or tool button (See Note 1)), and drag the mouse in the image window to draw a white rectangle.



• Black Block

Creates a black rectangle (solidly black-painted) annotation. Select black annotation in the annotation menu (or tool button (See Note 2)), and drag the mouse in the image window to draw a black rectangle.



NOTE

1. To specify lines and colors of solid white, select the drawn solid white rectangle and select **Properties** in the **Annotation** menu. The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.
2. To specify lines and colors of solid black, select the drawn solid black rectangle and select **Properties** in **Annotation** menu. The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

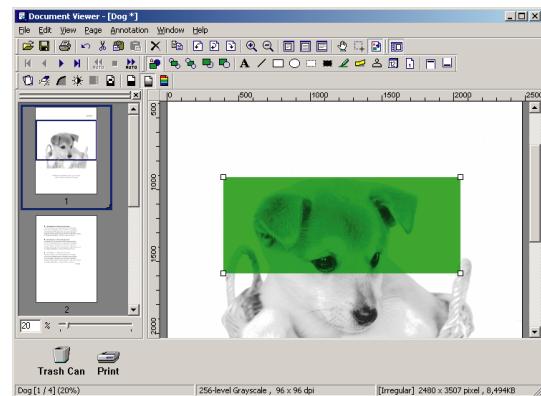
Document Viewer

Annotation Menu

• Marker

Creates a marker annotation.

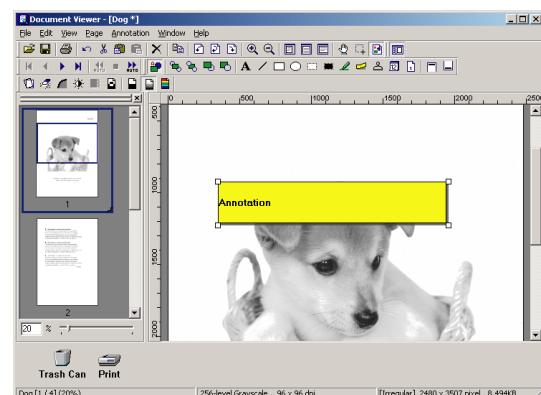
Select marker annotation in the annotation menu (or tool button (See Note 1)), and drag the mouse in the image window to draw a marker.



• Label

Creates a label annotation.

Select label annotation in the annotation menu (or tool buttons (See Note 2)), and drag the mouse in the image window to draw label displays Text Format Setup dialog box. Enter text to display and specify text color and font.



NOTE

1. To specify the color of a marker, select the drawn marker and select **Properties** in the **Annotation** menu. The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking
2. To specify the color and font of a label, select the drawn label and select **Properties** in the **Annotation** menu. The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn label.

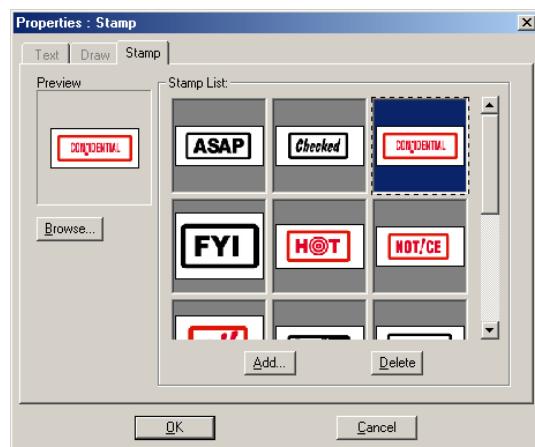
Annotation Menu

• Stamp

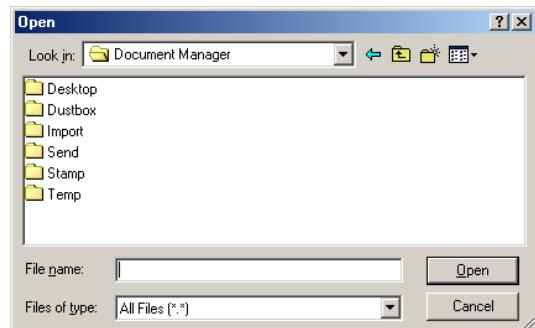
Creates a stamp annotation.

The stamp annotation pastes another image file like a stamp. Select stamp annotation in the annotation menu (or tool button) and click the **OK** button. Then drag the mouse in the image window to specify the area, displaying the stamp dialog box.

Click the **Browse** button to specify an image from a file.



Clicking the **Add** button allows to select image files to be used as a stamp.



Document Viewer

Annotation Menu

• Date

Creates a date annotation.

Select date annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area, displaying the Properties dialog box.

Specify the format, color, and font of the date to be displayed. (See Note 1)

1. Font Name

Specify the font here.

2. Style

Specify the font style.

3. Size

Specify the font size.

4. Text Color

Select the text color here.

5. Date

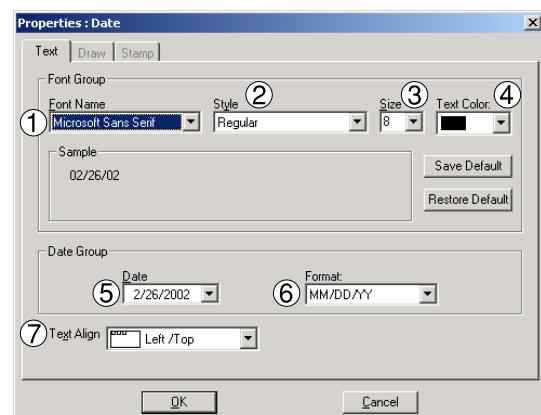
Specify the date here. Selecting from the calendar or entering the date.

6. Format

Specify the display format here.

7. Text Align

Specify the text alignment.



NOTE

1. To specify the color or font of the date, select the drawn date and select **Properties** in the **Annotation** menu. The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

Annotation Menu

• Page No.

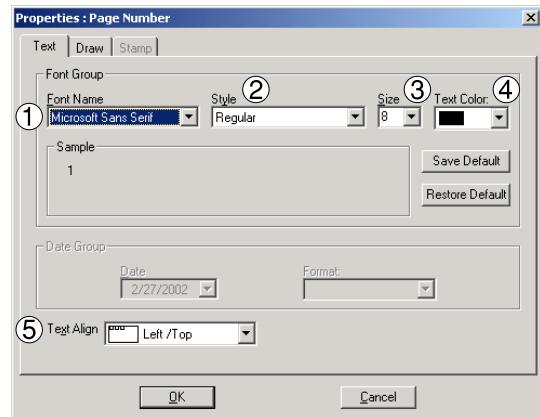
Creates a page number annotation.

Select page number annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area. Double-click the Page No area to display the text the settings dialog box.

Specify format, color, and font of the page number to be displayed.

1. Font Name

Specify the font here.



2. Style

Specify the font style.

3. Size

Specify the font size.

4. Text Color

Select the text color here.

5. Text Align

Specify the text alignment.

Opens the Graphics Format Setup Dialog box.

Click on the drawn figure and select Properties to change the thickness and colors of the lines.

1. Line Width

Specify the thickness of the lines here.

2. Line Style

Specify the types of lines here

3. Line Color

Specify the color of the lines here.

4. Fill Color

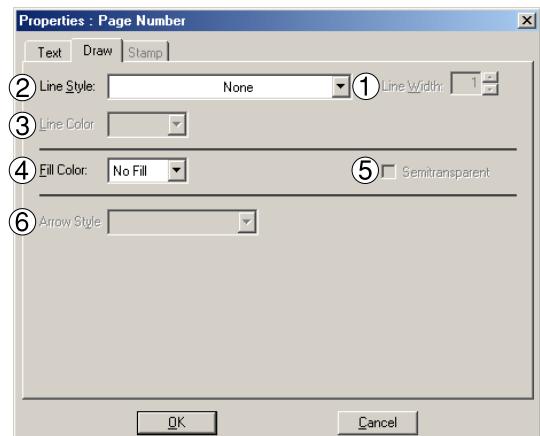
Select the color for solid painting here.

5. Semitransparent

Set the image to transparent.

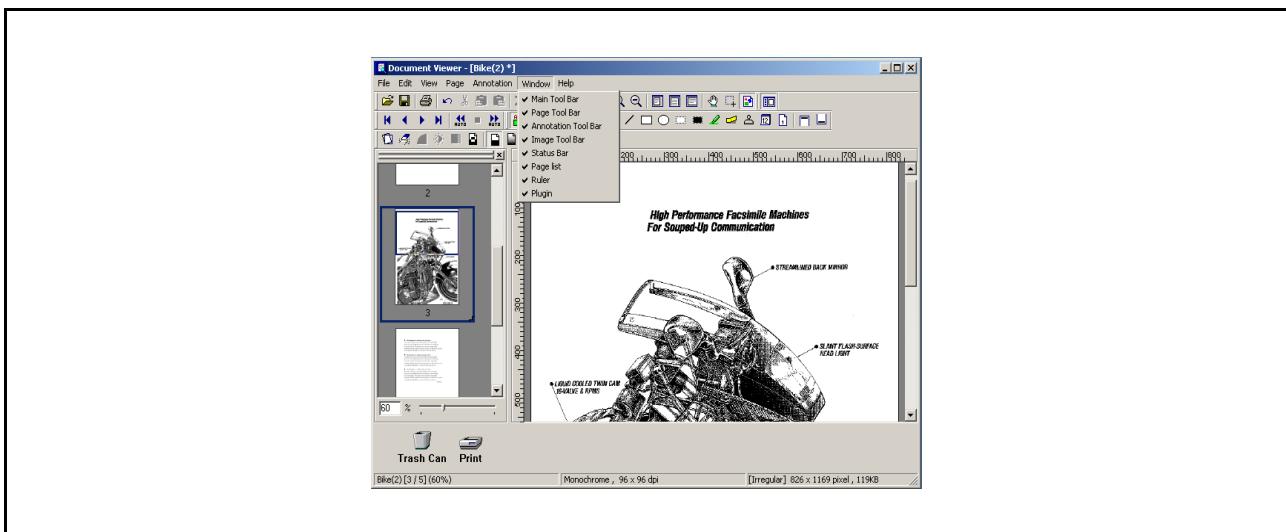
6. Arrow Style

Select the Arrow style.



Document Viewer

Window Menu



- **Main Tool Bar**

Show/hide main toolbar.

- **Page Tool Bar**

Show/hide page toolbar.

- **Annotation Tool Bar**

Show/hide page adjustment toolbar.

- **Image Tool Bar**

Show/hide page adjustment toolbar.

- **Status Bar**

Show/hide status bar.

- **Page List**

Show/hide page list.

- **Ruler**

Show/hide ruler.

- **Plugin**

Show/hide plug-in.

Network Scanner

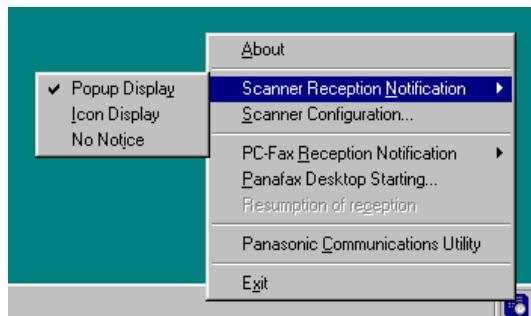
Network Scanner Settings

Startup Windows, and select **Panasonic** → **Panasonic Document Management System** → **Panasonic Communications Utility** in **Programs** from the Start menu.

The Panasonic Communications Utility is activated and the icon appears on the Task Bar.

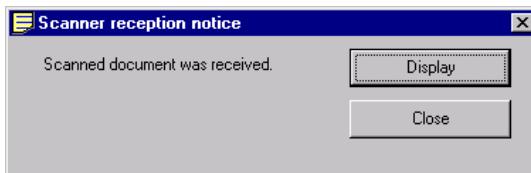
■ Scanner reception notification

Select the **Scanner reception notification** either **Pop up Display** or **Icon Display**.



<Pop up Display>

Displays the following message when the scanner image is received.



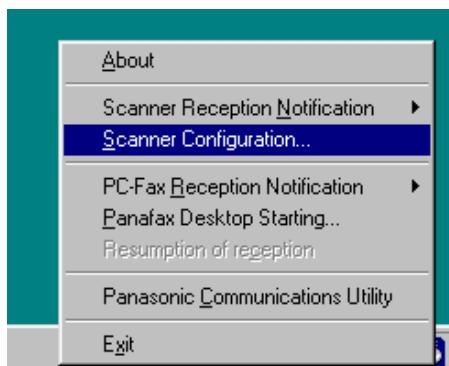
<Icon Display>

Changes the Status Monitor icon when the scanner image is received.



■ Scanner Configuration

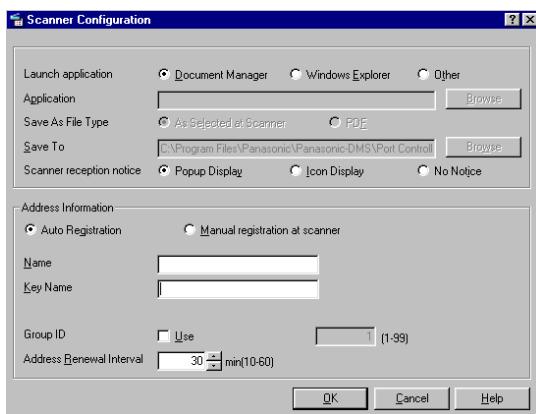
Right-click on the icon and select **Scanner Configuration....**



Network Scanner

Network Scanner Settings

The Scanner Configuration Window appears as shown below.



- **Launch application**

Select the application among Document Manager / Windows Explorer / Other Application that will receive the scanner data.

- **Application**

Select the application program path to open the scanned image.

- **Save As File Type**

Select the file type to save the scanned image.

- **Save To**

Select the path to save the scanned image.

- **Scanner reception notice**

Select the view mode of the scanner reception notice.

<Address Information>

Select one of the following:

Auto Registration - The information below will be automatically registered in the Address Book of the device(s).

Manual registration at scanner - The Address Book of the device will be used to enter the computer's address manually.

- **Name**

Set the PC Name (See Note 1) to be saved to the machine.

- **Key Name**

Set the Key Name (See Note 1) to be saved to the machine.

- **Group ID**

Set the Group ID (See Note 1) (1 -99).

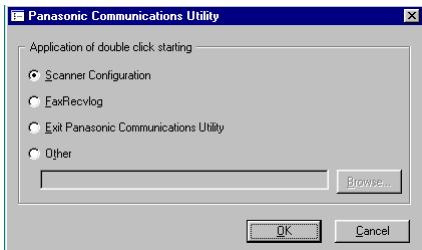
- **Address Renewal Interval**

Set the period to update the address information to the machine.

Panasonic Communication Utility

Panasonic Communication Utility

Right-click the Panasonic Communication Utility icon on the Task Bar.
The Panasonic Communication Utility Window appears as shown below.



Set the activate program when double-clicking the Panasonic Communication Utility Icon.

■ Scanner Configuration

Open the Scanner Configuration Window.

■ Fax Receive Log

Open the Fax Receive Log Window.

Exit the Panasonic Communication Utility.

■ Other

Click the button to set the application program.

NOTE

1. See page 103 on the Operating Instructions for Copier & Network Scanner for details.

Panafax Desktop

General Description

Panafax Desktop is a PC Faxing application specifically designed to compliment the Panasonic line of multi-function products

Document(s) created on the PC can be easily faxed to a remote location directly, without having to print a hard copy first and then using the fax machine to send. This improves the copy quality received at the remote location, saving the cost and time of printing the hard copy locally before faxing it.

• Compatible Models

- DX-600 / 800
- DP-3510 / 4510 / 6010 with Fax and I-Fax Options

Connection Configuration

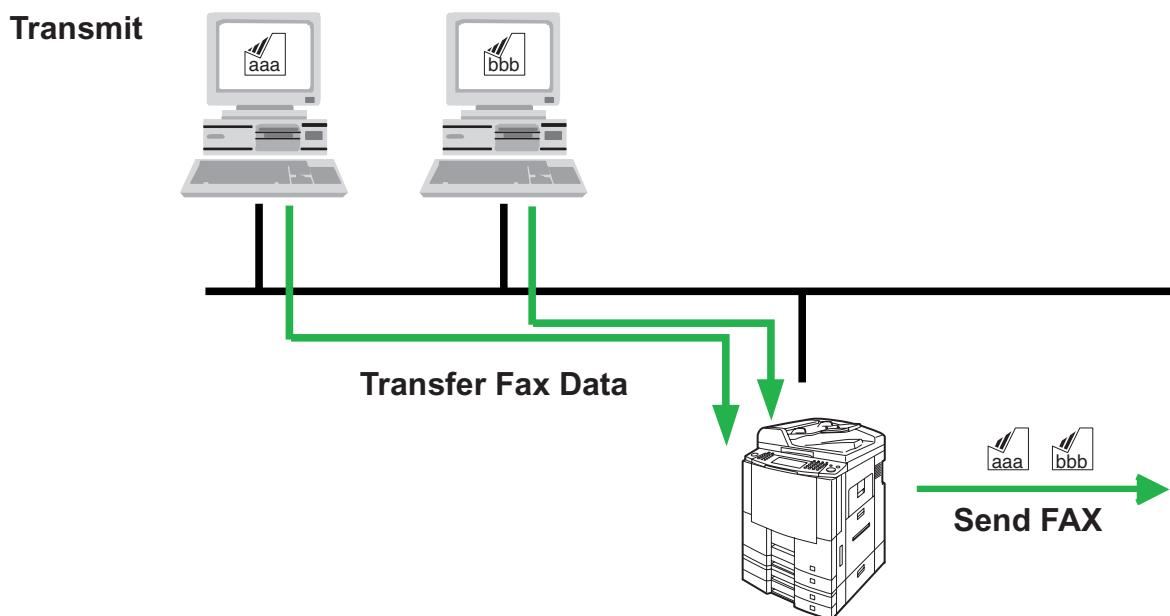
There are two types of Panafax Desktop configurations, **Simple Send Only System** and **Send & Receive Network Shared System**.

	Device Setting	PC Fax Setting
Simple Send Only System <ul style="list-style-type: none">• Peer To Peer Connection• SMTP Email Server Not Required	<ul style="list-style-type: none">• IP Address settings• Relay XMT Password setting• Relay XMT Report = Invalid setting*1	<ul style="list-style-type: none">• Relay XMT Password setting
Send & Receive System <ul style="list-style-type: none">• Shared Network Connection• SMTP Email Server and RX Email Account Required	<ul style="list-style-type: none">• IP Address settings• Relay XMT Password setting• Relay XMT Report = Valid setting*2• I-Fax setting• Fax Forward setting	<ul style="list-style-type: none">• For the Server PC<ul style="list-style-type: none">- Email Address settings- Relay XMT Password setting- Server setting- POP Receive setting for the Client PC- Search Shared Server setting

*1: The result of the Simple Send Only System transmission, the Send Log and TX Confirmation Notice indicates only the transfer to the device. It confirms whether it reached the final destination with a Job Completion Notice of the Status Monitor. Please refer to the Status Monitor section for more details.

