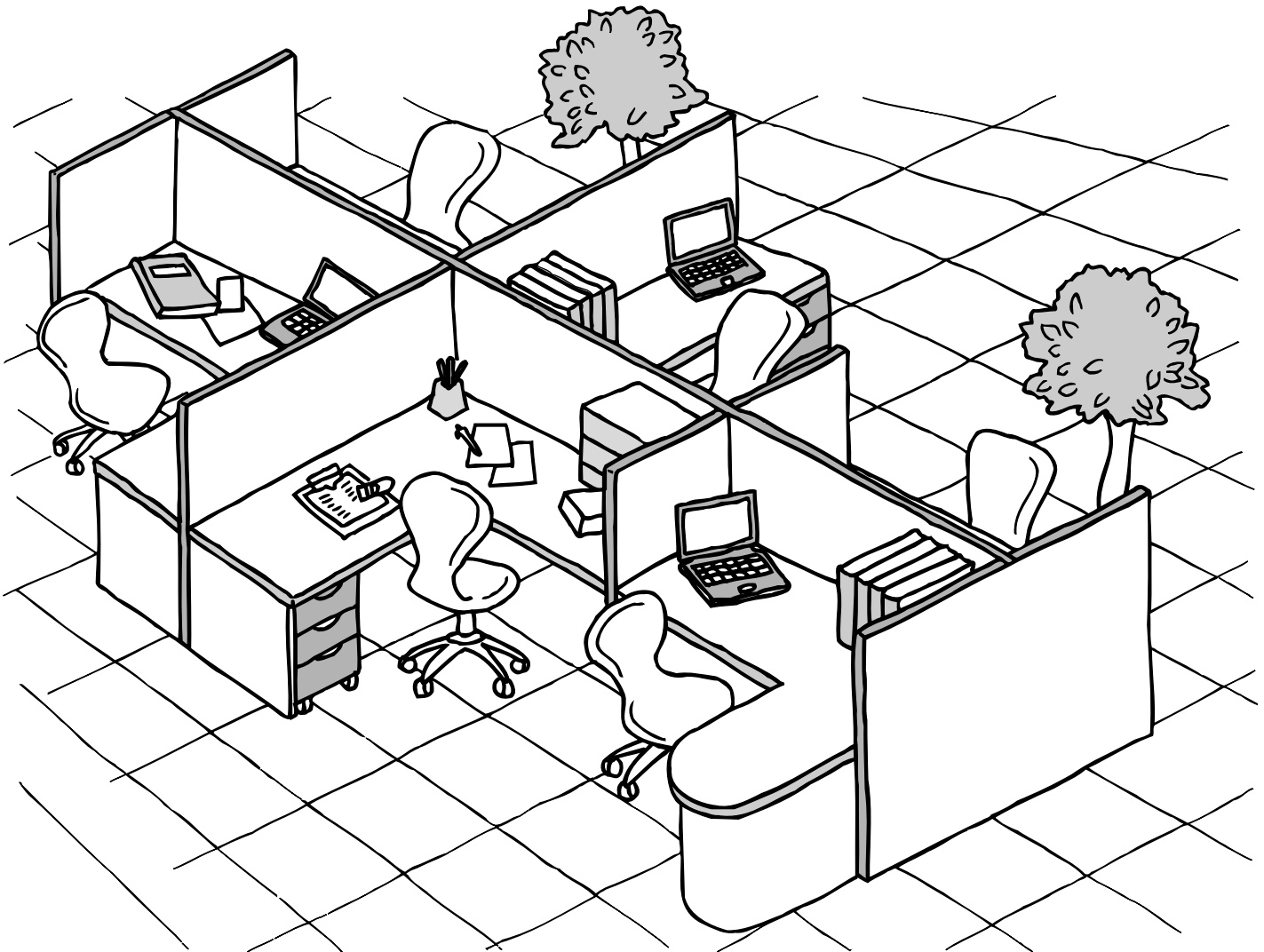


Panasonic®

Software Operating Instructions (For Document Management System and Printer)

Model No. DP-2310/3010/3510/3520/4510/4520/6010/6020



WORKIO

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

English

Before Starting

Printer Section

Document Management
System Section

Troubleshooting

Appendix

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Published in Japan.

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

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memo

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.

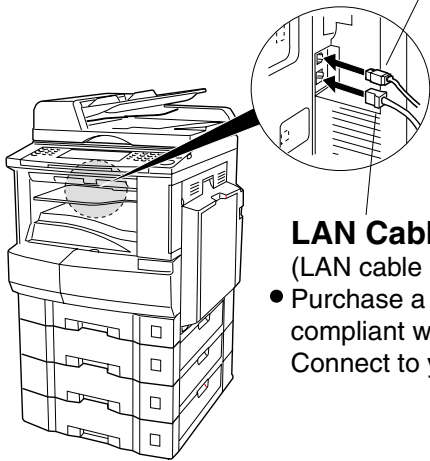
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

- 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 Copier & Facsimile and Internet Fax Operating Instructions manuals.
 1. Installation
 2. Ventilation
 3. Handling
 4. Toner and Paper
 5. For Your Safety

External View and Control Panel

External View

■ DP-2310/3010



USB Cable

(USB cable is not included with the product)

- For peak performance and optimal data transmission, purchase an Universal Serial Bus (USB) Hi-Speed Cable. Consult with your service provider for further details.

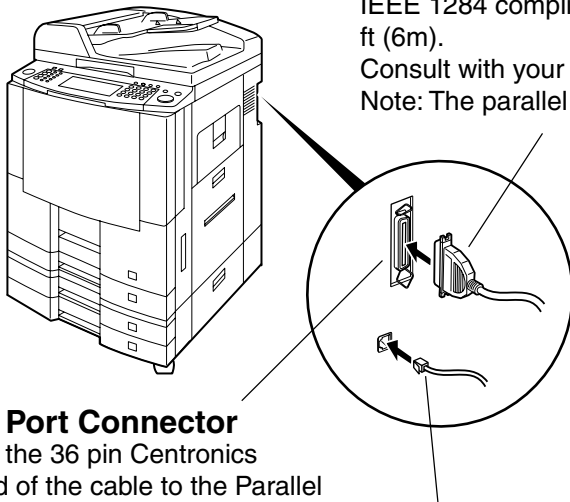
Note: The USB port is only available if using the printer driver.

LAN Cable (10Base-T/100Base-TX Cable)

(LAN cable is not included with the product)

- Purchase a Category 5 (CAT 5) Cable, compliant with EIA/TIA 568-A-5 standard. Connect to your 10Base-T/100Base-TX Ethernet Network.

■ DP-3510/3520/4510/4520/6010/6020



Parallel Interface Cable

(Parallel Interface Cable is not included with the product)

- For peak performance and optimal data transmission, purchase an IEEE 1284 compliant parallel interface cable (maximum length of 20 ft (6m)).

Consult with your service provider for further details.

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

Parallel Port Connector

- Connect the 36 pin Centronics male end of the cable to the Parallel Port on the machine.

LAN Cable (10Base-T/100Base-TX Cable)

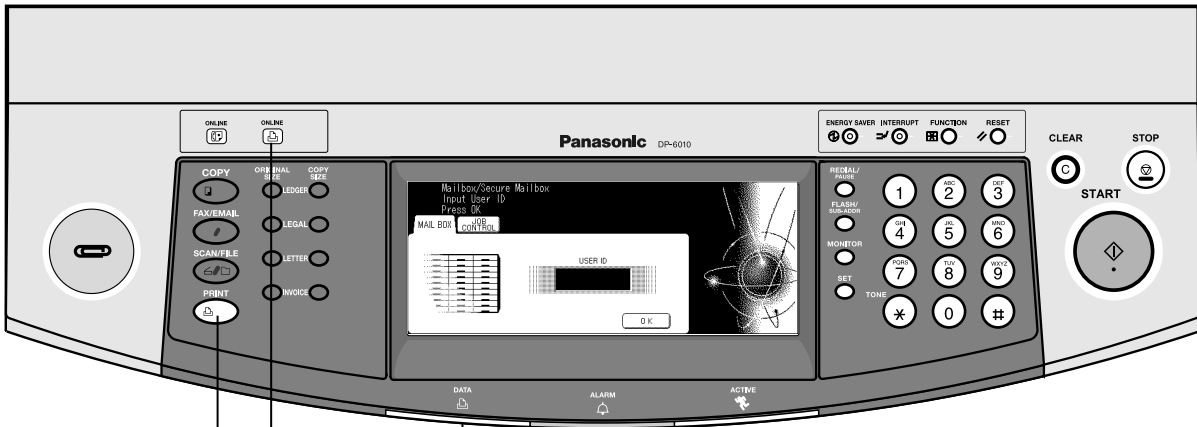
(LAN cable is not included with the product)

- Purchase a Category 5 (CAT 5) Cable, compliant with EIA/TIA 568-A-5 standard.

Consult with your service provider for further details.

Connection from your 10Base-T/100Base-TX Ethernet Network.

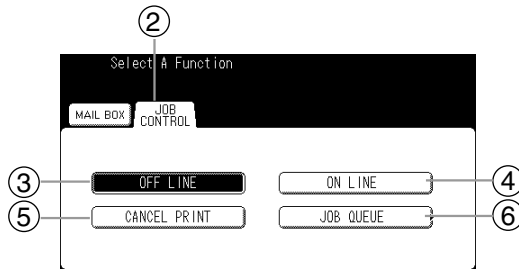
Control Panel



⑦

⑧

Press Print Key



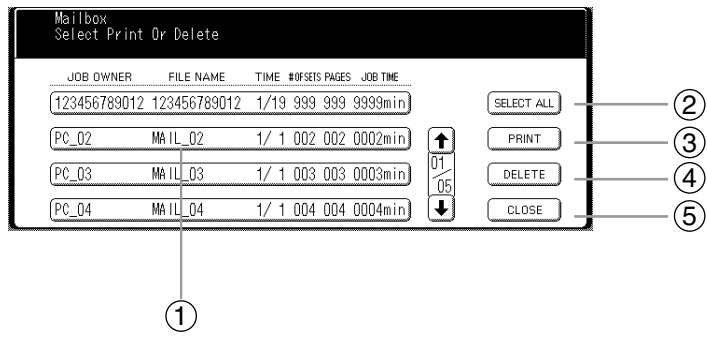
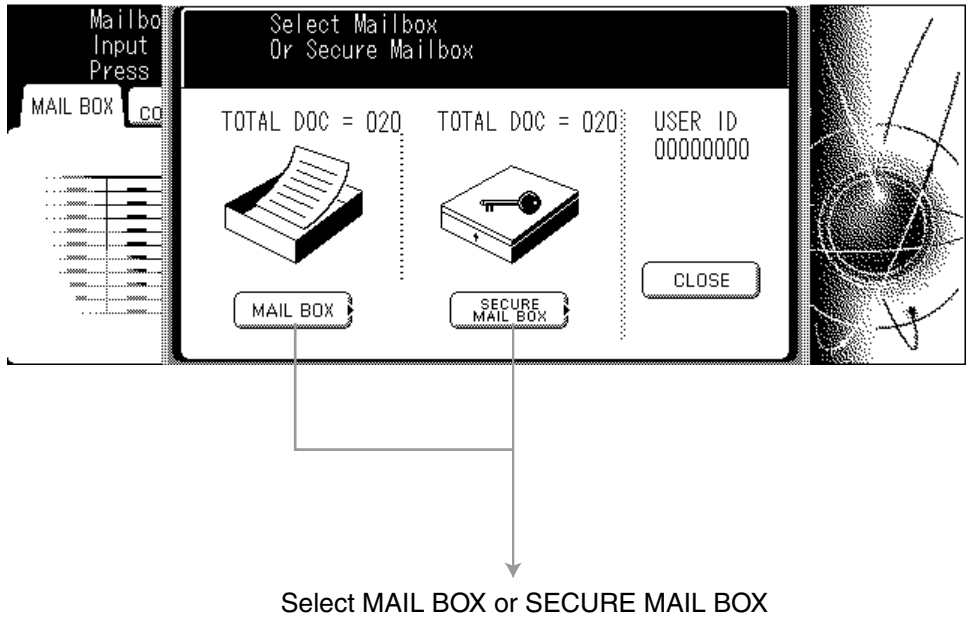
No.	Name	Function
①	MAIL BOX	Used to print or delete the print data. This feature is available if the optional Hard Disk Drive Unit (DA-HD30/HD60) is installed. (See page 10)
②	JOB CONTROL	Selects printer jobs.
③	OFF LINE	Switches the printer to off-line status. (The printer cannot be set off-line when the DATA indicator is blinking.)
④	ON LINE	Switches the printer to on-line status.
⑤	CANCEL PRINT	Used to cancel the print job.
⑥	JOB QUEUE	Selects print job priority, print jobs for deletion and allows viewing of all pending print or copy jobs. (See page 11)
⑦	ON LINE Indicator	Lit : Printer is online Off : Printer is offline
⑧	DATA Indicator	Blink : Data is being received from the PC. On : Printing is being processed. Off : Printer is in standby or printing has been completed.

External View and Control Panel

Control Panel

MAIL BOX

Enter User ID and press key.

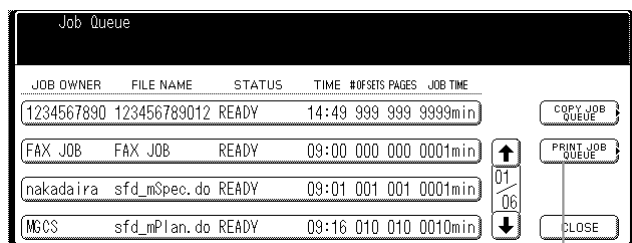


No.	Name	Function
①	Print Jobs	Indicates all current and/or pending print jobs.
②	SELECT ALL	Selects all print jobs. (For MAIL BOX only)
③	PRINT	Prints the job. Machine prompts for the 4-digit password if printing from Security Box.
④	DELETE	Deletes print job(s). Machine prompts for the 4-digit password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

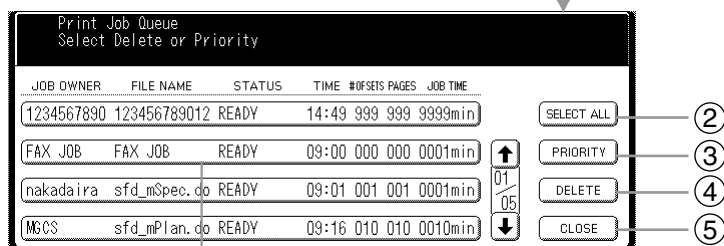
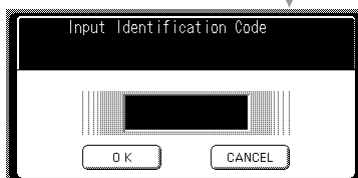
External View and Control Panel

Control Panel

■ JOB QUEUE



Enter the 4-digit password and press OK key.



①

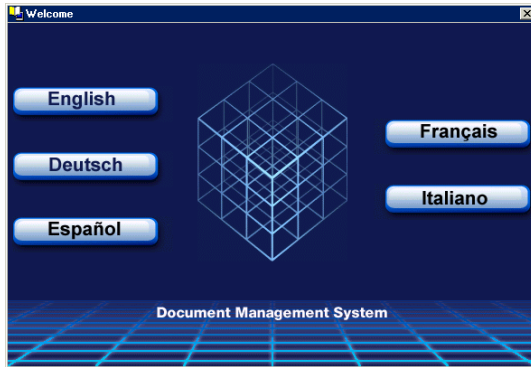
No.	Name	Function
①	Print Jobs	Indicates all current and/or pending print jobs.
②	SELECT ALL	Selects all print jobs.
③	PRIORITY	Set or change the print job(s) priority. This feature is available if the optional Hard Disk Drive Unit (DA-HD30/HD60) is installed.
④	DELETE	Deletes print job(s).
⑤	CLOSE	Closes this screen.

Installing the Printer Driver

Windows 98/Me/NT/2000/XP

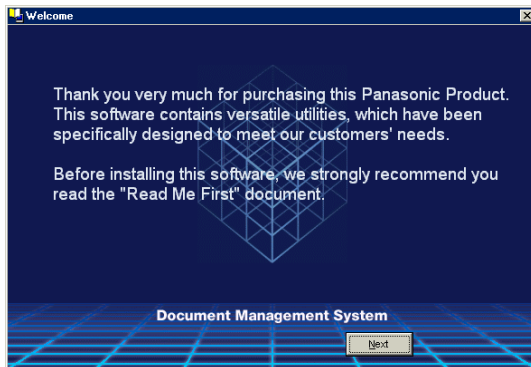
1

2



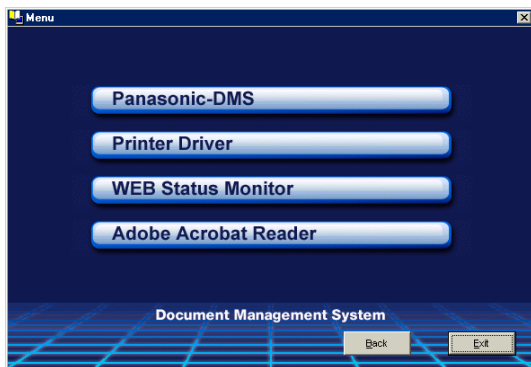
Insert the Panasonic Document Management System CD-ROM.
Click on the desired language.

3



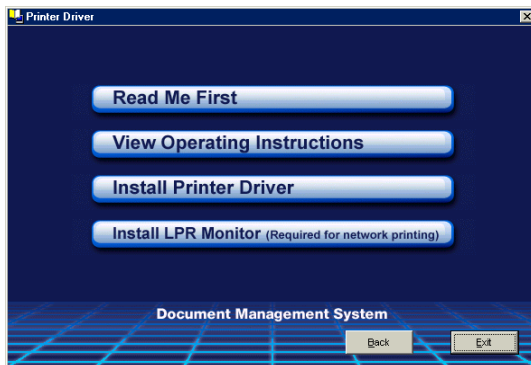
Click the button.

4



Click **Printer Driver**.

5

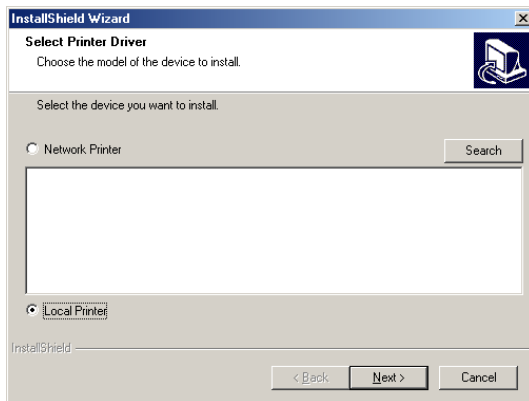


Note for Windows 98/Me users:
If your computer does not have the LPR Port Monitor installed, please proceed to "Installing the LPR Monitor" on page 30 before continuing this installation.

Click **Install Printer Driver**.

Windows 98/Me/NT/2000/XP

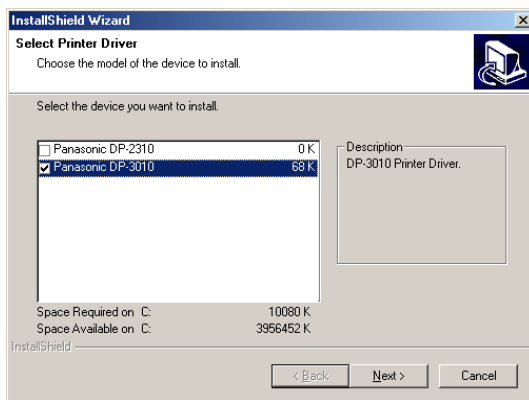
6



<For DP-3520/4520/6020 only>
Select **Local Printer** and click the **Next** button.

