



Operating Instructions

(For Setting Up)

Digital Color Imaging Systems

Model No. **DP-C354 / C264**
Model No. **DP-C323 / C263 / C213**

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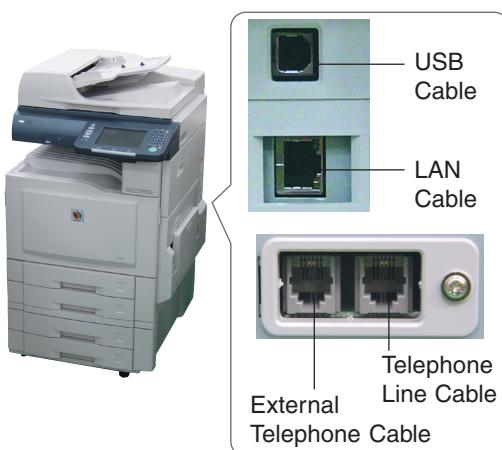
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General Installation Overview

Follow the guidelines in this booklet when setting up the machine and installing each software. Please read all procedures completely before attempting to setup this machine.

1 Turning the Power Switches ON.

① Connect all Cables, and the Power Cord to the machine.



- USB Cable is used for USB Port connection.
- Telephone Cable is used for connecting the optional Fax Communication Board (Order Number: DA-FG320 or DA-FN350) to the telephone line.

② Turn **ON** (|) the Main Power Switch first, and then turn **ON** (|) the Power Switch.
Main Power Switch : Rear of the machine.
Power Switch : Left side of the machine.



- When connecting the USB Cable, do not turn the Power Switch of the machine to the **ON** (|) position until instructed to do so on the PC screen.

2 Setting up the Network Configuration.

Setup the Network Configuration using the Control Panel of the machine. (See pages 4-7)

- Network Configuration should be setup by the System Administrator.

3 Installation

■ Installing the Printer Driver and Application Software

Applications selected from the Software Selection screen will be automatically installed. (See pages 8-13)

■ Printer for USB Port Connection

Installing the Printer Driver onto the USB Port. (See pages 14-21)

- This machine is USB 2.0 compliant, and backward compatible with the standard USB revision 1.1.
- When connecting the USB Cable, do not turn the Power Switch of the machine to the **ON** (|) position until instructed to do so on the PC screen.
- When connecting to the USB 2.0 port of your PC, use a USB 2.0 High Speed Cable for better performance.

■ Fax Driver

Installing the Fax Driver on your PC. (See pages 22-24)

Optional Fax Communication Board is required. (Order Number: DA-FG320 or DA-FN350)

4 Setting up

■ Configure the Shared Setting for the Network Print Server

Windows NT Server

Windows 2000 Server

Windows Server 2003

(See pages 25-30)

■ Setting up your Client PC

Connecting the Shared Printer on the Network Print Server. (See page 31)

■ Setting up the Completion Notice

A Job Completion Notice will be displayed on the PC screen when the Copy/Print Job is completed. (See page 32)

5 Setting up Optional Accessories.

■ Network Scanner Function*

Requires the installation of Network Scanner/Email Module (Order Number: DA-NS320/NS321), Hard Disk Drive Unit (Order Number: DA-HD32), Main Memory (Order Number: DA-EMN56) and Page Memory (Order Number: DA-PMN56). (See page 33)

■ Facsimile Function

Requires the installation of Fax Communication Board (Order Number: DA-FG320) or Fax Communication Board with Internet Fax (Order Number: DA-FN350). (See pages 34-35)

■ Email Function

Requires the installation of Network Scanner/Email Module (Order Number: DA-NS320/321 for DP-C323/C263/C213), Hard Disk Drive Unit (Order Number: DA-HD32 for DP-C323/C263/C213), Main Memory (Order Number: DA-EMN56 for DP-C323/C263/C213) and Page Memory (Order Number: DA-PMN56). (See pages 36-41)

■ Internet Fax Function

Requires the installation of Internet Fax Module (Order Number: DA-NF320) or Fax Communication Board with Internet Fax (Order Number: DA-FN350). (See pages 36-41)

6 Installing Software downloaded from the Panasonic Web site.



Document Manager / Document Viewer

- The software to view / edit the files including the scanned data from the Network Scanner.

Panafax Desktop

- This is the software to send / receive Fax from your PC.

Web Device Monitor

- By installing the Web Device Monitor, it is possible to check the device information from a web browser.

Memory Card Print Utility

- When printing the desired file (Word, Power Point, PDF) from the Memory Card (Excel file cannot be printed).

Device Monitor Optional Model Support

- When browsing the other Model's Machine Configuration with the Device Monitor.

IPX/SPX Setup Utility

- When using the Printer on the Netware network environment, the IPX/SPX software setup utility is required.

NOTE

- * Network Scanner/Email Module, Hard Disk Drive Unit, and Main Memory are standard for DP-C354/C264.
- When using the Printer on the MacOS network environment, the optional Printer Controller Module (for Adobe® PostScript® 3™) (Order Number: DA-MC350) is required.
- When there are two printer drivers installed (for Windows Network Connection, and USB Connection) for the same model, each printer driver can be used normally. The Printer Driver can be selected from the Printer List of the Print Screen within the application software.

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Network Configuration

Setting up the Network Configuration

Follow the procedure below if your network is not configured with the DHCP server, and the TCP/IP parameters must be setup manually.

- IP Address
- Subnet Mask
- Default Gateway
- DNS Server

Before executing the procedures described below, make sure the Print On Line LED is lit.

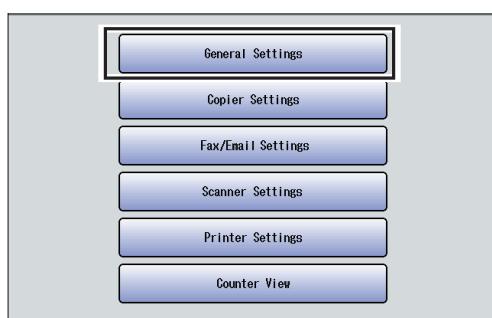
1 Press the **Function** key.



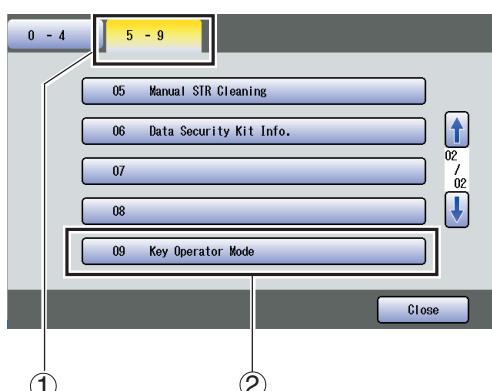
Print On Line LED

- Please wait until the **Print On Line LED** is **ON** before pressing the **Function** key.

2 Select "General Settings".

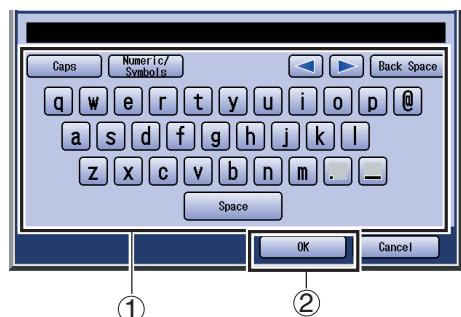


3 Select "09 Key Operator Mode".



4

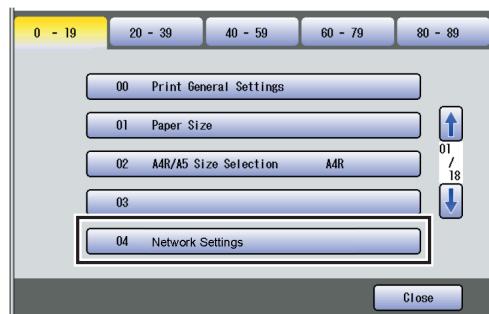
Enter the Key Operator's Password (8 digits), and then select "OK".



- Default password is "00000000". To change this password, open "85 Key Operator Password" in the General Setting (For Key Operator), and then re-enter the new password.

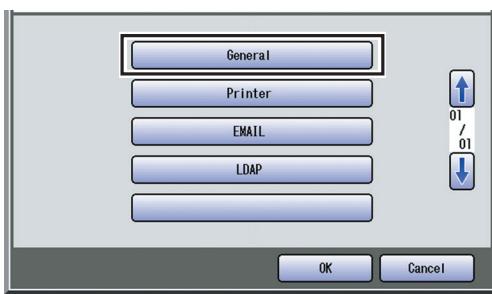
5

Select "04 Network Settings".



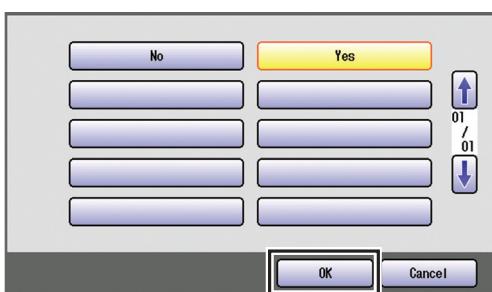
6

Select "General".



7

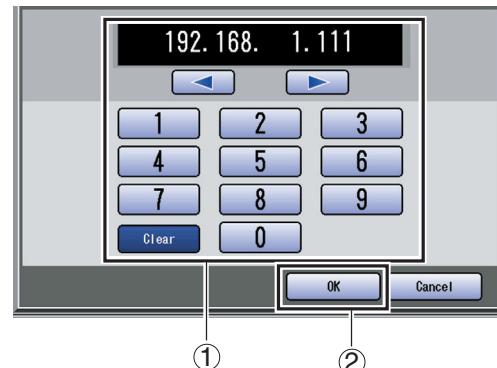
If DHCP Default is set to "Yes", change the setting to "No", and then select "OK".



8

Enter the IP Address, and then select "OK".

Ex: 192.168.1.111



- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "  " key on the Control Panel to enter a period after the number.
- To correct a mistake, press  or  to move the cursor to the right side of the incorrect address.
To delete, press "Clear", and re-enter the correct address.

Continue on the next page...

Network Configuration

Setting up the Network Configuration

9

Enter the Subnet Mask, and then select "OK".

Ex: 255.255.255.1



- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "  " key on the Control Panel to enter a period after the number.
- To correct a mistake, press  or  to move the cursor to the right side of the incorrect address.
To delete, press "Clear", and re-enter the correct address.

10

Enter the Gateway Address, and then select "OK".

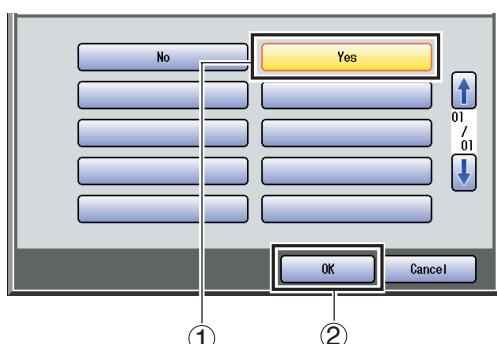
Ex: 192.168.1.111



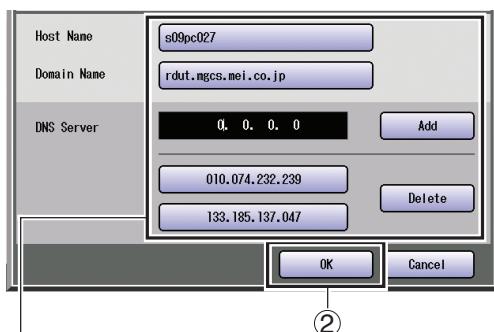
- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "  " key on the Control Panel to enter a period after the number.
- To correct a mistake, press  or  to move the cursor to the right side of the incorrect address.
To delete, press "Clear", and re-enter the correct address.

11

Select "Yes" to use DNS Server, and then select "OK".