*2: A transmission result is reflected on the Send Log and TX Confirmation Notice with the Send & Receive System.

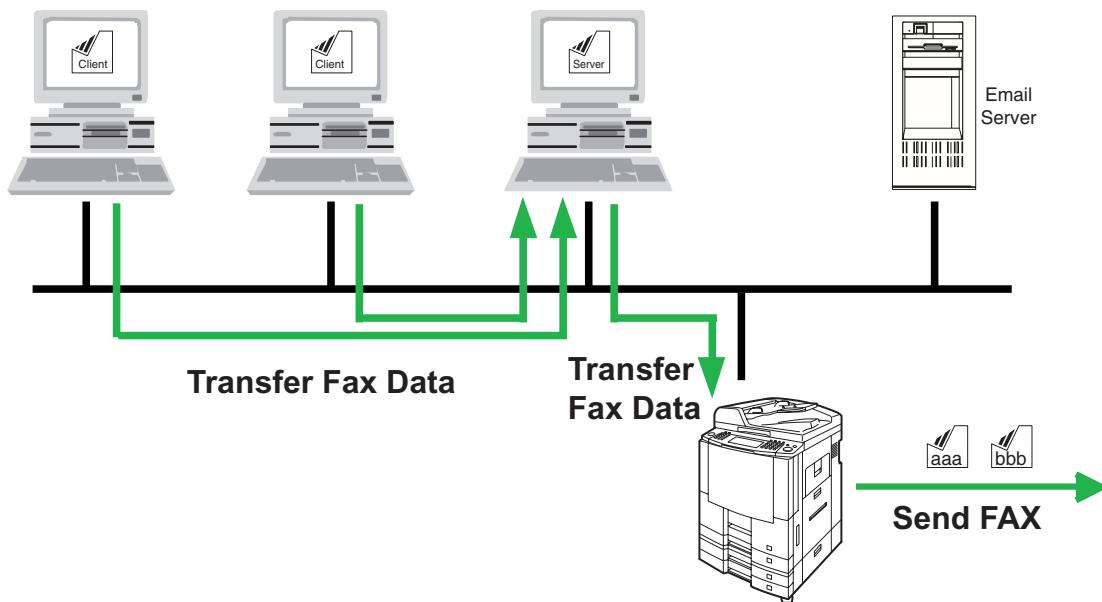
Simple Send Only System Connection Diagram



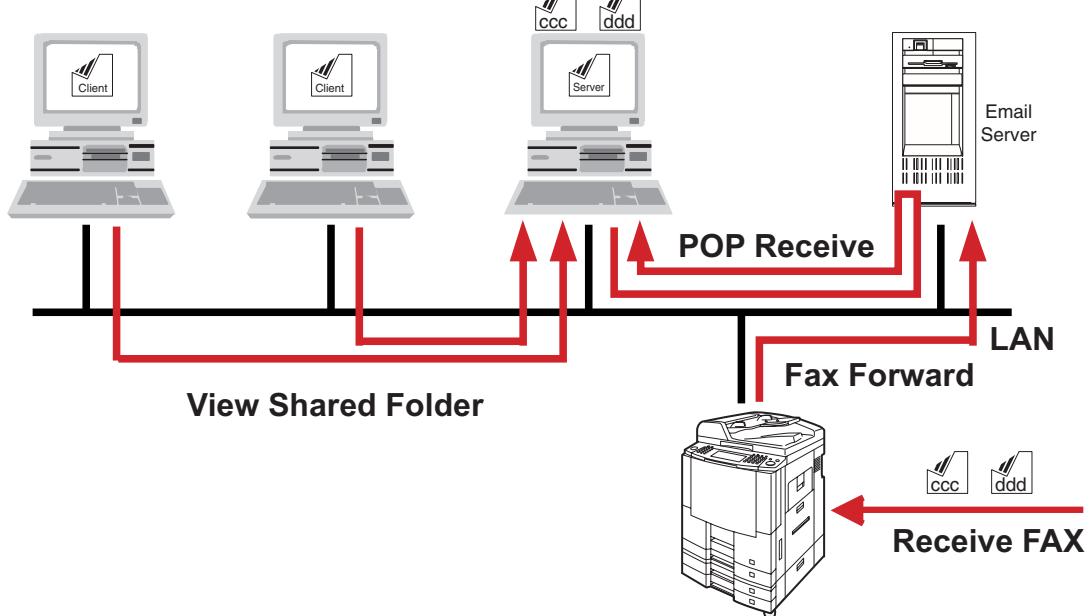
Connection Configuration

Send & Receive Shared Network System Connection Diagram

Transmit



Receive



Panafax Desktop

Installation and Setup of Panafax Desktop

Panafax Desktop uses the fax modem in the Panasonic/Panafax models connected on your network (LAN) for fax communication.

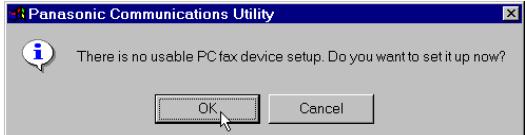
Before using the **Panafax Desktop**, it is necessary to activate the Fax Modem and to setup certain parameters. Follow the steps below to setup the **Panafax Desktop**.

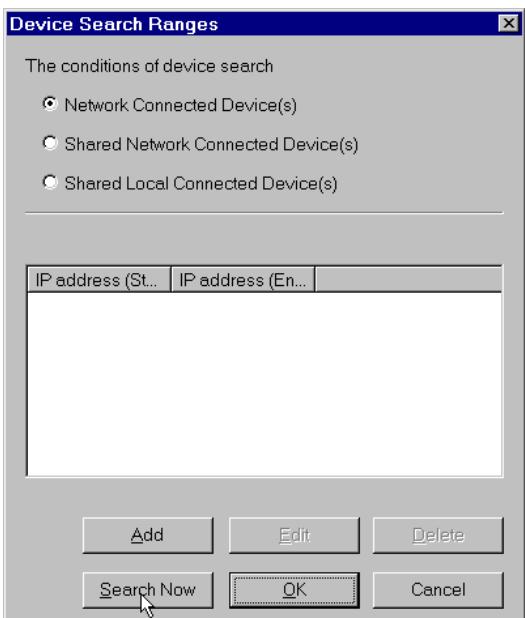
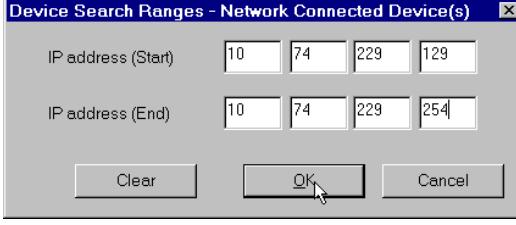
Installation

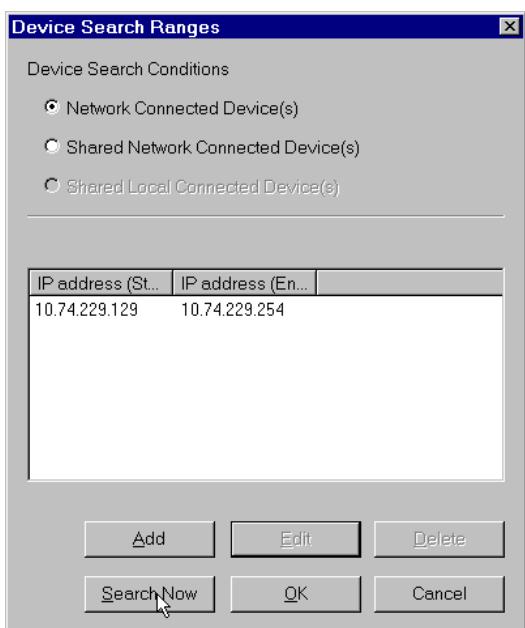
1	Confirm the following device settings. <ul style="list-style-type: none">• Common settings:<ul style="list-style-type: none">- Connection to the Network- Setup the IP Address setting- Setup the Relay XMT Password• Send Only System settings:<ul style="list-style-type: none">- Set the Relay XMT Report = Invalid (Fax Parameter No. 143)• Send & Receive System settings:<ul style="list-style-type: none">- Set the Relay XMT Report = Valid (Fax Parameter No. 143)- Set the Fax Forward to Receive Email Account (Fax Parameter No. 054)
2	Install the Document Management System. Refer to Page xx Note: For the DP-3510/4510/6010, the Panafax Desktop does not install automatically with the TYPICAL installation. Select CUSTOM installation and check the Panafax Desktop to be installed.

Installation and Setup of Panafax Desktop

Basic Setup (Send Only System /Send & Receive System)

1  Double-click the  icon on the Windows Desktop.
The **Panasonic Communications Utility** appears.
Click the **OK** button.

2  
Device **Search Ranges** appears.
Click the **Search Now** button to start searching for the Network Connected Devices.
Note: *1 It searches for all the devices within the default Subnet. Refine the search range when there are many devices connected in the Subnet, or you want to connect to devices outside of the Subnet. To change the search range, click **Add** button and specify the range.*

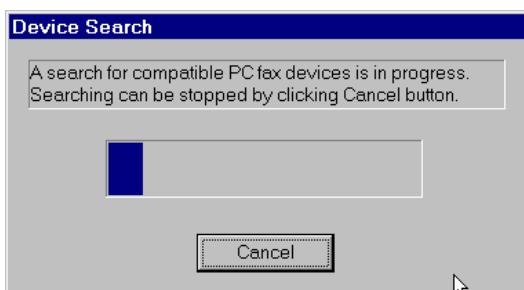

Device **Search Ranges**
Device Search Conditions
Network Connected Device(s)
IP address (Start) 10.74.229.129
IP address (End) 10.74.229.254
Add Edit Delete
Search Now OK Cancel

Continued on the next page...

Panafax Desktop

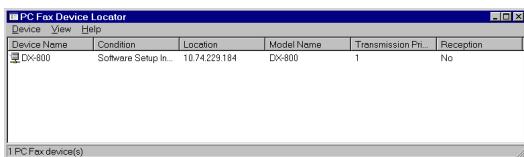
Installation and Setup of Panafax Desktop

3



Starts searching for the PC Fax devices on the network.

4

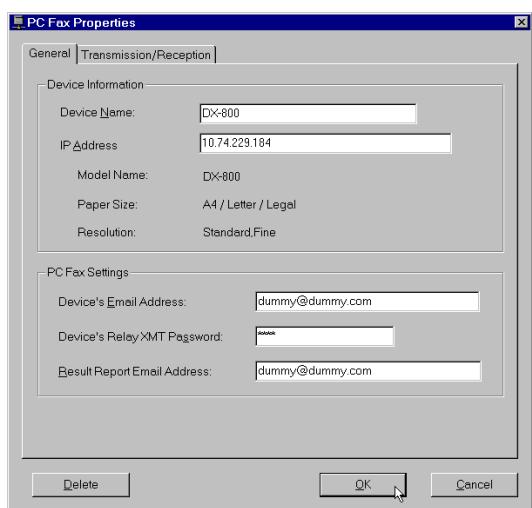


The Network connected PC Fax device(s) are listed in the PC Fax Device Locator.

Select the desired Device and double-click or Click on **Properties** from the **Device** menu.

Installation and Setup of Panafax Desktop

5



The **PC Fax Properties** appears.

<General> Tab

- Input the PC Fax Settings.
 - Device's Email Address
 - Send Only System:**
Set a dummy Email Address.
(e.g. dummy@dummy.com)
 - Send & Receive System:**
Set the Email Address of the device. (See Note 1)
 - Device's Relay XMT Password
The Relay XMT Password of the device.
 - Result Report Email Address
 - Send Only System:**
Set a dummy Email Address.
(e.g. dummy@dummy.com)
 - Send & Receive System:**
Set the Email Address for the reception.

Note:

- 1 Only the Email forwarded to the receiving account from this Email Address will be received. Input it precisely, otherwise it will not receive if the Email address doesn't match.
- 2 If you have your own Email Address and your device is set up for the Internet Fax setting, set your Email Address here. You can receive the Result Report from the device.

<Transmission/Reception> Tab

- Transmission Setting
 - Transmission Priority
If there are multiple devices available, you can set the Transmit Propriety of the device.
 - Dept counter mode On
When the Department Code function is being used at the device, check the box and input the Identification Code
 - Start Status Monitor at sending
Starts Status Monitor automatically at sending.
When the device completes transmission, the Status Monitor displays the Job Completion Notice.
- Reception Setting (Send & Receive System only)
 - Makes Reception Effective
Check this box if you want to do reception with this device.
- Acquires Phone Book data from the device
 - Device's Password
Device's Password to acquire the phone book data from the device, it is required to set the same password as the Password of the device.

Note:

- 1 The DX-800 uses Remote Password.
- 2 A blank Remote Password on the DX-800 is the same as 0000.

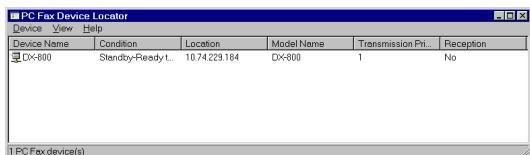
Click on **OK** when you finish inputting the settings.

Continued on the next page...

Panafax Desktop

Installation and Setup of Panafax Desktop

6



Confirm that the device's Condition is in Standby (It takes a little while) using the PC Fax Device Locator.

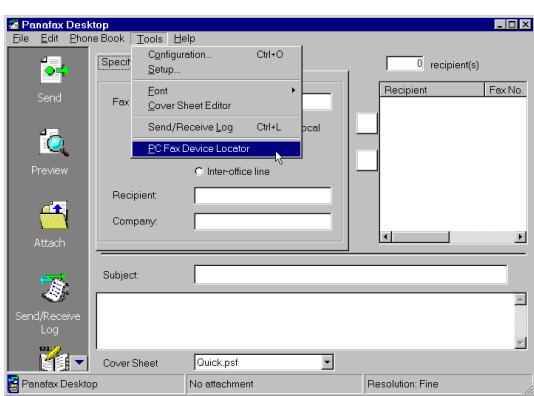
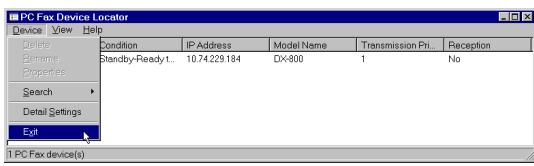
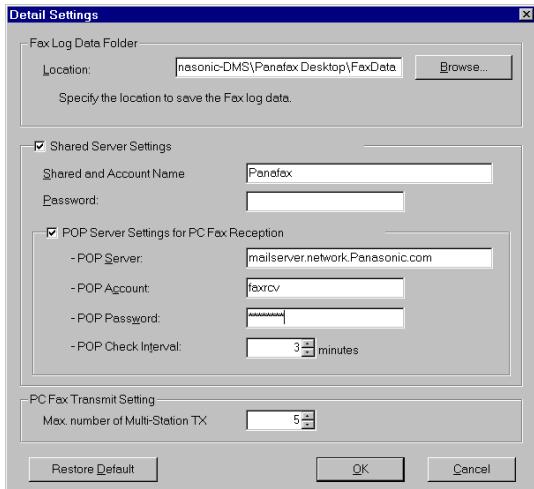
Click or select **Device** | **Exit** from the menu to close the PC Fax Device Locator.

For the **Send Only System**, the setup is completed.

For the **Send & Receive System**, continue to the Receive Setup on the next section.

Installation and Setup of Panafax Desktop

Receive Setup (Send & Receive System only)

- 1 
- 2 
- 3 

Click  icon on the Windows Desktop.

The **Panafax Desktop** appears.
Select **Tools** | **PC Fax Device Locator** from the main menu.

The **PC Fax Device Locator** appears.

Select **Device** | **Detail Settings** from the menu.

The **Detail Settings** appears.

- **Fax Log Data Folder**
 - **Location**
Specify the location to save the Fax log data. The default setting is generally acceptable.
- **Shared Server Settings**
 - The **Shared and Account Name**
Set up when Panafax Desktop is used in shared mode.
- **POP Server Settings for PC Fax Reception**
This is set up when Panafax Desktop uses the Receive function.
POP Server settings and the receiving Email Account.
- **PC Fax Transmit Setting**
 - **Max. number of Multi-Station TX**
Setup the maximum number of destinations to transmit to during one transmit request to a device.
If the number of the destinations exceed this number, it will be divided into more than one transmission. When it is divided into several transmissions, and there are other devices available, it will transmit a request to multiple devices.

Click on 

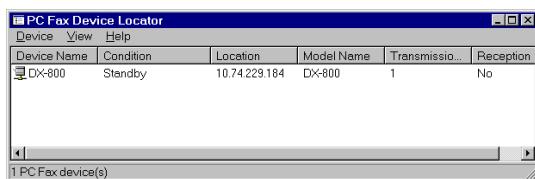
Note: If your PC is running Windows NT/2000/XP and the client PC is running Windows 98/Me, it is necessary to use the Guest Account to use the Fax Server function. If a message comes up "Do you want to use the Guest Account?" click [Yes] to use the Guest Account.

Continued on the next page...

Panafax Desktop

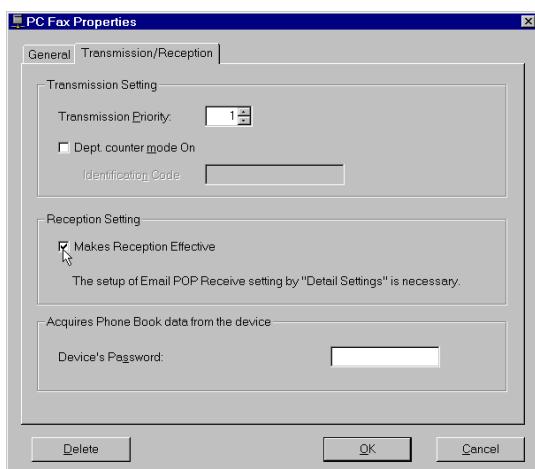
Installation and Setup of Panafax Desktop

4



Select **Device | Detail Settings** from the menu.

5

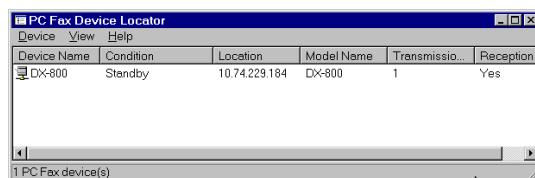


The **PC Fax Properties** appears.

Click **Transmission/Reception** tab and check the "Makes Reception Effective" box.

Click **OK**.

6



Confirm that the Reception status displays "Yes". It takes a moment.

The **Send & Receive System** setup is completed.