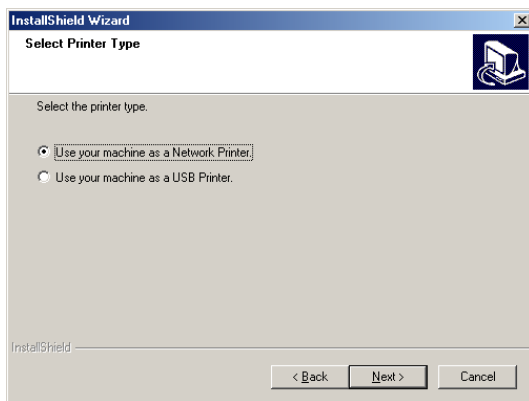
Note: *If your machine has been installed on your network, click the **Search** button to find it. Then, select the machine from the list of network connected units, and click the **Next** button.*

7



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

8



<For DP-2310/3010 only>

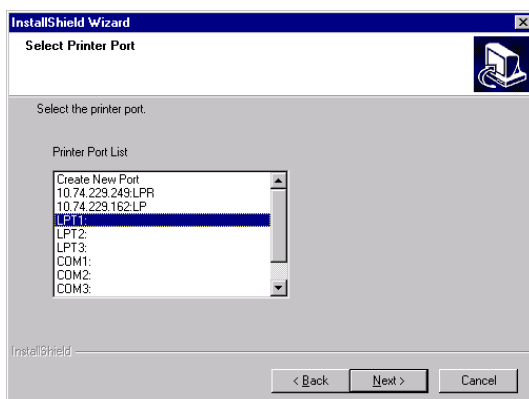
Select how your machine will be used, either as a Network Printer or as a USB Printer.

If USB Printer is selected, click the **Next** button and skip to Step 11.

Note:

- 1 *Make sure that the Power Switch of your machine is OFF and the USB cable is not connected to your computer.*
- 2 *The message does not appear in Windows 98. Follow the procedure on page 18 to install the printer driver.*

9



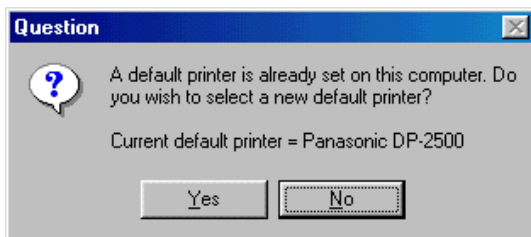
Check **LPT1:** and click the **Next** button.
(See Note 2 on page 17)

Continued on the next page...

Installing the Printer Driver

Windows 98/Me/NT/2000/XP

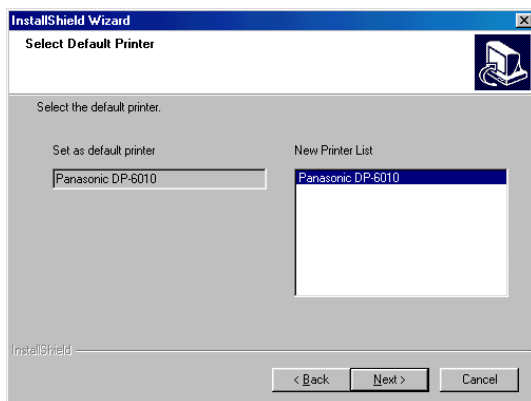
10



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

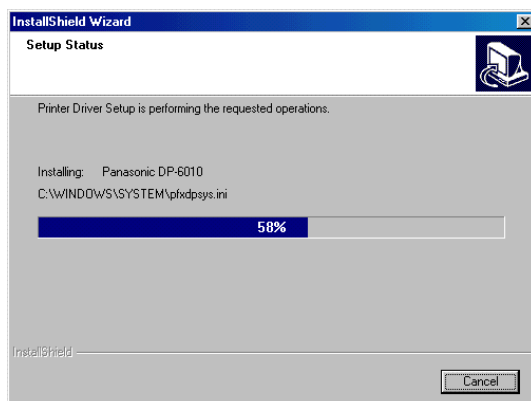
Note: *This dialog box only appears if another printer is already installed.*

11



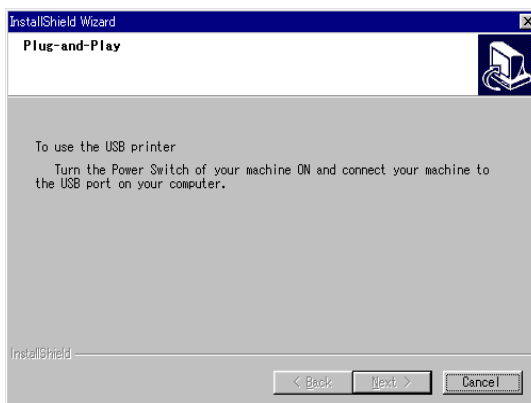
Select your new default printer from the New Printer List and click the button.

12



The required files are copied.

13a

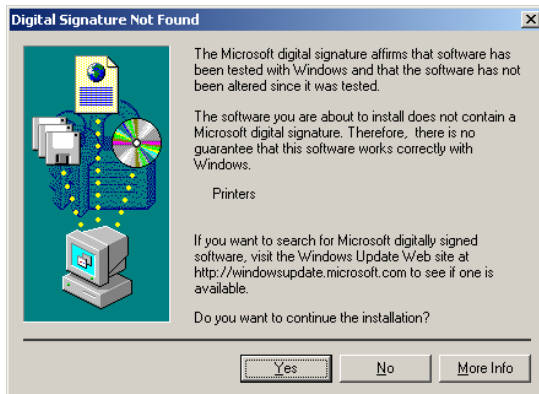
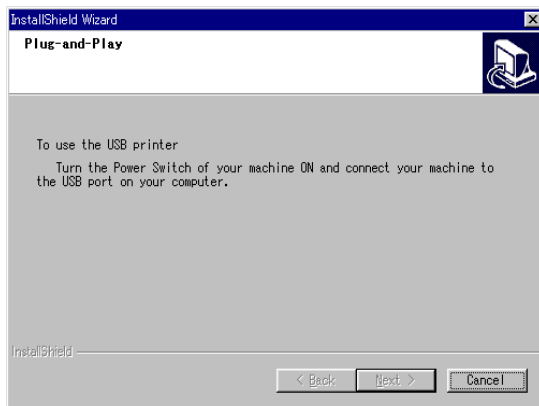
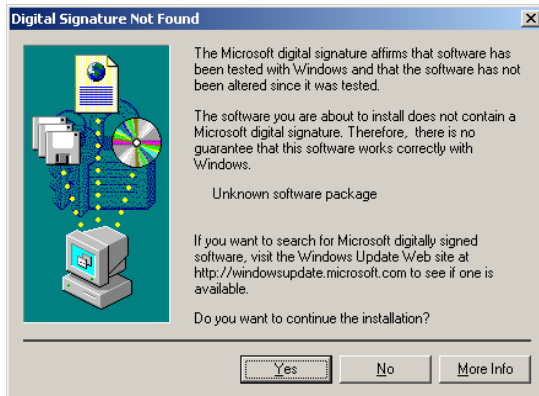


<Windows Me>

When this message appears, turn the Power Switch of your machine ON and connect your machine to an available USB Port on your computer.

Windows 98/Me/NT/2000/XP

13b



<Windows 2000>

Click the button.

When this message appears, turn the Power Switch of your machine ON and connect your machine to an available USB Port on your computer.

Click the button.

Continued on the next page...

Installing the Printer Driver

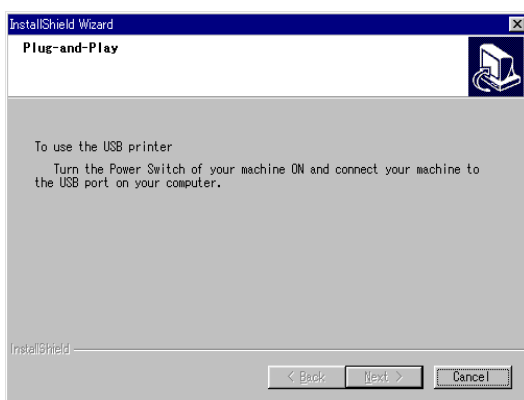
Windows 98/Me/NT/2000/XP

13c



<Windows XP>

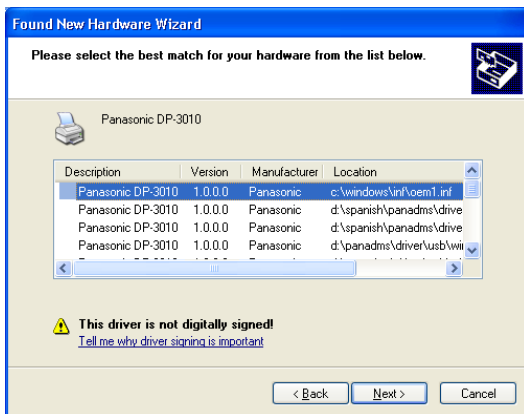
Click the button.



When this message appears, turn the Power Switch of your machine ON and connect your machine to an available USB Port on your computer.



Select **Install the software automatically** and click the button.



This message may appear if you have a previous version of the printer driver installed. Select the latest version of the *.inf file and click the button.

Windows 98/Me/NT/2000/XP

13c

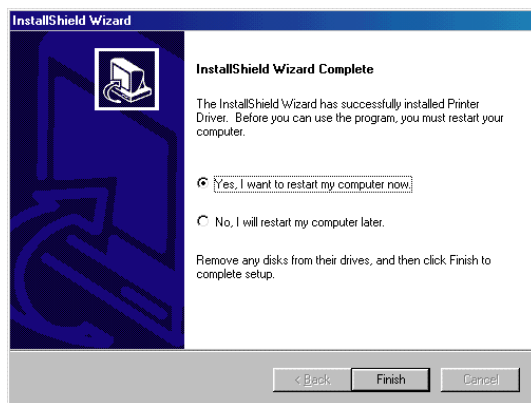


Click the **Continue Anyway** button.



Click the **Finish** button.

14



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

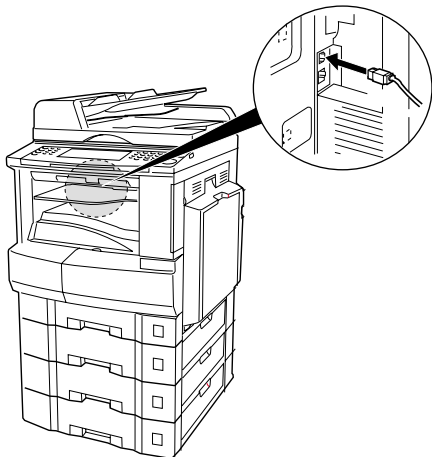
1. When installing on Windows NT 4.0 and Windows 2000/XP, logon to the computer/network using an account with administrator rights.
2. If the LPR Monitor is already installed on your PC, select **Create New Port** in step 9 and follow the InstallShield Wizard instructions.
3. To remove the Printer Driver, select **Panasonic DP-xxxx** on the **Add/Remove Programs Properties** in the Control Panel and click the **Add...** / **Remove** button.

Installing the Printer Driver

Connecting with a USB Cable (Windows 98)

When using the USB cable to connect the printer, install the printer driver by following the steps below.
(For DP-2310/3010 only)

1



Connect the printer to the PC with an USB cable.
Turn the Power Switch of your machine ON.

2



The **New Hardware Found** dialog box appears for a brief moment, followed by the **Add New Hardware Wizard** dialog box.

Click the **Next** button.

3



Select **Search for the best driver for your device**.

Click the **Next** button.

4

Insert the CD-ROM included in your machine.

Connecting with a USB Cable (Windows 98)

5



Select **Specify a location** and type **D:\English\PanaDMS\Driver\Usb\UsbDrv\Win9x** (where "D:" is your CD-ROM drive).

6



Click the **Next** button.

7



Click the **Finish** button.

8

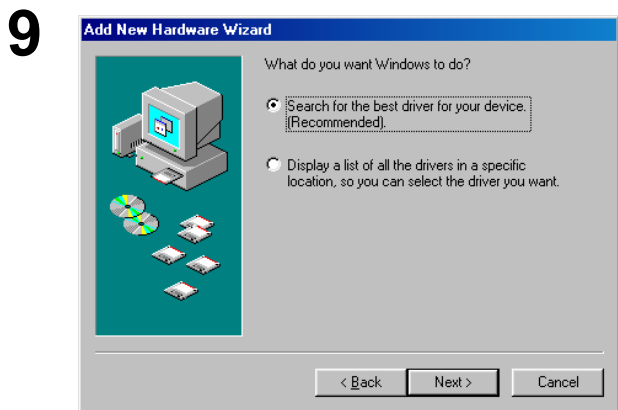


The **New Hardware Found** dialog box appears for a brief moment, followed by the **Add New Hardware Wizard** dialog box.

Click the **Next** button.

Installing the Printer Driver

Connecting with a USB Cable (Windows 98)



Select **Search for the best driver for your device**.

Click the **Next** button.

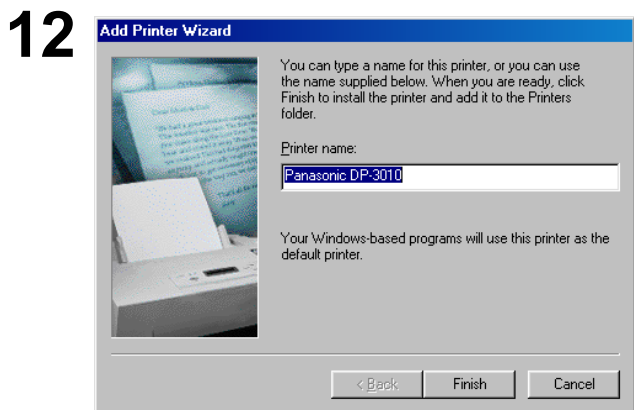


Select **Specify a location** and type **D:\English\PanaDMS\Driver\Usb\Win9x** (where "D:" is your CD-ROM drive).

Click the **Next** button.



Click the **Next** button.



Enter the Printer name and click the **Finish** button.

Connecting with a USB Cable (Windows 98)

13

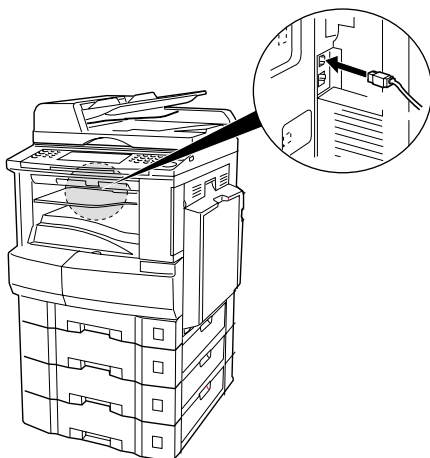


Click the button.

Installing the Printer Driver

Connecting with a USB Cable (Windows Me)

1



Connect the printer to the PC with an USB cable.
Turn the Power Switch of your machine ON.

2



The **New Hardware Found** dialog box appears for a brief moment, followed by the **Add New Hardware Wizard** dialog box.

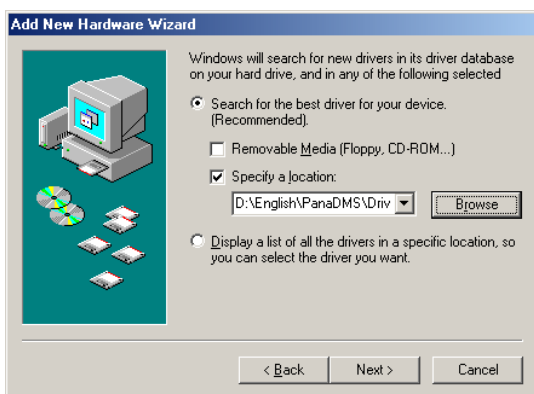
Select Specify the location of the driver.

Click the button.

3

Insert the CD-ROM included in your machine.

4



Select **Specify a location** and type **D:\English\PanaDMS\Driver\Usb\UsbDrv\Win9x** (where "D:" is your CD-ROM drive).

Connecting with a USB Cable (Windows Me)

5



Click the **Next** button.

6



Click the **Finish** button.

7

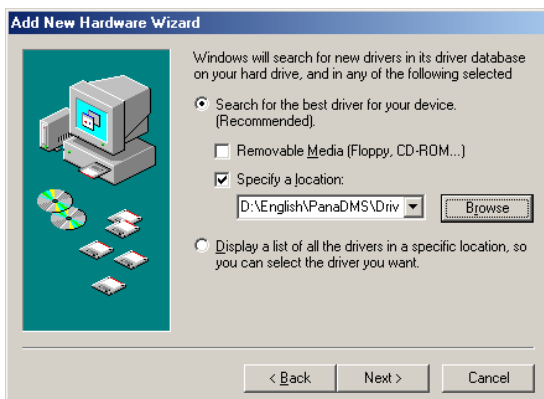


The **New Hardware Found** dialog box appears for a brief moment, followed by the **Add New Hardware Wizard** dialog box.

Select **Specify the location of the driver**.

Click the **Next** button.

8



Select **Specify a location** and type **D:\English\PanaDMS\Driver\Usb\Win9x** (where "D:" is your CD-ROM drive).

Click the **Next** button.

Continued on the next page...

Installing the Printer Driver

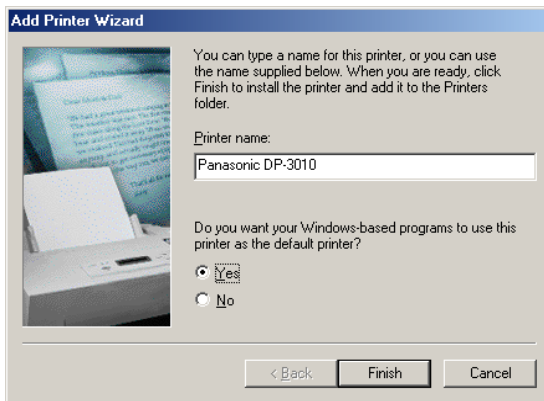
Connecting with a USB Cable (Windows Me)

9



Click the **Next** button.

10



Enter the Printer name and click the **Finish** button.

11

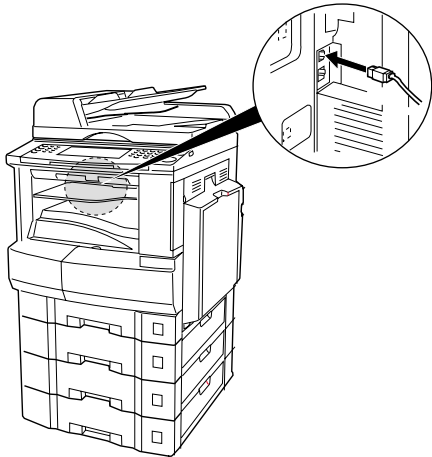


Click the **Finish** button.

Installing the Printer Driver

Connecting with a USB Cable (Windows 2000)

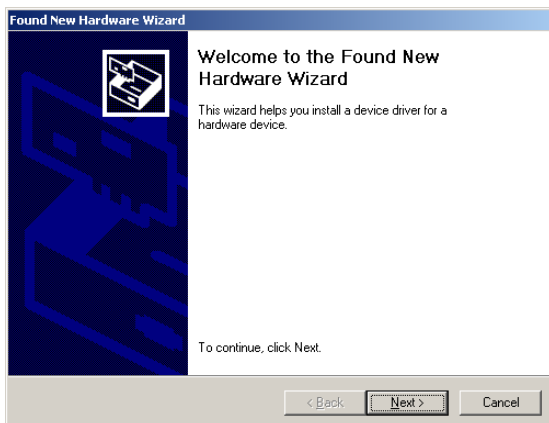
1



Connect the printer to the PC with an USB cable.

Turn the Power Switch of your machine ON.

2



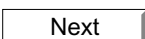
The **Found New Hardware Wizard** dialog box appears.

Click the  button.

3



Select **Search for a suitable driver for my device**.

Click the  button.

4

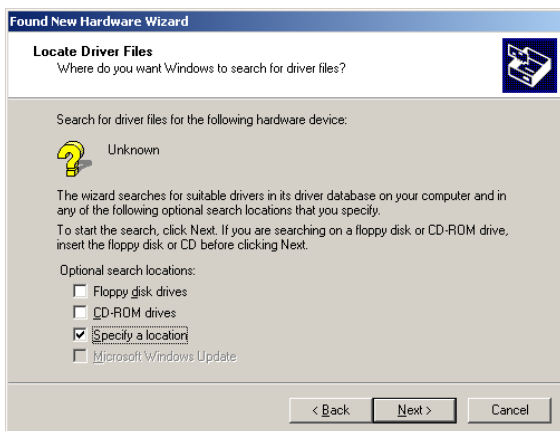
Insert the CD-ROM included in your machine.

Continued on the next page...

Installing the Printer Driver

Connecting with a USB Cable (Windows 2000)

5



Select **Specify a location**.

Click the button.