12 Enter the Host Name, Domain Name, and DNS Server Address, and then select "OK".



① Select "Host Name" to enter a host name using the Keyboard, and then select "OK". (Up to 60 characters)



② Select "Domain Name" to enter a domain name using the Keyboard, and then select "OK". (Up to 50 characters)

③ Select "Add" to add a DNS server address(es) using the Keypad. (3 digits X 4)

- You can also select the settings below as needed.

Community Name (1)
Community Name (2)
WINS Server 1 IP
WINS Server 2 IP
Scope ID
IP Filter
IP Filter mode
IP Filter Address
User Auth. Domain

13 Press the **Reset** key.



14 Turn the Power Switch **OFF**, and then back **ON** again.



- The Power Switch is on the left side of the machine.

Installation

Installing the Printer Driver, and Application Software

■ System Requirements

- Personal Computer : IBM PC/AT, and compatibles (CPU Pentium II or greater is required, Pentium 4 or greater is recommended)
- Display : 800x600 Pixel or greater (recommended), and a 16-bit High Color video adapter or greater (True Color is recommended)
- Operating System : Windows 98^{*1}, Windows Me^{*2}, Windows NT 4.0^{*3} (With Service Pack 3 or later is required), Windows 2000^{*4}, Windows XP^{*5}, Windows Server 2003^{*6}
- System Memory : The minimum recommended Memory for each OS is as follows: Windows 98, Windows Me: 128 MB or greater Windows 2000, Windows XP, Windows NT 4.0, Windows Server 2003: 256 MB or greater
- Free Disk Space : 200 MB or greater
- CD-ROM Drive : Used for installing the software, and utilities from the CD-ROM
- Interface : 10Base-T/100Base-TX Ethernet port, USB Port (For Printer)
- Application Software : Microsoft Internet Explorer 5.0 or later

^{*1} Microsoft® Windows® 98 operating system (hereafter Windows 98)

^{*2} Microsoft® Windows® Millennium Edition operating system (hereafter Windows Me)

^{*3} Microsoft® Windows NT® operating system Version 4.0 (hereafter Windows NT 4.0)

^{*4} Microsoft® Windows® 2000 operating system (hereafter Windows 2000)

^{*5} Microsoft® Windows® XP operating system (hereafter Windows XP)

^{*6} Microsoft® Windows Server™ 2003 operating system (hereafter Windows Server 2003)

NOTE

- While installing the Printer Driver through the DHCP server, if you turn the Power Switch of the machine **OFF** and then **ON** again, a machine already connected to your network will be selected automatically, and the IP Address may change. In this case, change the setting of the IP Address from the network sever so that the IP Address is assigned to a fixed address.

■ Software Setup Procedures

1. Selecting the software.

• Printer Driver

When using Print function.

• Direct Printing System

When using the Direct Printing System. Refer to the Operating Instructions (For Direct Printing System)

• Quick Image Navigator

When using the Network Scan function.

• Communications Utility

When using the Network Scan function.

• Device Explorer

When browsing the Machine condition.

• Device Monitor

When browsing the Machine condition.

• Embedded Web Launcher

When browsing the Machine condition.

• Configuration and Address Book

Editor

When browsing and editing the Machine Configuration, and editing and the Address Book.

• Fax Driver

• Job Status Utility

A Job Completion Notice pops-up on your PC's Desktop when the Copy/Print/Fax Job is completed.

(See page 9)

2. Install the software.

Selected software will be automatically installed.

(See pages 9-12)

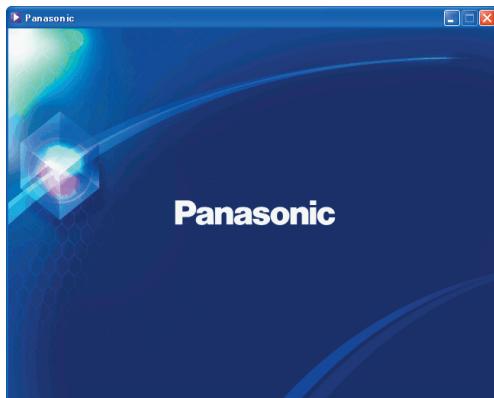
3. Restart the PC.

(See page 12)

■ Installing the Printer Driver (Network Port Connection), and the Panasonic Document Management System

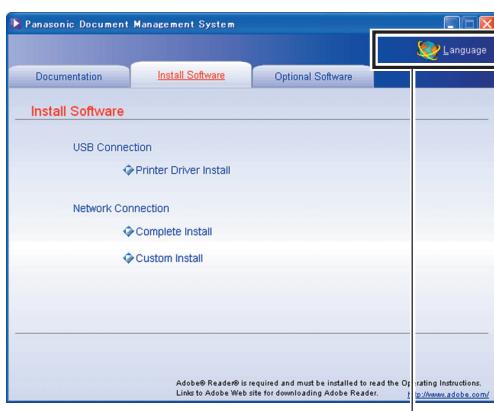
1 Insert the "Panasonic Document Management System" CD-ROM.

The Panasonic opening screen is displayed.



- If the CD-ROM does not launch automatically, double click "My Computer" on the Desktop, or on the Start menu, and then double click the CD-ROM icon.

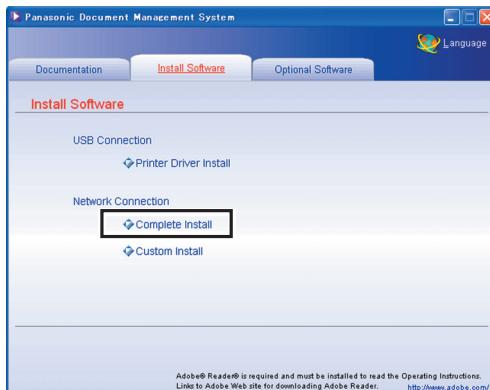
2 Click "Language" if necessary.



- Screen Language will automatically default to the language used by your PC. If you want to change the language, click "Language", and then select the preferred language, and click "OK".



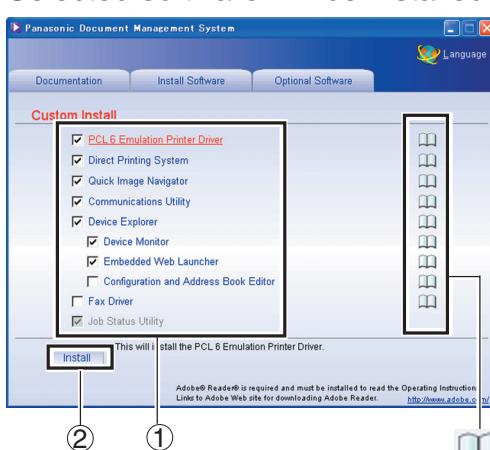
3 Select "Complete Install".



- Complete Install: All softwares are installed, skip to step 5.

Select "Custom Install".

Select desired software, and then click "Install".
Selected software will be installed.



- When clicking the "book" icon, the Operating Instructions for the software on the left side opens in PDF.
- The softwares below are selected by default. If you do not want to install some of the software, click the checkbox to deselect the default selection.
- Select additional software you wish to install with the default software by clicking their respective checkbox.

Configuration and Address Book Editor:
Refer to the Operating Instructions (For Network Configuration and Address Book Editor) on the provided CD-ROM.

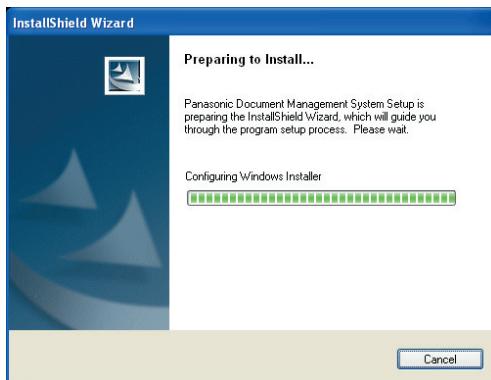
Installation

Installing the Printer Driver, and Application Software

■ Installing the Printer Driver (Network Port Connection), and the Panasonic Document Management System

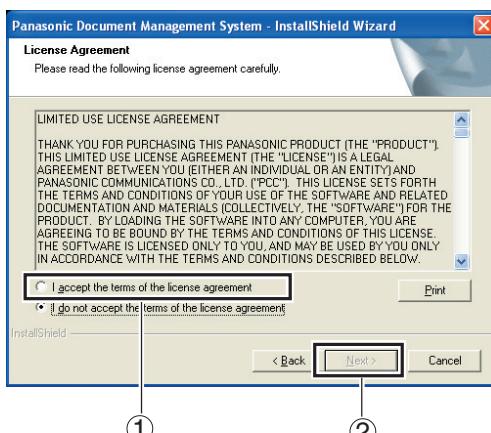
4

The InstallShield Wizard screen is displayed.



5

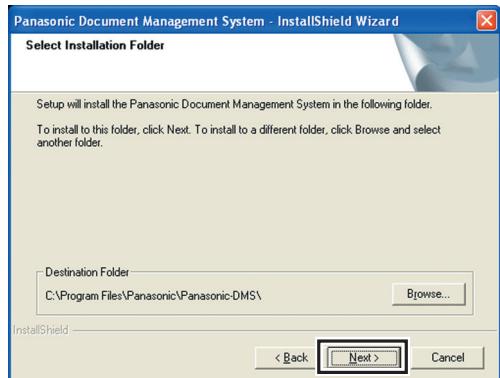
Select "I accept the terms of the license agreement", and then click "Next".



- Make sure that your machine is connected to the network properly, and/or the Power Switch is **ON** before clicking "NEXT".

6

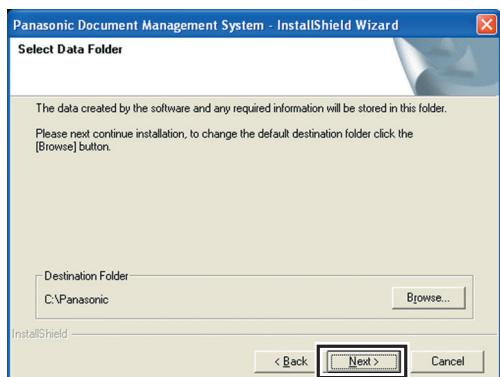
Click "Next".



- The above Screen will not be shown if there is another model's **Panasonic Document Management System** installed.
- If you wish to change the folder, click "Browse", and then the desired folder to install.

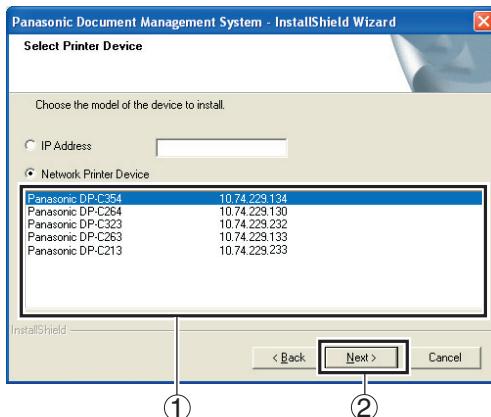
7

Click "Next".



- The above Screen will not be shown if there is another model's **Panasonic Document Management System** installed.
- If you wish to change the folder, click "Browse", and then the desired folder to install.

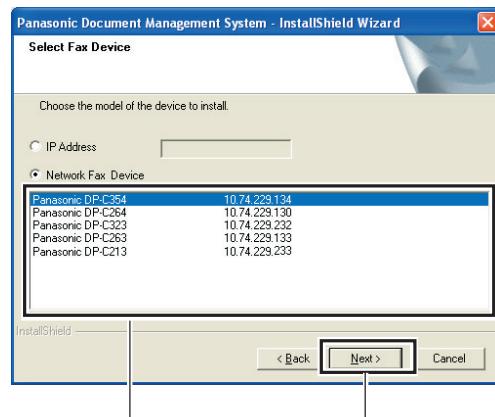
8 The Wizard automatically searches for machines connected to your network, and displays the found units in the **Network Printer Device** window. Select your Network Printer, and then click "Next".



- Only the machines connected to the same subnet can be used as a network printer.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click "Next" to proceed with the installation.
- If installing other machine of different Subnet Mask of the Network, select "IP Address" of the machine.