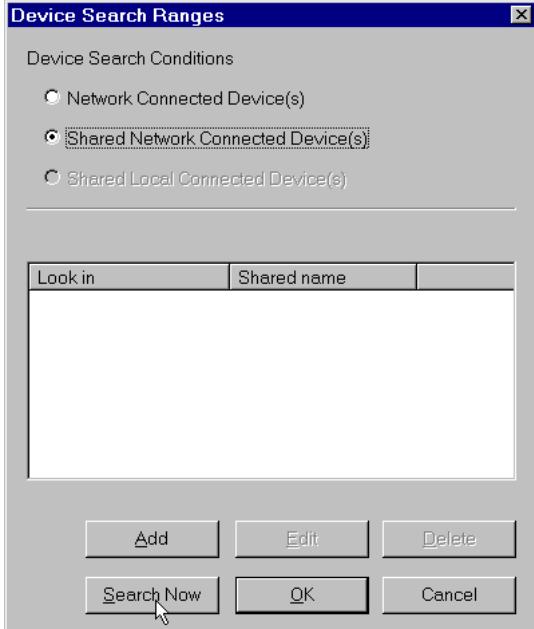
Installation and Setup of Panafax Desktop

Client Setup (Send & Receive System)

1  Click  icon on the Windows Desktop.

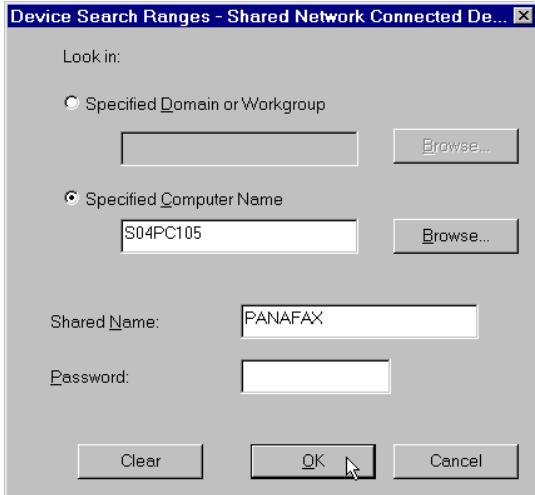
The **Panasonic Communications Utility** appears.

Click the **OK** button.

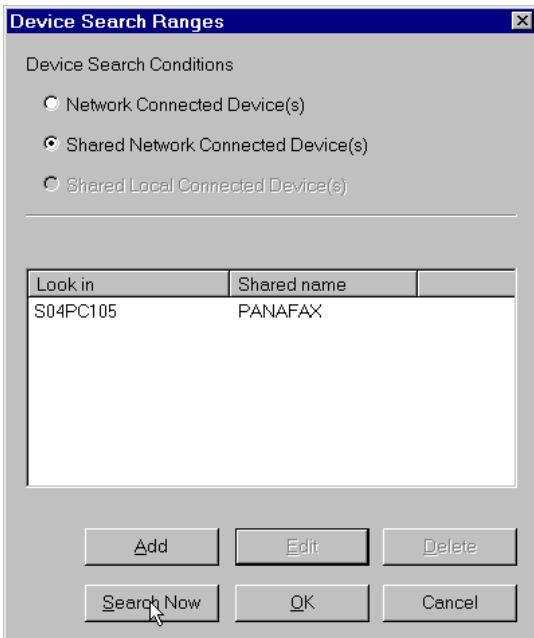
2  Click on the **[Shared Network Connected Device(s)]** radio button.

Click the **Search Now** button to start searching the shared Server.

Note: *Searching time sometimes may take a long time when there are many PCs connected to your network. In this case, we recommend you to click [Add] button and specify the Domain or Workgroup, or specify the Computer Name directory to reduce the searching time.*

 Look in

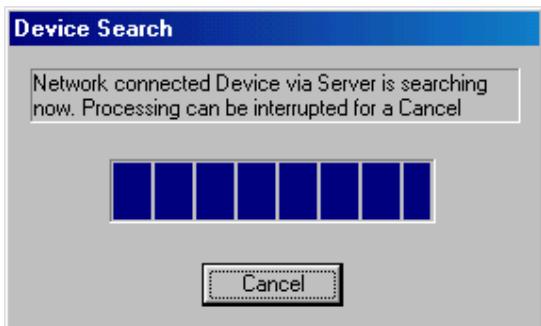
- Specified Domain or Workgroup
Input device's Domain or Workgroup.
- Specified Computer Name
Input the Server Computer Name.
- Shared Name
Input the Server Shared Name if you changed from the default setting.
- Password
Input the Server Password if you changed from the default setting.

3  Continued on the next page...

Panafax Desktop

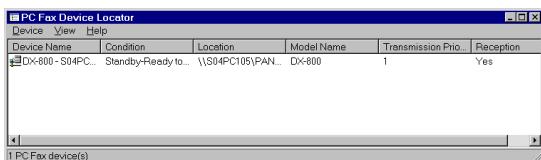
Installation and Setup of Panafax Desktop

3



Start searching the Server for Network connected Devices.

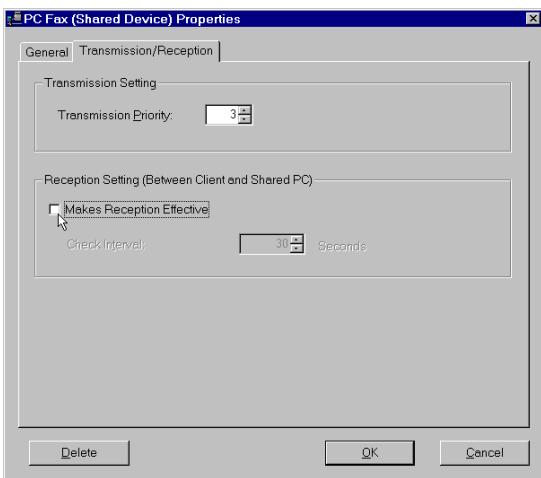
4



The Network connected device via Server is listed in the PC Fax Device Locator.

The reception function is Yes if the shared device's reception function is effective. If you do not wish to receive fax, select the Device and double-click or Click **Device | Properties** from the menu.

5

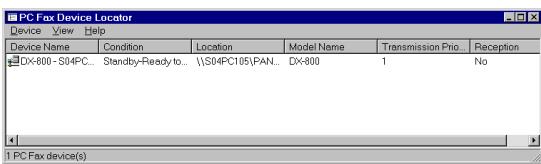


The PC Fax (Shared Device) Properties appears.

Click **Transmission/Reception** tab and checkout a box of "Makes Reception Effective".

Click OK.

6

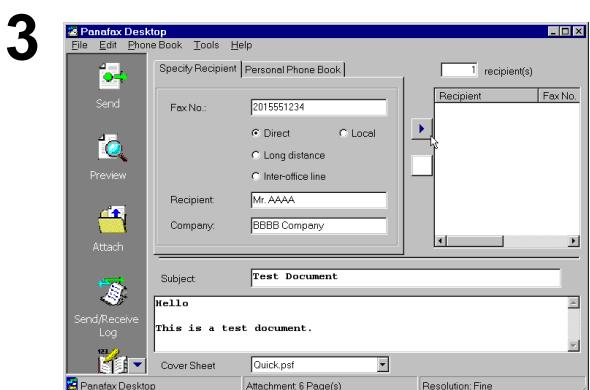
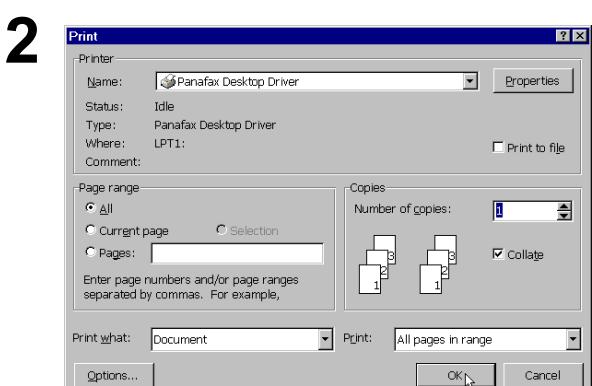
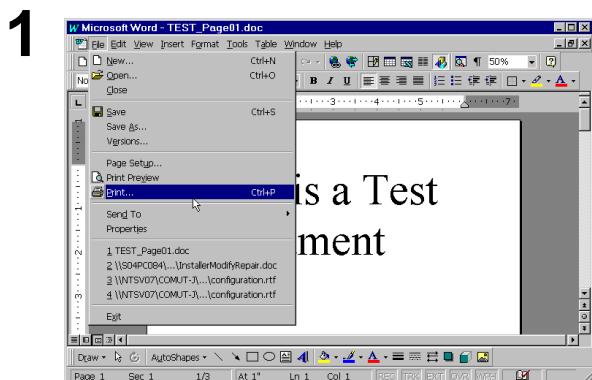


Confirm the Reception becomes No.
It takes a little while.

Sending Document

Sending a Document via Windows Application

You can send a fax directly from any Windows Application by simply printing to the Panafax Desktop Driver. For example, compose a document from your word processor application. When you are finished and ready to fax it to a remote location, simply follow the procedure below.



From the current Application select **Print** from the **File** menu.

The **Print** dialog box appears.

Select **Panafax Desktop Driver** from the Printer Name menu.

Click the **OK** button to convert the document into a Fax image.

Enter the recipient's Fax No., Name and Company or select your Personal Phone Book.

Click the **▶** button to enter the recipient to the recipient list.

Enter/select another recipient if you desire.

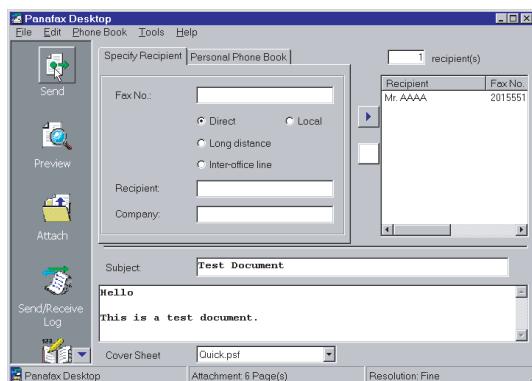
Type the Subject in the Subject field and a brief message to be included in the Cover Sheet.

Continued on the next page...

Panafax Desktop

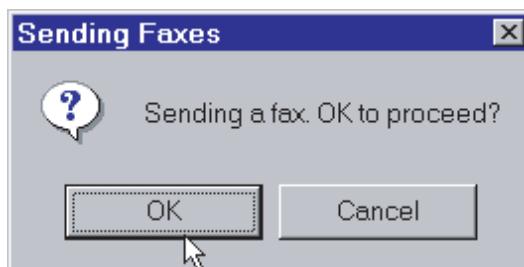
Sending Document

4



Click on the  button when ready to send the fax.

5

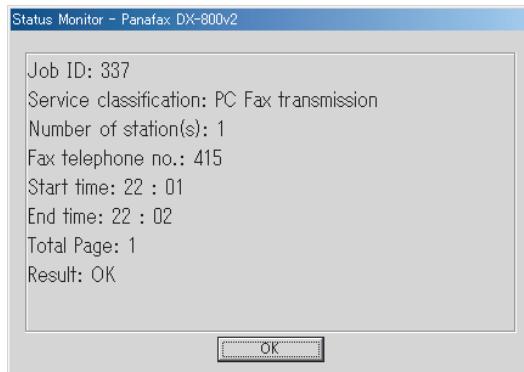


Click on the  button to start the transmission.

6



If you check the Transmission Result Report, it will display the Transmission Result Report after transmission completed.



If you start Status Monitor (see section of the Status Monitor), it will display the Job Completion Notice after transmission completed.

Note: The status Monitor can be started automatically at sending by the Transmission/Reception Tab of Basic setting.

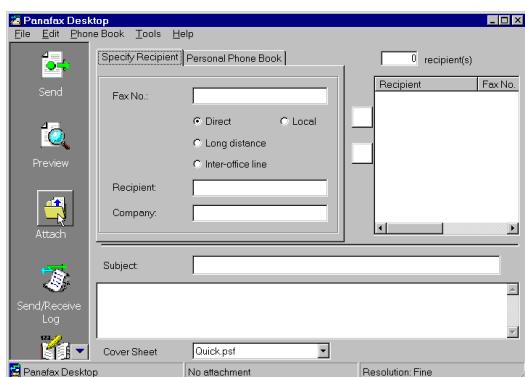
Sending Document

Sending a Document via the Panafax Desktop

You can send a fax directly the file made any Windows Application by simply opening the file via the Panafax Desktop.

For example, compose a document from your word processor application. When you are finished and ready to fax it to a remote location, simply follow the procedure below.

1

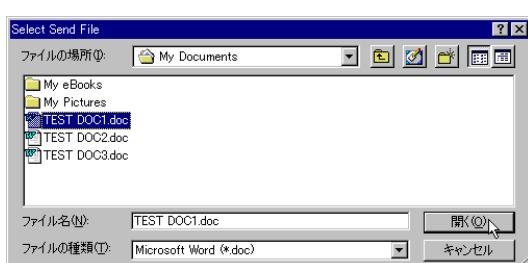


Click  icon on the Windows Desktop.

The **Panafax Desktop** window appears.

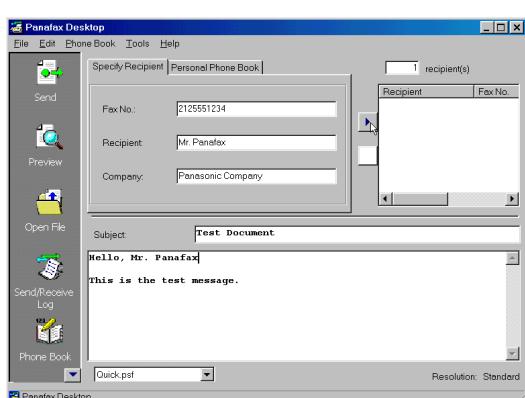
Click on the  button to select a file for the transmission.

2



Select the file and click the  button to convert the document into a Fax image.

3



From the Panafax Desktop window, enter the recipient's Fax No. , Name and Company or select from your Personal Phone Book.

Click the  button to enter the recipient to the recipient list.

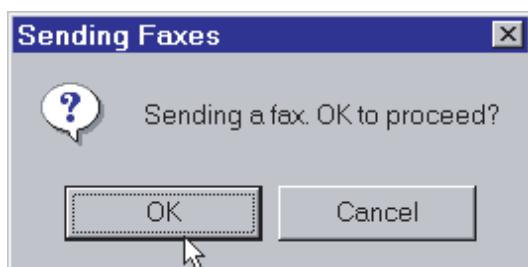
Enter/select another recipient if you desire.

Type the Subject in the Subject field and a brief message to be included in the Cover Sheet.



Click on the  button when ready to send the fax.

4



Click on the  button to start the transmission.

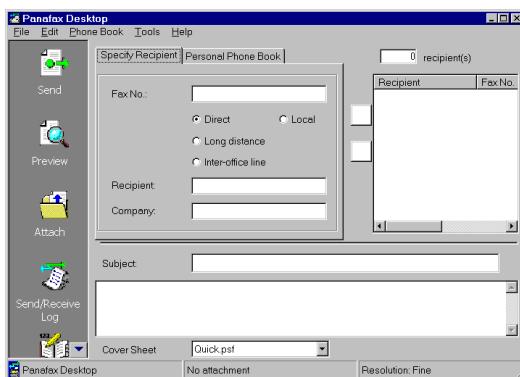
Panafax Desktop

Sending Document

Sending a fax memo by Panafax Desktop

You can send a fax memo directly from the Panafax Desktop. This memo can be sent quickly and easily.

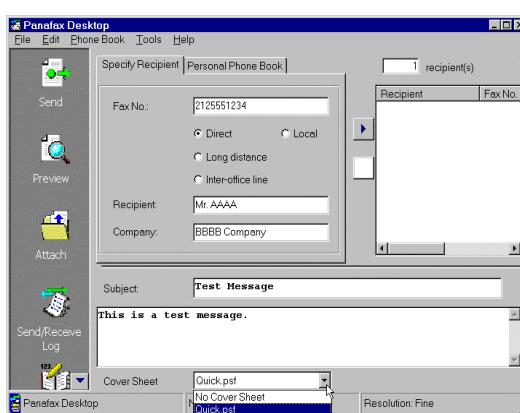
1



Click  icon on the Windows Desktop.

The **Panafax Desktop** window appears.

2



From the Panafax Desktop window, enter the recipient's Fax No. , Name and Company or select from your Personal Phone Book.

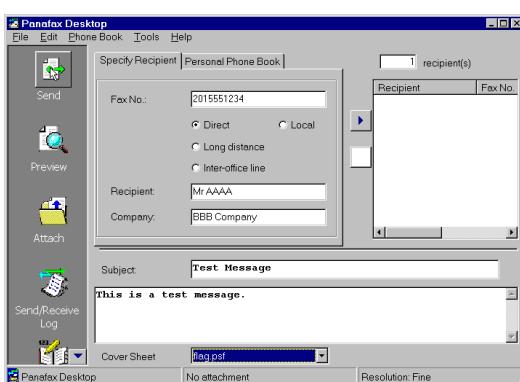
Click the  button to enter the recipient to the recipient list.

Enter/select another recipient if you desire.

Type the Subject in the Subject field and a brief message to be included in the Cover Sheet.

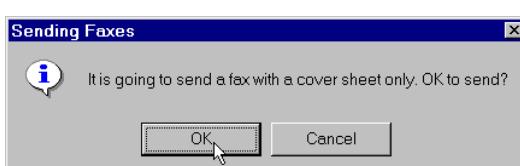
If you wish, click Cover Sheet to change the Cover Sheet Type.

3



Click on the  button when ready to send the fax.

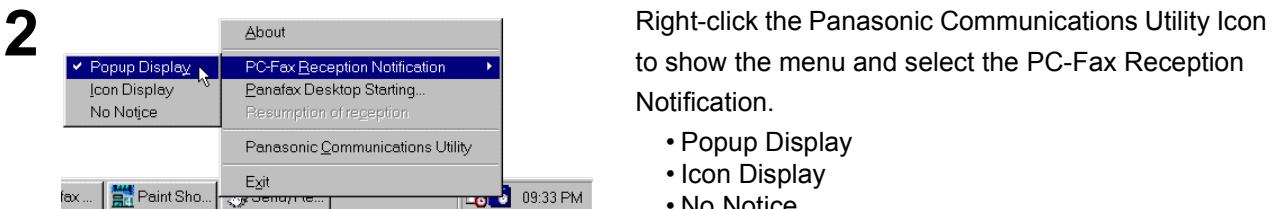
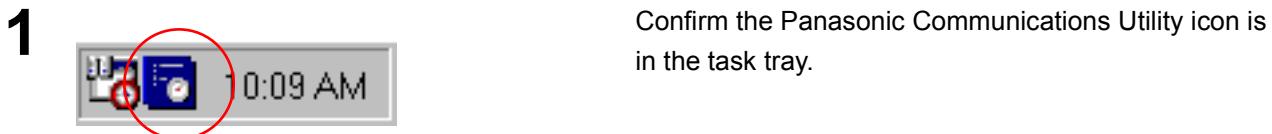
4



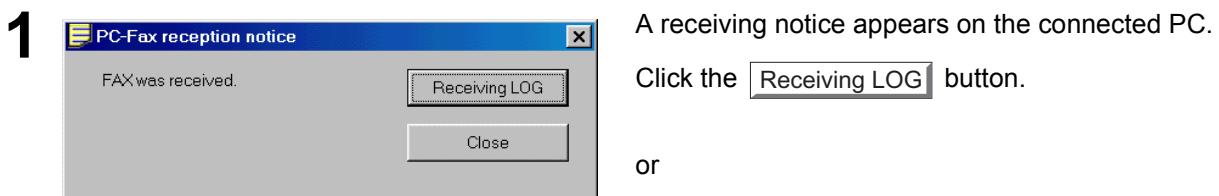
Click the  button to start the transmission.