6

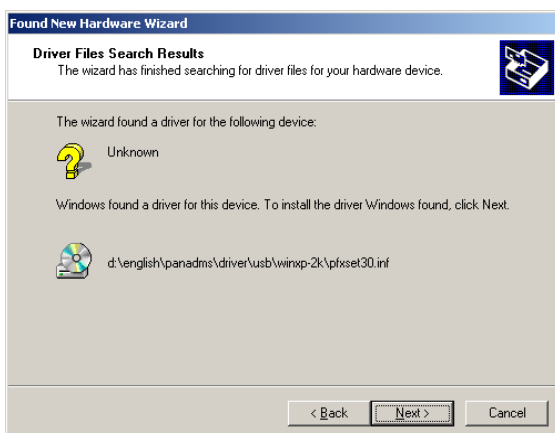


Type

D:\English\PanaDMS\Driver\Usb\WinXP-2K
(where "D:" is your CD-ROM drive).

Click the button.

7



Click the button.

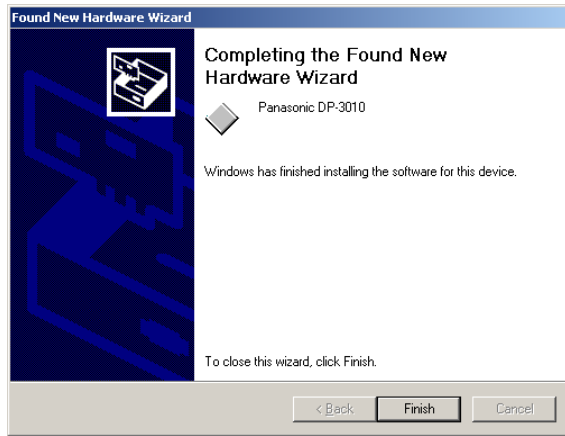
8



Click the button.

Connecting with a USB Cable (Windows 2000)

9

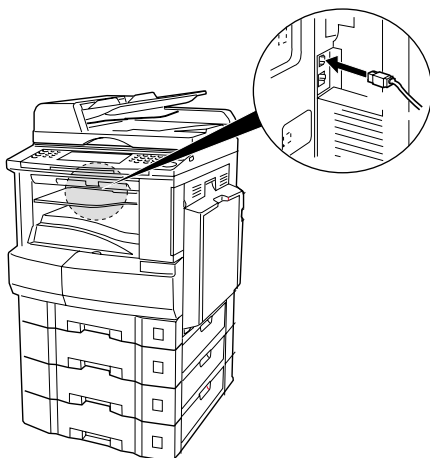


Click the button.

Installing the Printer Driver

Connecting with a USB Cable (Windows XP)

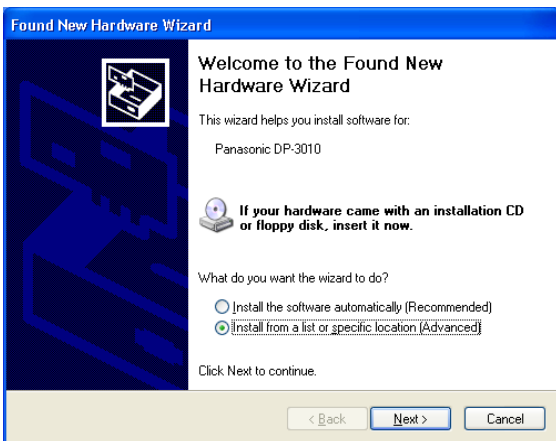
1



Connect the printer to the PC with an USB cable.

Turn the Power Switch of your machine ON.

2

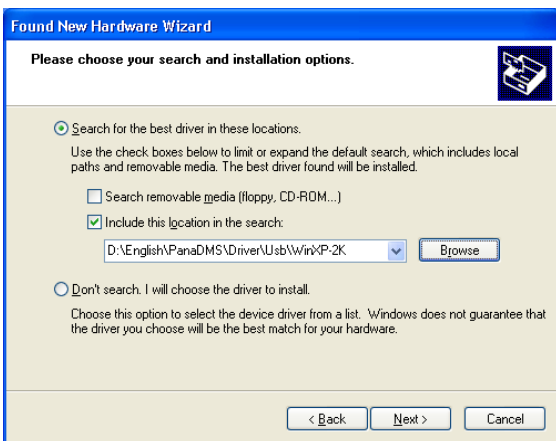


The **Found New Hardware Wizard** dialog box appears.

Select **Install from a list or specific location (Advanced)**.

Click the **Next** button.

3



Select **Include this location in the search**.

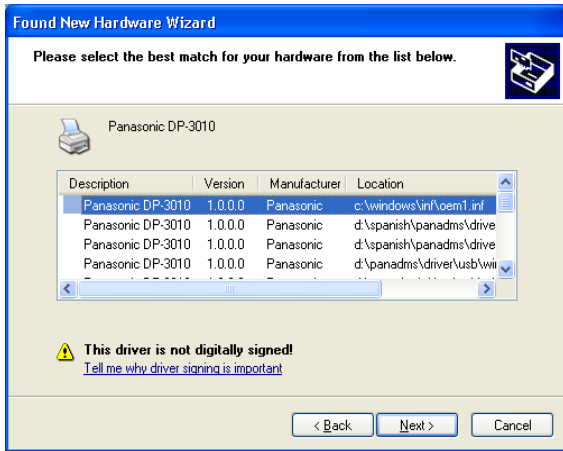
Type **D:\English\PanaDMS\Driver\Usb\WinXP-2K** (where "D:" is your CD-ROM drive).

Insert the CD-ROM included in your machine.

Click the **Next** button.

Connecting with a USB Cable (Windows XP)

4



This message may appear if you have a previous version of the printer driver installed.

Select the latest version of the *.inf file and click the button.

5



Click the button.

6



Click the button.

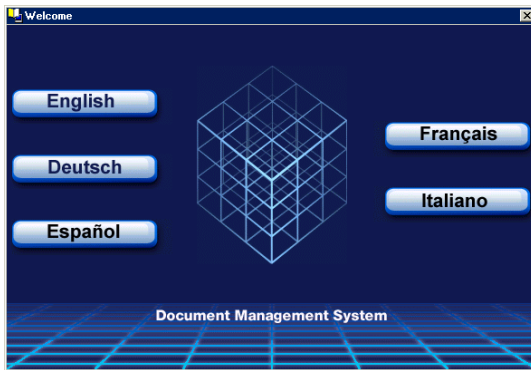
Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

1

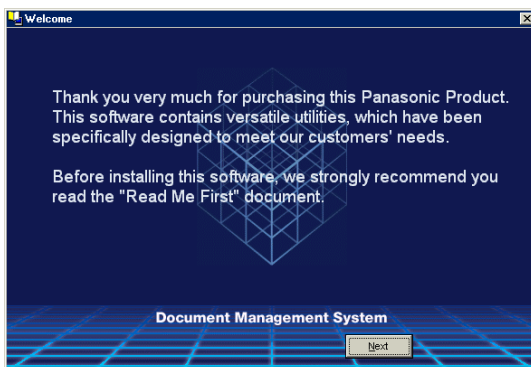
Insert the Panasonic Document Management System CD-ROM.

2



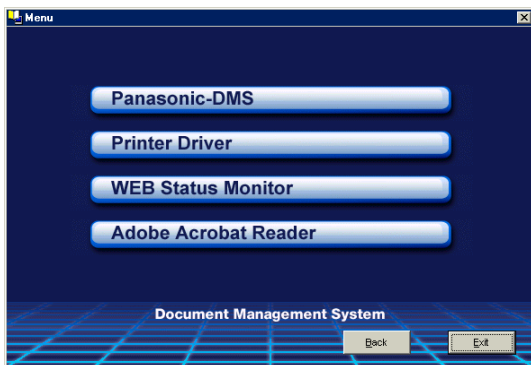
Click on the desired language.

3



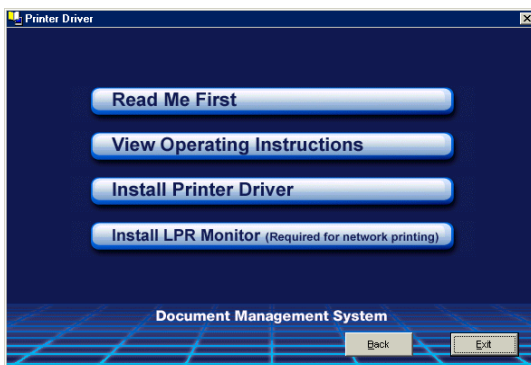
Click the button.

4



Click **Printer Driver**.

5

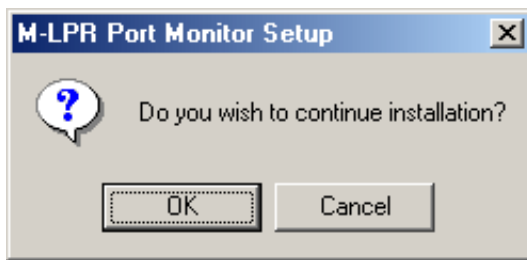


Click **Install LPR Monitor**.

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

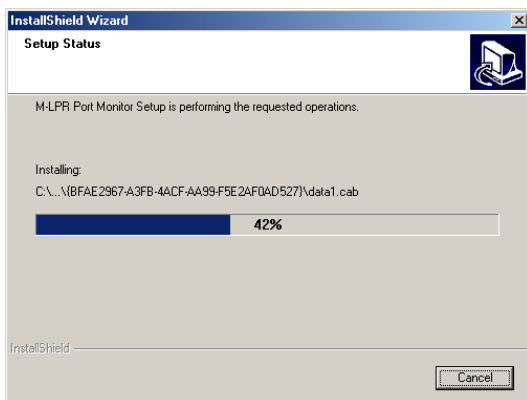
6



The **M-LPR Port Monitor Setup** dialog box appears.

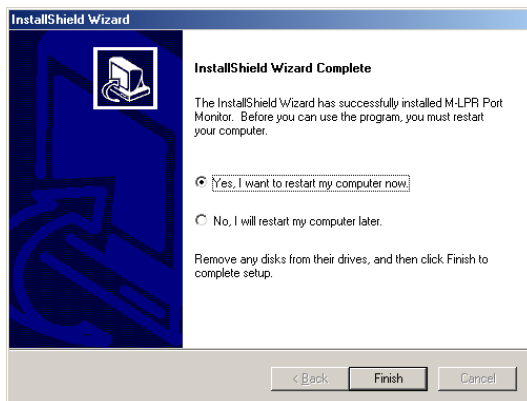
Click the **OK** button.

7



The required files are copied.

8



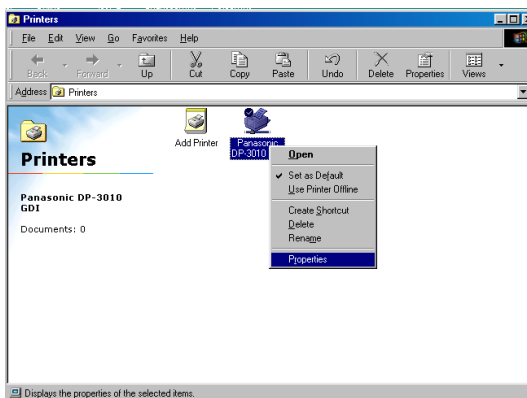
The setup program copies the necessary files onto the hard disk of your PC.

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 **Finish** button.

9



If you have not installed the printer driver yet, please proceed to "Installing the Printer Driver" on page 12.

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

The **Printers** folder appears.

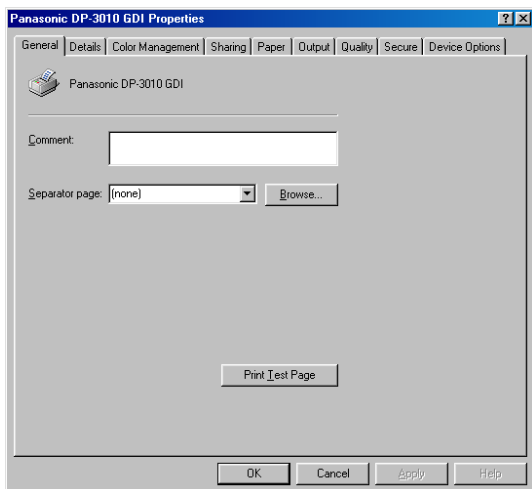
Right-click on the desired printer icon and select **Properties** from the pop-up menu.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

10

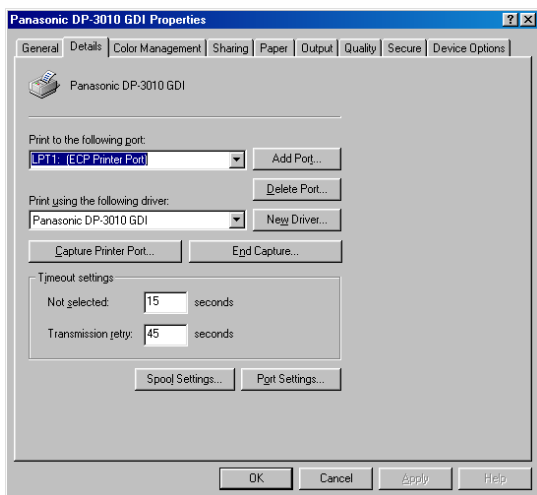



The printer properties dialog box appears.

The following step registers the LPR Port for network printing.

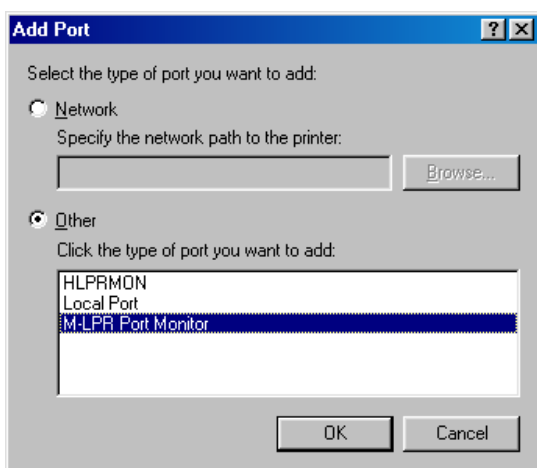
Before proceeding, ensure that the printer is installed, connected to the network, turned ON and is operating properly.

11

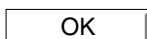


Select the **Details** tab and click the  button.

12



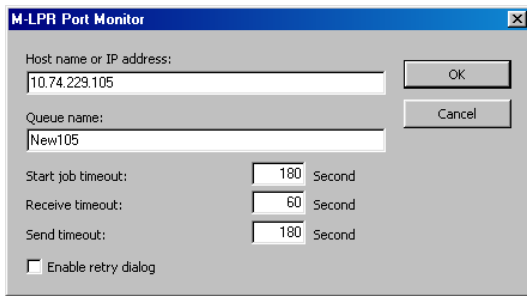
The **Add Port** dialog box appears. Click the **Other** radio button, select **M-LPR Port Monitor** from "Click the type of port you want to add:" list, and click the

 button.

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

13

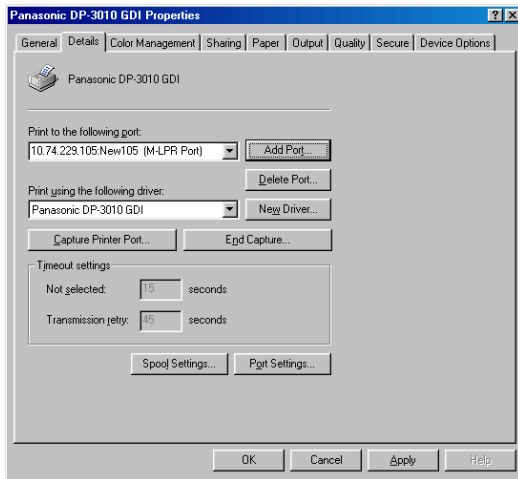


The **M-LPR Port Monitor** dialog box appears.

Type the IP Address of the machine in the **Hostname or IP address** window and the queue name (e.g. New105) in the **Queue name:** window.

Click the 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 "New106".

14



The screen reverts to the Printer Properties.

Check that the "Print to the following port:" has been changed as entered in step 13, and click on the **Apply** button first and then the button.

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

NOTE

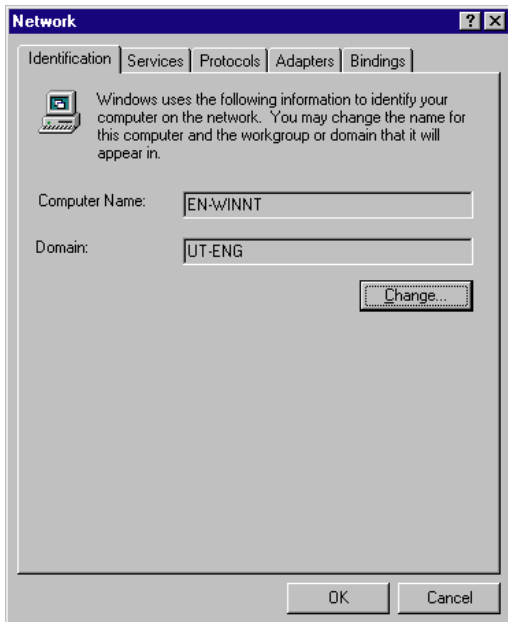
1. To print data via LAN, the LPR Monitor must be installed on your PC.

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

Logon using an account with administrator rights.

1



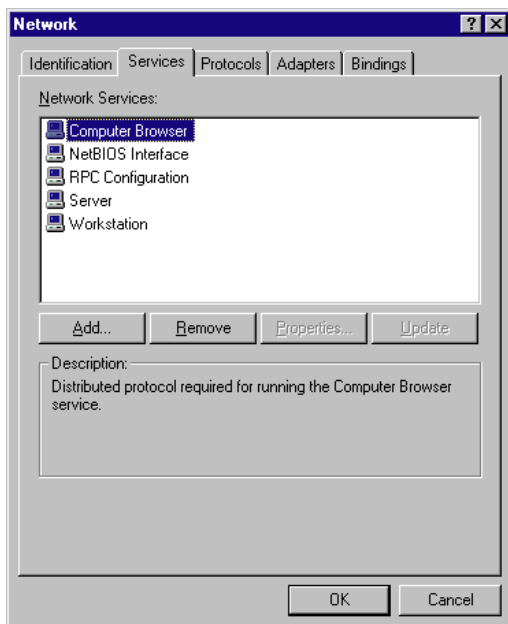
Click the **Start** button, select **Settings**, and click **Control Panel**.

The **Control Panel** window appears.

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

The **Network** dialog box appears.

2

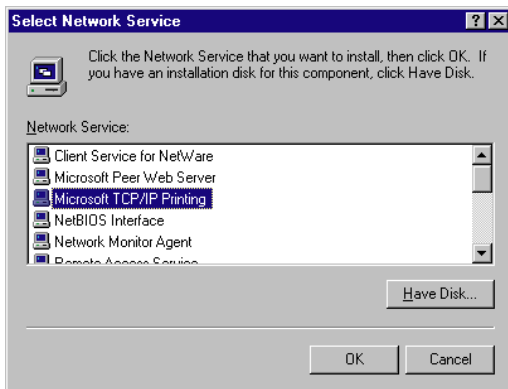


Click the **Services** tab.

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.

3



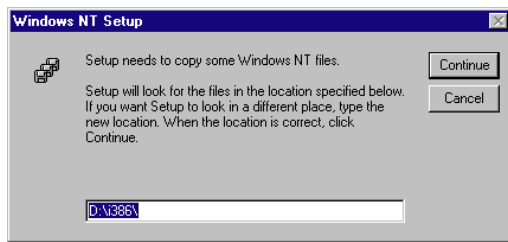
Click the **Add...** button to display the **Select Network Service** dialog box, and select **Microsoft TCP/IP Printing**.

Click the **OK** button.

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

4

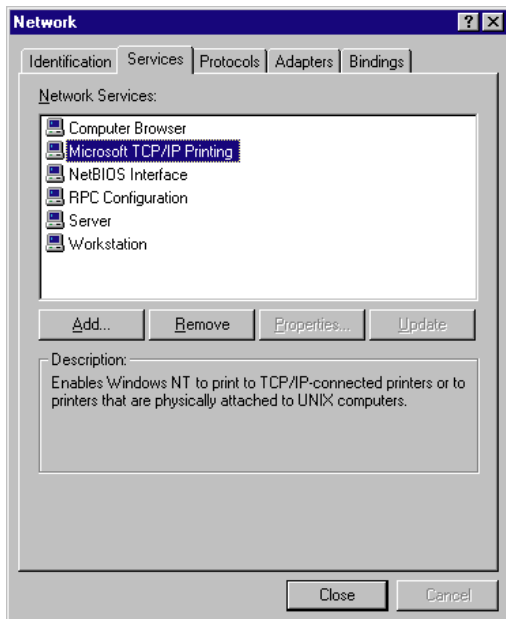


The **Windows NT Setup** dialog box appears.