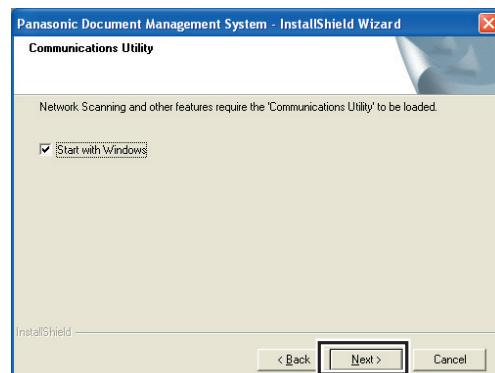
->Go to step 13

9 The Wizard automatically searches for machines connected to your network, and displays the found units in the **Network Fax Device** window. Select your network FAX, and then click "Next".



- Only the machines connected to the same subnet can be used as a network MFP.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click "Next" to proceed with the installation.

10 Click "Next".



Continue on the next page...

Installation

Installing the Printer Driver, and Application Software

■ Installing the Printer Driver (Network Port Connection), and the Panasonic Document Management System

11

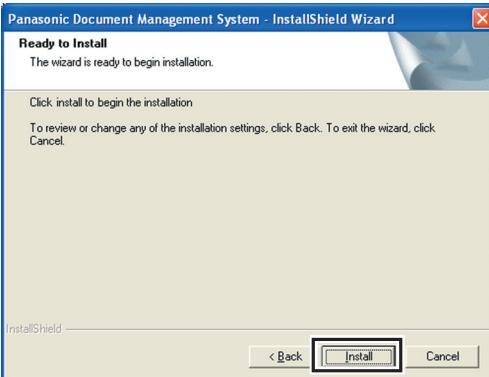
Select "Enable Communications (Recommended)", and then click "Next".



- For Windows XP (SP2 later) or Windows Server 2003 (SP1 later) only.

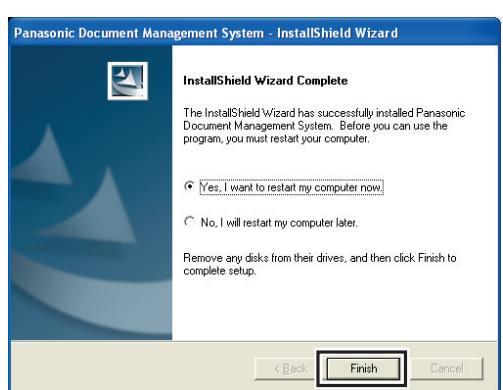
12

Click "Install".



13

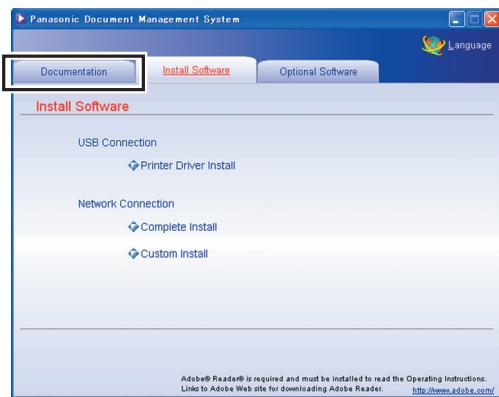
Select "Yes, I want to restart my computer now.", and then click "Finish".



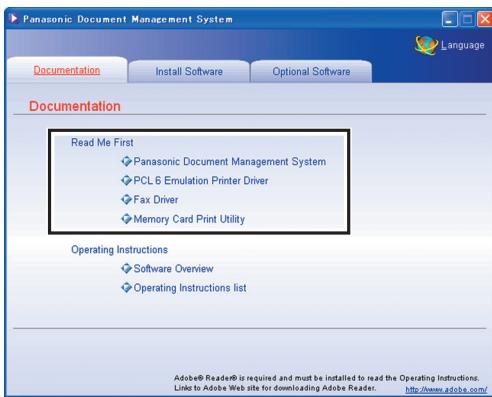
- Make sure that the Printer Driver is installed on the Network Print Server. (See page 25)

■ To refer to ReadMe First or the Operating Manuals on the provided CD-ROM

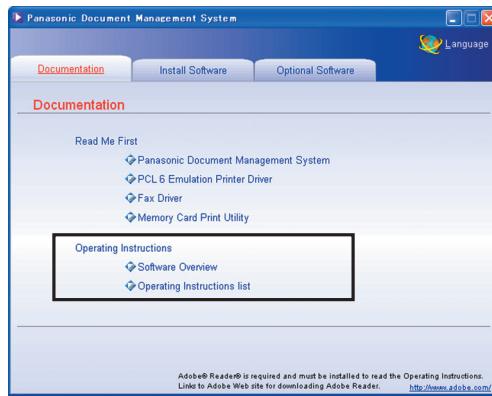
1 Clicking the "Documentation" tab shows the list of ReadMe First and Operating Manuals.



2 Click and Read the ReadMe First text if necessary.



3 If you want to view the Operating Instructions, select "Software Overview or Operating Instructions".



- When opening each OI, Adobe Reader should be installed on your PC. When installing the Adobe Reader, click the "http://www.adobe.com" to the Adobe web page, and then download the latest version of the Adobe Reader.

Installation

USB Port Connection

■ Installing the Printer Driver for USB Port Connection

1. Select the "Printer Driver Install".

(See page 14)

2. Install the Printer Driver for USB Connection.

(See pages 14-18)

3. Restart the PC.

(See page 19)

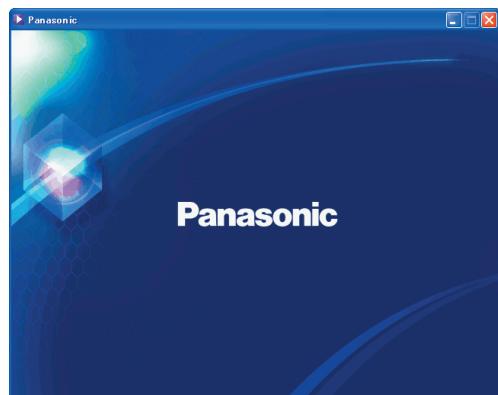
ATTENTION :

Do not turn the Power Switch **ON** (on the left side of the machine) until you reach step 8 (A, B, C).
Do not connect the USB Cable until notified to do so.

1

Insert the "**Panasonic Document Management System**" CD-ROM.

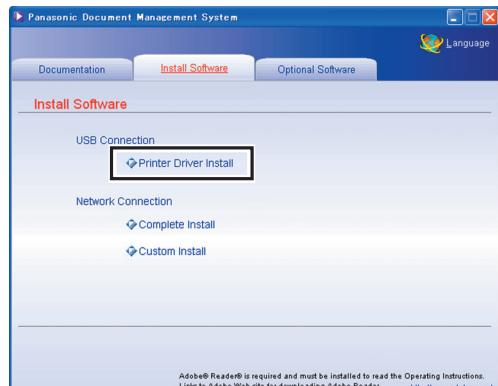
The Panasonic opening screen is displayed.



- If the CD-ROM does not launch automatically, double-click "**My Computer**" on the Desktop, or on the Start menu, and then double-click the CD-ROM icon.

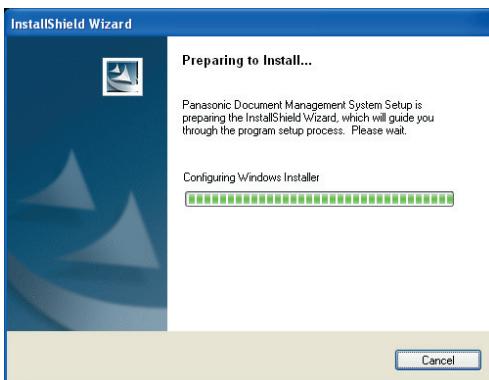
2

Select "**Printer Driver Install**".

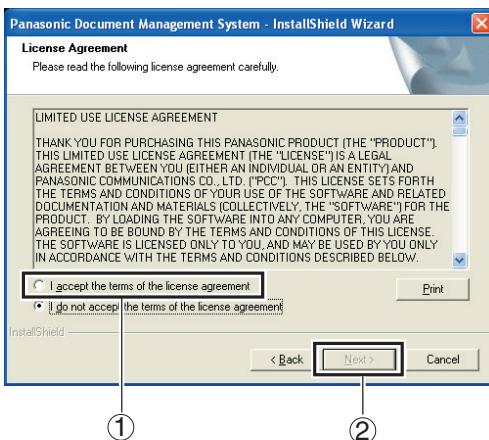


- USB connection "**Printer Driver Install**" is not selectable with Windows NT 4.0.

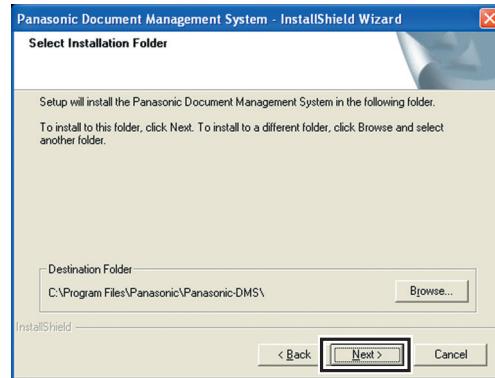
3 The InstallShield Wizard screen is displayed.



4 Select "I accept the terms of the license agreement", and then click "Next".



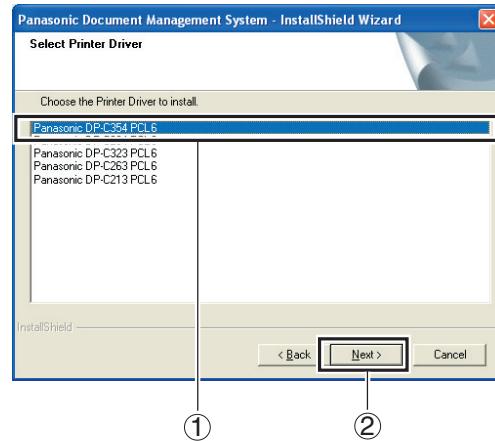
5 Click "Next".



- The above Screen will not be shown if there is another model's **Panasonic Document Management System** installed.
- If you wish to change the folder, click "**Browse**", and then the desired folder to install.

6 Select the Printer Driver that you want to install, and then click "Next".

Ex: DP-C354 PCL6



Continue on the next page...

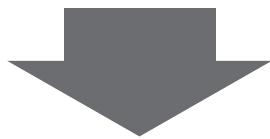
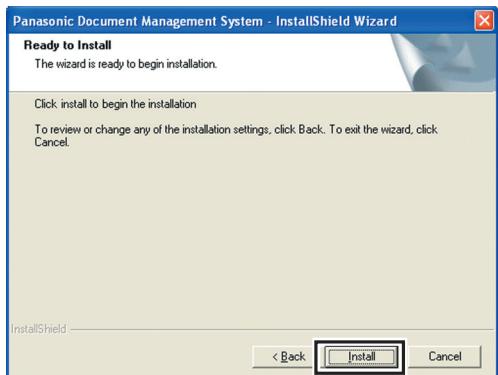
Installation

USB Port Connection

■ Installing the Printer Driver for USB Port Connection

7

Click "Install".



Windows 98 / Windows Me
go to steps 8A and 9

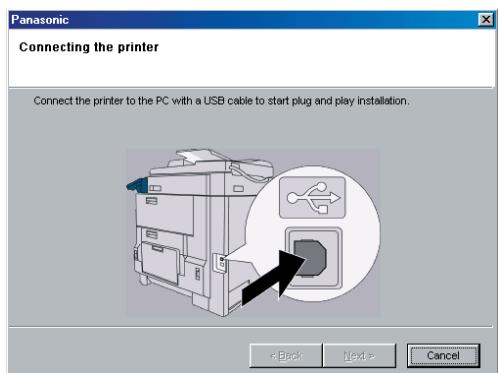
Windows 2000
go to steps 8B and 9

Windows XP / Windows Server 2003
go to steps 8C and 9

8A

<Windows 98 / Windows Me>

Connect the USB cable to your machine, and then turn the Power Switch **ON**.