Receiving Document

Receive Setting

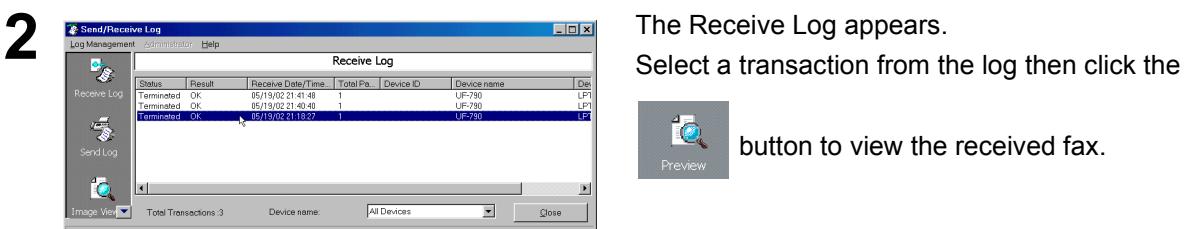


When a fax is receive on the machine, it will proceed as follow:

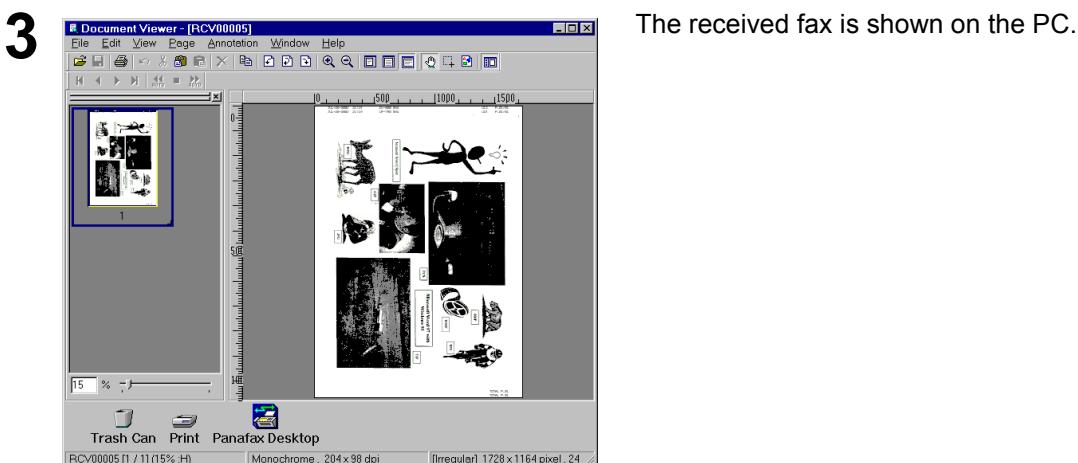


or

The Panasonic Communications Utility icon is changed.
Double click the icon.



 button to view the received fax.

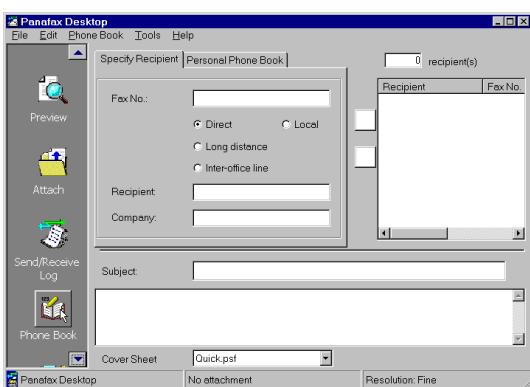


Panafax Desktop

Registering the Personal Phone Book

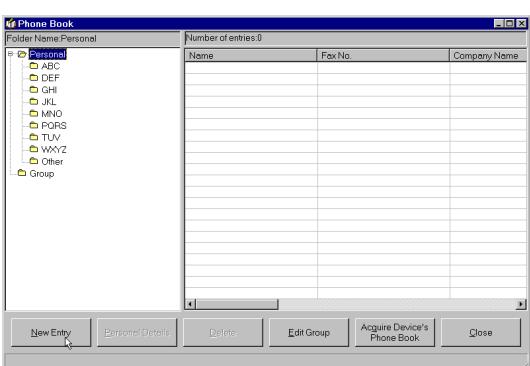
To register a recipient to the Personal Phone Book, follow the steps below:

1



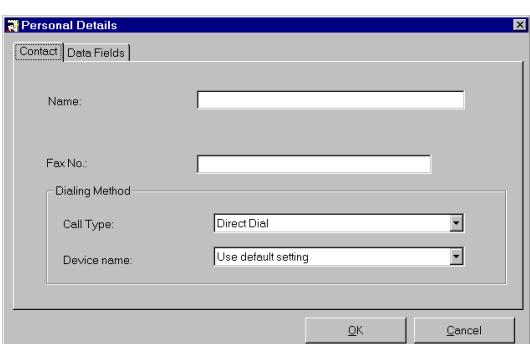
Click on the  button to open the Phone Book dialog Box.

2



Click on the  button.

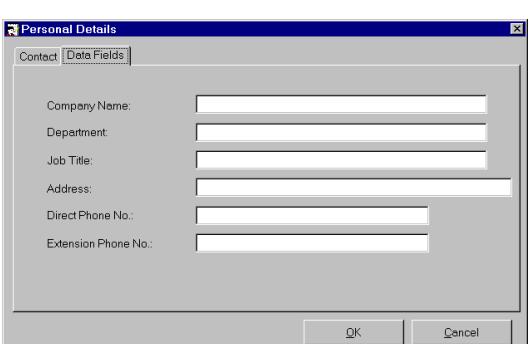
3



<Contact> Tab

- **Name:**
Enter the recipient's name.
- **Fax No.:**
Enter the fax number.
- **Call Type:**
Select how the call should be dialed.
The code set up with Tools/Setup/Dialing Settings is dialed at the head of the fax number.

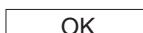
4



<Data Field> Tab

Enter the Company Name, Department Name, Job Title, Address, Direct Phone No. and the Extension Phone No. of the recipient to be used on the Cover Sheet.

5

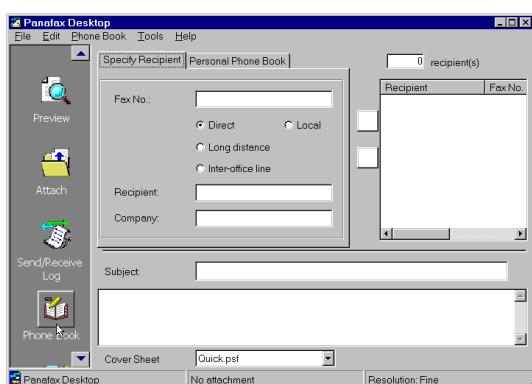
Click the  button to save the entry.

To add another entry, repeat from the step 2.

Registering the Personal Phone Book

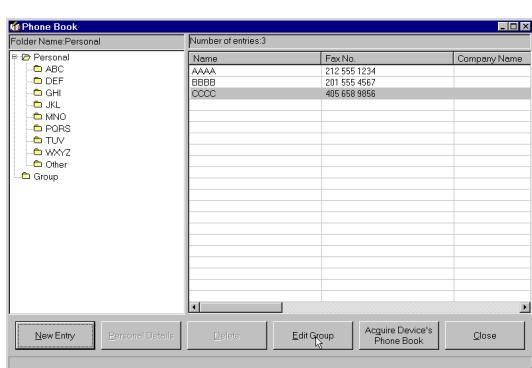
To register a group of recipients, follow the steps below:

1



Click the  button.

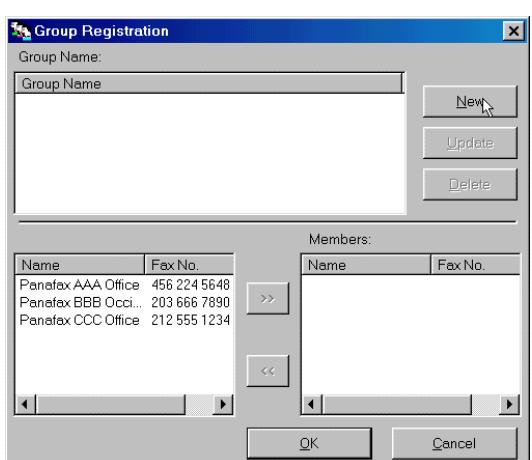
2



The Phone Book dialog box appears.

Click the  button.

3



The Group Registration dialog box appears.

Click the  button.

4



The Add New Group Name dialog box appears.

Enter the group name and click  button.

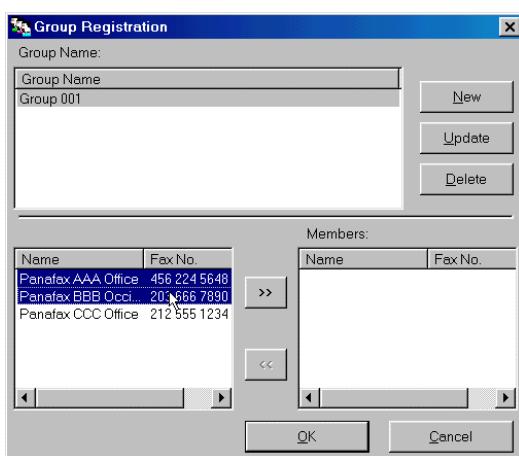
Continued on the next page...

Panafax Desktop

Registering the Personal Phone Book

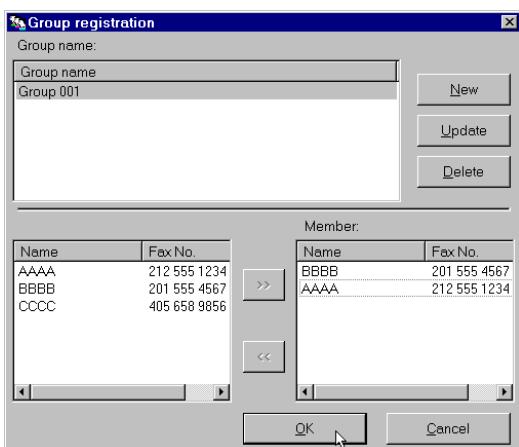
To register a group of recipients, follow the steps below:

5



Select the desired recipients.

6



Click the **>>** button to add the recipient(s) to the Member List.

To add another group, repeat from step 3.

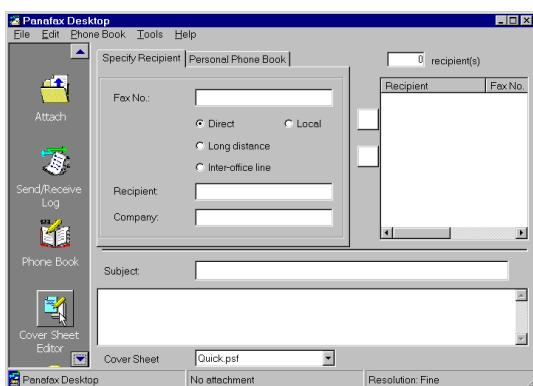
If finished, click **OK** button to exit Group registration.

Cover Sheet

The **Cover Sheet** is attached to the first page of every fax and contains information such as the recipient's name, sender's name, date, title, etc.

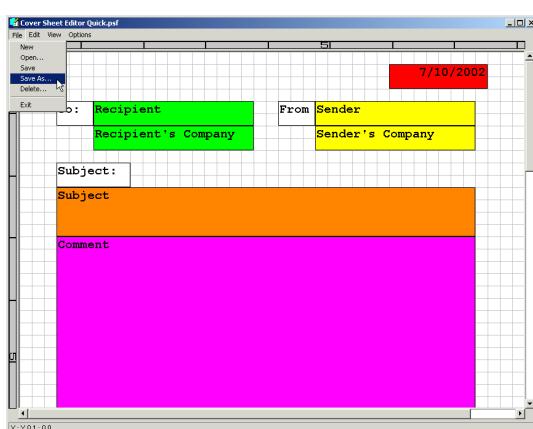
Creating Cover Sheet

1



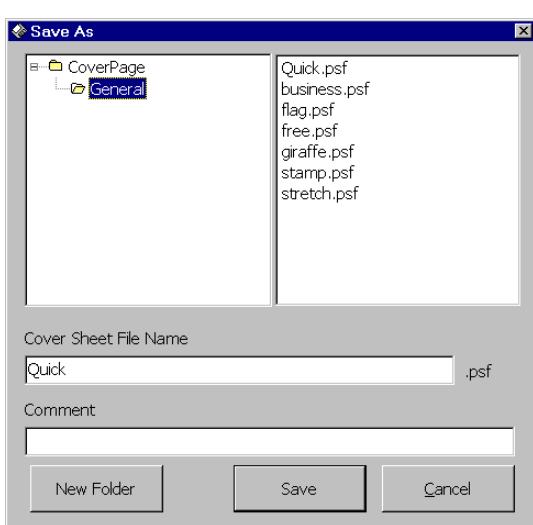
Click the  button.

2



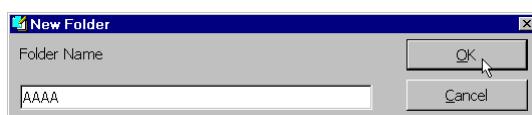
The Cover Sheet Editor window appears.
Edit the Cover Sheet.
Select **Save As** from the **File** menu.

3



The **Save as** dialog box appears.
Select the Folder you wish to save, or
if you wish to save into the New Folder,

click  button,
enter the New Folder Name,
and then click .

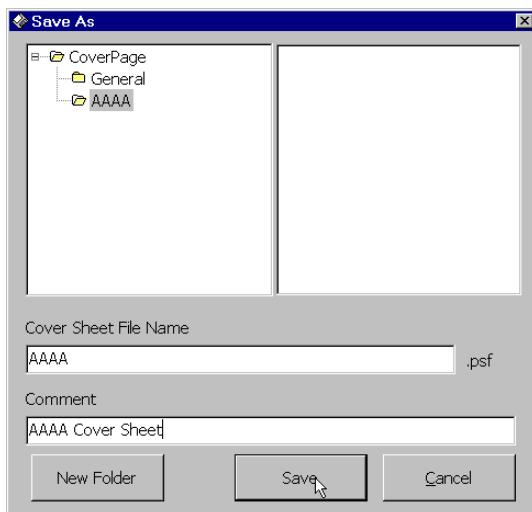


Continued on the next page...

Panafax Desktop

Cover Sheet

4



Enter the New Folder Name into the Cover Sheet File Name box.

Enter comments into the Comment box if you want.

Click **Save** button to save the New Cover Sheet.

[Edit] menu

- Page Size : Sets the size of the cover sheet.
- Date Frame : Inserts a date field.
- Text Frame : Inserts a text box.
- Line/Box : Inserts a line or box.
- Image Frame : Inserts an existing image file (bmp file).
- Recipient Details : Inserts the information set in the **Data Fields** and **Personal** tabs on the Personal Address Book.
- Sender Details : Inserts the information set in the **Sender Details** tab on the Setup menu.
- Comment : Inserts a comment field for typing a brief message when sending a fax.
- Subject : Inserts a subject field when sending a fax.

[View] menu

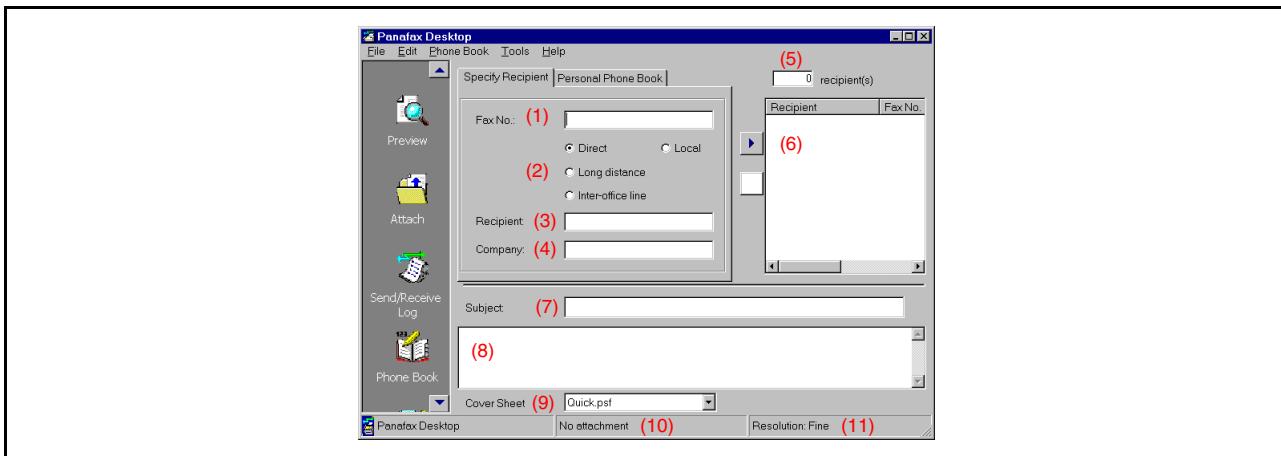
- Show Grid : Displays the grid.
- Preview : Displays the preview of the cover sheet.
- Show Status Bar : Displays the status bar.
- Zoom : Sets the ratio for the cover sheet editing screen.
- Scale unit : Sets the scale unit of measure (cm/inch).

[Options] menu

- Font : Specifies the character font.
- Line Style : Specifies the line style.
- Text Alignment : Adjusts the text position.
- Date Format : Sets the date format.

Main Window and Toolbar

Main Window



(1) Fax No.	Enter the destination fax number.
(2) Line Select	Check the line type to dial the preset code before the telephone number. See the Dial Setting Tab of Setup Menu.
(3) Recipient	When this is entered, reflected on the cover sheet.
(4) Company	When this is entered, reflected on the cover sheet.
(5) recipient(s)	Indicates a number of entered stations
(6) Destination(s)	Indicates entered destination station(s)
(7) Subject	When this is entered, reflected on the cover sheet.
(8) Memo field	When this is entered, reflected on the cover sheet.
(9) Cover Sheet	Select various cover sheet or no cover sheet.
(10) Attachment	Indicates a number of pages attached.
(11) Resolution	Indicates a current sending resolution.

Panafax Desktop

Main Window and Toolbar

Toolbar



Used to start the transmission.



Used to view the cover sheet or transmission file.



Used to select the file to be sent.



Used to show the Send/Receive Log Manager.



Used to open your personal Phone book.