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

Click the **Continue** button.

5

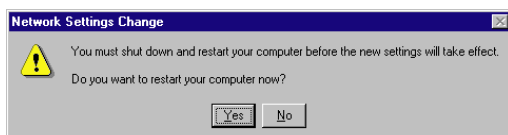


After the files have been copied into the hard drive of your PC, the display returns to the Network dialog box. Confirm that the Microsoft TCP/IP Printing service has been added to Network Services list.

Click the **Close** button.

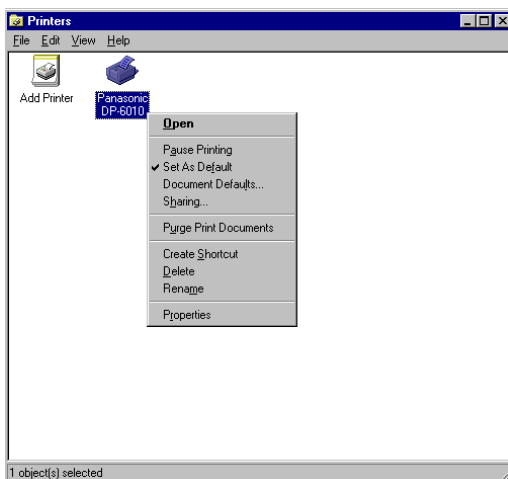
Note: *If the OK button does not change into a Close button, remove and reinstall the Microsoft TCP/IP Printing service.*

6



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

7



You have now completed the LPR Service installation.

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

The **Printers** folder appears.

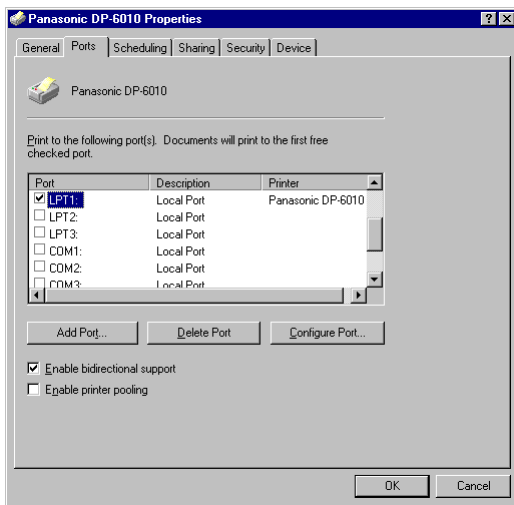
Right-click on the desired printer icon and select **Properties** from the pop-up menu.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor


Windows NT 4.0

8

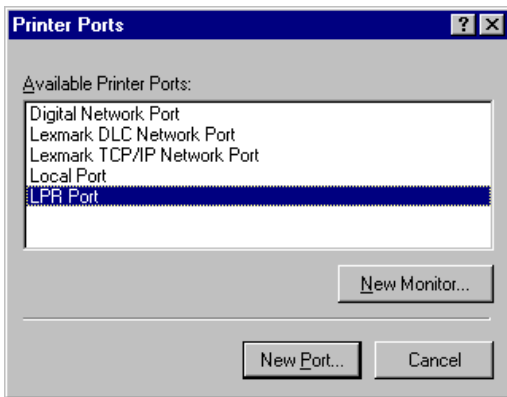


The following step registers the LPR Port for network printing.


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  button.

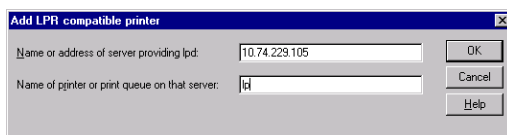
9



The **Printer Ports** dialog box appears.


Select **LPR Port** and click the  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.

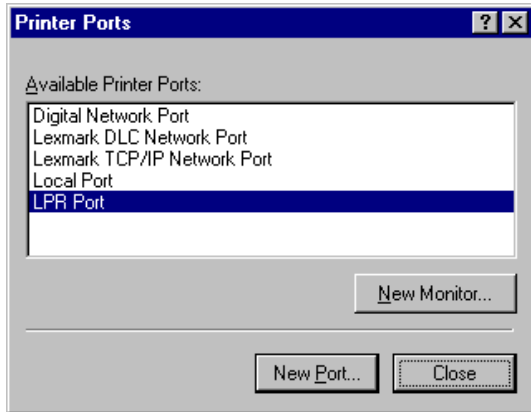
Click the  button.

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

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

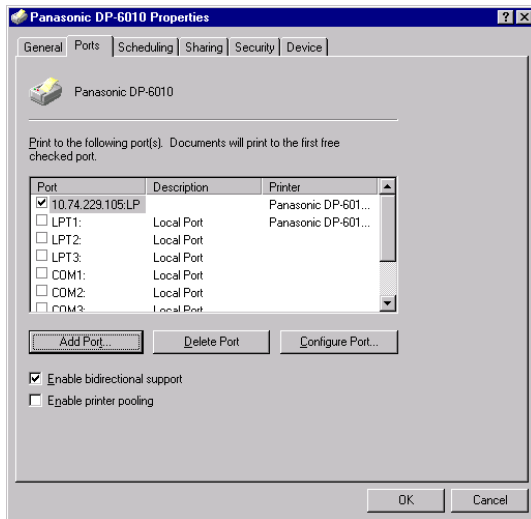
11



The **Printer Ports** dialog box appears.

Click the button.

12



Select the printer port and click the button.

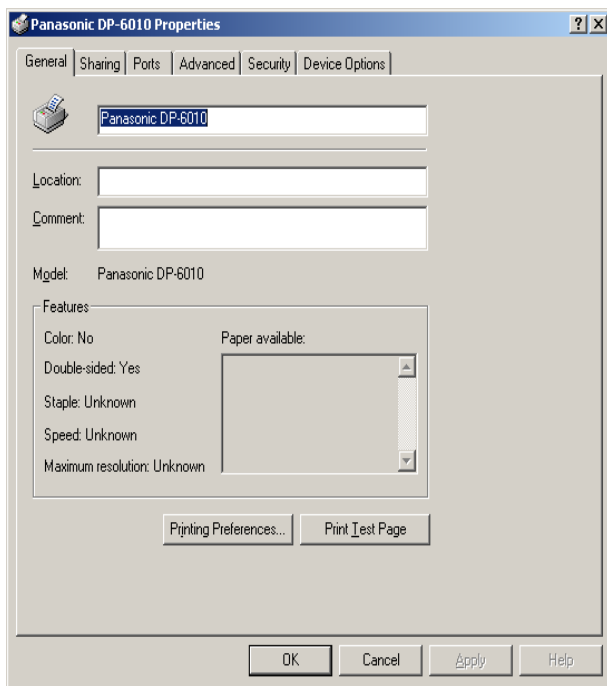
The printer properties dialog box closes and you have now configured the printer as a network printer.

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/XP

Logon using an account with administrator rights.

1

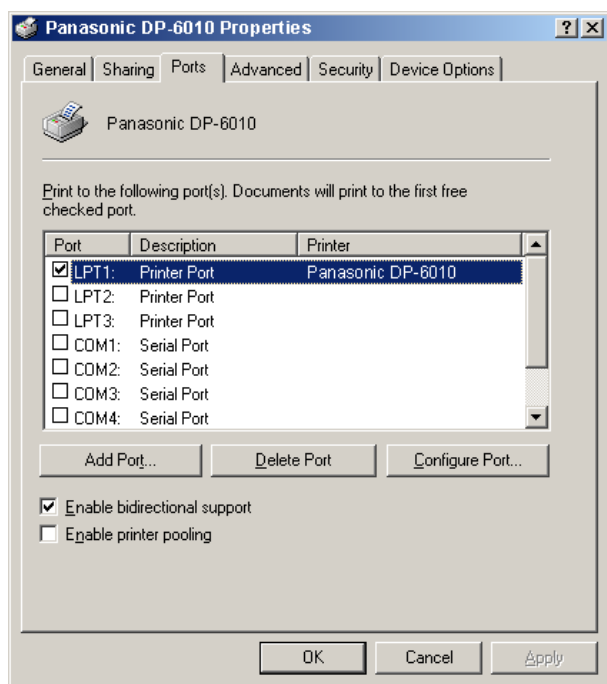


Open the **Printers** folder.

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

The printer properties dialog box appears.

2



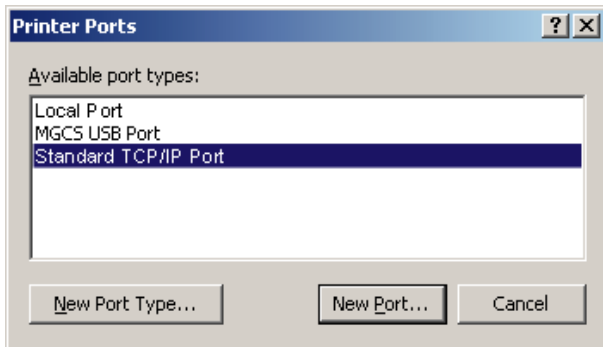
Select the **Ports** Tab and click the

Add Port... button.

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/XP

3



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

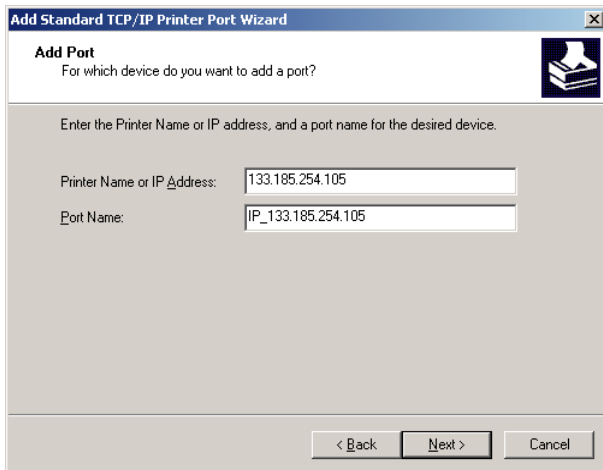
button.

4



Click the button.

5



Enter the IP Address and the Port Name and

click the button.

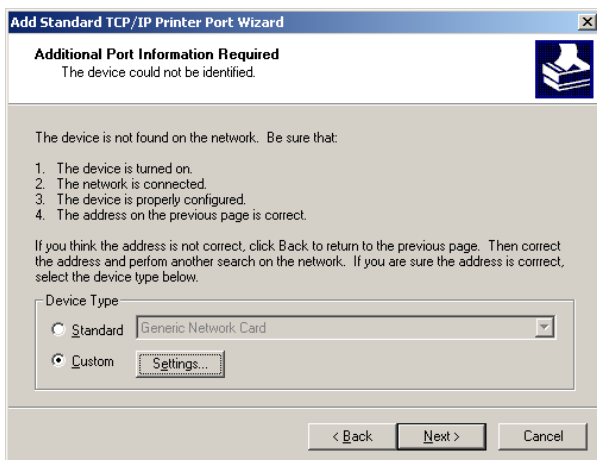
Note: *The Port Name is automatically entered by Windows 2000/XP. You may need to change it as required.*

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

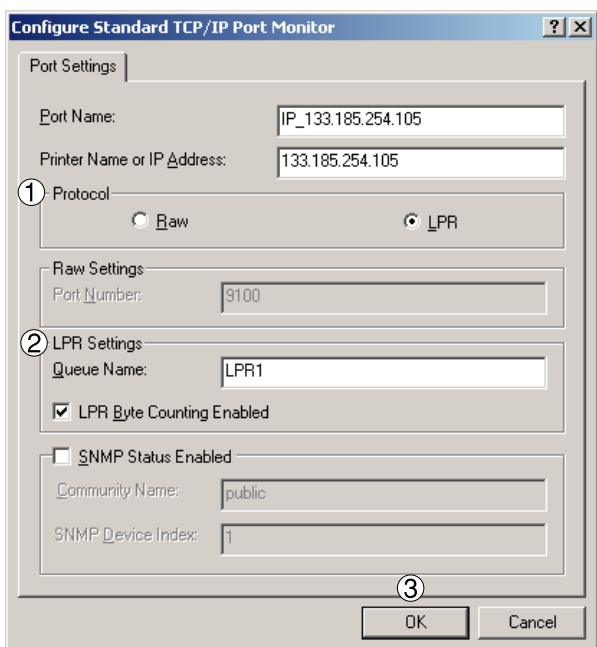
Windows 2000/XP

6



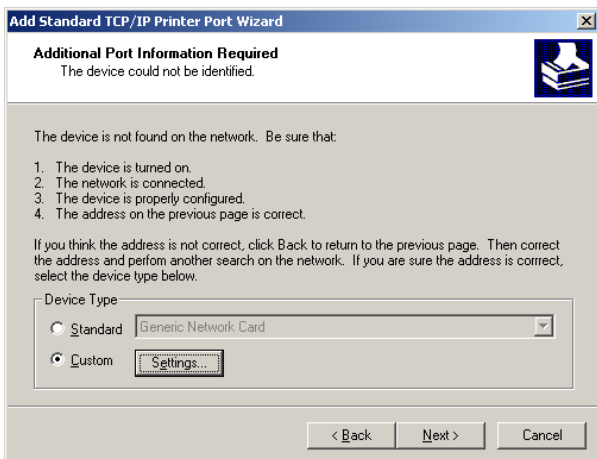
Select **Custom** and click the **Settings...** button.

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

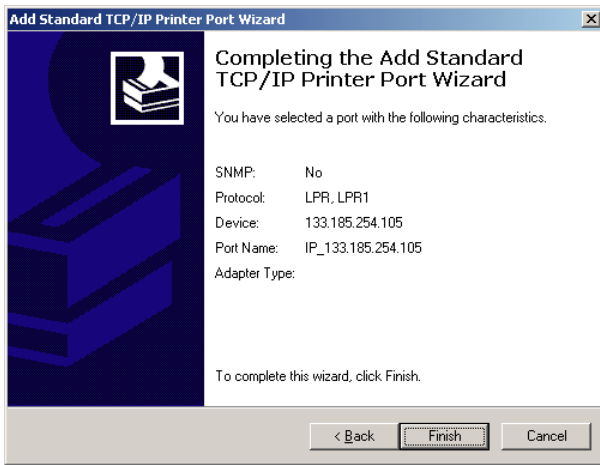


Click the **Next** button.

Installing the LPR (Line Printer Remote) Monitor

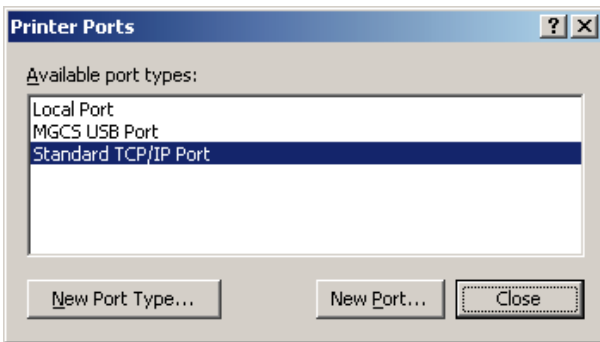
Windows 2000/XP

9



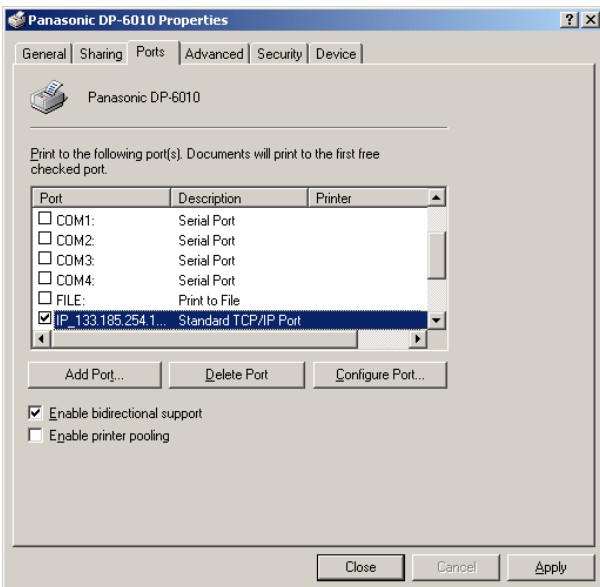
Click the **Finish** button.

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.

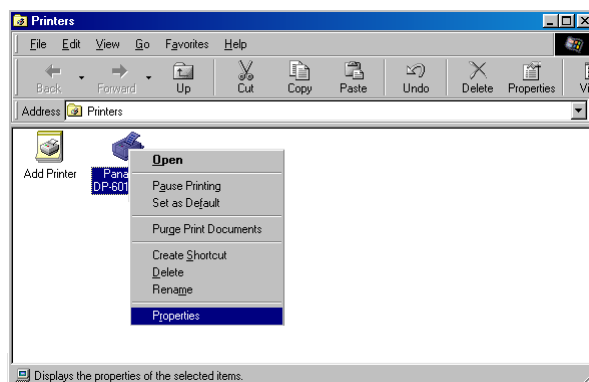
Configuring the Printer Driver Settings

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.

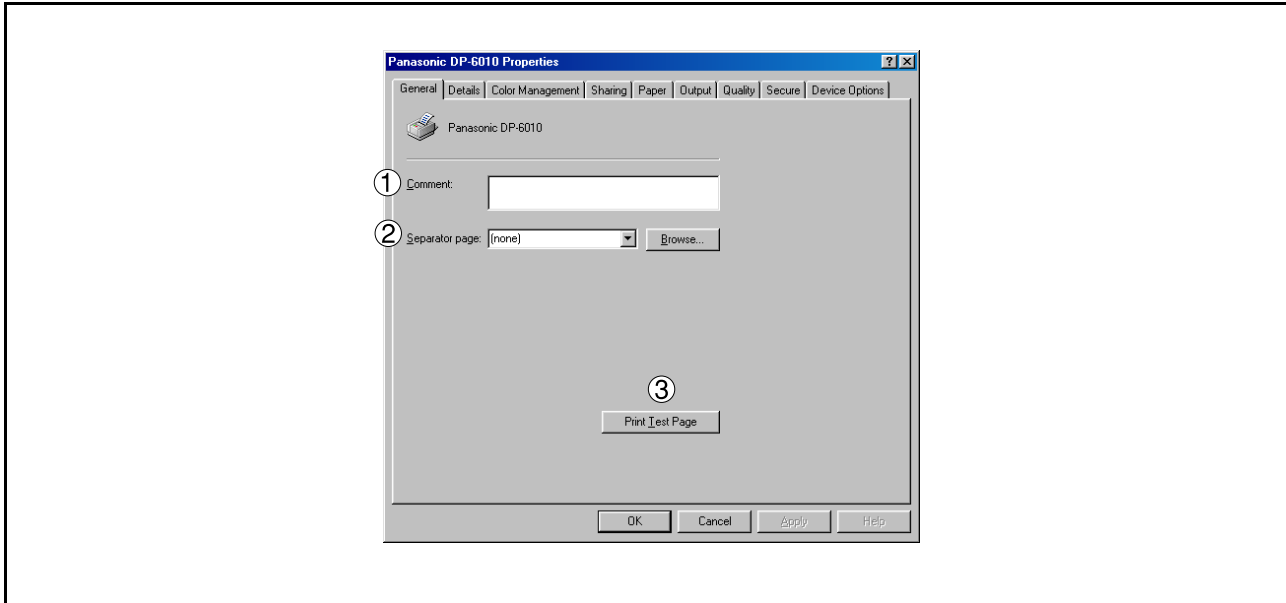
The printer properties dialog box appears.



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.