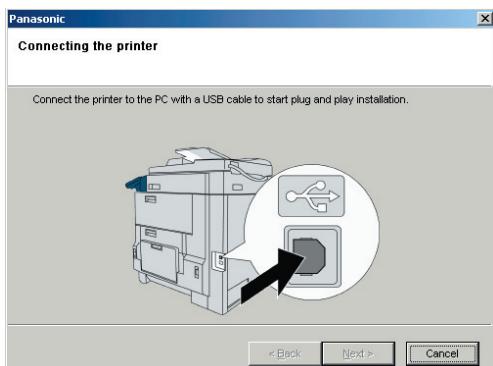
8B

<Windows 2000>

Click "Yes".



Connect the USB cable to your machine, and then turn the Power Switch **ON**.



Click "Yes".



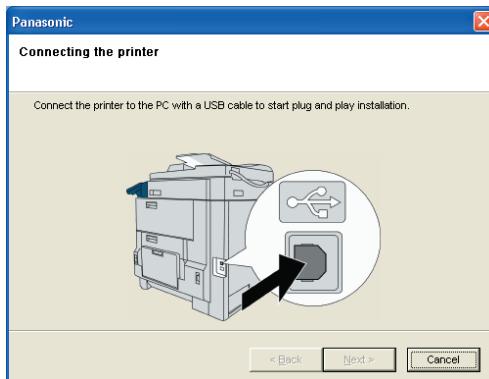
8C

<Windows XP / Windows Server 2003>
Click "Continue Anyway".

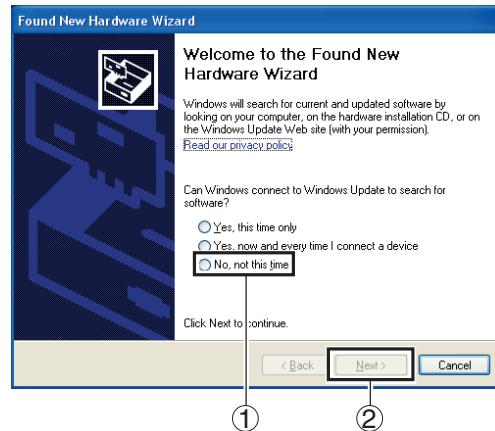


- Above screen will only be displayed when you install the Printer Driver for the first time.

Connect the USB cable to your machine, and then turn the Power Switch **ON**.



Select "**No, not this time**", and then click "**Next**".



- Above screen will be displayed when you have installed the Windows XP Service Pack 2.

Select "**Install the software automatically (Recommended)**", and then click "**Next**".

For Windows XP



Installation

USB Port Connection

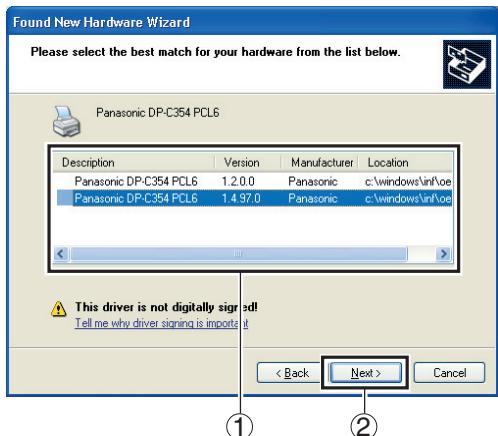
■ Installing the Printer Driver for USB Port Connection

For Windows Server 2003



For Windows XP and Windows Server 2003

If you have a previous version of the Printer Driver installed, select the latest version of the ".inf" file, and then click "Next".



- Above screen will only be displayed when you upgrade the Printer Driver.

Click "Continue Anyway".



Click "Finish".



9

Select "Yes, I want to restart my computer now.", and then click "Finish".

**Memo:**

Installation

USB Port Connection

■ Configure the Optional Device

1. Open the printer dialog box.

(See page 20)

2. Select a Printer and open the Property screen.

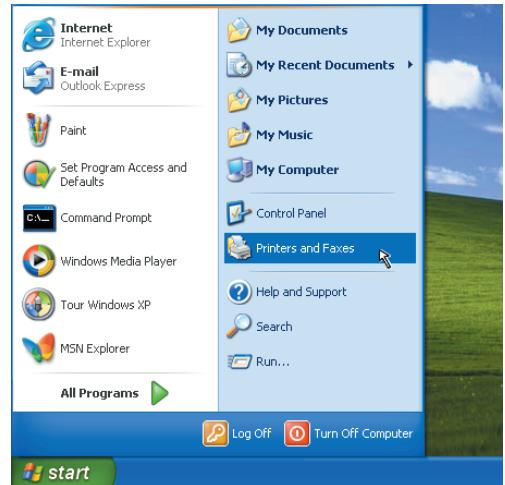
(See pages 20-21)

3. Select the Device tab and configure the Optional Devices.

(See page 21)

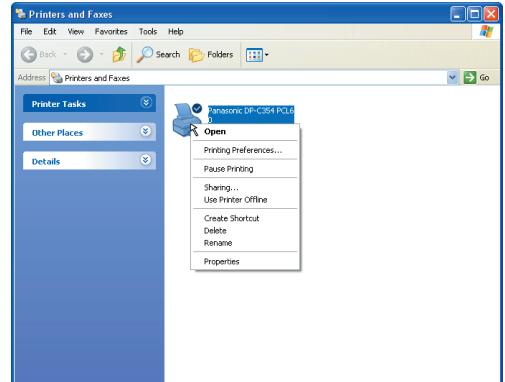
1

Select "Start" → "Printers and Faxes" to open the Printer Dialog Box.



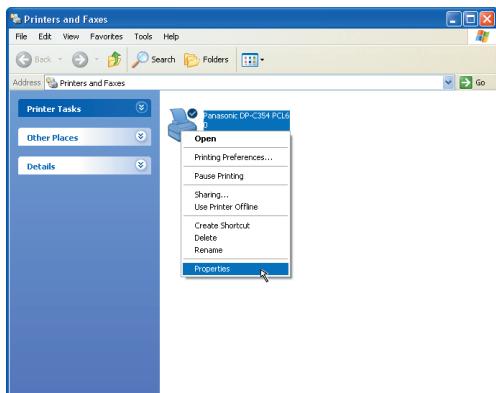
2

Right-Click the printer that you want to configure.



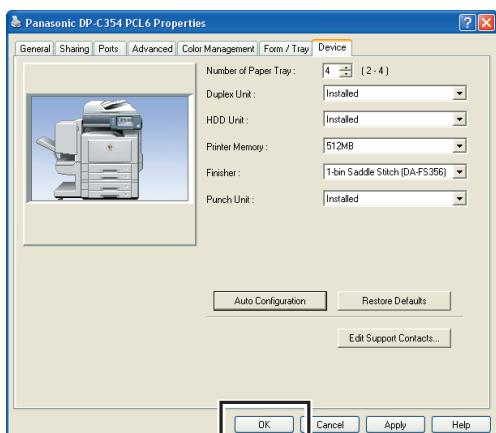
3

Click "Properties".



4

Select "Device", and configure the optional devices, and then click "OK".



- Make sure that the Printer Driver is installed on the Network Print Server. (See page 25)

Memo:

Installation

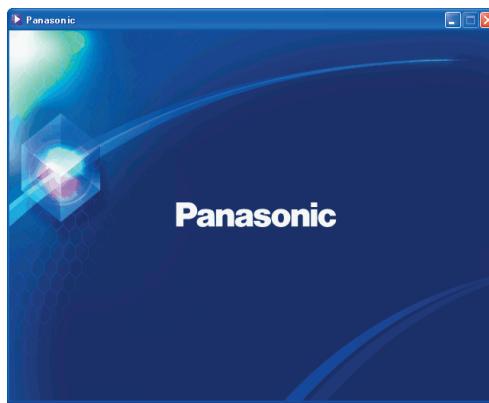
Fax Driver

■ Installing the Fax Driver

1

Insert the "Panasonic Document Management System" CD-ROM.

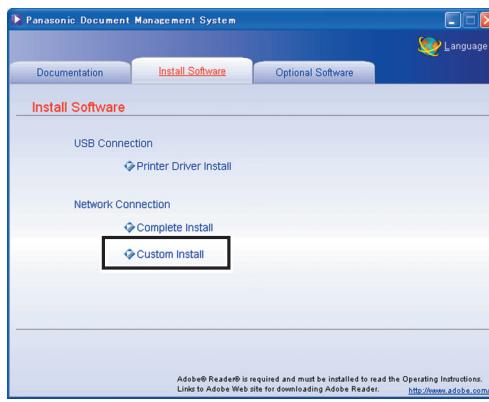
The Panasonic opening screen is displayed.



- If the CD-ROM does not launch automatically, double-click "My Computer" on the Desktop, or on the Start menu, and then double-click the CD-ROM icon.

2

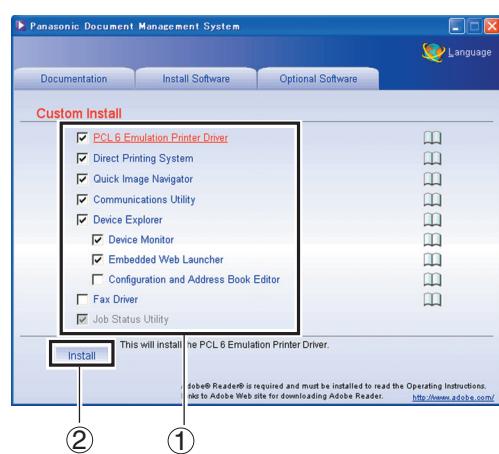
Click "Custom Install".



3

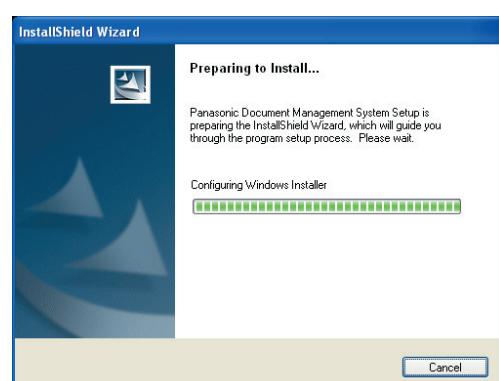
Select "Fax Driver" only, and then click "Install".

Remove check mark (☒) of other selected software in the checkbox.

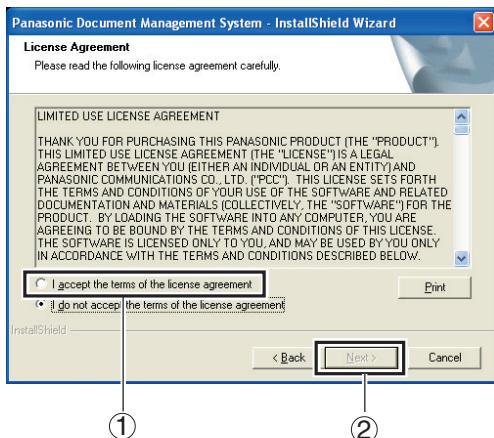


4

The InstallShield Wizard screen is displayed.

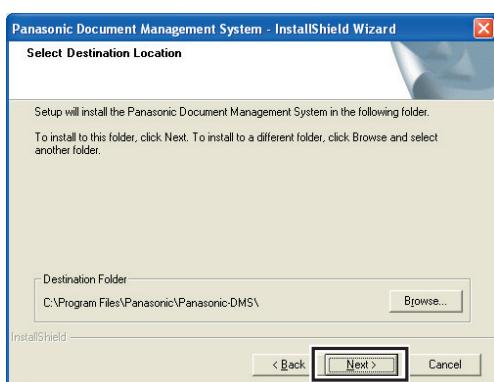


5 Select "I accept the terms of the license agreement", and then click "Next".



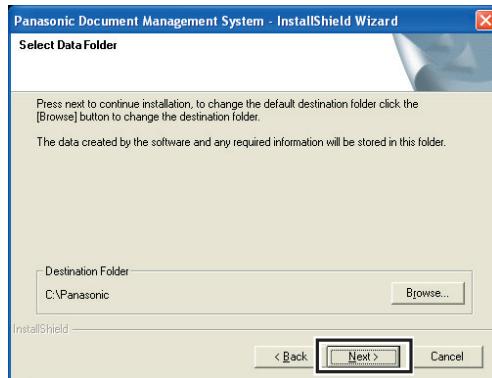
- Make sure that your machine is connected to the network properly, and/or the Power Switch is **ON** before clicking "Next".