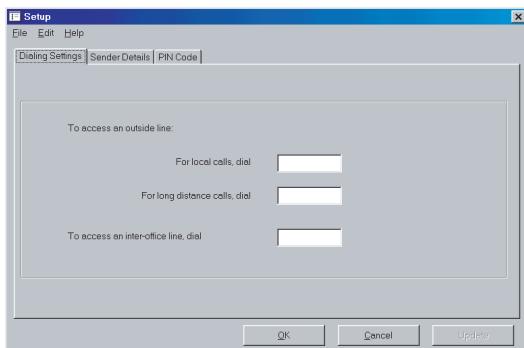
Used to create or edit a Cover Sheet.



Used to show the On-line help.

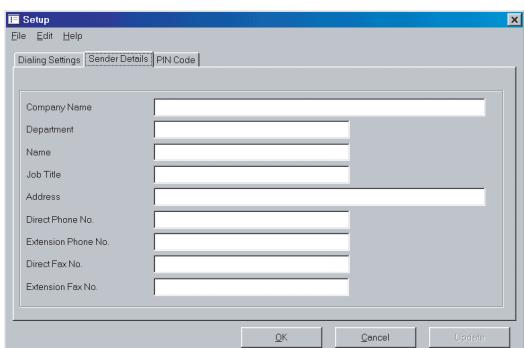
Setup Menu

Select Setup from the Tools menu to open Setup windows.



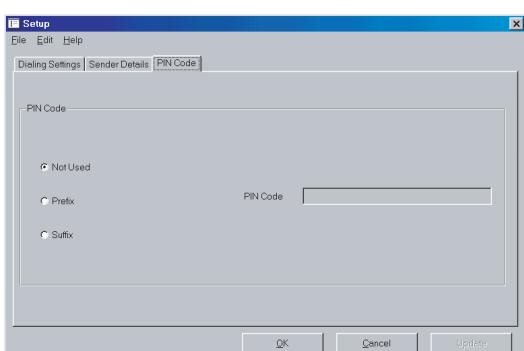
Dialing Settings Tab

Specify the local, long distance and Inter-office call access numbers. These access numbers are dialed before the phone numbers that are registered in the Personal Address Book depending on the Call Type settings.



Sender Details Tab

Used to identify yourself with various information on the Cover Sheet when sending a fax.



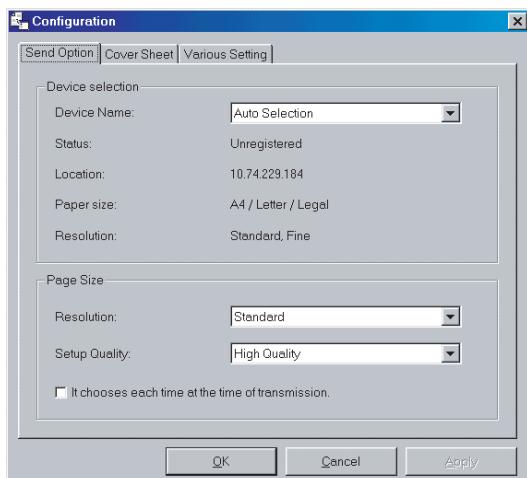
PIN Code Tab

Specify the PIN Code settings when required by your telephone system.

Panafax Desktop

Configuration Menu

Select Configuration from the Tools menu to open Configuration windows.

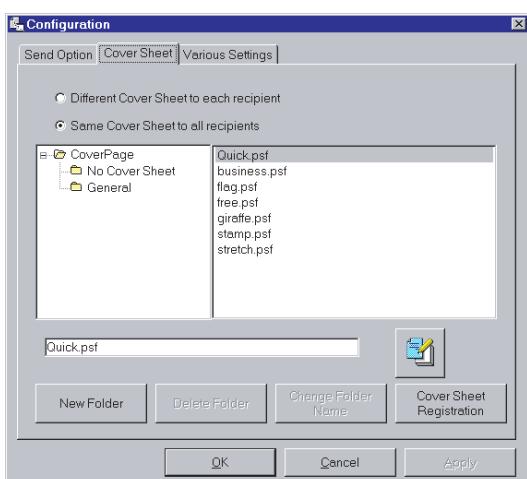


Send Option Tab

Device Name: A device can be chosen here when more than one device is connected with the network connection type devices.

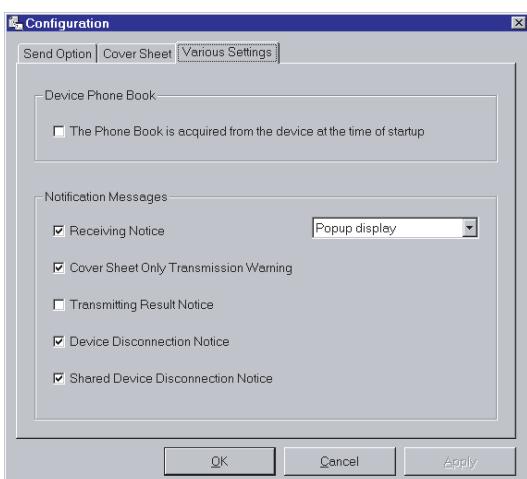
Resolution: Resolution to be used for the transmission. The selectable resolutions depend on the machine's capability connected to your PC.

Setup Quality: Set the quality to be used for the transmission.



Cover Sheet Tab

Setting the usage of the Cover Sheet.

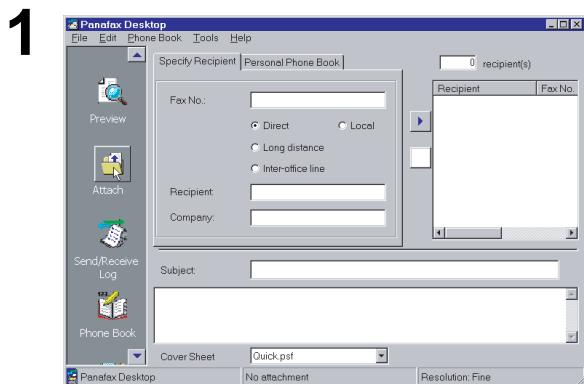


Various Settings Tab

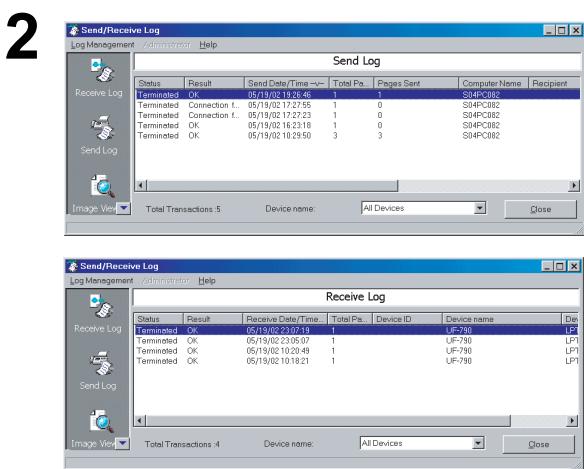
The "Receiving Notice" is not available for the network connected type devices.

Send Log/Receive Log

Log of the transmission and the reception can be confirmed.



Click the  button.



Send/Receive Log window appears.

Click Send Log and Receive Log to switch the Log window.

Status column

- Queuing: Send fax is queuing.
- Executing: Transferring the data to the device
- Terminated: Transferring the data is completed

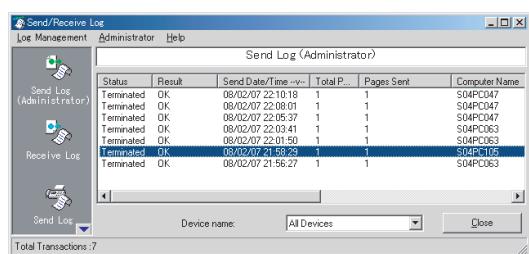
Result

- OK: The fax sending is completed from the device.
- Error Code: The fax sending is uncompleted from the device.

Note: 1 For the Send Only System, the Send Log shows whether only the transfer to the device succeeded. It confirms whether it reached the final destination by Job Completion Notice of the Status Monitor. Please refer to the Status Monitor section for the detail.

2 For the Send Only System, it is not available with the Receiving Log.

3 For Send & Receive System, there is Administrator Send Log that can check the all client sending transactions. Select General User to see the Own Send Log and Administrator to see the Administrator Send Log. The Administrator Send Log can be setup the password for security.

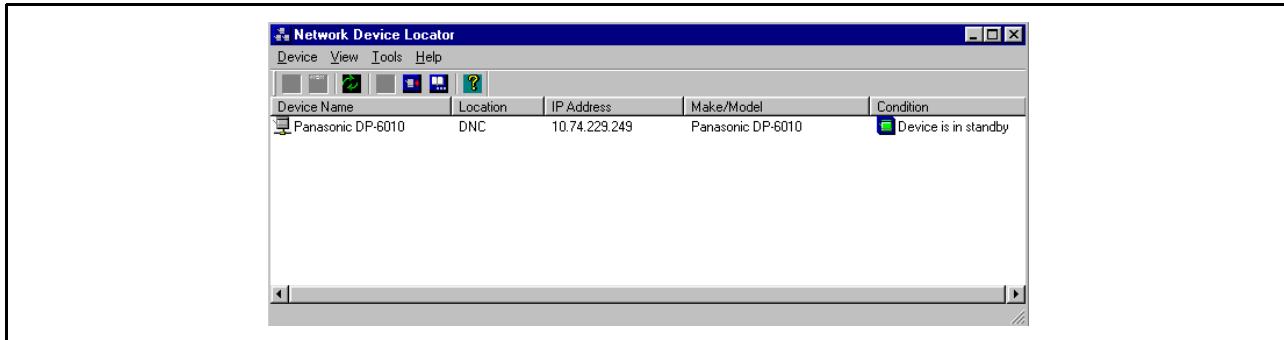


Network Status Monitor

Network Device Locator

Select **Panasonic** → **Panasonic Document Management System** → **Network MFP Utilities** → **Network Device Locator** in **Programs** from the **Start** menu.

Upon activation of the Network Device Locator, attached printers will be automatically searched and displayed in the list.



Contents of List

Item	Status
Device Name	Name of the device.
Location	Location of the device.
IP Address	IP address of the connected device.
Make/Model	Make and model number of the device.
Condition	Display of Normal, Warning, Error, Powersaving, etc will be indicated after the status of the connected device is detected.

Right-click on your device to display the menu.

1. Status Monitor

Activates the Status Monitor.

2. Configuration Editor

Activates the Configuration Editor (See page 145).

3. Address Book Editor

Activates the Address Book Editor (See page 145).

4. Delete

Removes the device from the list.

5. Rename

Changes the name of the device.

6. Search

• Device Search

Search the devices manually.

• Device Search Ranges

Set the conditions to search the devices (See page 135).

7. Create Shortcut

Creates a Shortcut of the program for the selected device.

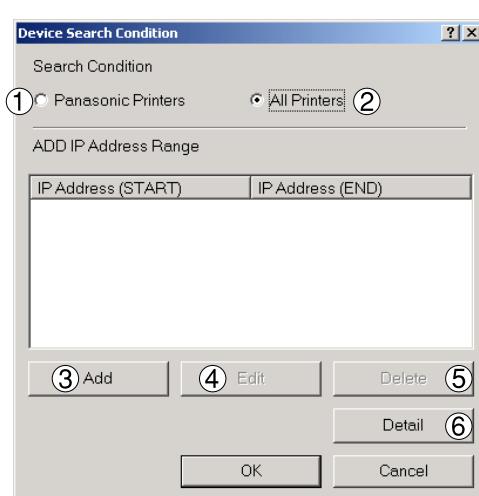
8. Delete Shortcut

Deletes the selected Shortcut.

Network Device Locator

■ Device Search Condition

Select **Search → Device Search Ranges** from the **Device** Menu.



1. Panasonic Printers

Select if searching for Panasonic printers only.

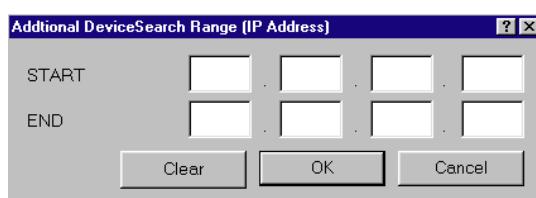
2. All Printers

Select if searching for all printers.

3. Add

Add a new search range of IP addresses.

Click the **Add** button and enter the Start IP Address and End IP Address.



4. Edit

Edit the selected IP address range.

5. Delete

Delete the selected IP Address range.

6. Detail

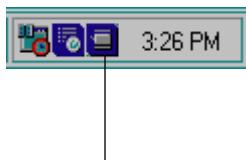
Enter the SNMP community name of the devices to be searched.

Network Status Monitor

Task Display

The Status Monitor is a Multi Functional Product (MFP) utility that monitors and displays the current status of connected devices.

Upon activation, the icon of the Status Monitor(up to 10 different printers) appear on the System Tray next to the system clock.

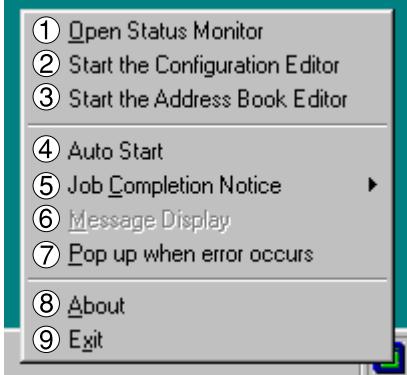


The Status Monitor indicates the device status by the icon lamp color as listed below.

Lamp	Status
Green	Device is operational under standby, printing, scanning, or copying mode.
Yellow	Device inspection is required, paper supply, etc.
Red	Need for toner replacement, open cover, paper jam, or device failure.
Gray	Device is in Energy Saver (sleep) Mode.

Taskbar Menu

Right-clicking the Status Monitor icon in the System Tray displays the following pop-up menu.



1. Open Status Monitor

Displays details about the current status of the device.

2. Start the Configuration Editor

Activates the Configuration Editor.

3. Start the Address Book Editor

Activates the Address Book Editor.

4. Auto Start

Sets the Status Monitor for the device to start automatically when the PC is rebooted.

5. Job Completion Notice

Sets the Job Completion Notification mode.

6. Message Display

Displays the contents (file name, etc.) of the Job Completion Notice when it is set to Icon (No Notice).

7. Pop up when error occurs

Selects whether or not a pop-up error message box appears when an error occurs on the connected device.

8. About

Displays the version information about the Status Monitor.

9. Exit

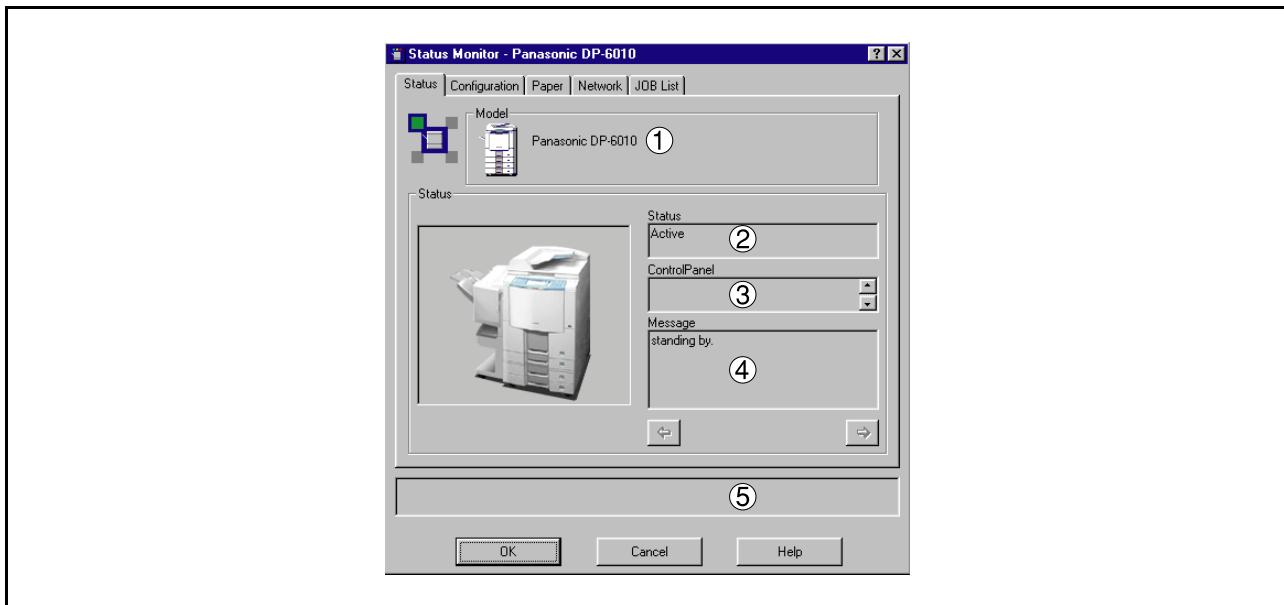
Closes the Status Monitor.

Network Status Monitor

Display Status Details

Right-clicking the Status Monitor icon in the System Tray and selecting **Open Status Monitor** in the pop-up menu displays the Status Monitor dialog box.

■ Status Tab



1. Model

Displays the names and model number of the connected device.

2. Status

Displays the current status of the device.

If two or more items have been detected, clicking / buttons allows viewing of other items.

3. Control Panel

Displays information as it appears on the panel of the device.

If two or more items have been detected, clicking / buttons allows viewing of other items.

4. Message

Displays the current status of the device in details.

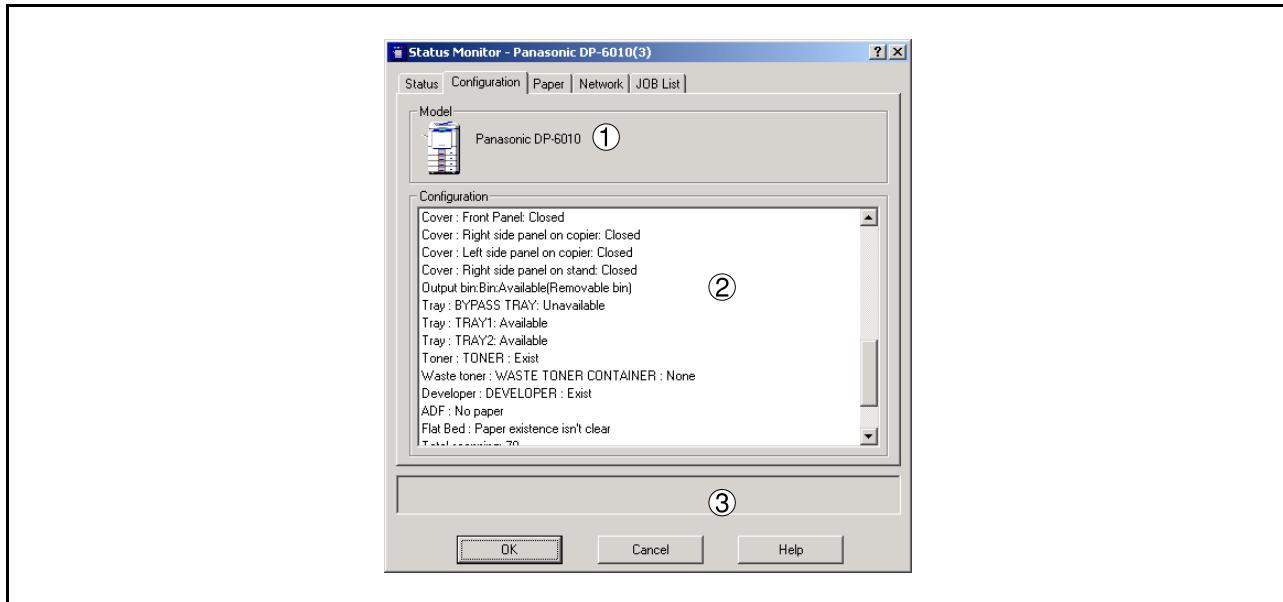
If two or more items have been detected, clicking / buttons allows viewing of other items.