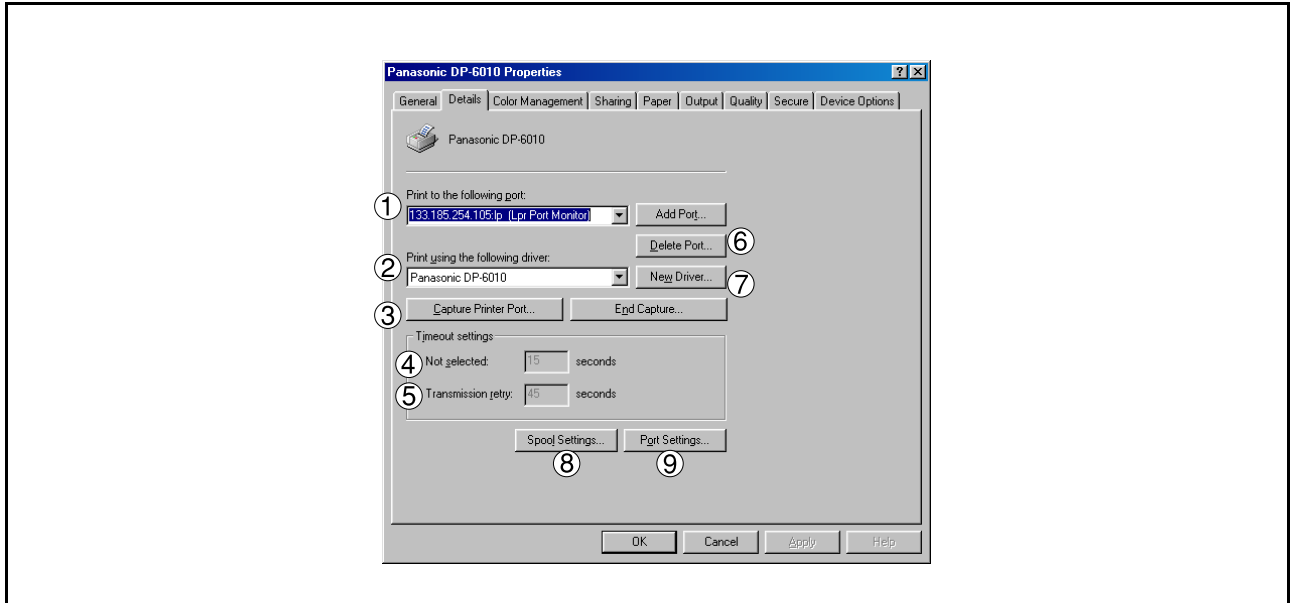
3. **Print Test Page** button

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**

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

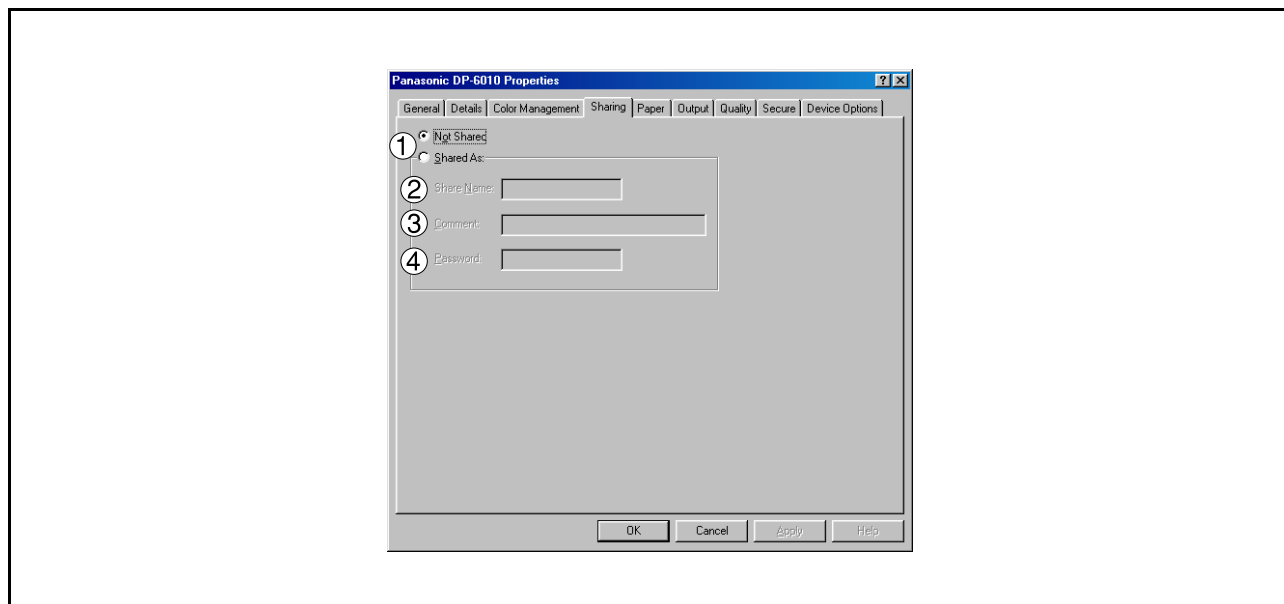
9. **button**

Modifies printer port settings.

Configuring the Printer Driver Settings

Windows 98/Me

Sharing Tab



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 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.

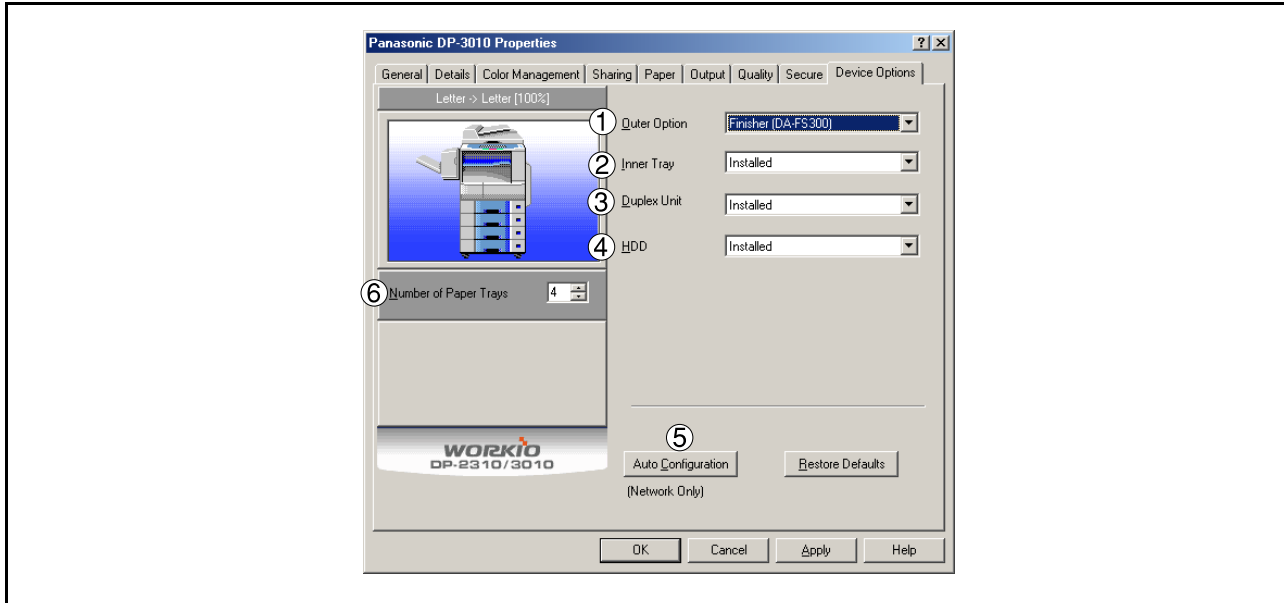
NOTE

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 Options Tab (For DP-2310/3010)



1. Outer Option

Select the installed outer option.

2. Inner Tray

Select **Installed** if the Inner Tray is installed.

3. Duplex Unit

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

4. HDD

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

5. **Auto Configuration** button

When your machine is connected onto the network (TCP/IP), click this button to set the Options Configuration automatically.

6. Number of Paper Trays

Select the number of available paper trays if optional Paper Feed Module(s) are installed.

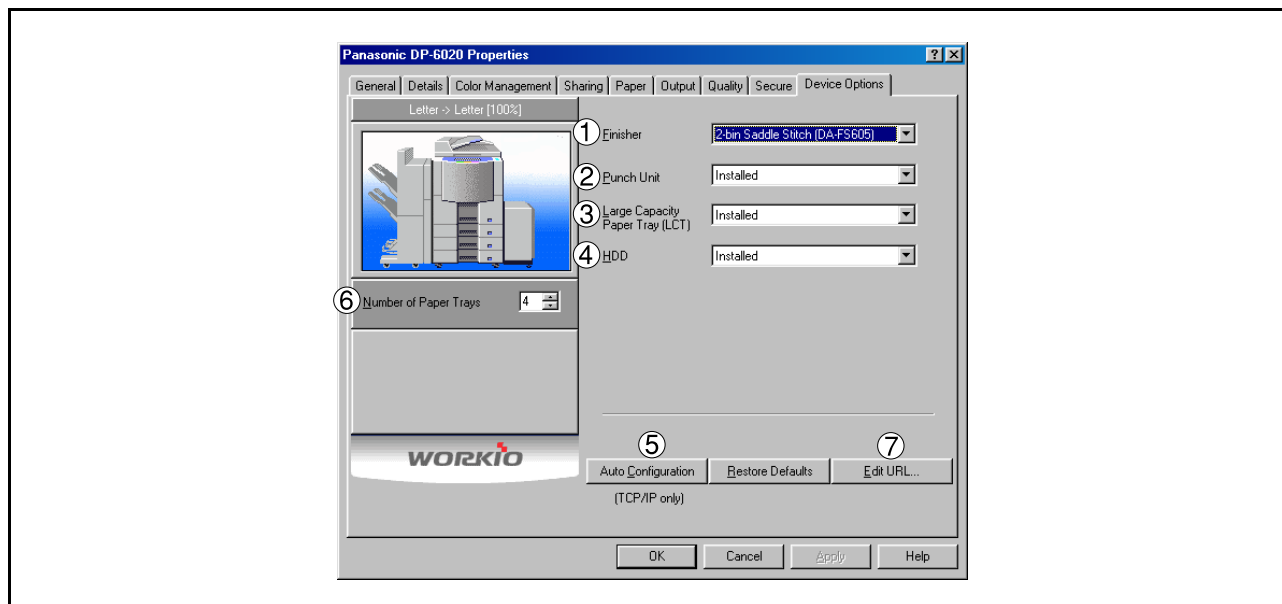
NOTE

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

Configuring the Printer Driver Settings

Windows 98/Me

Device Options Tab (For DP-3510/3520/4510/4520/6010/6020)



1. Finisher

Select the type of the finisher if one is installed.

2. Punch Unit

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

3. Large Capacity Paper Tray (LCT)

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

4. HDD

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

5. Auto Configuration button (DP-3520/4520/6020 only)

When your machine is connected onto the network (TCP/IP), click this button to set the Options Configuration automatically.

6. Number of Paper Trays

Select the number of available paper trays if optional Paper Feed Module(s) are installed.

7. Edit URL... button (DP-3520/4520/6020, For USA only)

Edit the URL address that will be displayed when clicking the Support Contacts (W)... button of the Paper Tab (see page 75).

Configuring the Printer Driver Settings

Windows 98/Me

URL Support Information

URL 1 Title: Support

URL 1:

Contact 1:

URL 2 Title: Supplies

URL 2:

Contact 2:

URL 3 Title: Sales

URL 3:

Contact 3:

URL 4 Title: Network Support

URL 4:

Contact 4:

OK Cancel

- **URL Title**
Enter an applicable URL title.
- **URL**
Enter the URL address to be associated to the button of the Paper Tab.
- **Contact**
Enter applicable contact information (i.e.: The email address of the contact person)

NOTE

1 **Device Options** 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 pages 74 - 81).

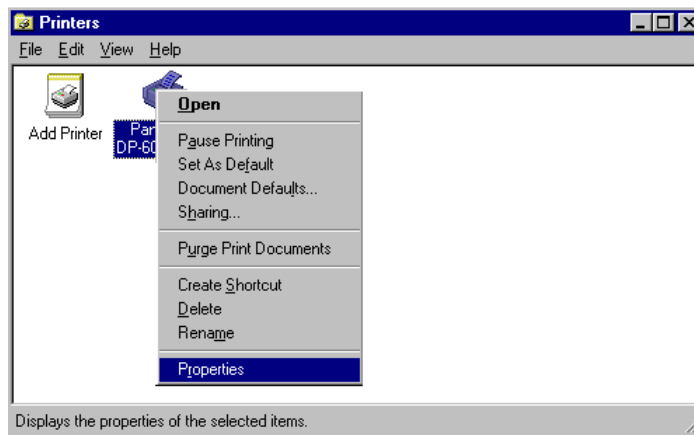
Configuring the Printer Driver Settings

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.



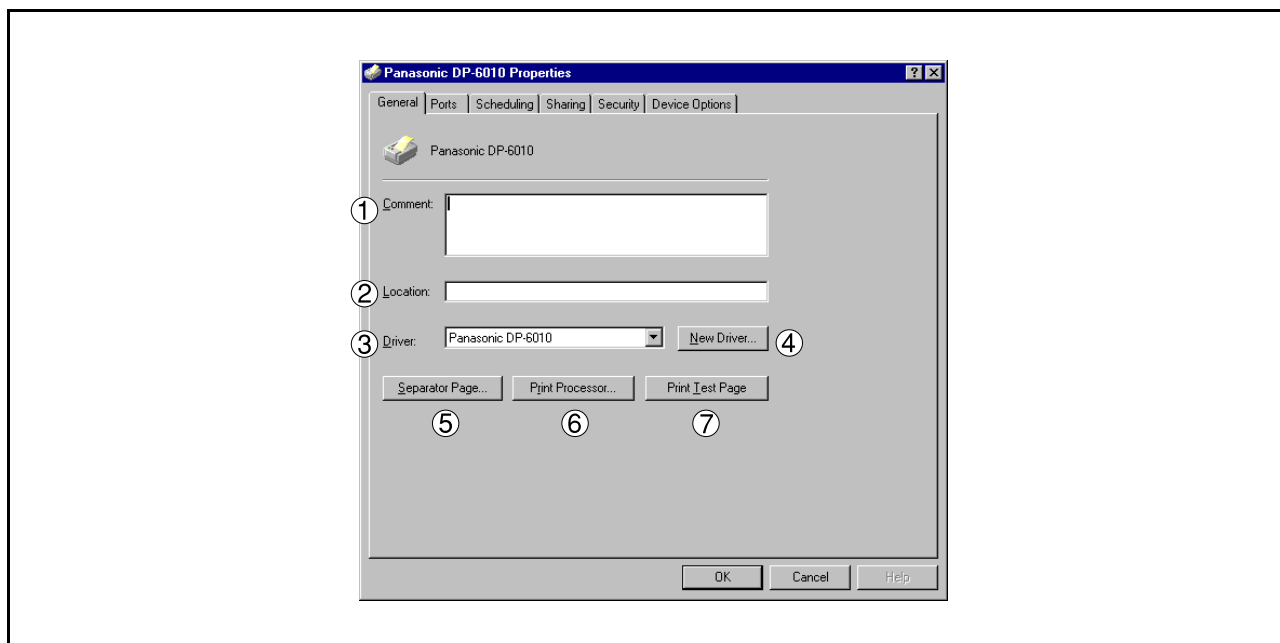
NOTE

1. In Windows NT 4.0, setting the properties depends on the logon 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 61)

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.

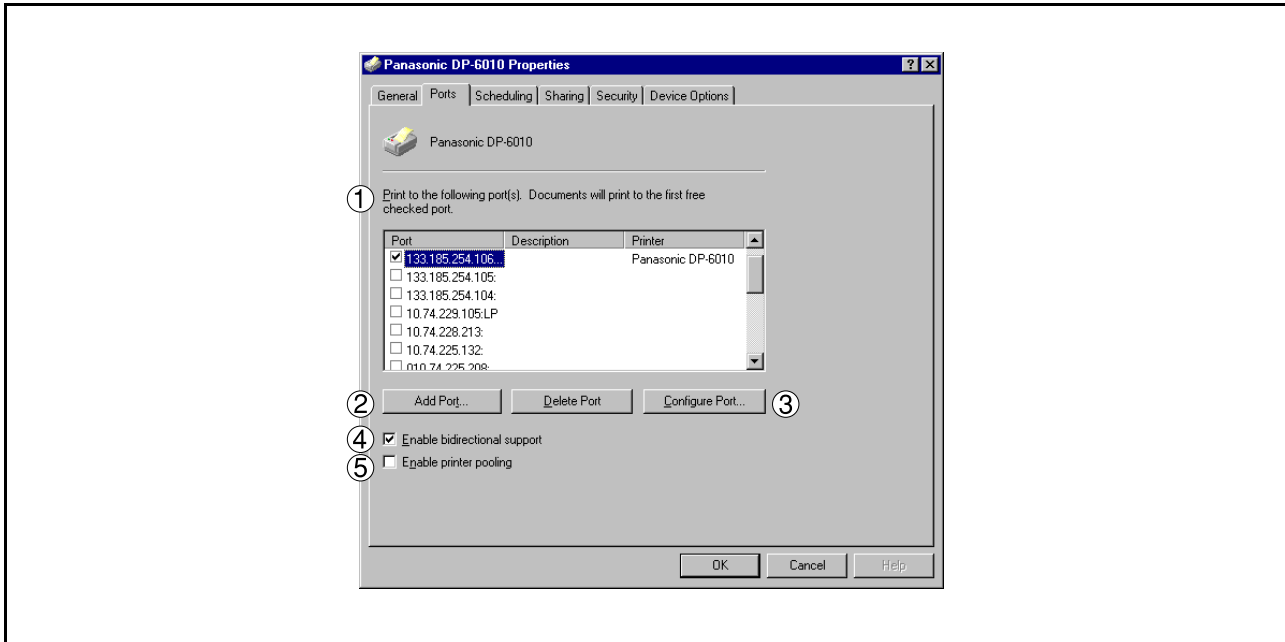
7. **Print Test Page** button

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

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

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

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

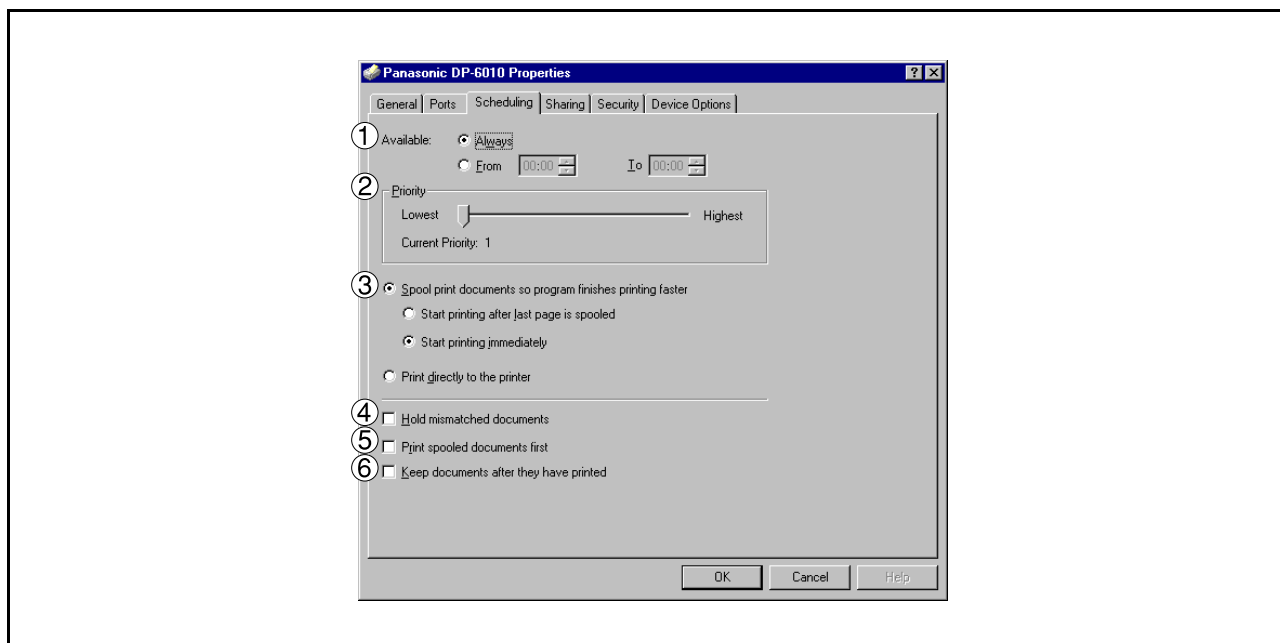
NOTE

1. Specify time (seconds) waiting for the printer to be ready for printing. If 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 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.