6 Click "Next".



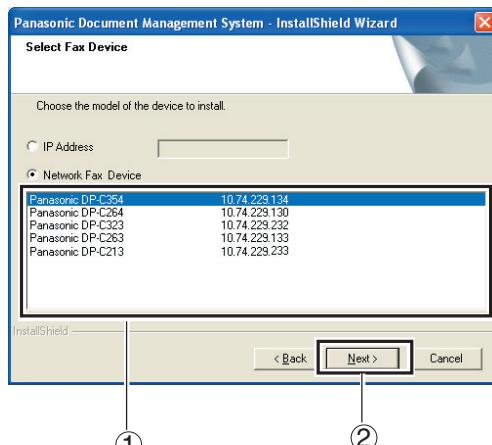
- The above Screen will not be shown if there is another model's **Panasonic Document Management System** installed.

7 Click "Next".



- The above Screen will not be shown if there is another model's **Panasonic Document Management System** installed.

8 The Wizard automatically searches for machines connected to your network, and displays the found units in the **Network Fax Device** window. Select your network FAX, and then click "Next".



- Only the machines connected to the same subnet can be used as a network MFP.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click "Next" to proceed with the installation.

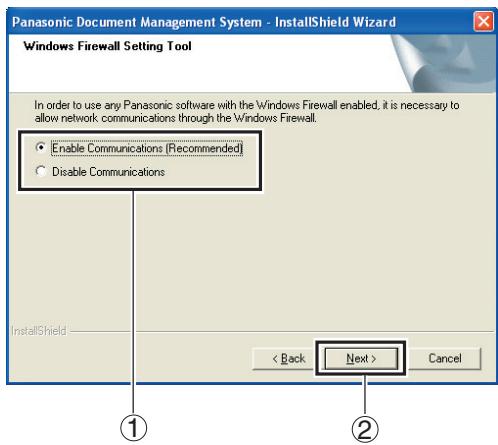
Installation

Fax Driver

■ Installing the Fax Driver

9

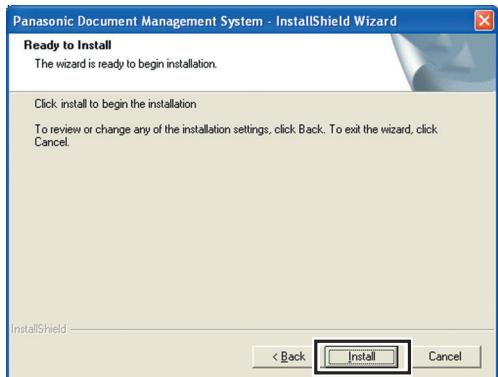
Select "Enable Communications (Recommended)", and then click "Next".



- Above screen will be displayed when you have installed the Windows XP Service Pack 2.

10

Click "Install".



11

Select "Yes, I want to restart my computer now.", and then click "Finish".



Setting up

Network Port Connection

Configure the Shared Setting for the Network Print Server

1. Configure the Shared Setting for the Network Print Server.

- Windows NT Server
- Windows 2000 Server
- Windows Server 2003

(See pages 25-30)

2. Set up your Client PC.

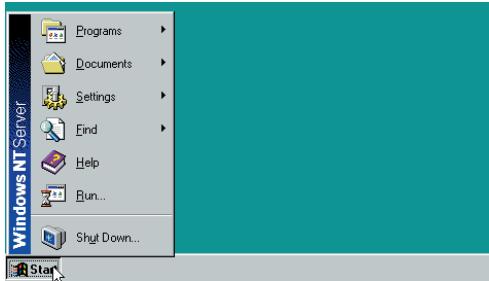
(See page 31)

NOTE

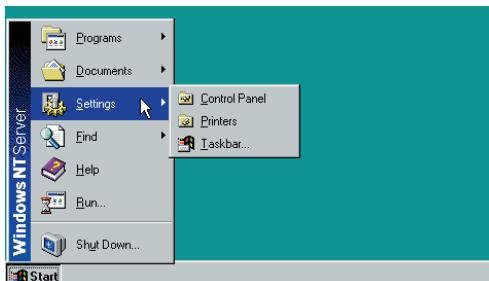
Add the Printer Driver if your client OS is different from the Network Print Server. (See page 30)

Configure the Shared Setting for the Network Print Server (Windows NT Server)

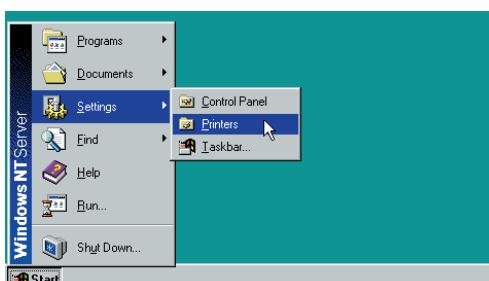
1 Click "Start".



2 Select "Settings".



3 Click "Printers".



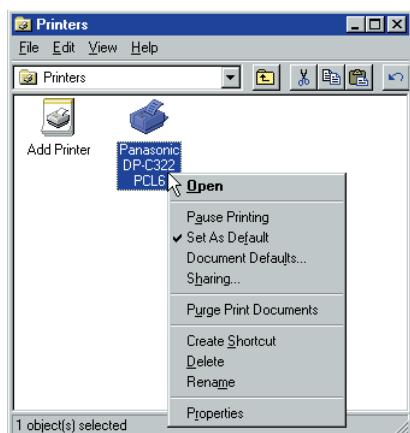
Setting up

Network Port Connection

■ Configure the Shared Setting for the Network Print Server (Windows NT Server)

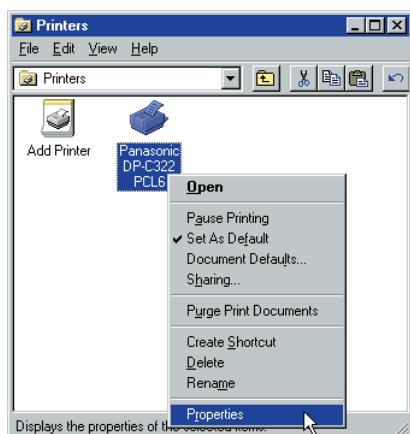
4

Right-Click the printer that you want to share.



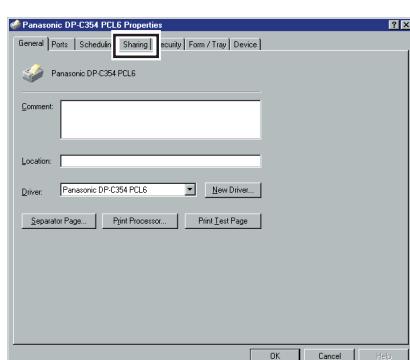
5

Click "Properties".



6

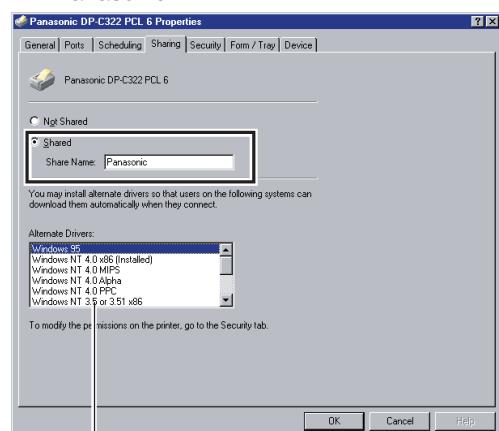
Click on the "Sharing" tab.



7

Select "Shared", and then enter the Share Name.

Ex: Panasonic



NOTE

If you need to install an alternative printer driver for your client OS, select the type of OS from the alternative driver list and click "OK". You can manually add the Printer Driver by following the instructions on the screen. To easily create the Printer Drivers for various OS, use the PrnCopy.exe before the installation.

8

Click "OK" to close the screen.

NOTE

Add the Printer Driver if your client OS is different from the Network Print Server.

- Use the PrnCopy.exe before installing the Printer Driver.

On the Panasonic Printing System CD-ROM, there is a tool to create the Printer Driver for various Windows OS.

Open the CD-ROM with the Explorer, Go "Tools" -> "PrnCopy" folder.

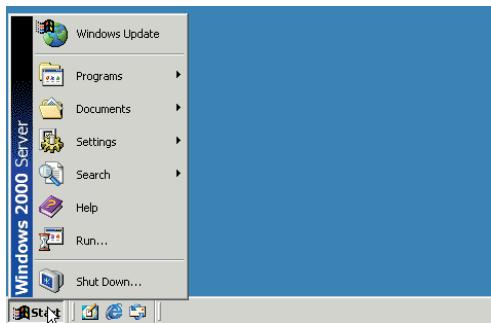
In the "PrnCopy" folder, double click the PrnCopy.exe file, a folder will be created on your Desktop.

Please select an appropriate printer driver in the folder when you add the Printer Driver for a client OS.

(See pages 25-28)

■ Configure the Shared Setting for the Network Print Server (Windows 2000 Server)

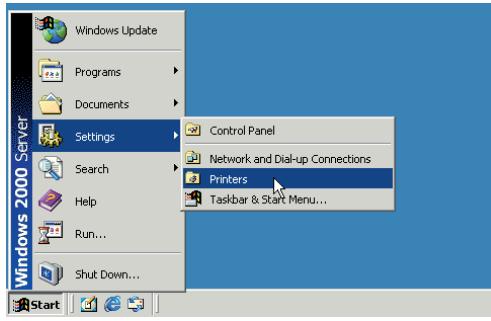
1 Click "Start".



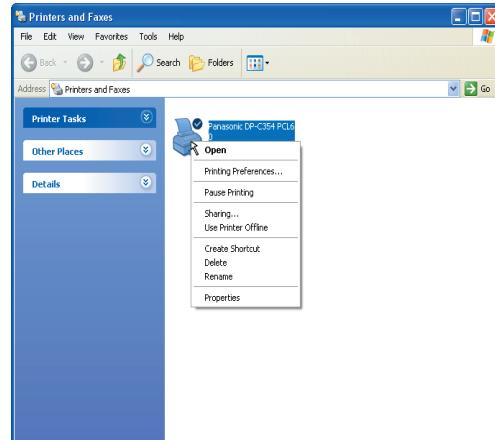
2 Select "Settings".



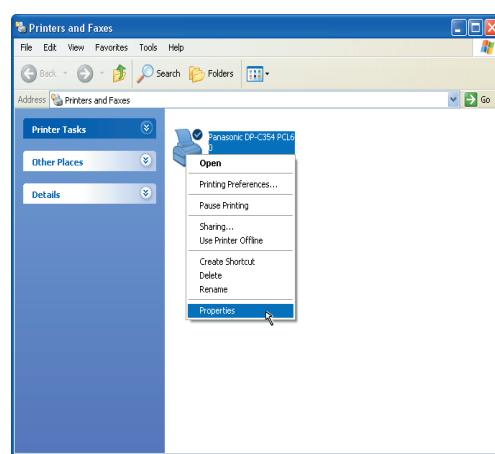
3 Click "Printers".