5. Status

Displays the communication status between the Status Monitor and the device.

Display Status Details

■ Configuration Tab



1. Model

Displays the names and model number of the connected device.

2. Configuration

Displays a list with the current device configuration (optional devices, etc.).

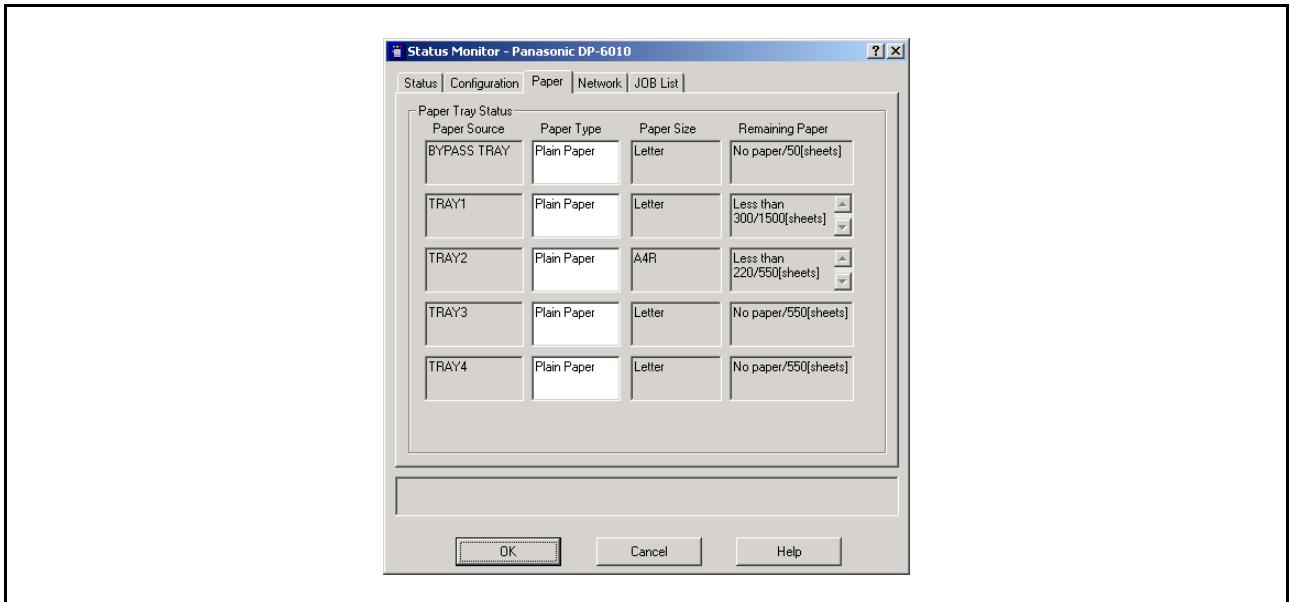
3. Status

Displays the communication status between the Status Monitor and the device.

Network Status Monitor

Display Status Details

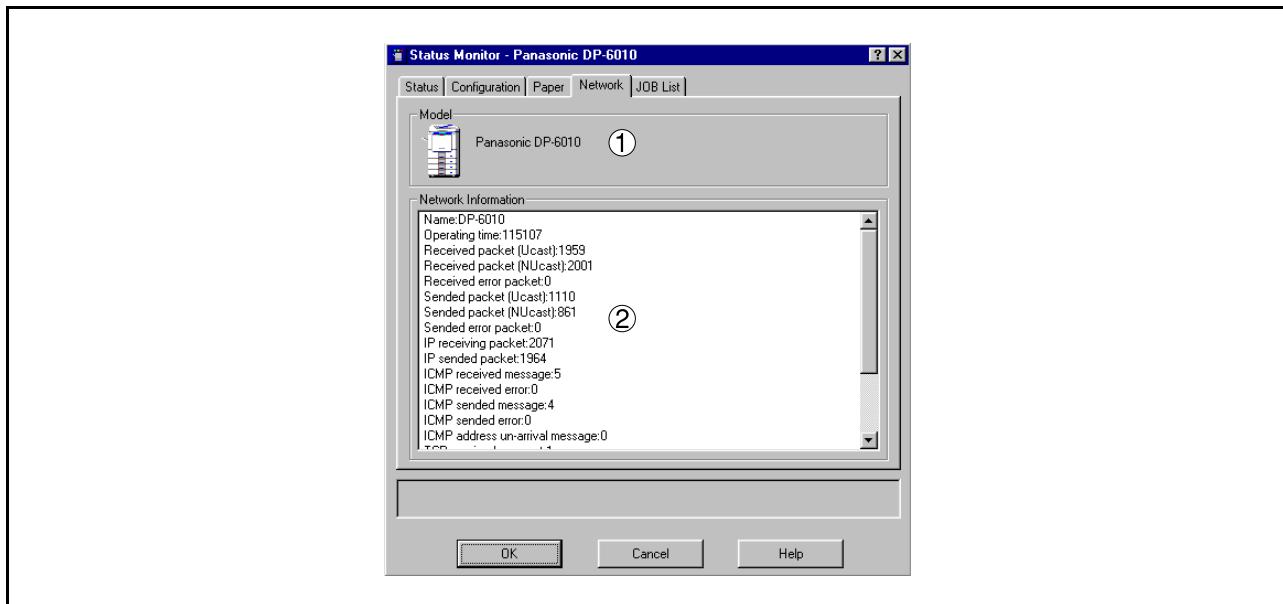
■ Paper Tab



The Paper tab displays the type, size, and paper status of each paper tray. A comment by the user can be entered in the Paper Type field.

Display Status Details

■ Network Tab



1. Model

Displays the name and model number of the connected device.

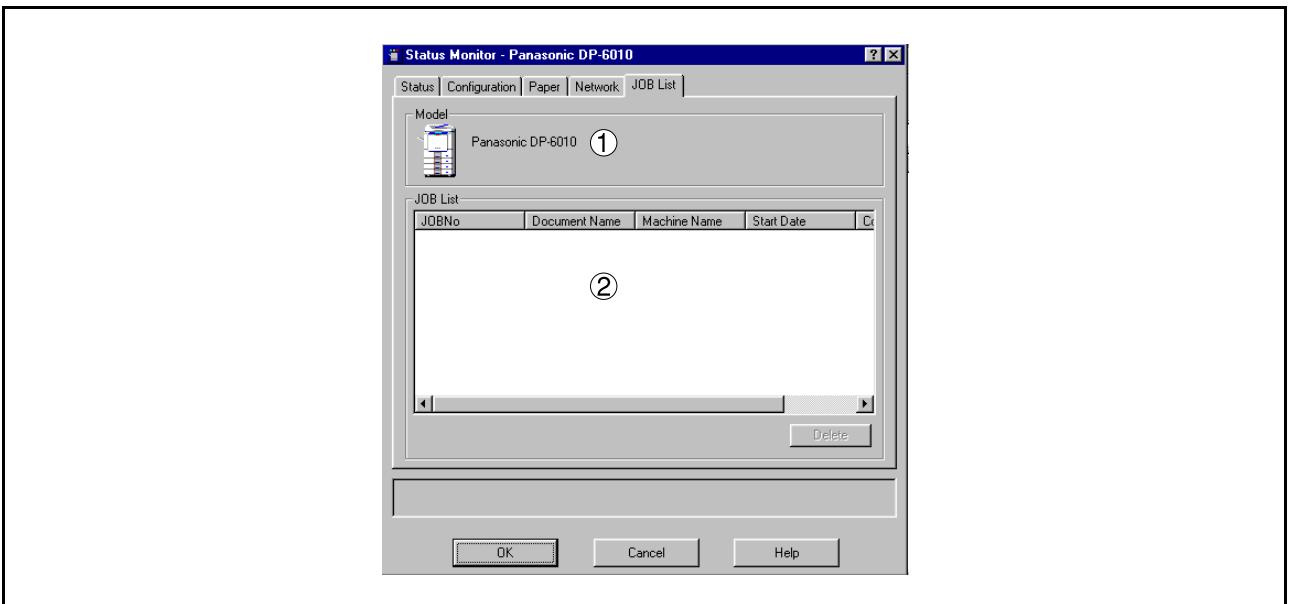
2. Network Information

Displays a list of the current network status. (Number of packets for Sending/Receiving etc.)

Network Status Monitor

Display Status Details

■ Job List Tab



1. Model

Displays the name and model number of the connected device.

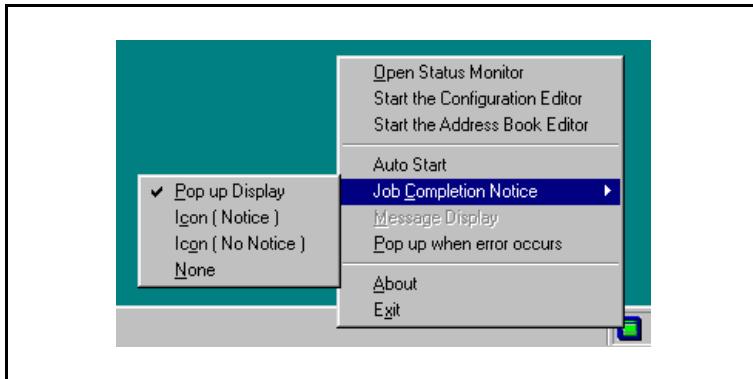
2. JOB List

Displays the current print jobs if the optional Hard Disk Drive Unit (DA-HD60) is installed.

Job Completion Notice

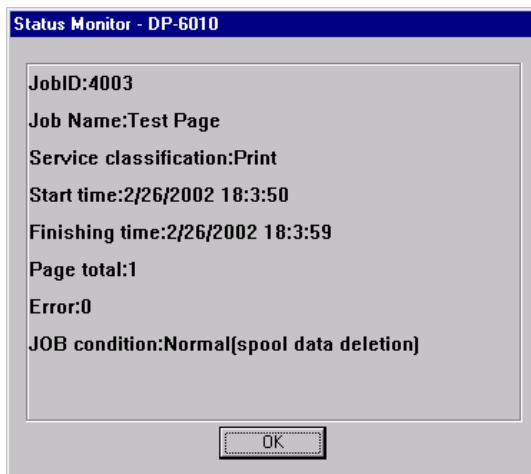
Before using the Job Completion Notice, choose the Status Monitor as follows;

- Pop up Display : Notify with the Pop-up message.
- Icon (Notice) : Notify with the Icon appear on the desktop and change the Status Monitor icon.
- Icon (No Notice) : Notify with the Status Monitor icon.
- None : Do not notify.



■ Pop up Display

Displays the following message when the copy and/or print job is completed.

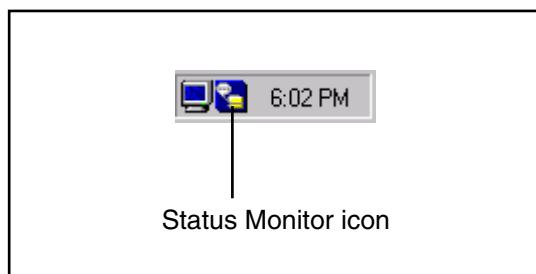


Network Status Monitor

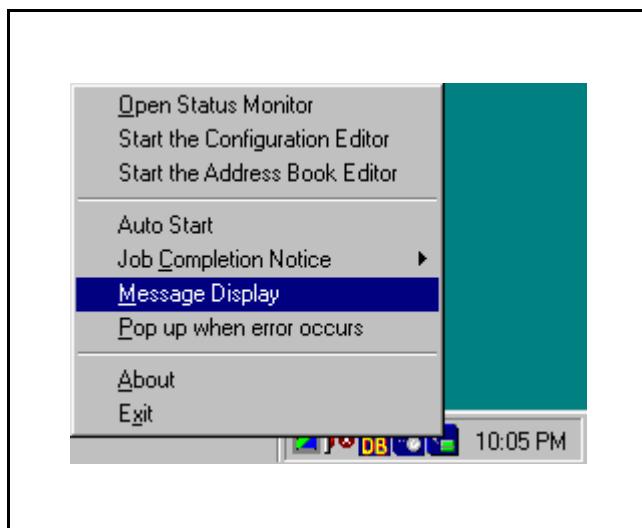
Job Completion Notice

■ Icon (Notice) and Icon (No Notice)

Displays the Notification Icon  on your desktop if **Icon (Notice)** is selected, and changes the Status Monitor icon.



Select the Message Display to show the message.



NOTE

1. See page 23 on the Operating Instructions for Copier & Network Scanner for the details.

Network Configuration Editor/Address Book Editor

General Description

These utilities allow you to edit the device's Configuration or Address Book through the TCP/IP LAN network using the FTP protocol. The desired device is first chosen from the device list of the Network Device Locator and then the Network Configuration Editor or Network Address Book Editor can be started.

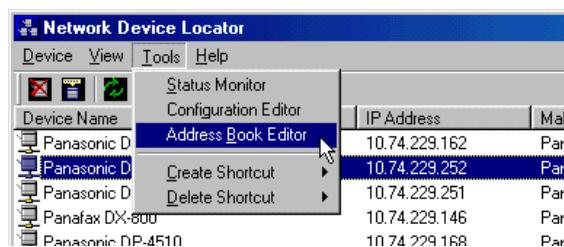
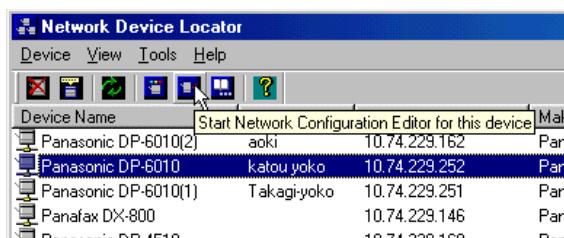
Note: Both utilities are installed when the "Administrator" mode is selected during the Panasonic-DMS installation (See page 61).

Network Configuration Editor/Address Book Editor

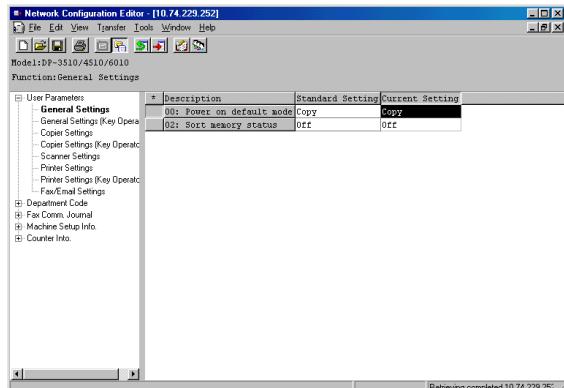
Activation Procedure

1

2



3



Start the **Network Device Locator**. (See page 134)

The Network Device Locator appears.

From the Toolbar

Select the device from the list and click the



From the Tools menu

Select the device in the list and select

Configuration Editor or **Address Book Editor** from the **Tools** menu.

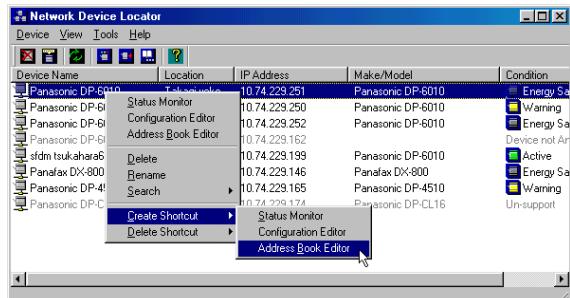
The Network Configuration Editor or Network Address Book Editor appears and retrieves the data from the device.

Network Configuration Editor/Address Book Editor

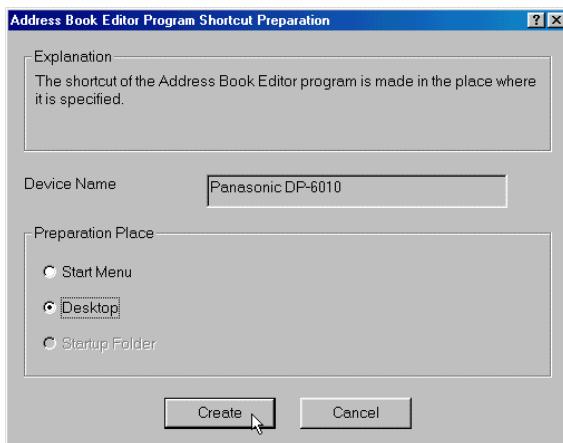
Create Shortcut Links

1

2



3



4

Start the **Network Device Locator**. (See page 134)

Click on the device and select **Create Shortcut** → **Configuration Editor** or **Address Book Editor** from the **Tools** menu.

The Shortcut Preparation window appears.

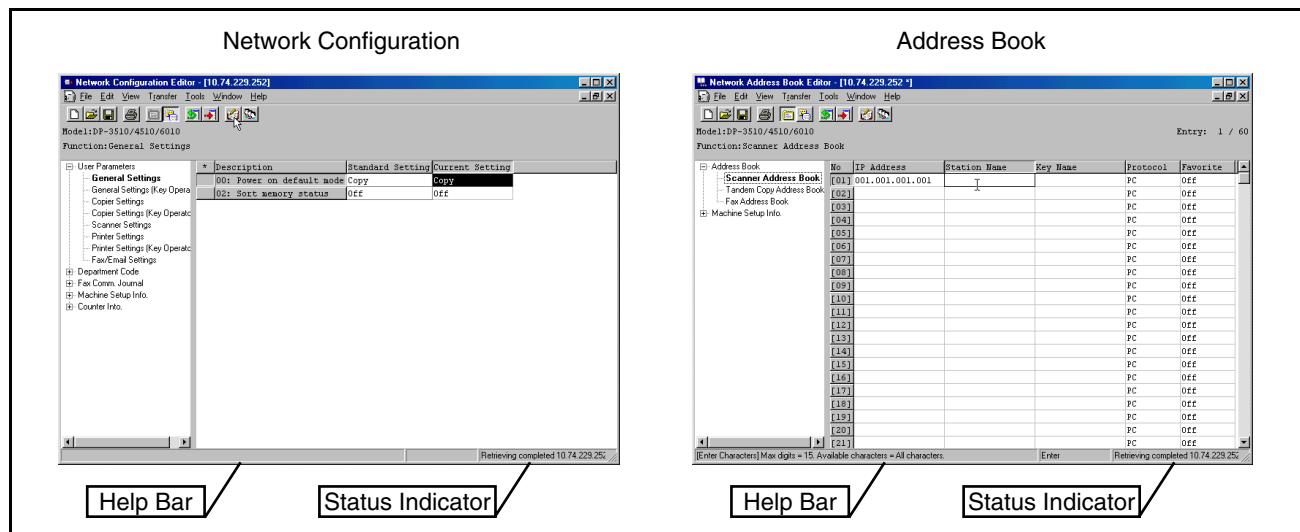
Select a Preparation Place and click the **Create** button.