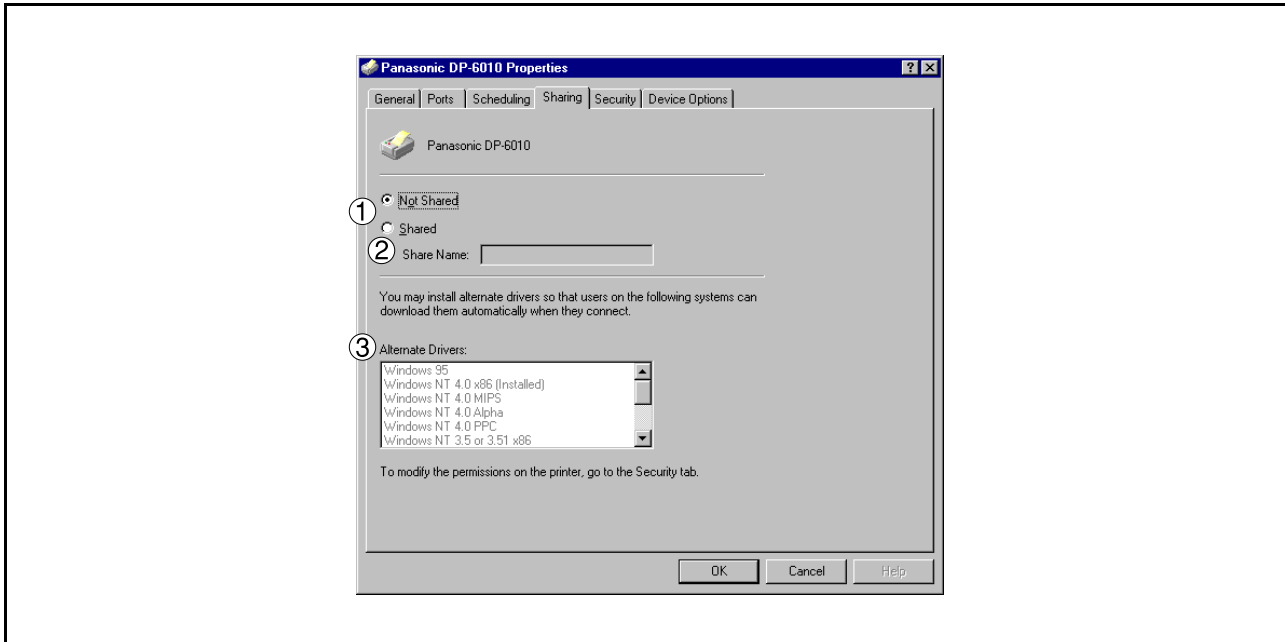
6. Keep documents after they have printed

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.

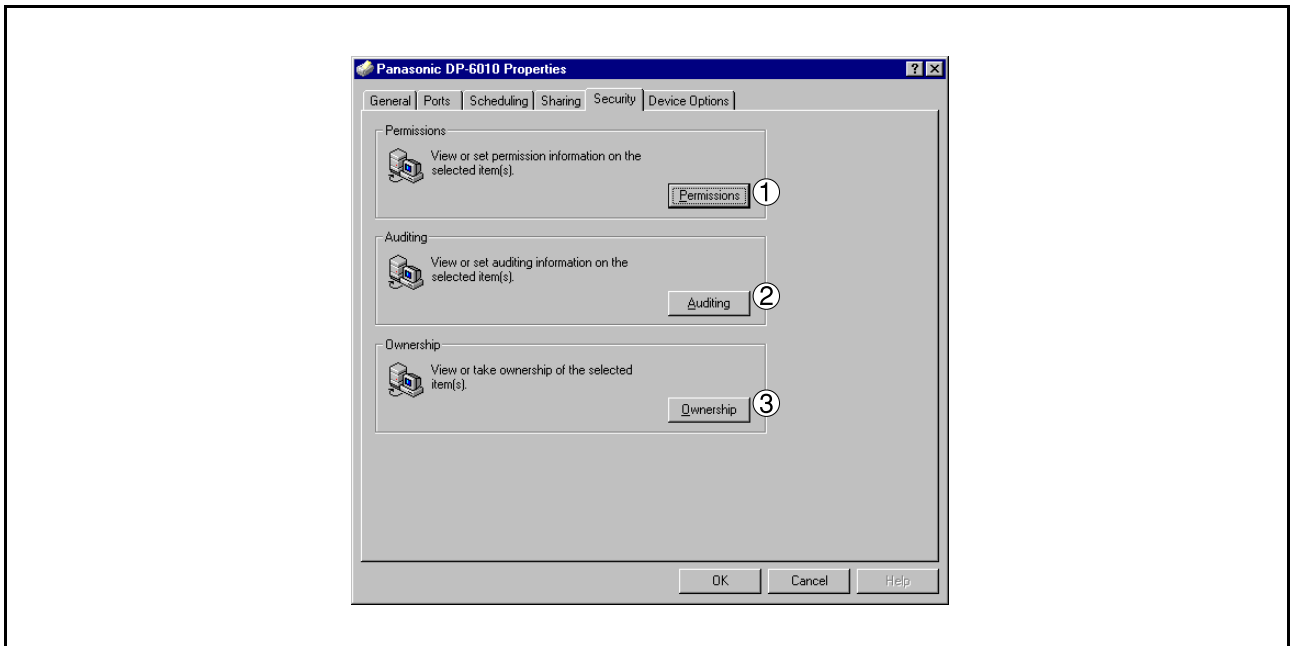
NOTE

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



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.

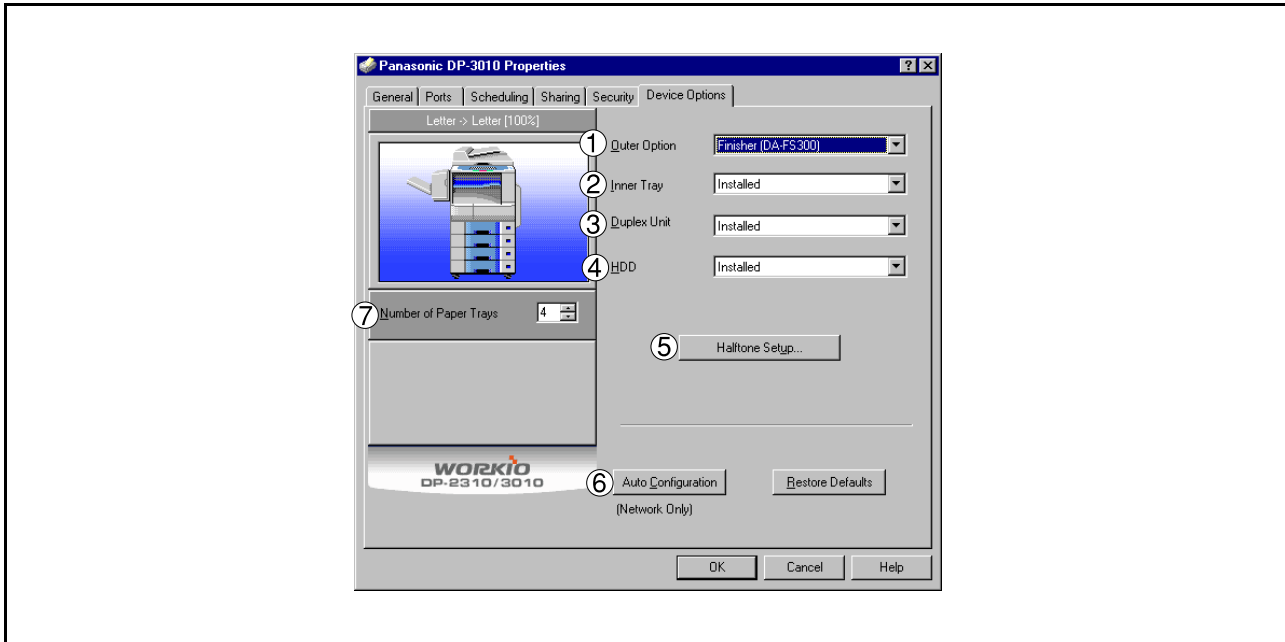
NOTE

1. In order to utilize these features, first you need to select Audit... 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 Options Tab (For DP-2310/3010)



1. Outer Option

Select the installed outer option.

2. Inner Tray

Select **Installed** if the Inner Tray is installed.

3. Duplex Unit

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

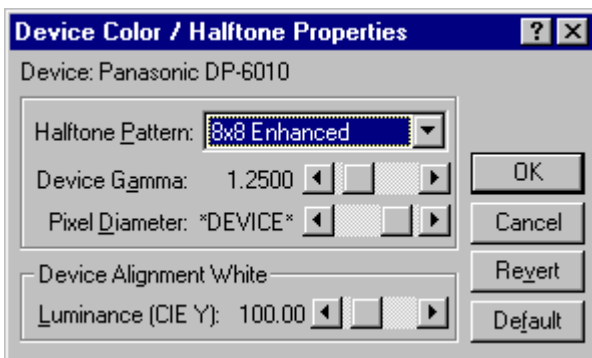
4. HDD

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. **Auto Configuration** button

When your machine is connected onto the network (TCP/IP), click this button to set the Options Configuration automatically.

7. **Number of Paper Trays**

Select the number of available paper trays if optional Paper Feed Module(s) are installed.

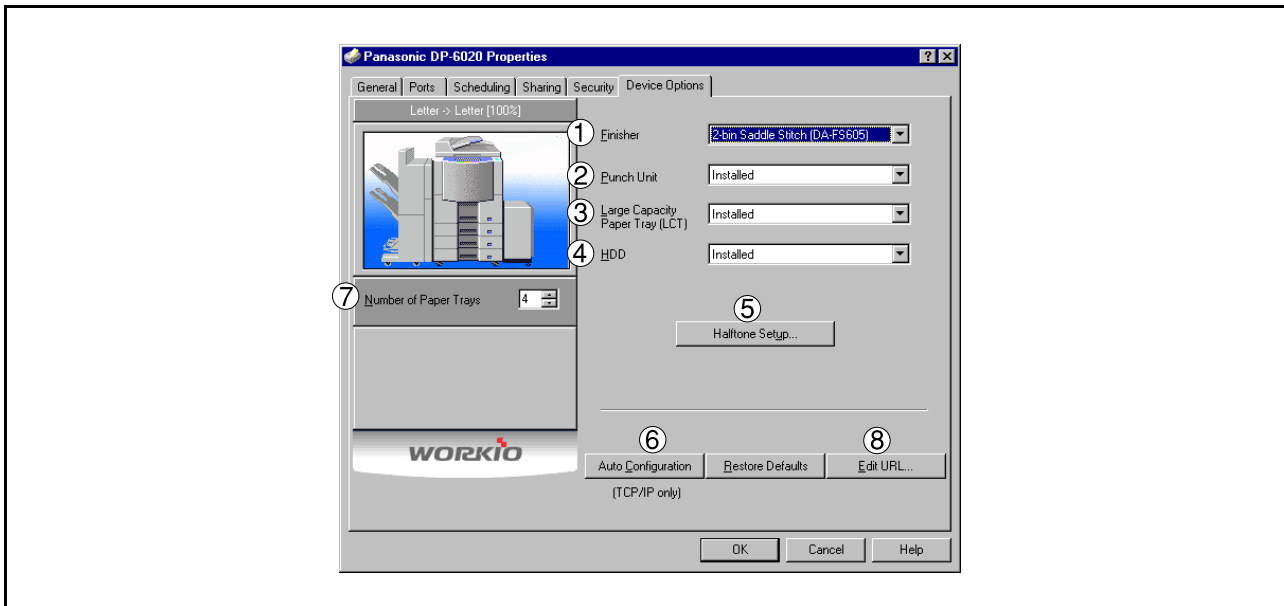
NOTE

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

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

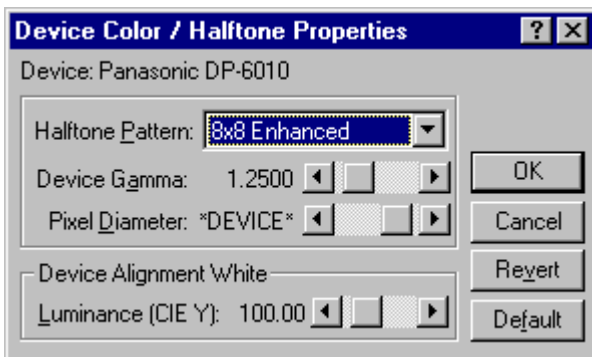
Device Options Tab (For DP-3510/3520/4510/4520/6010/6020)



- 1. Finisher**
Select the type of the finisher if one is installed.
- 2. Punch Unit**
Select **Installed** if the Punch Unit is installed.
- 3. Large Capacity Paper Tray (LCT)**
Select **Installed** if the 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. **Auto Configuration** button (DP-3520/4520/6020 only)

When your machine is connected onto the network (TCP/IP), click this button to set the Options Configuration automatically.

7. **Number of Paper Trays**

Select the number of available paper trays if optional Paper Feed Module(s) are installed.

8. **Edit URL...** button (DP-3520/4520/6020, For USA only)

Edit the URL address that will be displayed when clicking the **Support Contacts (W)...** button of the Paper Tab (see page 75).

URL Title	URL	Contact
Support		
Supplies		
Sales		
Network Support		

- **URL Title**

Enter an applicable URL title.

- **URL**

Enter the URL address to be associated to the **Support Contacts (W)...** button of the Paper Tab.

- **Contact**

Enter applicable contact information (i.e.: The email address of the contact person)

NOTE

1 **Device Options** 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 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 pages 74 - 81)

NOTE

- 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 51)*

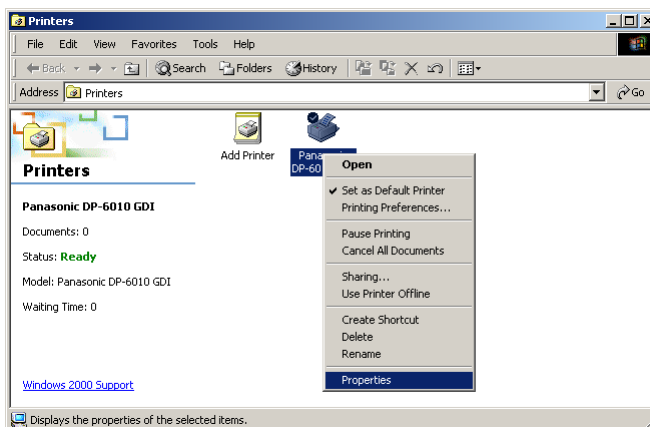
Configuring the Printer Driver Settings

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)



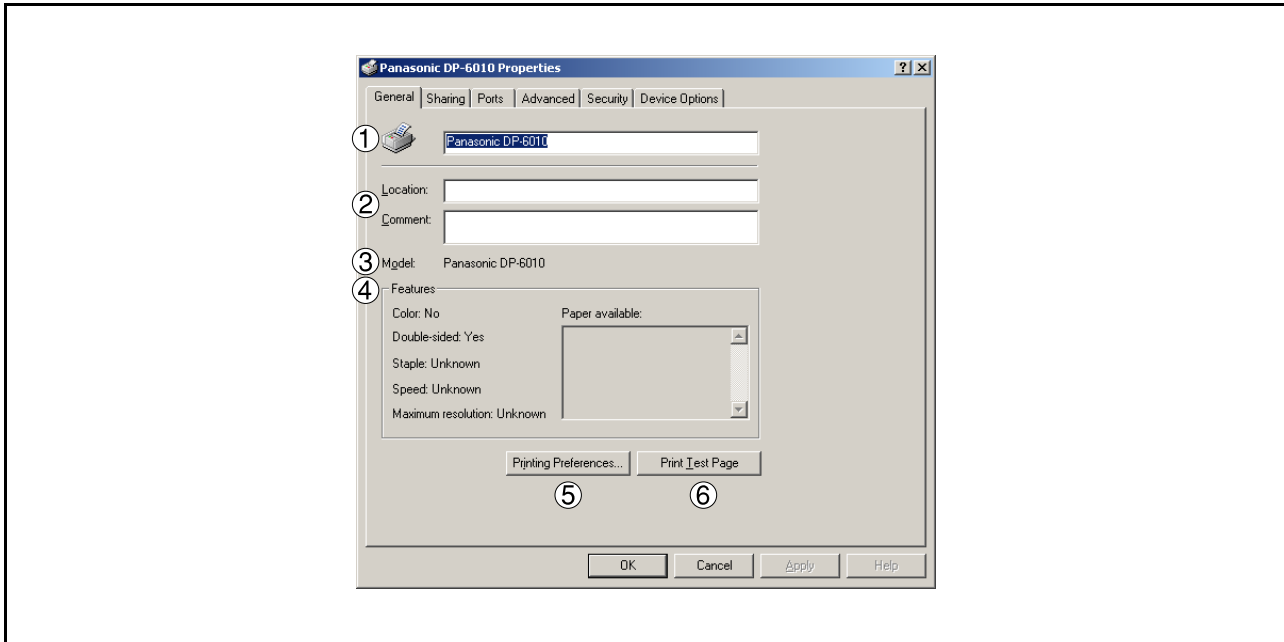
NOTE

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 73)

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 73).

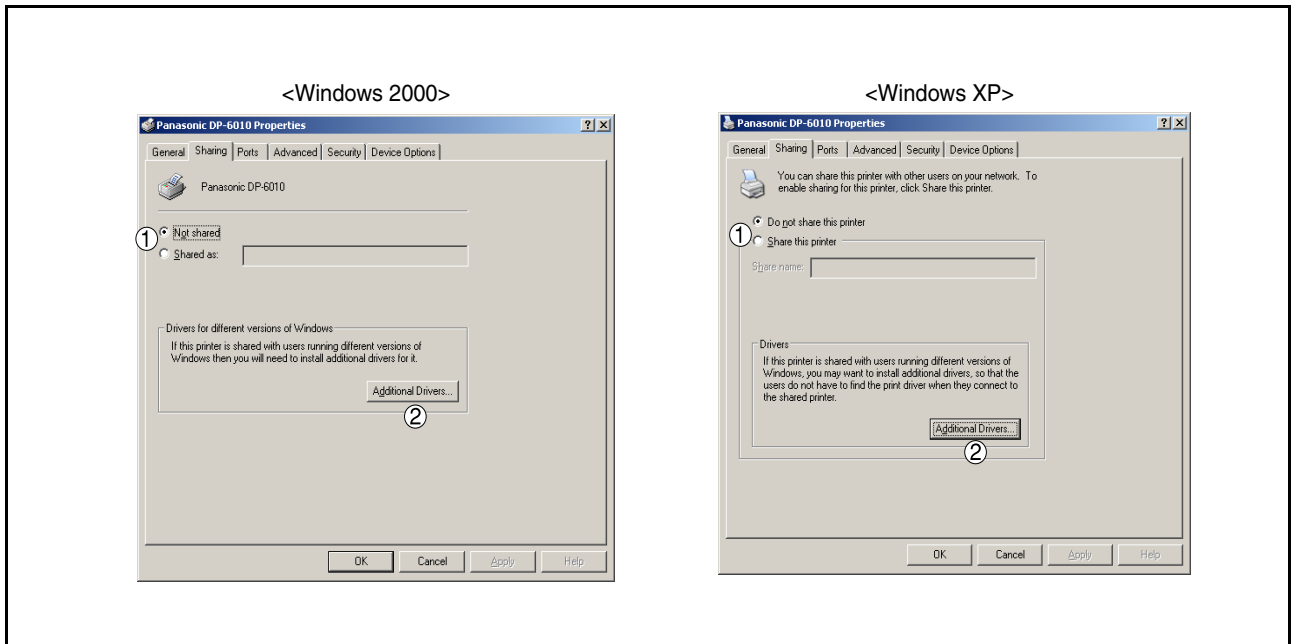
6. **Print Test Page** button

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 (Do not share this printer/Share this printer)

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.

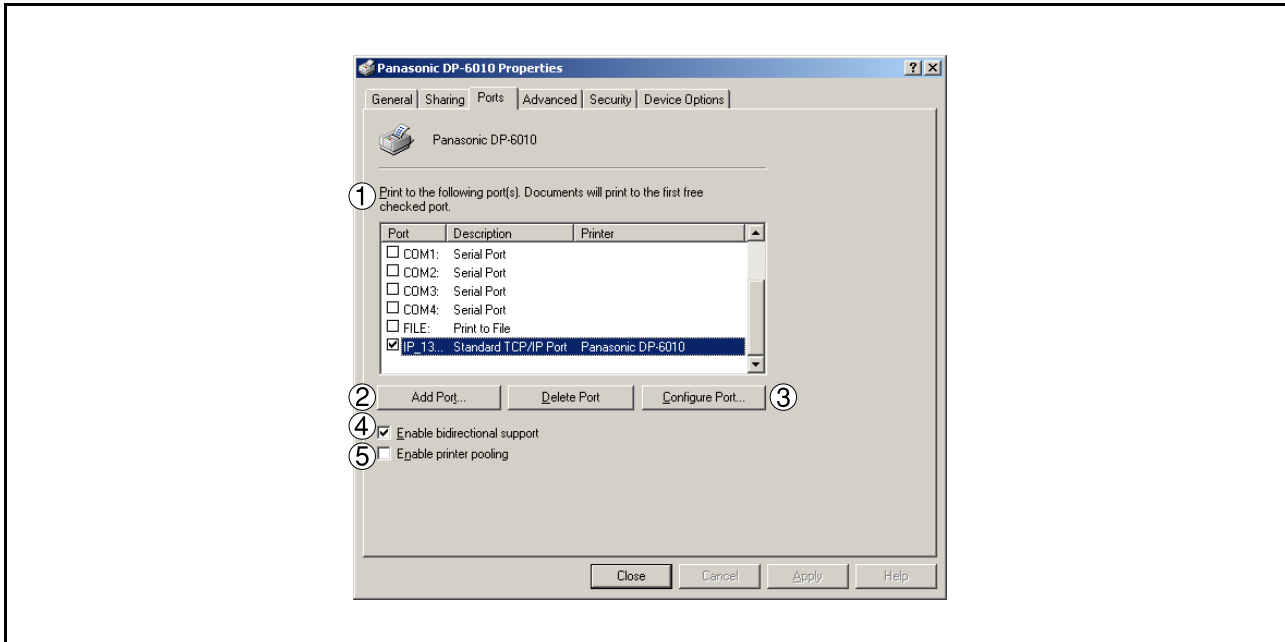
NOTE

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 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 and 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.