4 Right-Click the printer that you want to share.



5 Click "Properties".

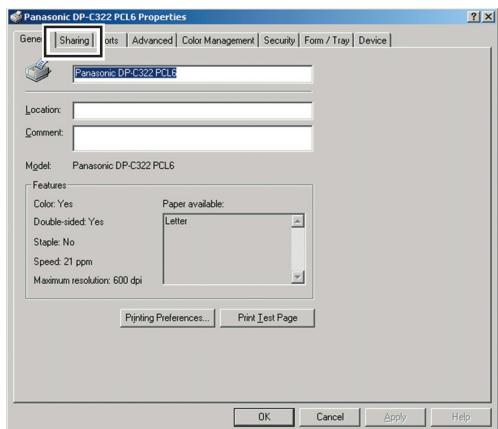


Setting up

Network Port Connection

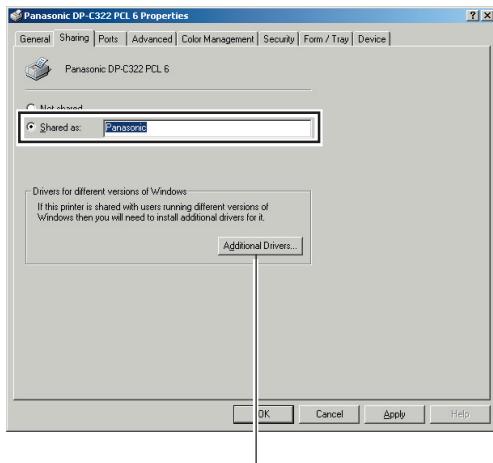
■ Configure the Shared Setting for the Network Print Server (Windows 2000 Server)

6 Click on the "Sharing" tab.



7 Select "Shared as", and then enter the Share Name.

Ex: Panasonic



NOTE

If you need to install an alternative printer driver for your client OS, click "**Additional Drivers**". You can manually add the Printer Driver by following the instructions on the screen. To easily create the Printer Drivers for various OS, use the PrnCopy.exe before the installation.

8 Click "OK" to close the screen.

NOTE

Add the Printer Driver if your client OS is different from the Network Print Server.

- Use the PrnCopy.exe before installing the Printer Driver.

On the Panasonic Printing System CD-ROM, there is a tool to create the Printer Driver for various Windows OS.

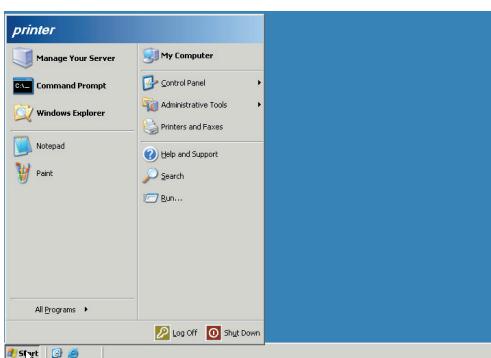
Open the CD-ROM with the Explorer, Go "Tools" -> "PrnCopy" folder.

In the "PrnCopy" folder, double click the PrnCopy.exe file, a folder will be created on your Desktop.

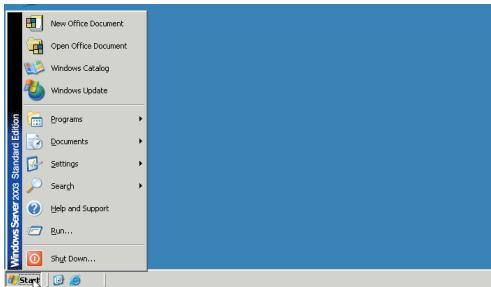
Please select an appropriate printer driver in the folder when you add the Printer Driver for a client OS.
(See pages 25-28)

■ Configure the Shared Setting for the Network Print Server (Windows Server 2003)

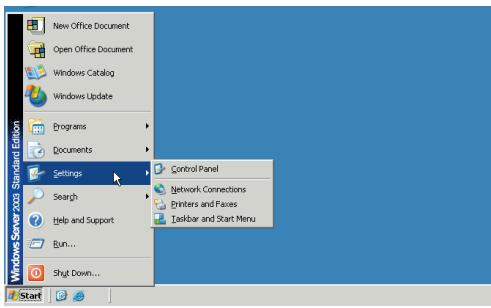
1 Click "Start".
(Category View Mode)



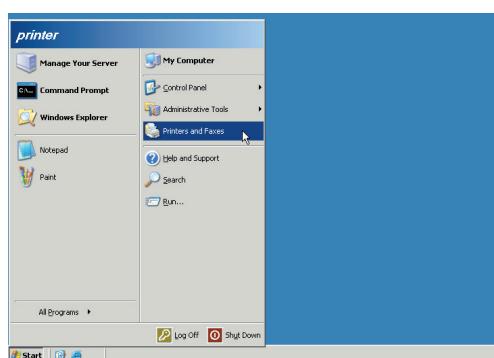
(Classic View Mode)



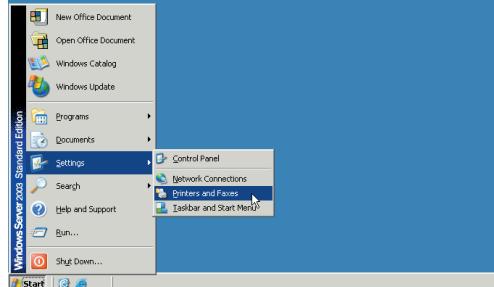
2 Select "Settings".
(Classic View Mode)



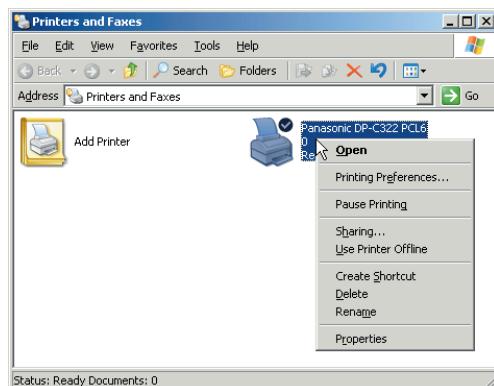
3 Click "Printers and Faxes".
(Category View Mode)



(Classic View Mode)



4 Right-Click the printer that you want to share.



Continue on the next Page...

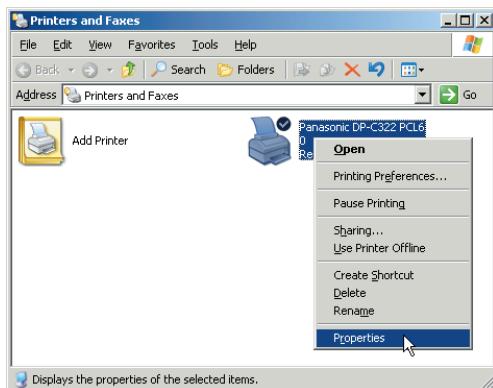
Setting up

Network Port Connection

■ Configure the Shared Setting for the Network Print Server (Windows Server 2003)

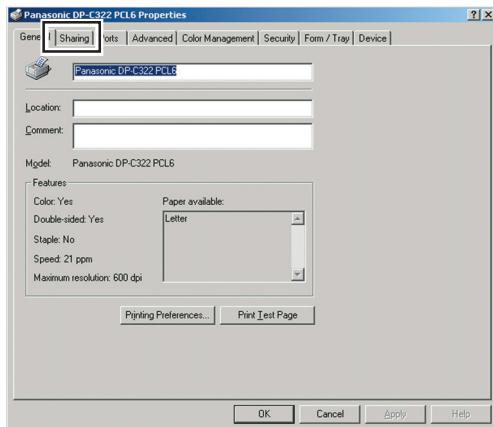
5

Click "Properties".



6

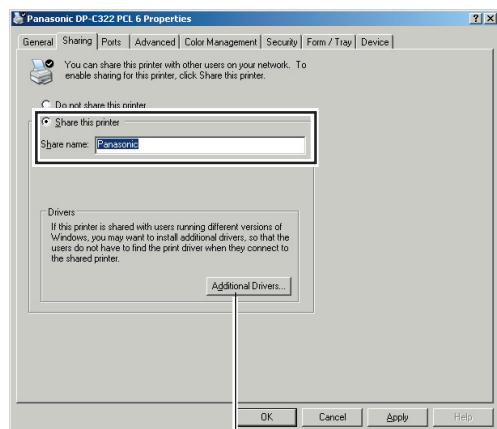
Click on the "Sharing" tab.



7

Select "Share this printer", and then enter the Share Name.

Ex: Panasonic



NOTE

If you need to install an alternative printer driver for your client OS, click "Additional Drivers". You can manually add the Printer Driver by following the instructions on the screen. To easily create the Printer Drivers for various OS, use the PrnCopy.exe before the installation.

8

Click "OK" to close the screen.

NOTE

Add the Printer Driver if your client OS is different from the Network Print Server.

- Use the PrnCopy.exe before installing the Printer Driver.

On the Panasonic Printing System CD-ROM, there is a tool to create the Printer Driver for various Windows OS.

Open the CD-ROM with the Explorer, Go "Tools" -> "PrnCopy" folder.

In the "PrnCopy" folder, double click the PrnCopy.exe file, a folder will be created on your Desktop.

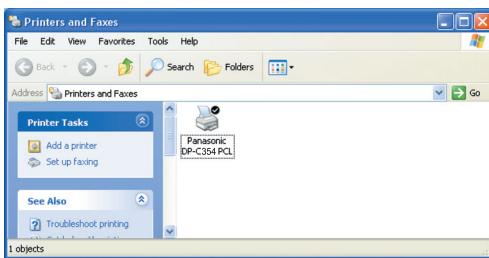
Please select an appropriate printer driver in the folder when you add the Printer Driver for a client OS.

(See pages 25-28)

■ Setting up your Client PC

1

Open the "Printers and Faxes" window.



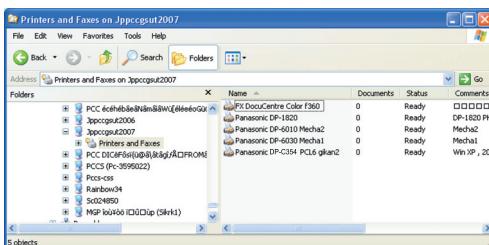
2

Click "Start", right-click "My Computer", and then select "Explore".



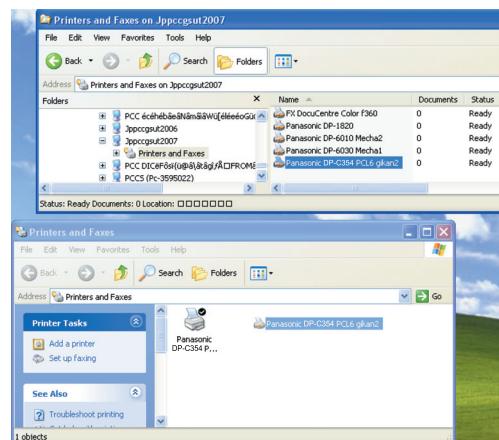
3

Select the Printer shared on your Printer Server.



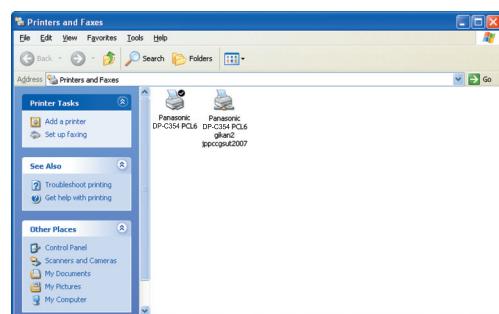
4

Drag-and-drop the printer icon onto the "Printers and Faxes" window.



5

Verify that the Printer icon is copied onto the window.



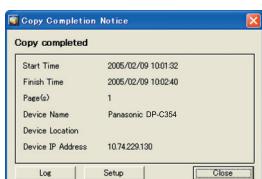
- The illustrations shown for the previous steps are for Windows XP.
The procedures for other Windows Operating Systems are basically the same, even though the screen displays may differ.

Setting up

Completion Notice Function

■ Setting up the Completion Notice

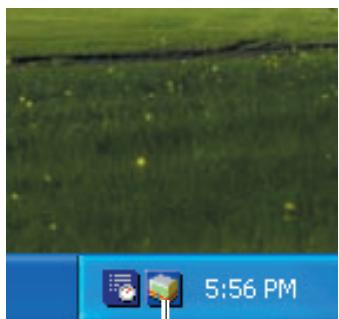
Ex: Copy Job



The Job Status Utility software will display the pop-up Completion Notice on your PC screen when finishing the Print, PC Fax, Copy, and Fax jobs. The information displayed in the Completion Notice vary according to the type of job being performed.