Note: As the shortcut or menu icon includes the IP Address, the shortcut or menu icon has to be recreated each time if the IP Address of the device is obtained using a DHCP server on the network.

The shortcut link is created at the selected location.

Network Configuration Editor/Address Book Editor

Main Window



Help Bar: Input or operation guide help is indicated.

Status Indicator: Communication status and the latest communication result are indicated.

Menus and Icons

Menu	Toolbar icon	Description	
File	New		Creates a new blank file.
	Open		Opens an existing file.
	Close		Closes the active file.
	Save		Saves the settings to a file with its current name.
	Save As		Saves the settings to a file with a new name.
	File Information		Displays or changes the addresses of the device.
	Font		Selects the font which will print on reports.
	Print		Prints the active folder content.
	Delete		Deletes the file.
	Export		Exports the active folder contents to a text file.
	Import		Imports a text file to the active folder.
	Exit		Shuts down the application.
Edit	Quit		Closes the active window without saving data.
	Cut		Removes selected lines and places them on the clipboard.
	Copy		Copies selection lines to the clipboard.

Network Configuration Editor/Address Book Editor

Main Window

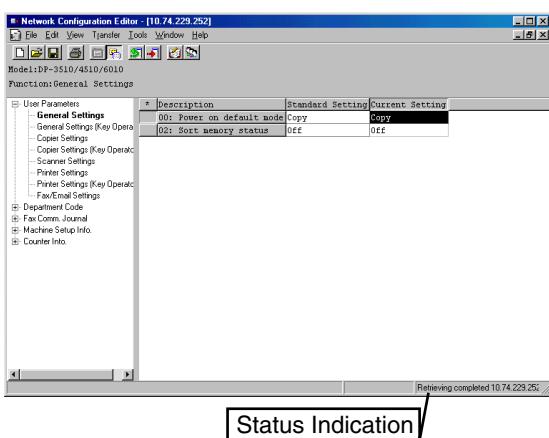
Menu	Toolbar icon	Description	
	Paste	Pastes the contents of the clipboard at the insertion point of the line.	
	Insert Line	Inserts a line at the insertion point of the line.	
	Delete Line	Deletes a line at the deletion point of the line.	
	Find Parameter	Searches for specified text in the active file.	
	Set to default	Sets all settings of the active folder to its default settings.	
View	List Mode		Displays list mode.
	Detail Mode		Displays detail mode.
	Sort		Selects the display sort mode.
	Toolbar		Shows or hides the Toolbar.
	Status Bar		Shows or hides the Status Bar.
	Font		Selects the display font.
Transfer	Retrieve		Retrieves the current settings from the device.
	Write		Writes the settings to the device.
	Display Log		Displays the transfer log.
Tools	Device Address List		Opens the Device Address List dialog.
	Device Group List		Opens the Device Group List dialog.
	Options General		Opens the General setting dialog.
	Options FTP Configuration		Opens the FTP Settings dialog.
Window	Tile Horizontal		Arranges the open windows in smaller sizes to all fit in the same window horizontally.
	Tile Vertical		Arranges the open windows in smaller sizes to all fit in the same window vertically.
	Cascade		Causes all windows to overlap so that each title bar is visible.
	Close All		Closes all open windows.
Help	Help Topics		Displays Help Topics.
	Supported Models		Displays a list of supported models.
	About		Displays information about Network Configuration Editor / Address Book Editor.

Network Configuration Editor/Address Book Editor

Basic Operation

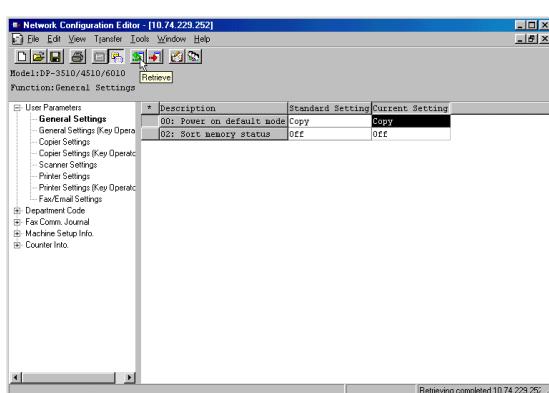
Retrieve Data

1



Status Indication

2



When Network Configuration Editor or Network Address Book Editor is started from Network Device Locator or the pre-installed shortcut, it connects to the device, retrieves the data, and then displays it automatically.

A Process status is indicated in the bottom right side of the window.

Note: *If the device password is changed (Key Operator Code) from the default value (0000), it is not possible to retrieve the data.*

*In this case, enter the password in advance to the **Default Password** in the **Tools** → **Options** → **FTP Configuration**....*

If you want to retrieve the latest data again

from the device, click the  icon, or select

Retrieve from the **Transfer** menu.

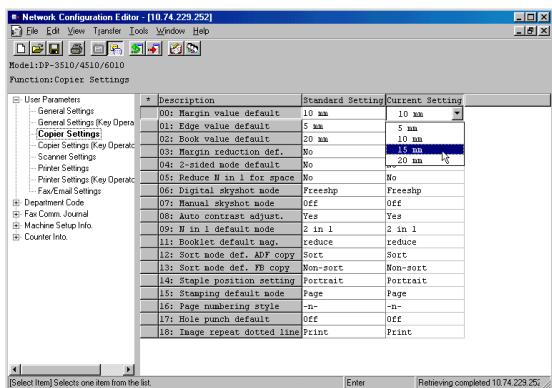
Note: *If the device is in an operating condition copying, printing, etc...), it is not possible to retrieve the data (Retrieving error). Try again later after the device enters the standby condition.*

Network Configuration Editor/Address Book Editor

Basic Operation

Edit Data

1 Network Configuration Editor



Modify parameters using Network Configuration Editor.

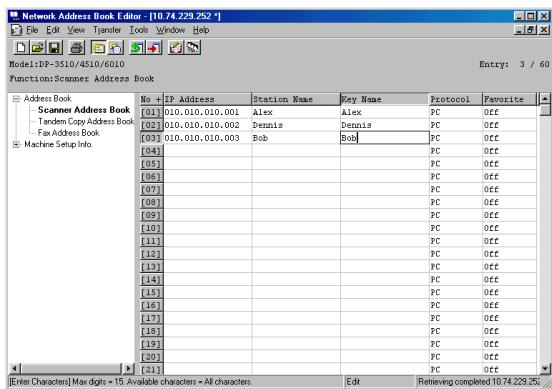
When a function is chosen in the left pane of the window, the display of the right pane changes.

Note: *Fields on the left show what items have been changed.*

*****: *An item which is different from default setting.*

#: *An item that has been changed.*

2 Network Address Book Editor



Modify, add or delete Address Book entries using Network Address Book Editor.

The type of Address Book to view or work with is chosen in the left pane of the window.

Note: 1. *The Tandem Copy Address Book is available only when the optional Hard Disk Drive Unit (DA-HD60) is installed in the device.*

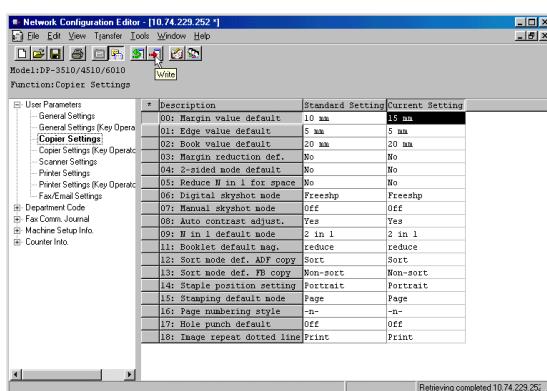
2. *The Fax Address Book is available only when the optional Fax Communication Board (DA-FG600) is installed in the device.*

Network Configuration Editor/Address Book Editor

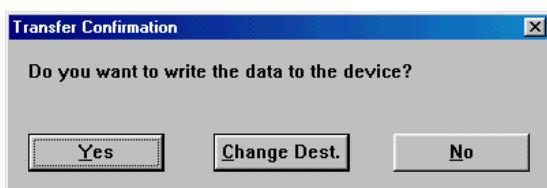
Basic Operation

Write Data

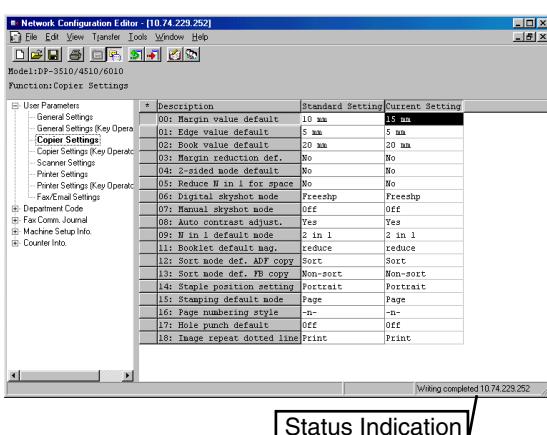
1



2

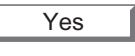


3



If you want to write the edited data to the device, click the  icon, or select **Write**

from the **Transfer** menu.

Select  to start writing to the device.

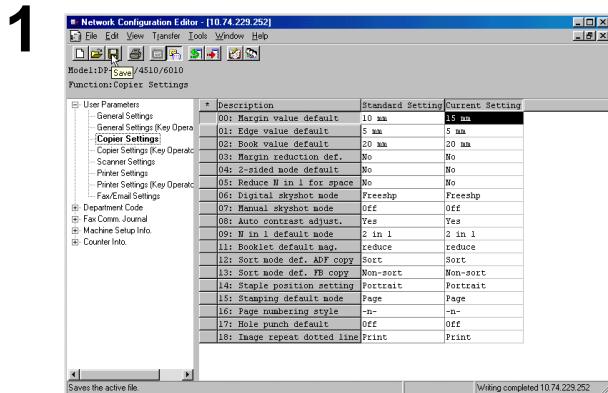
Process status is indicated in the bottom right side of the window.

Note: *If the device is in an operating condition copying, printing, etc...), it is not possible to write the data (Writing error). Try again later after the device enters the standby condition.*

Network Configuration Editor/Address Book Editor

Advanced Operation

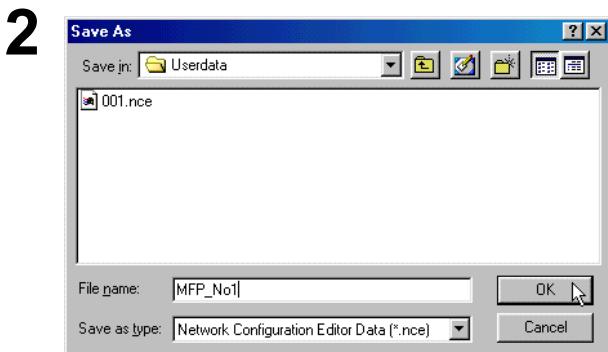
Save retrieved data file



To save the retrieved setting data, click the



icon, or select **Save As** from the **File** menu.



To Save File:

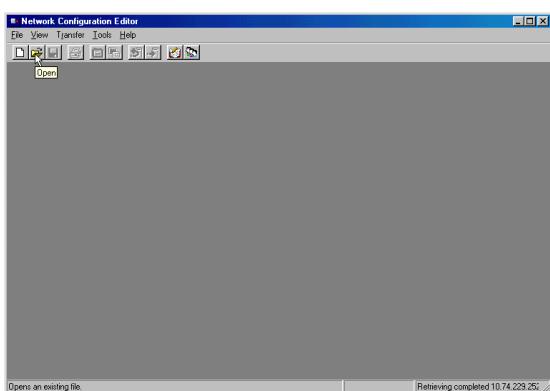
1. Select an existing file from the list or enter a new filename.
2. Click the **OK** button.
The data is saved to a file.

Network Configuration Editor/Address Book Editor

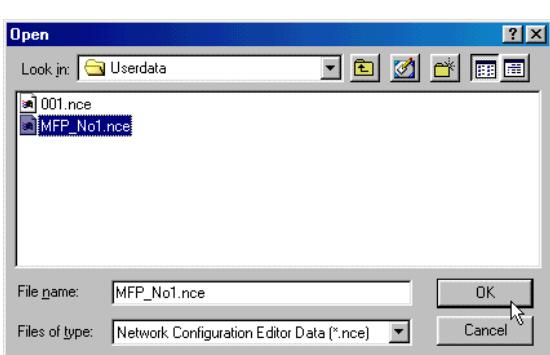
Advanced Operation

Open saved file

1



2



To open a saved file, click the  icon, or select **Open** from the **File** menu.

Note: To start Network Configuration Editor or Network Address Book Editor, click [Configuration Editor] or [Address Book Editor] without selecting the device in the Network Device Locator. The editor will open without retrieving data from the device.

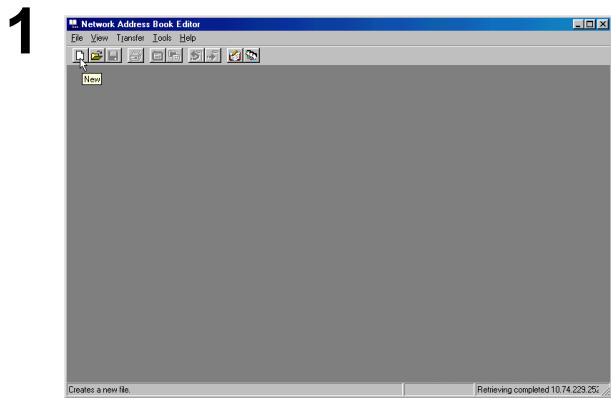
To open a file:

1. Select a file from the list.
2. Click the  button.

Network Configuration Editor/Address Book Editor

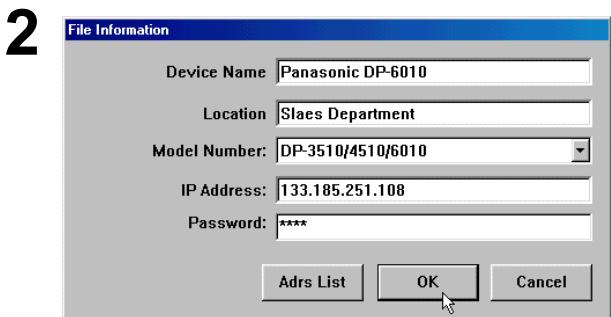
Advanced Operation

Create new file



To create a new file, for example to perform registration of an address book without connecting to the device, click the  icon, or select **New** from the File menu.

Note: *To start Network Editor, click [Configuration Editor] or [Address Book Editor] without selecting the device in the Network Device Locator. The editor will open without retrieving data from the device.*



The File Information window appears.

Click  to select the model number.

Enter the device name, location and IP Address of the device (optional).

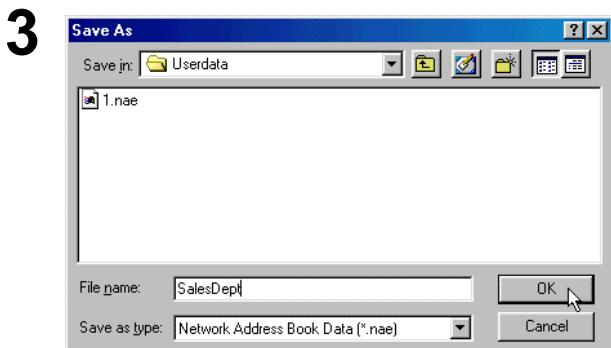
Enter the login password (Key Operator Code) of the device (optional).

Click the  button.

The Save As window appears.

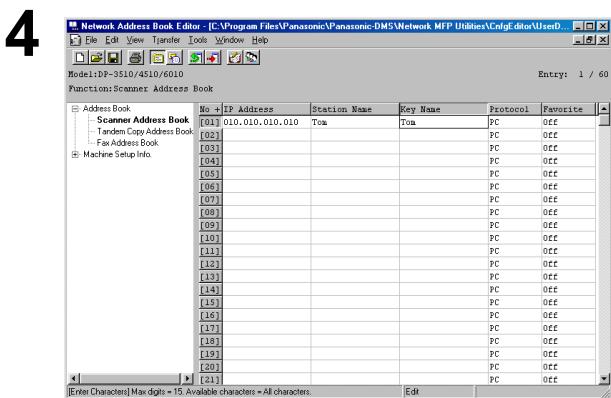
Enter a new filename.

Click the  button.



The editing window appears.

Edit items as necessary.

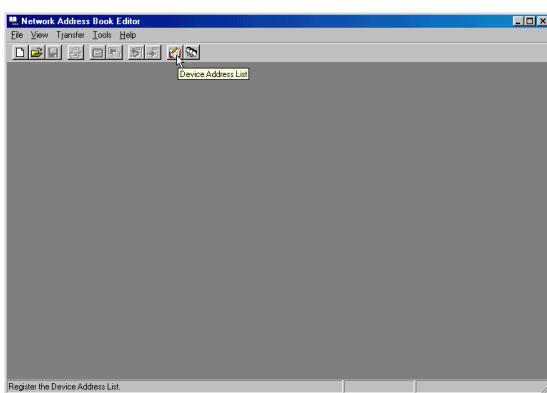


Network Configuration Editor/Address Book Editor

Advanced Operation

Registering the Device Address List

1

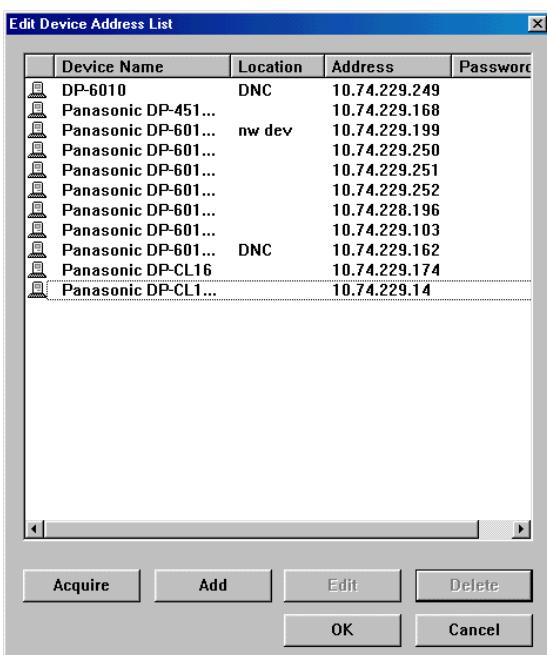


To open the Device Address List, click the



icon.

2



Click the:

Acquire button:

To acquire the network address list of the Network Device Locator.

Add... button:

To enter a new address setting into the dialog boxes.

Edit button:

To select the address that you want to edit and edit the current settings.

Delete button:

To select the address that you want to delete.