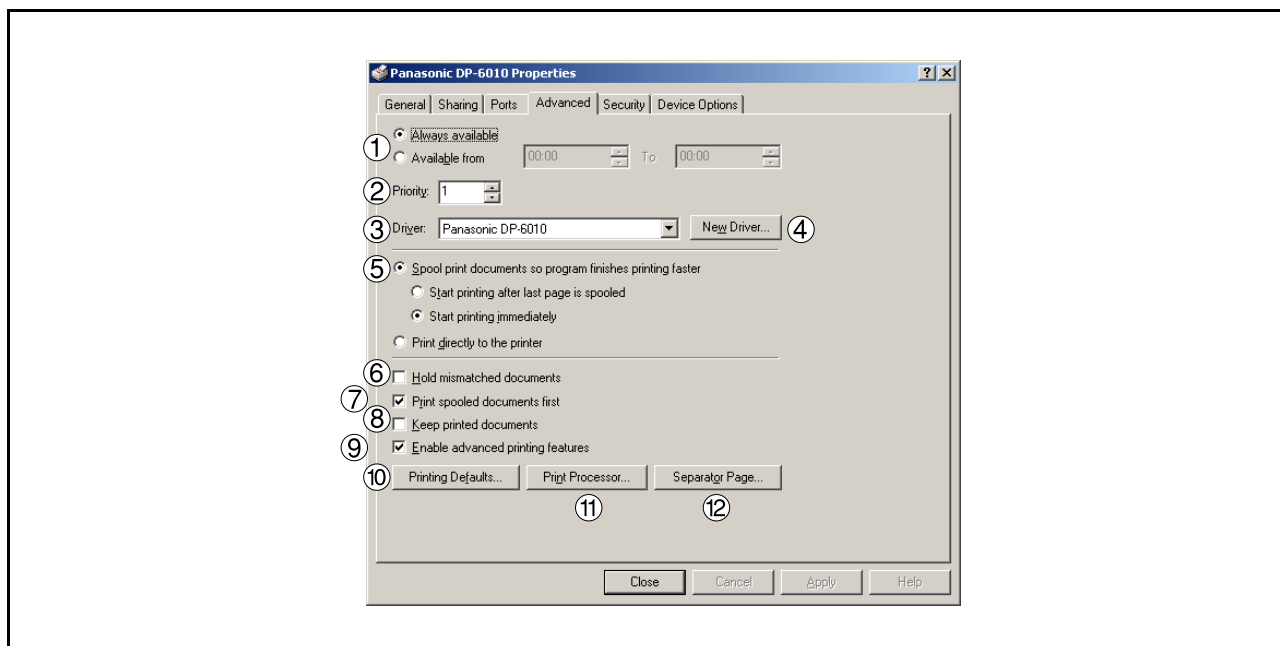
NOTE

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 73)

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.

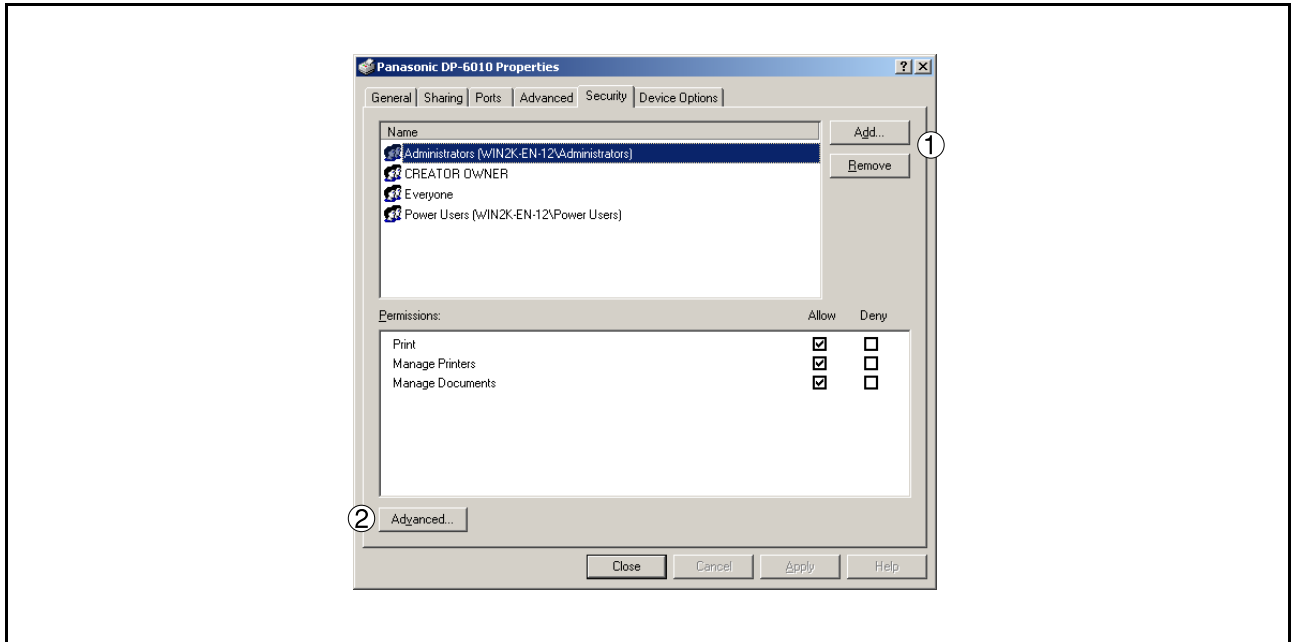
12. button

This feature is not available on your machine.

Configuring the Printer Driver Settings

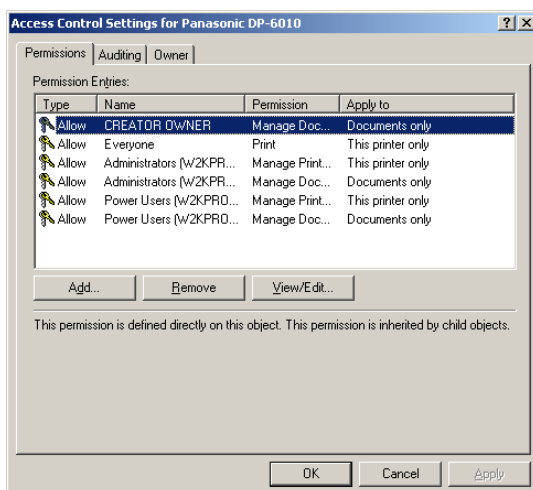
Windows 2000/XP (Administrator)

Security Tab



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 and 2)



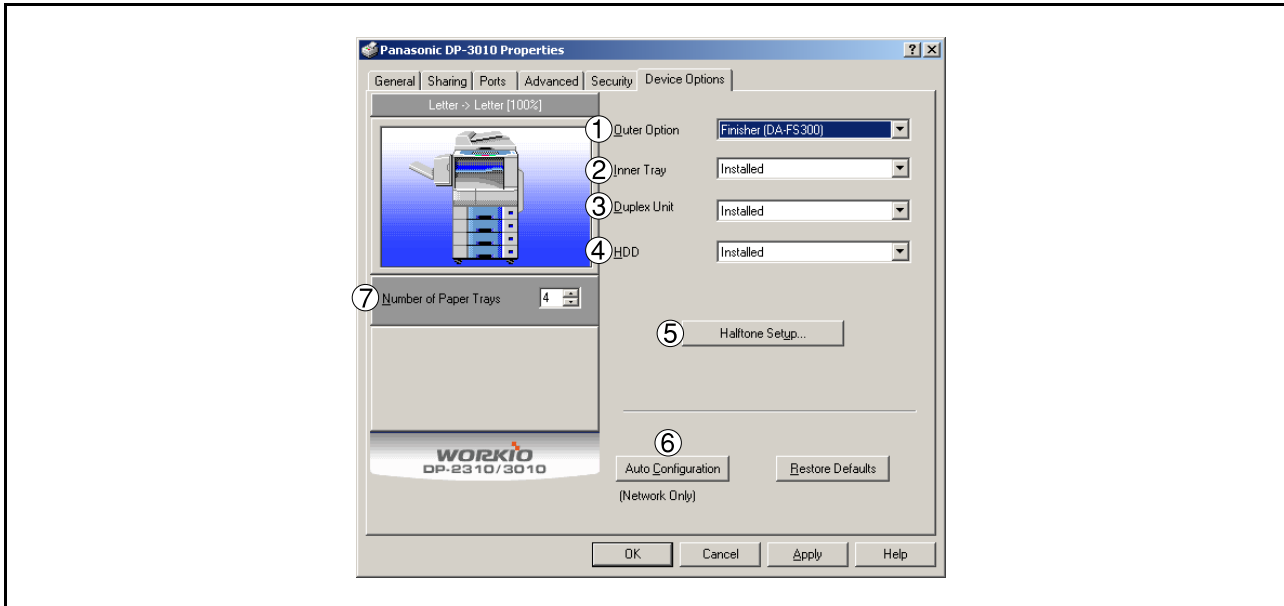
NOTE

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 Options Tab (For DP-2310/3010)



1. Outer Option

Select the installed outer option.

2. Inner Tray

Select **Installed** if the Inner Tray is installed.

3. Duplex Unit

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

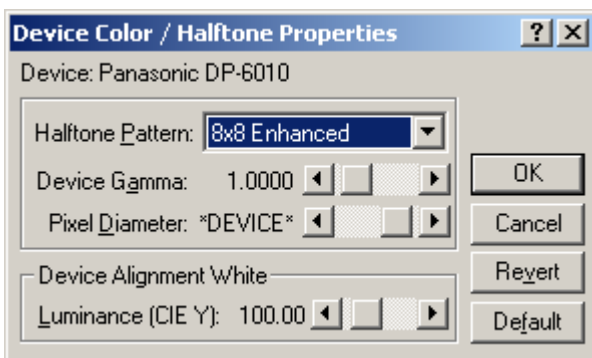
4. HDD

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

5. Half-tone Setup

Half-tone 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.



Continued on the next page...

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. **Auto Configuration** button

When your machine is connected onto the network (TCP/IP), click this button to set the Options Configuration automatically.

7. **Number of Paper Trays**

Select the number of available paper trays if optional Paper Feed Module(s) are installed.

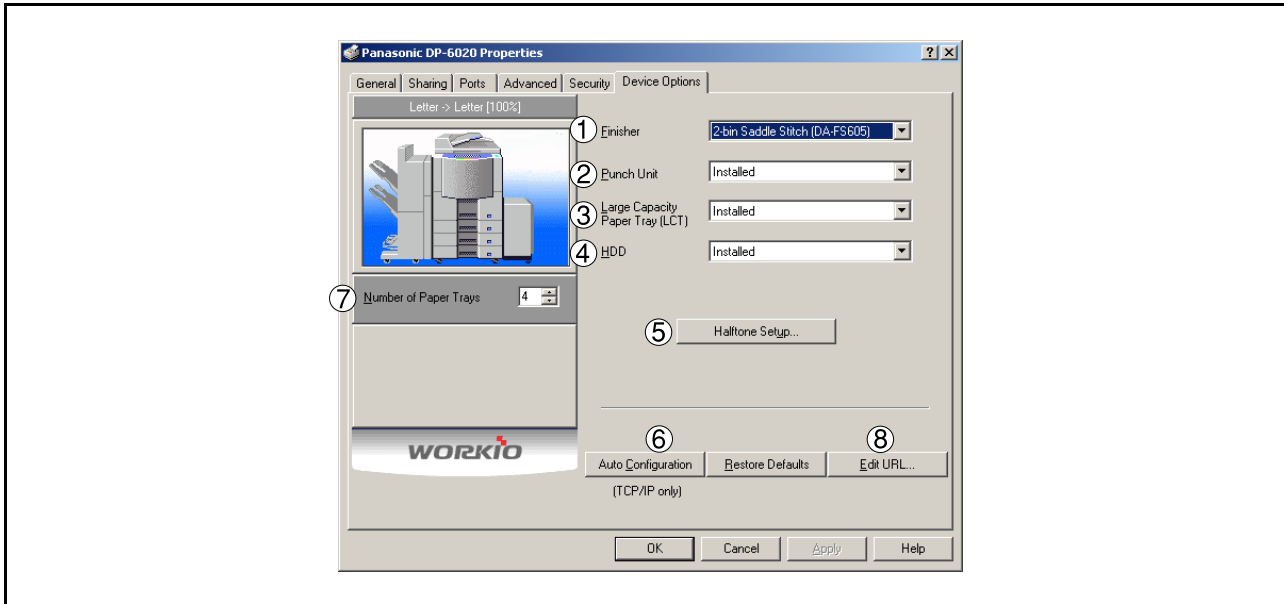
NOTE

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

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

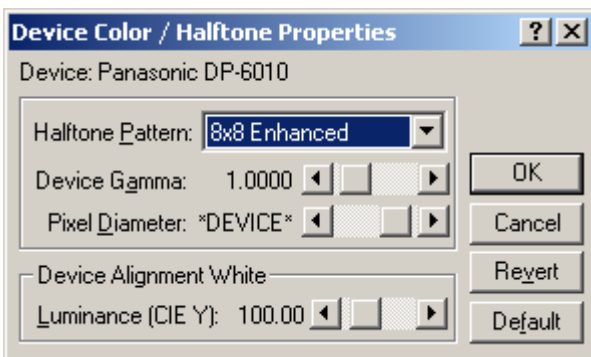
Device Options Tab (For DP-3510/3520/4510/4520/6010/6020)



- 1. Finisher**
Select the type of the finisher if one is installed.
- 2. Punch Unit**
Select **Installed** if the Punch Unit is installed.
- 3. Large Capacity Paper Tray (LCT)**
Select **Installed** if the 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.



Continued on the next page...

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. **Auto Configuration** button (DP-3520/4520/6020 only)

When your machine is connected onto the network (TCP/IP), click this button to set the Options Configuration automatically.

7. **Number of Paper Trays**

Select the number of available paper trays if optional Paper Feed Module(s) are installed.

8. **Edit URL...** button (DP-3520/4520/6020, For USA only)

Edit the URL address that will be displayed when clicking the **Support Contacts (W)...** button of the Paper Tab (see page 75).

URL Title	URL	Contact
Support		
Supplies		
Sales		
Network Support		

- **URL Title**

Enter an applicable URL title.

- **URL**

Enter the URL address to be associated to the **Support Contacts (W)...** button of the Paper Tab.

- **Contact**

Enter applicable contact information (i.e.: The email address of the contact person)

NOTE

1 **Device Options** 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 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 pages 74 - 81)

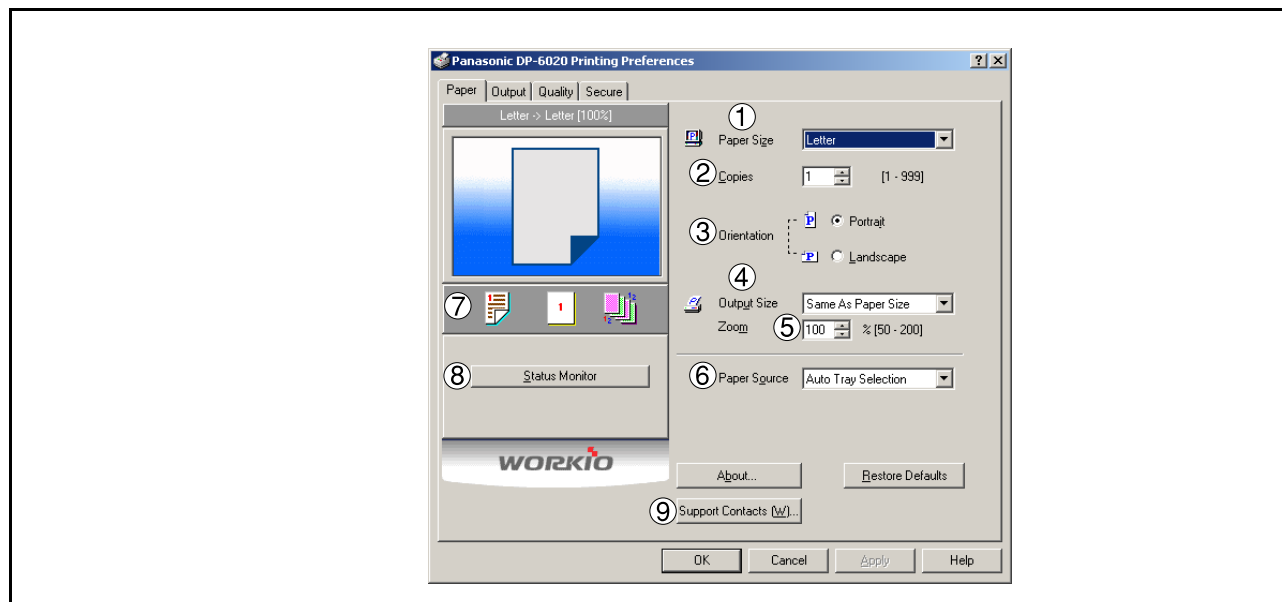
NOTE

- In Windows 2000/XP, setting the properties depends on the logon 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 62)*

Configuring the Printer Driver Settings

All Windows Common Settings

Paper Tab



- 1. Paper Size**
Select a document size.
- 2. Copies (DP-2310/3010/3520/4520/6020: 1-999, DP-3510/4510/6010: 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**
Specifies how the document is positioned on the page. Portrait orients the print vertically. Landscape orients the print horizontally. If available, Rotated Landscape rotates the paper 90 degrees counterclockwise.
- 4. Output Size**
Specifies the paper size to use. The various paper sizes listed match those supported by your printer.
- 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 170)

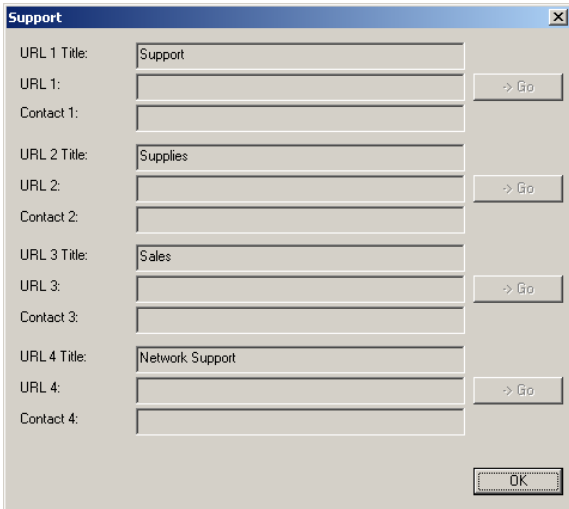
Continued on the next page...