Basic Procedures:

- 1 Install the Job Status Utility located on the Panasonic Document Management System CD-ROM. (See pages 8-12)
- 2 Confirm that the Panasonic Job Status Utility icon  is shown on the task bar.



Panasonic Job Status Utility Icon

- If the Job Status Utility icon  is not shown on the task bar, select "All Programs" → "Panasonic" → "Job Status Utility" → "Job Status Utility" to activate the Job Status Utility icon.

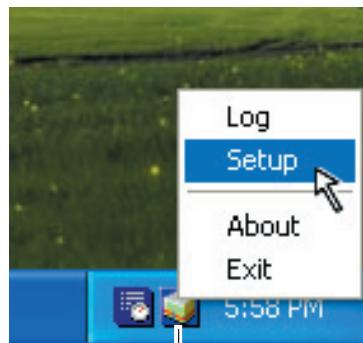
- 3 For PC Fax, and PC Print only Setup the Completion Notice as described in the column on the right.

For Copy, Fax, and Internet Fax only
Refer to "Setting up the Scanner Configuration using the Communications Utility". (See page 33)

Select your PC on the Touch Panel Display of the machine, refer to the **Completion Notice** of each relevant Operation Instructions on the provided CD-ROM.

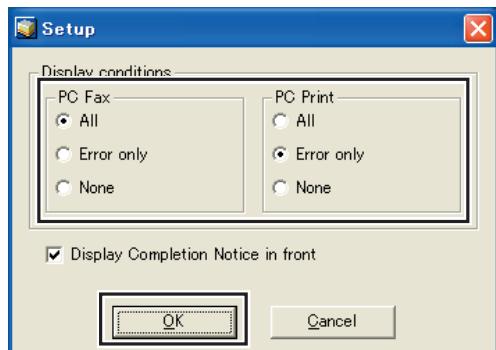
Setting up for PC Fax, and PC Print:

- 1 Right-click the Panasonic Job Status Utility icon  on the task bar, and select "Setup" from the menu.



Panasonic Job Status Utility Icon

- 2 Choose the display condition for the Setup window, and then click "OK".



All : Always displays after each transmission, or print job.

Error only : Displays only when an error occurs.

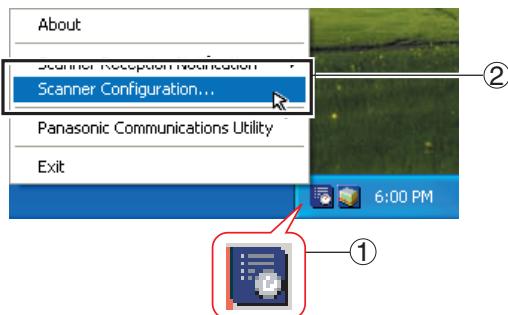
None : Does not display.

Setting up Optional Accessories

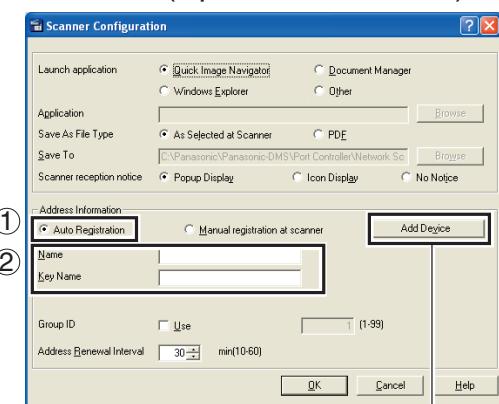
Network Scanner Settings (Option)

■ Setting up the Scanner Configuration using the Communications Utility

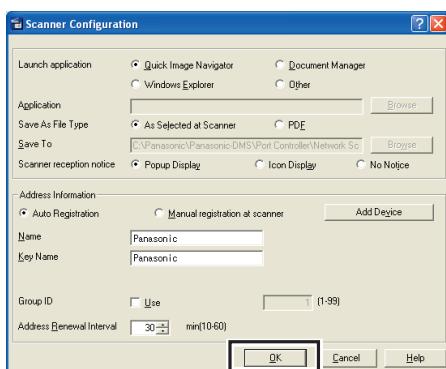
1 Right-Click "Panasonic Communications Utility" icon on the Task Bar, and then select "Scanner Configuration...".



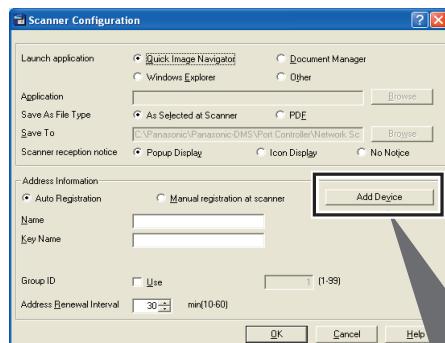
2 Select "Auto Registration", and then enter the Name and Key Name to be saved into the machine. (Up to 15 characters)



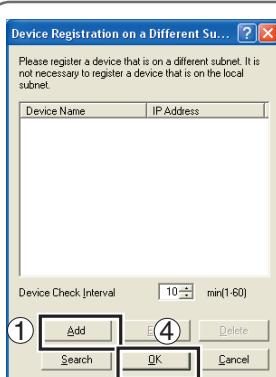
3 Click "OK".



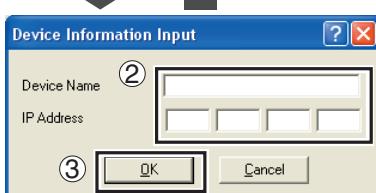
Click "Add Device" if your PC address information is registered onto the machines located on the different subnet.



① Click "Add".
④ Click "OK".



② Enter the machine's Device Name, and IP Address.
③ Click "OK".



* Name and Key Name are automatically displayed according to your PC's network setting.

Name: Computer Name
Key Name: Network Login user name

Setting up Optional Accessories

Facsimile Settings (Option)

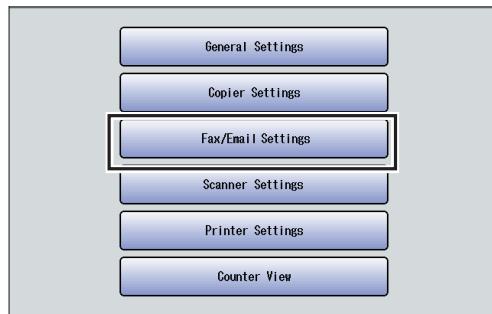
■ Setting up the User Parameters

- When the machine is not connected to the network (LAN), change the DHCP Default setting to "No". (See pages 4 and 5)

1 Press the **Function** key.



2 Select "Fax/Email Settings".



3 Select "04 Key Operator Mode".

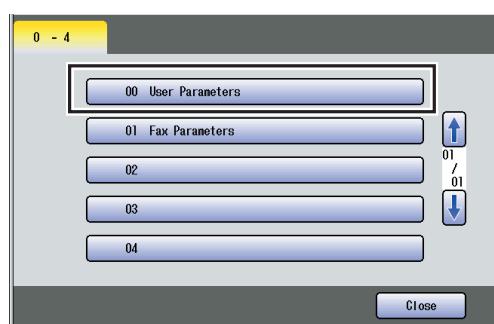


4 Enter the Key Operator's Password (8 digits), and then select "OK".

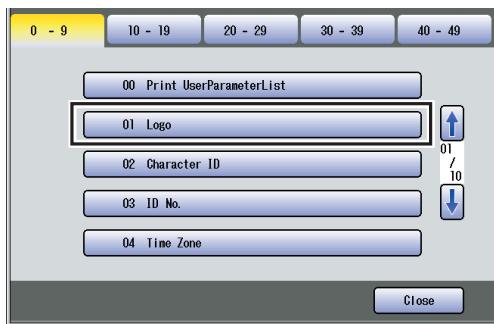


- Default password is "00000000". To change this password, open "85 Key Operator Password" in the General Setting (For Key Operator), and then re-enter the new password.

5 Select "00 User Parameters".

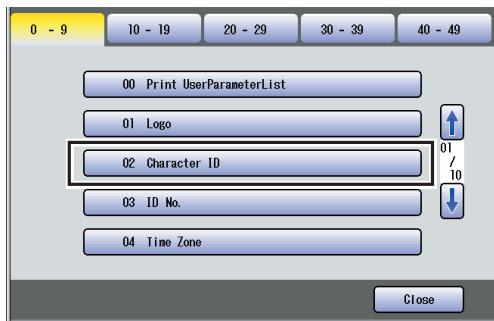


6 Select "01 Logo", and then enter your company's name or your name as a Logo using the Keyboard. (Up to 25 characters)



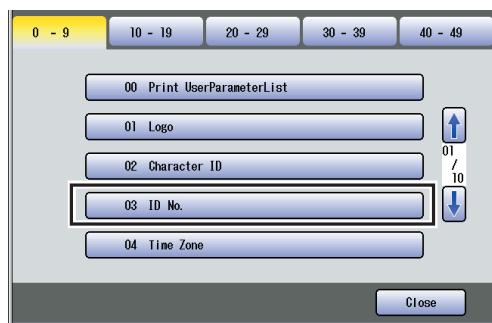
- To correct a mistake, select [\blacktriangleleft] or [\triangleright] to move the cursor to the right side of the incorrect character. To delete, select "Back Space", and re-enter the correct character. Your company name or your name must be set as your Logo because it is required by the Telephone Consumer Act of 1991.

7 Select "02 Character ID", and then enter your Character ID using the Keyboard. (Up to 16 characters)



- To correct a mistake, select [\blacktriangleleft] or [\triangleright] to move the cursor to the right side of the incorrect character. To delete, select "Back Space", and re-enter the correct character.

8 Select "03 ID No.", and then enter your fax number as the ID No. using the Keypad. (Up to 20 digits)



- To correct a mistake, "Clear" to delete entries one digit at a time, and re-enter the correct number. Select "*" in the beginning of the ID Number to add a "+" symbol, followed by your Country Code digit. Select "Space" to enter a blank space.

Ex: +1 201 555 1212

(where, +1 is USA's country code)

+81 3 111 2345

(where +81 is Japan's country code)

Your fax number must be set as your ID number because it is required by the Telephone Consumer Act of 1991.

9 Press the **Reset** key.



Setting up Optional Accessories

Email/Internet Fax Settings

■ Email/Internet Fax Settings Procedure ■ Setting up the Network Configuration

1. Setup the Network Configuration using the Control Panel of the machine.

(See pages 36-41)

2. If necessary, program the Address Book.

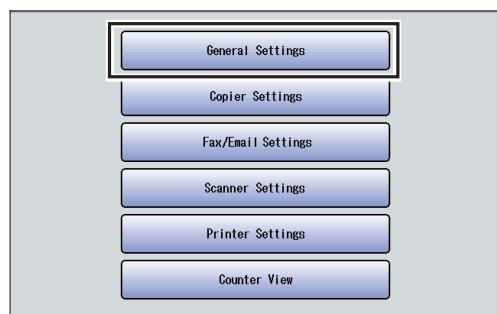
- Refer to the Operating Instructions (For Basic Operations).

- The IP Address, Subnet Mask, and Gateway Address must be registered before setting up the network configuration. (See pages 4-7)

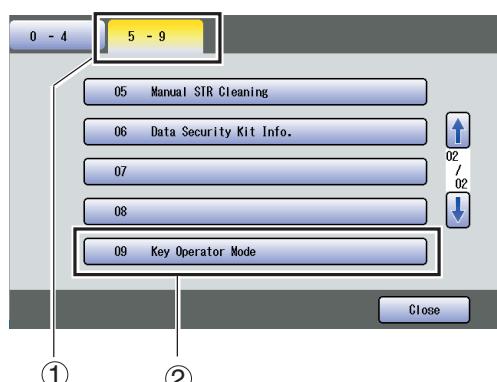
1 Press the **Function** key.