Connect button:

To connect the address that you want to retrieve and display the data.

OK button:

To make the changes effective, and to close the window.

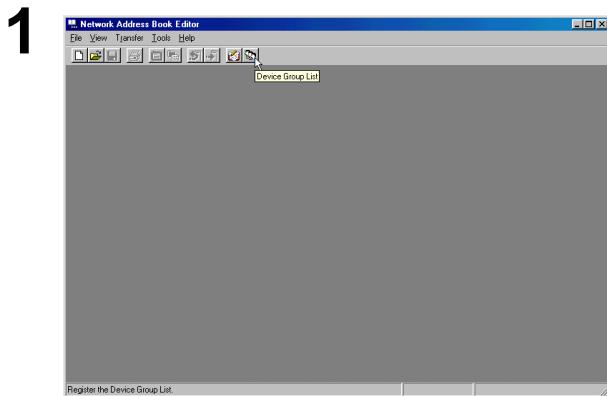
Cancel button:

To discard all changes and close the window.

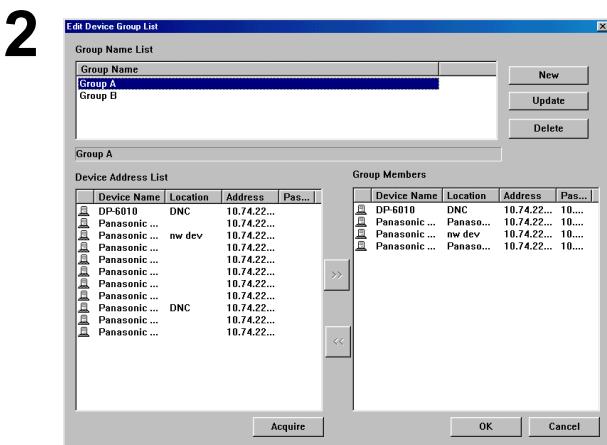
Network Configuration Editor/Address Book Editor

Advanced Operation

Registering the Group List



To open the Device Group List, click the  icon.



The Group Name List, lists the registered groups.

Click the:

New button:

To create a new group.

Enter a name and click .

Update button:

To change the name of the selected group.

Enter a new name and click **OK**.

Delete button:

To delete the selected

The Device Address List, lists

of registered devices.

acquire your netw

To acquire your network address list that the Network Device Locator detected.

The Group Member section lists registered addresses for the selected group.

Use the >> << buttons to add or delete the selected address from the group members.

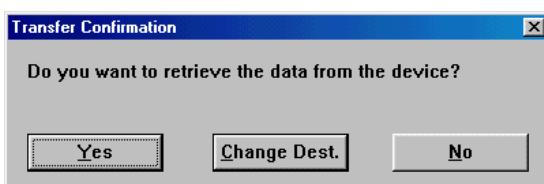
Network Configuration Editor/Address Book Editor

Advanced Operation

Using the Device Address List and Device Group List

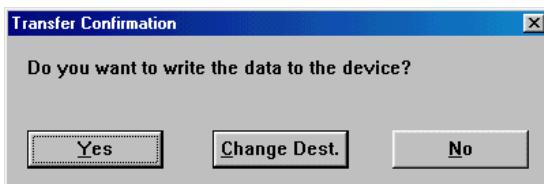
The destination can be specified in the Address Book or Group List.

1

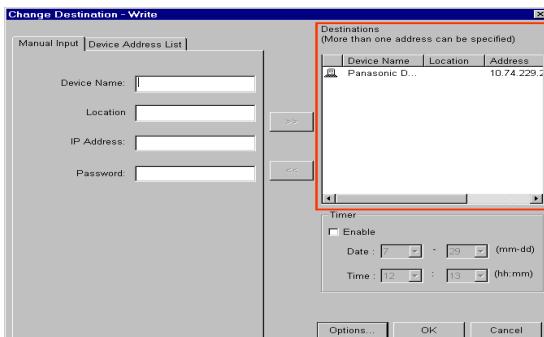


The confirmation window appears before retrieving or writing data.

Click the **Change Dest.** button.



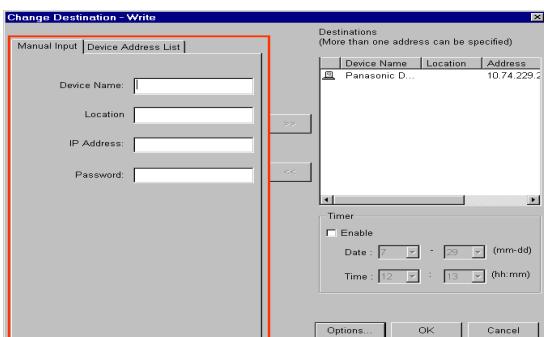
2



Destination section:

This shows the addresses currently chosen.

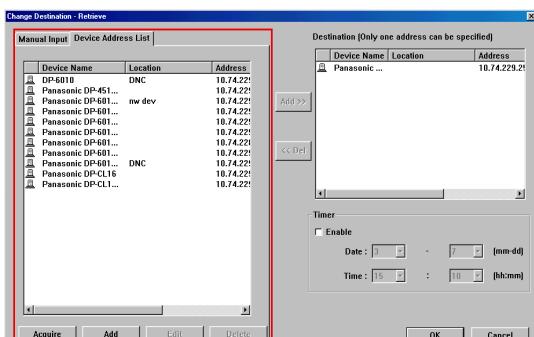
3



Manual Input tab:

Enter the address and click the **>>** button to add the address to the destination.

4



Device Address List tab:

The addresses which the Address List and Group List registered are shown.

Select an address, and add or delete it by

clicking the **>>** or **<<** button.

Note: *Multiple destinations can be entered only when Dept Code only is selected from the Transfer | Write menu. [Options...] is indicated when there is a writing option.*

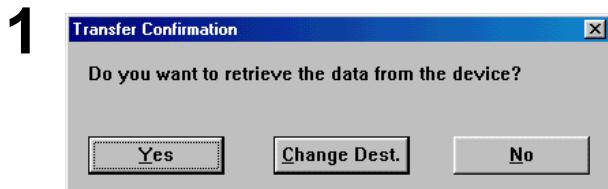
5

Click **OK** to return to the Confirmation window.

Network Configuration Editor/Address Book Editor

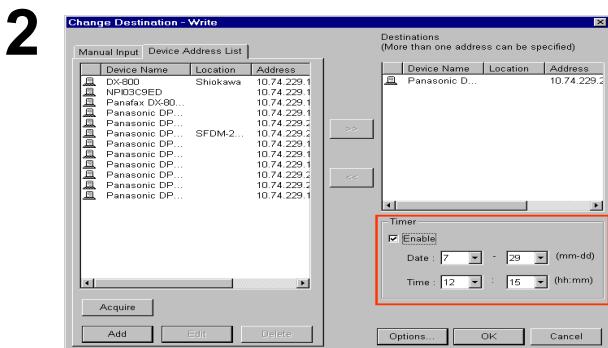
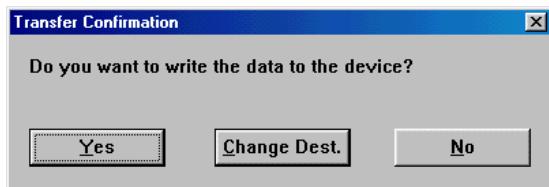
Advanced Operation

Using Timer Communication



The confirmation window appears before retrieving or writing data.

Click the **Change Dest.** button.



Timer section:

Click **Enable** and select the time that you want to start communication.

Click **OK** to create the job to standby in the spooler until the start time.

Cancel Timer Communication



Click **Spooler** in the taskbar to open the Spooler.

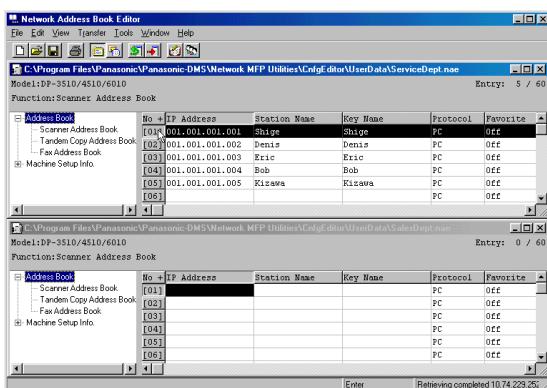
If you need to cancel the job, select the job and choose **Delete** from the **Spooler** menu.

Network Configuration Editor/Address Book Editor

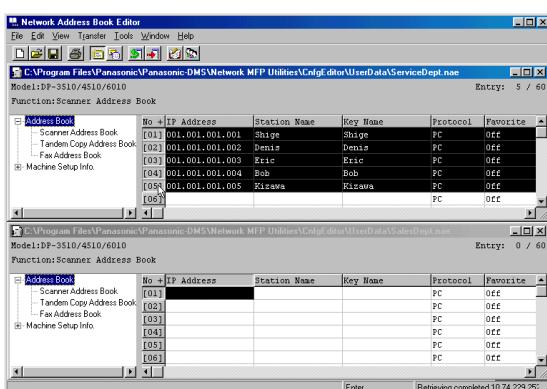
Advanced Operation

Editing the Address Book Editor – Copy and Paste Address Book data

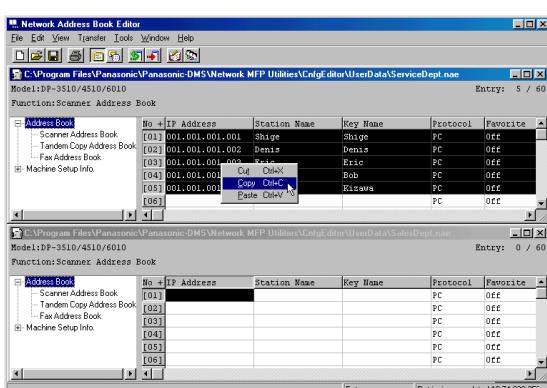
1



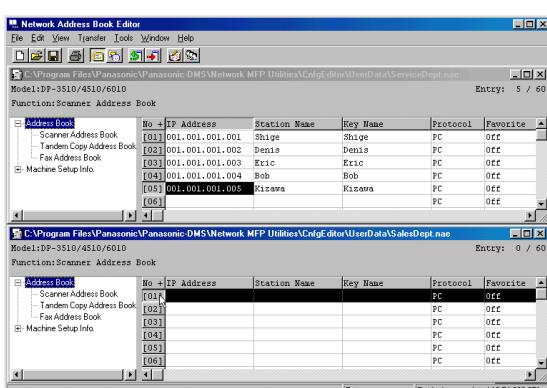
2



3



4



Open the source data file and target data file.

(See page 145)

Select **Window** → **Tile Horizontal**.

Select the range that you want to copy.

Click on the first number that you want to copy and then click on the last number that you want to copy while pressing **[Shift]** key.

or

Click on the first number that you want to copy and drag the mouse until you reach the last number you want to copy.

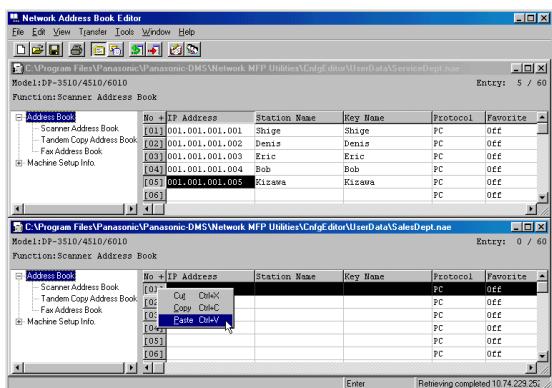
Right-click on the selection and select **Copy**, or select **Copy** from the **Edit** menu.

Click on the first number where you want to paste the data.

Network Configuration Editor/Address Book Editor

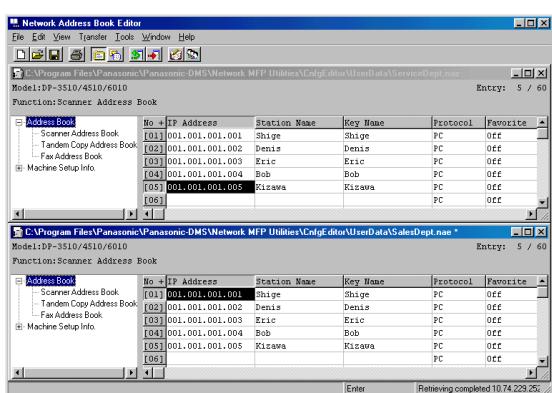
Advanced Operation

5



Right-click and select **Paste**, or select **Paste** from the Edit menu.

6



The data is pasted at the designated point.

Note: *The data which exceeds the maximum number of allowable addresses will be lost.*

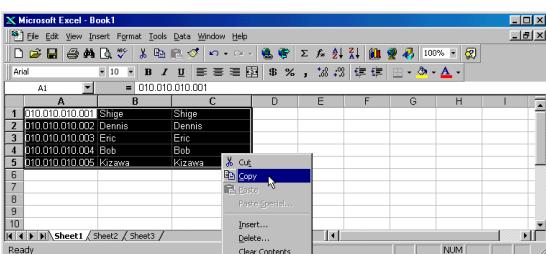
Network Configuration Editor/Address Book Editor

Advanced Operation

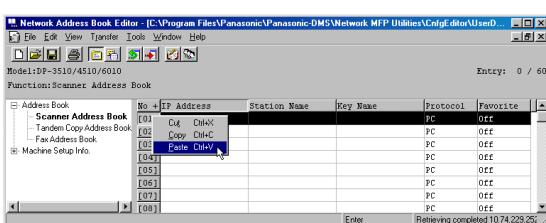
Editing Address Book Editor – Import Address Book data from other application

Address Book data created using other applications, such as Microsoft Excel, can be imported.

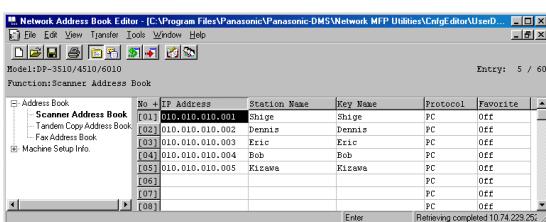
1



2



3



Copy the Address Book data from the other application.

The data format must be Address (IP Address/Fax number/Email Address), Destination Name and Key Name.

Click on the number where you want to paste the data.

Right-click and select **Paste**, or select **Paste** from the Edit menu.

Data is pasted at the designated point.

Note: The data which exceeds the maximum number of allowable addresses will be lost.

Printing Operation Fails

If the printing operation fails, check the following items first:

- The connection cable (Parallel Printer cable or Ethernet LAN cable) is properly connected.
- Power of the device is turned ON.
- Paper is loaded properly in the device.
- An error message is not displayed on the device. (See Note 1)

The above points can be verified by printing a test page. Refer to the following for procedures on test page printing:

Windows 98/Me [General Tab] (See page 26)

Windows NT 4.0 [General Tab] (See page 33)

Windows 2000/XP [General Tab] (See page 42)

NOTE

1. *The status of the devices can be verified by the status monitor (See page 134).*

Troubleshooting

Document is Not Printed Correctly

Problem	Possible Solution(s)
Printing position is wrong or print is missing at the edge.	<p>Paper size or printing orientation is different between the application settings and the printer driver settings. Specify the settings again.</p> <p>The specified paper has not been loaded on the device.</p> <p>Specify the settings again or load the appropriate paper.</p> <p>The document margin is not sufficient. On the machine, a margin of approx. 0.1 inch (2.5 mm) or more is required at the sheet edges.</p> <p>(Recommended printing margin) Adjust the margin correctly.</p>
Characters and symbols not used in documents are printed.	Verify that your machine has been selected as the printer driver.
Printing operation takes excessive time.	<p>The wait time for printing operations depends on the spool settings.</p> <p>Select Spool print jobs so program finishes printing faster in spool settings.</p> <ul style="list-style-type: none">Reference :<ul style="list-style-type: none">Windows 98/Me [Details Tab] (See page 27)Windows NT 4.0 [Scheduling Tab] (See page 35)Windows 2000/XP [Advanced Tab] (See page 45)

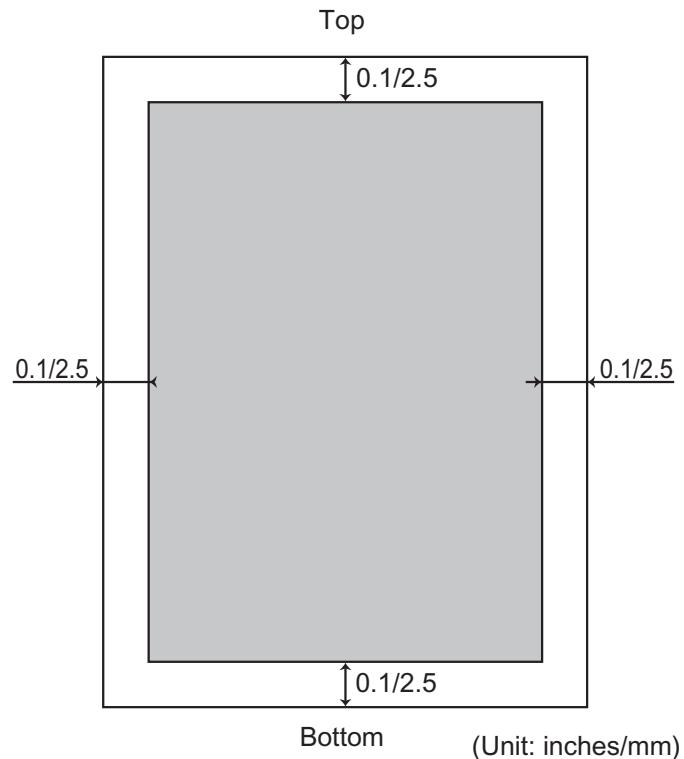
Error Messages Displayed on the Computer

Problem	Possible Solution(s)
Error in writing to LPT1. Unable to write to the Specified device.	Verify that the device is connected to the computer correctly. Verify that the power of the device is turned on. Verify that the paper is properly loaded.
Error in writing to LPT1. Printer timeout error occurred.	Verify that the power of the device is turned on. Excessive data volume or number of pages may overflow the device's memory, disabling data reception. Increase the timeout setting value in properties (for transmission retry). • Reference : Windows 98/Me [Details Tab] (See page 27) Windows NT 4.0 [Ports Tab] (See page 34) Windows 2000/XP [Ports Tab] (See page 44)
Printing is disabled due to an error in the current printer settings.	Differences in settings such as paper size or printing orientation exist between the application and the printer driver. Specify the correct settings.

Appendix

Printing/Scanning Area

When printing to the device, there is a 0.1 inch (2.5 mm) non-printable area on all 4 sides.



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Panasonic Document Imaging Company
A Business Unit of Matsushita Electric Corporation of America
Two Panasonic Way
Secaucus, New Jersey 07094

Matsushita Electric Industrial Co., Ltd.
Website : <http://www.panasonic.co.jp/global/>

Panasonic Canada Inc.
5770 Ambler Drive
Mississauga, Ontario L4W 2T3

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