2 Select "General Settings".



3 Select "09 Key Operator Mode".

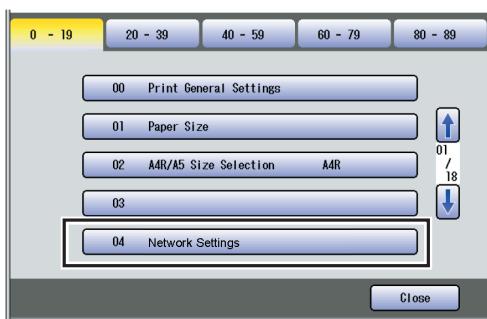


4 Enter the Key Operator's Password (8 digits), and then select "OK".

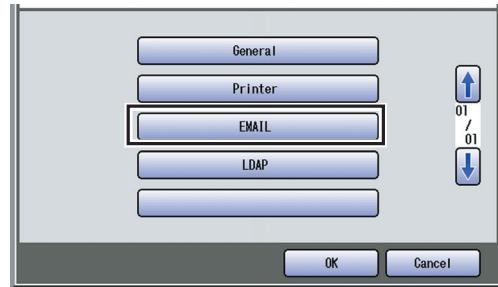


- Default password is "00000000". To change this password, open "**85 Key Operator Password**" in the General Setting (For Key Operator), and then re-enter the new password.

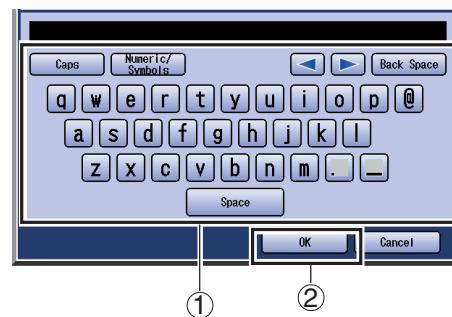
5 Select "04 Network Settings".



6 Select "EMAIL".



7 Enter the Email address using the Keyboard, and then select "OK". (Up to 60 characters.)



Setting up Optional Accessories

Email/Internet Fax Settings

■ Setting up the Network Configuration

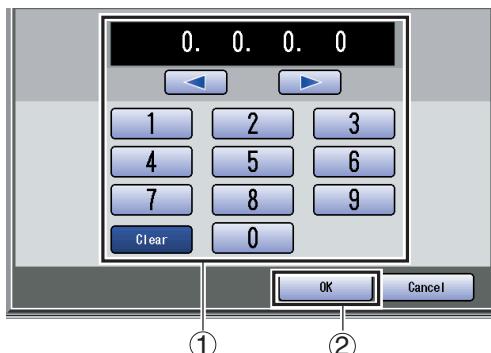
8

Enter the SMTP Server Name using the Keyboard, and then select "OK".
(Up to 60 characters.)



- If you select "No" for DNS Server Address in step 11 on page 6, the SMTP Server IP address is required instead of the SMTP Server name.

Enter the SMTP Server IP Address using the Keypad, and then select "OK".

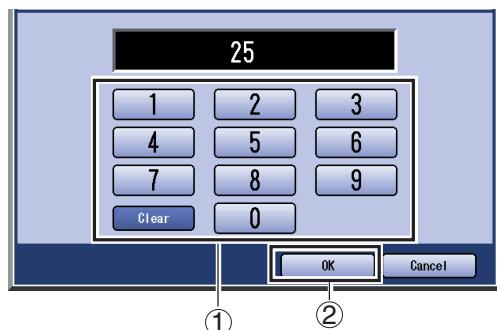


- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "*" key on the Control Panel to enter a period after the number.
- To correct a mistake, press \leftarrow or \rightarrow to move the cursor to the right side of the incorrect address.

To delete, press "Clear", and re-enter the correct address.

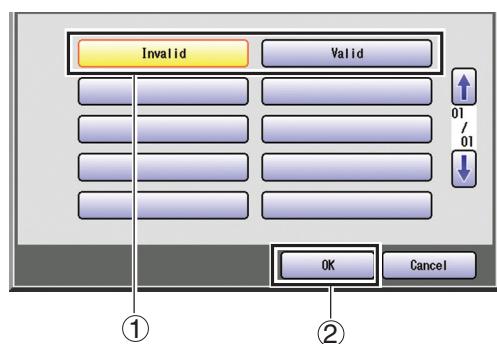
9

Enter the Port Number, and then select "OK".



10

Select "Invalid" or "Valid" for "SMTP Authentication", and then select "OK".



- "SMTP Authentication" is the specification which added the user authentication function to SMTP. Attestation of a user account and a password is performed between an SMTP server and a user in the case of e-mail reception, and only when attested, transmission of e-mail is permitted.
- When "Valid" is selected, proceed to step 11.
- When "Invalid" is selected, proceed to step 13.

11

Enter the SMTP AUTH Name using the Keyboard, and then select "OK". (Up to 40 characters.)



12

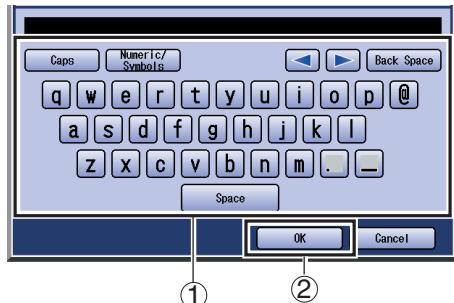
Enter the SMTP AUTH Password using the Keyboard, and then select "OK". (Up to 12 characters.)



- This setting is only available when the optional Internet Fax Module (Order Number: DA-NF320 or DA-FN350) is installed.

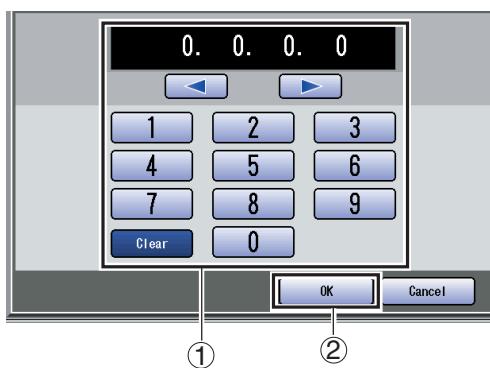
13

Enter the POP Server Name using the Keyboard, and then select "OK". (Up to 60 characters.)



- If you select "No" for DNS Server Address in step 11 on page 6, the POP Server IP address is required instead of the POP of POP Server name.

Enter the POP Server IP Address using the Keypad, and then select "OK".



- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "*" key on the Control Panel to enter a period after the number.
- To correct a mistake, press **◀** or **▶** to move the cursor to the right side of the incorrect address.
To delete, press "Clear", and re-enter the correct address.
- After selecting "OK", proceed to step 15.

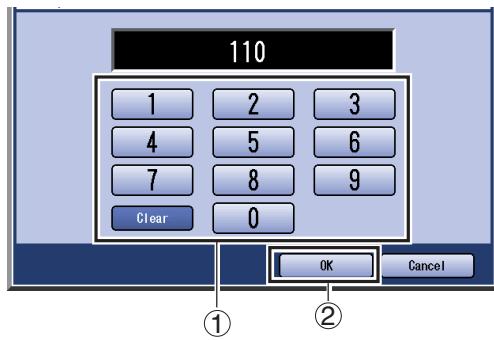
Continue on the next page...

Setting up Optional Accessories

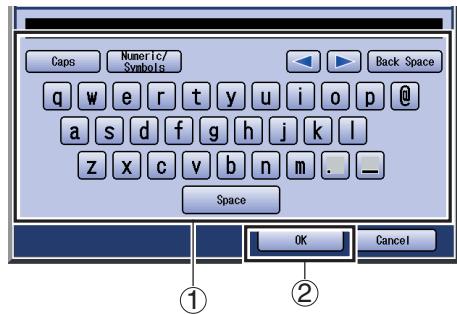
Email/Internet Fax Settings

■ Setting up the Network Configuration

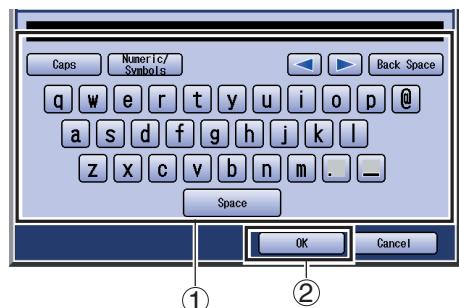
14 Enter the Port Number, and then select "OK".



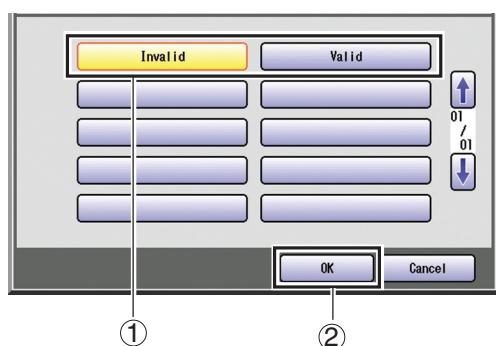
15 Enter the POP User Name using the Keyboard, and then select "OK". (Up to 40 characters.)



16 Enter the POP Password using the Keyboard, and then select "OK". (Up to 10 characters.)

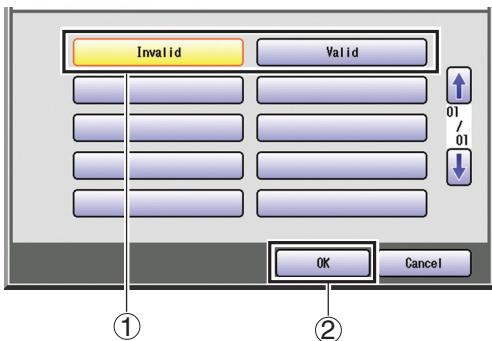


17 Select "Invalid" or "Valid" for "POP before SMTP", and then select "OK".



● "POP before SMTP" is one of the user authentication methods at the time of transmitting an E-mail. The system which gives use permission of an SMTP server by making the POP server specified before transmission access beforehand.

18 Select "Invalid" or "Valid" for "APOP Authentication", and then select "OK".



①

②

- APOP is the attestation method which enciphers the password used for reception of an E-mail. POP usually used for reception of e-mail has the danger that a password will be intercepted. In APOP, since a password is enciphered and it transmits, safety is high.
- Select either settings to return to step 6.

Memo:

19 Press the **Reset** key.



IMPORTANT INFORMATION

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

| | |
|----------------------------|-------------|
| Model No.: | Serial No.: |
| Date of Purchase: | |
| Dealer: | |
| Address: | |
| Telephone Number: | |
| Supplies Telephone Number: | |
| Service Telephone Number: | |

For the total system to work properly via LAN, certain information and additional parameters must be set. Please contact your network administrator for the required information, and connection to the LAN.

(Please confirm other required Internet Parameters in General Settings. This setting list can be printed by following these steps : Press **Function**, select **General Settings**, **09 Key Operator Mode**, Input the Password, and then select **OK**, **00 Print General Settings**, **Start**, **OK**.)

| User Information | | |
|------------------|----------|-----------|
| Company Name: | | |
| Address: | | |
| Dept.: | | |
| City: | State: | Zip Code: |
| Tel. No.: | Fax No.: | |

| Internet Parameters | | |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------|
| EMAIL Address: | | |
| SMTP Server Name: | or | SMTP Server IP: |
| SMTP AUTH Name: | SMTP AUTH Password: <i>(for security, do not write it in - but keep it in a safe place)</i> | |
| TCP/IP IP Address: | | |
| TCP/IP Subnet Mask: | | |
| TCP/IP Default Gateway: | | |
| DNS Server Address: | | |
| HOST NAME: | | |
| 2nd DNS Server Address: | | |
| POP Server Name: | or | POP Server IP: |
| POP User Name: | | |
| POP Password: <i>(for security, do not write it in - but keep it in a safe place)</i> | | |
| LDAP Server Name: | or | LDAP Server IP: |
| LDAP User Name: | | |
| LDAP Password: <i>(for security, do not write it in - but keep it in a safe place)</i> | | |
| LDAP Search Base: | | |

memo

USA Only

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