Configuring the Printer Driver Settings

All Windows Common Settings

9. **Support Contacts (W)...** button (DP-3520/4520/6020, For USA only)

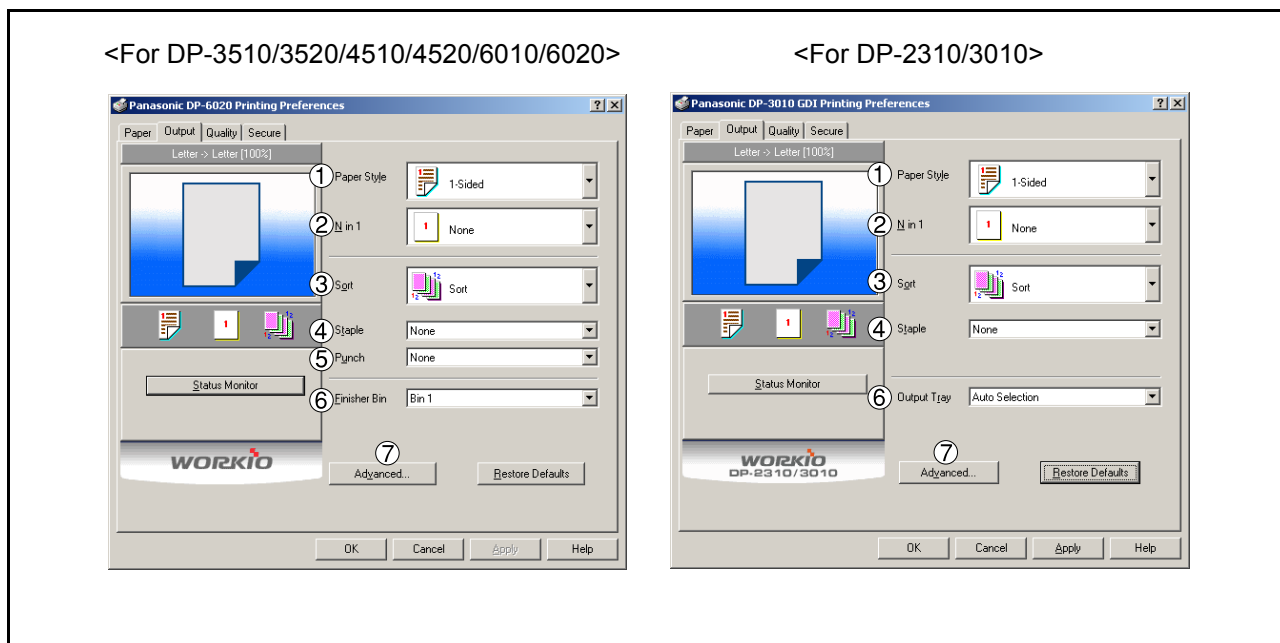
Open the **Support** window. The URL address(es) will be displayed if they were entered in the Device Options Tab. Click the **Go to Web** button to open the Web page.



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

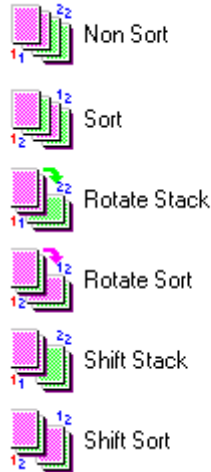
All Windows Common Settings

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-FS300, FS330, FS355, FS600 or FS605) is installed. Available for up to 30 sheets (Letter/A4).

For DA-FS330, 355, 600 or 605

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



Landscape (Left 1/Right 1/Top Position)



For DA-FS300

Portrait (Left 1/Right 1 Position)



Landscape (Left 1/Right 1 Position)



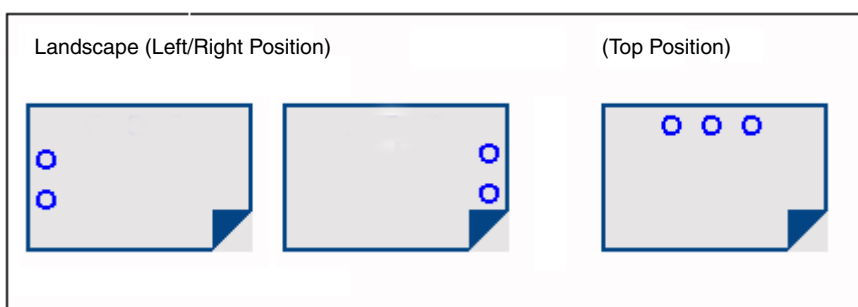
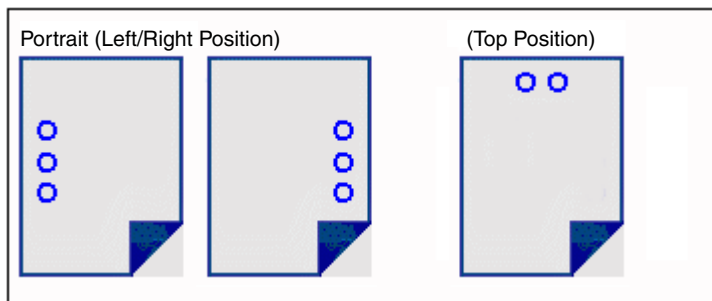
Continued on the next page...

Configuring the Printer Driver Settings

All Windows Common Settings

5. Punch (For DP-3510/3520/4510/4520/6010/6020 only)

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/Output Tray

You can select the type of the output bin or tray.

Possible when the optional finisher is installed.

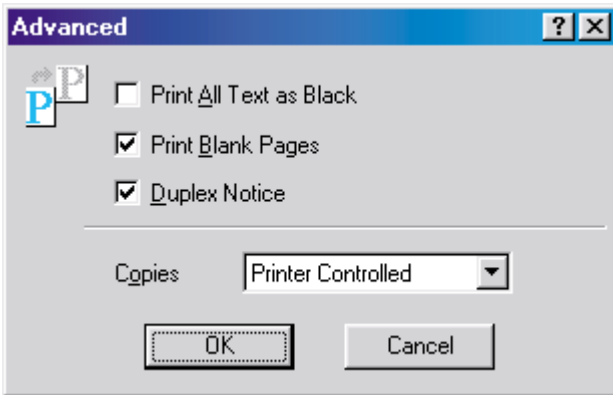
Note: <DP-2310 / 3010 only>

Before selecting the Inner Upper Exit Tray, please ensure that the Exit Tray (Inner) (DA-XN200) is installed.

Configuring the Printer Driver Settings

All Windows Common Settings

7. **Advanced...** Button



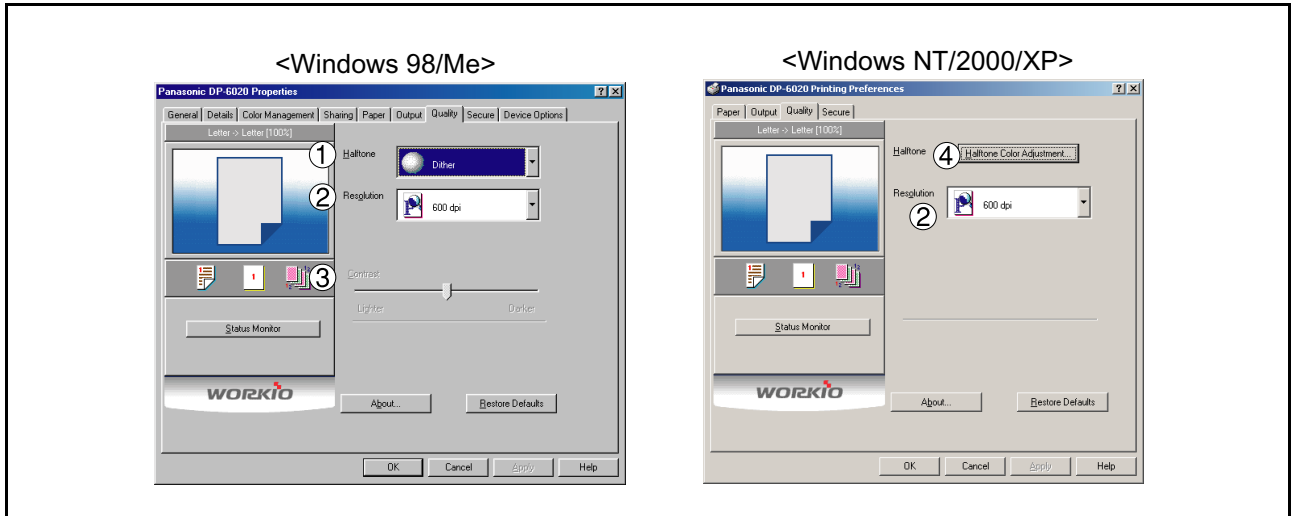
- **Print All Text as Black (Windows 98/Me only).**
All colored text is printed as solid black
- **Print Blank Pages**
Select whether the blank pages are printed.
- **Duplex Notice (For DP-2310/3010 only)**
Check whether "2-Sided Print" is printed on the footer of 1st page when printing with 2-Sided Page Style.
- **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 Controlled**, as sorting is processed by the printer driver. However, this mode may take more time to print.

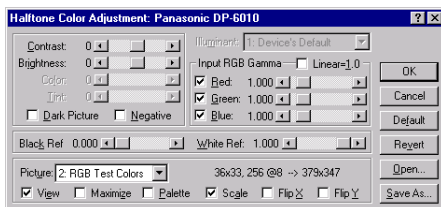
Configuring the Printer Driver Settings

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.

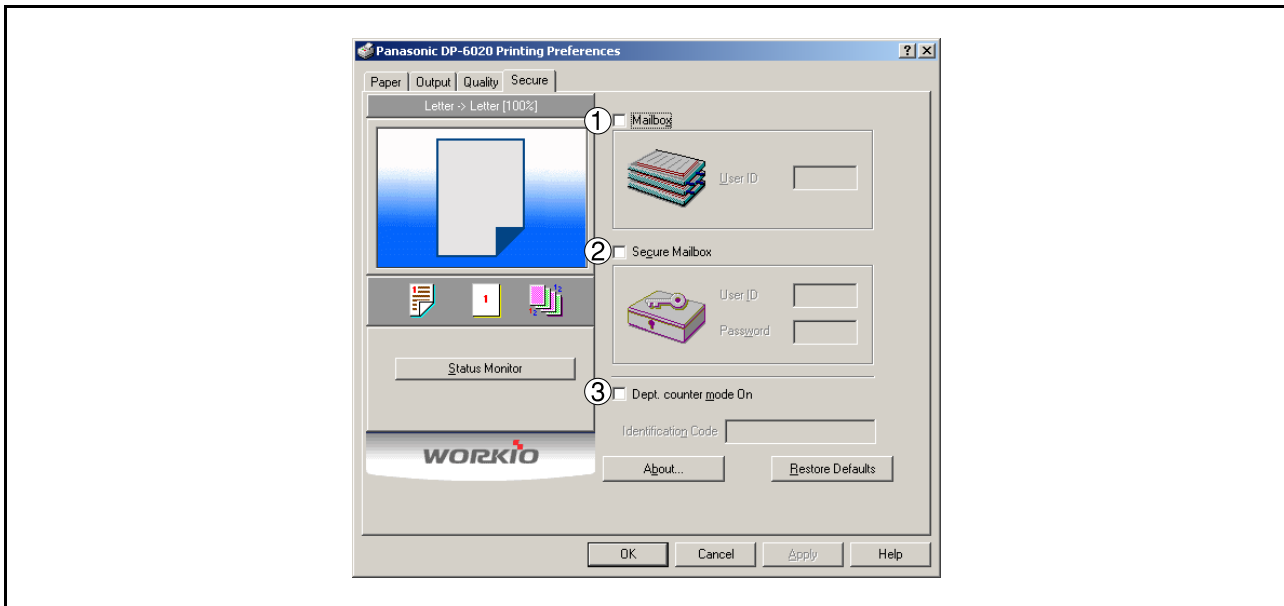
NOTE

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

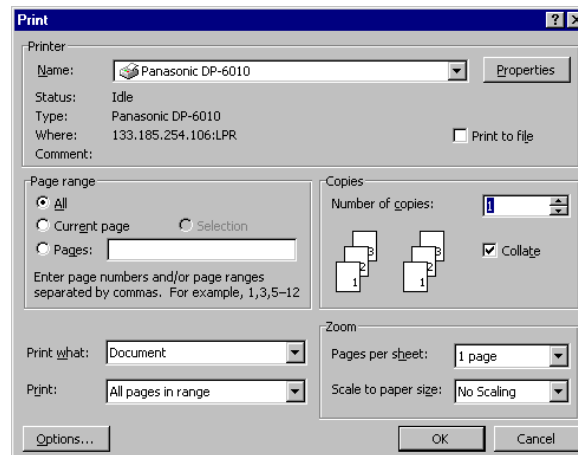


- 1. Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD30/HD60) is installed.)**
Check this checkbox and enter the User ID (up to 8 digits) when storing the print data into the mailbox of the machine.
- 2. Secure Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD30/HD60) is installed.)**
Check this checkbox , enter the User ID (up to 8 digits) and the password (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.

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.

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 and 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.

Print Operation

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.

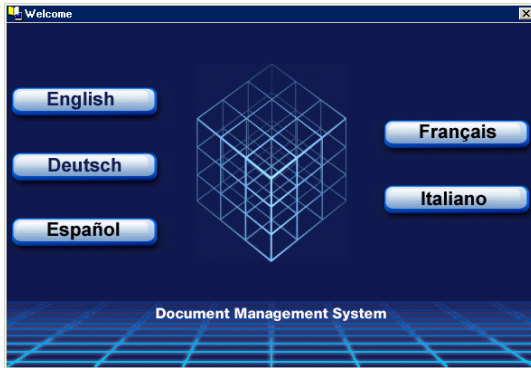
Installing the Document Management System

Windows 98/Me/NT/2000/XP

1

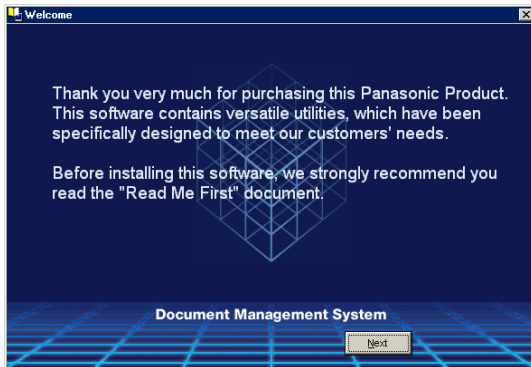
Insert the Panasonic Document Management System CD-ROM. (See Note 1 on page 88)

2



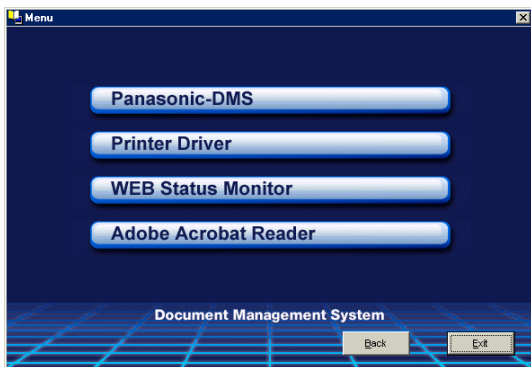
Select the language.

3



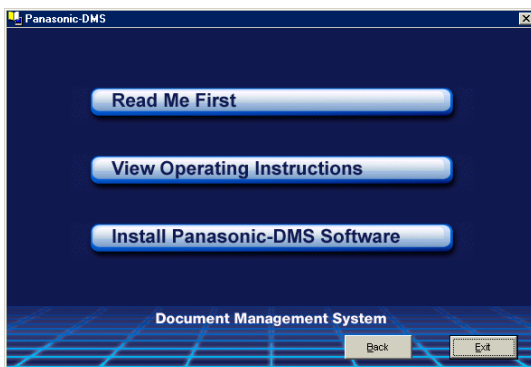
Click the button.

4



Click **Panasonic-DMS**.

5



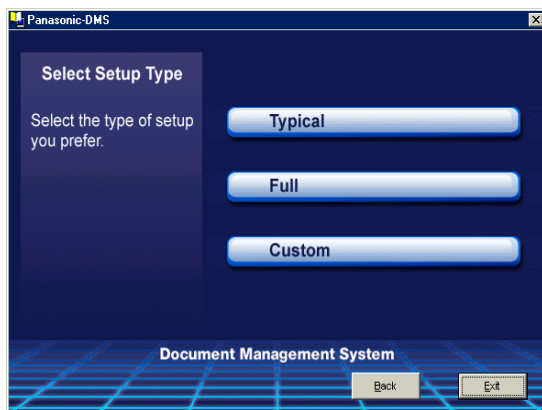
Click **Install Panasonic-DMS Software**.

Continued on the next page...

Installing the Document Management System

Windows 98/Me/NT/2000/XP

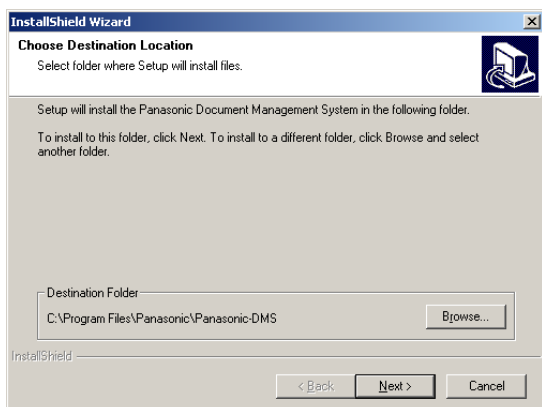
6



Click the **Typical** button.

- Note:**
- 1 The Panafax Desktop isn't installed depending on the model in the Typical Installation. If you wish to install the Panafax Desktop, select the Custom Installation and check the box of the Panafax Desktop.
 - 2 If you wish to install the IPX-SPX Setup Wizard, select the Custom Installation and check the box of the IPX-SPX Setup Wizard.

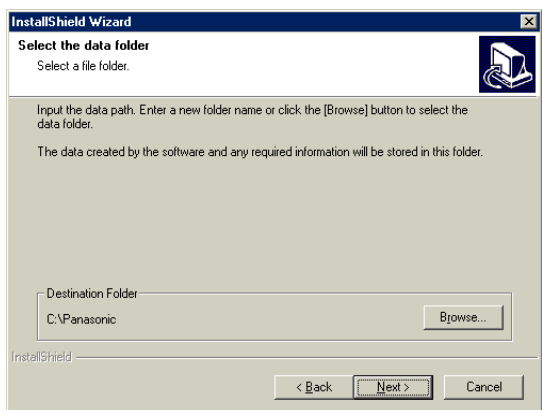
7



Verify the installation destination and click the

Next button.

8

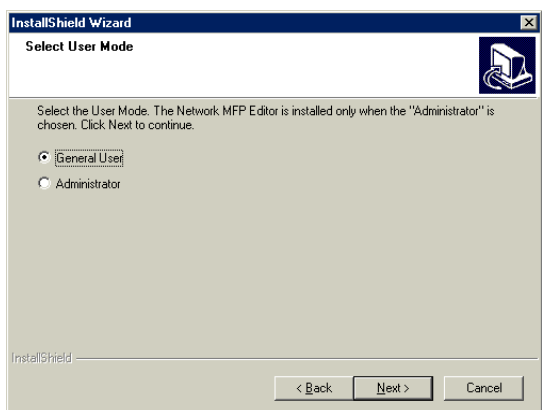


Verify the data folder destination and click the

Next button.

- Note:** When installing Panafax Desktop, after click **Next** button Select Panafax Desktop Type screen is indicated. Please select your model connection type and click **Next** button. Please refer to the Installation and Setup section of Panafax Desktop.

9



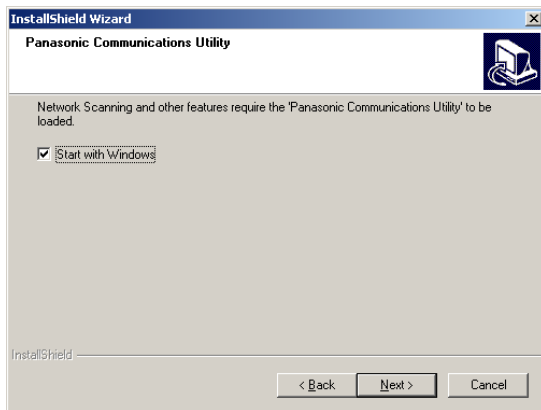
Select **General User** and click the **Next** button.

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

Installing the Document Management System

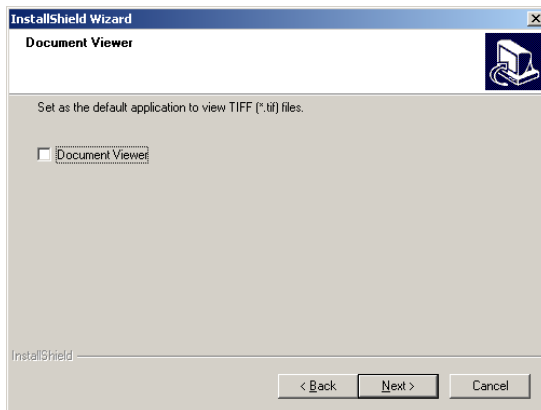
Windows 98/Me/NT/2000/XP

10



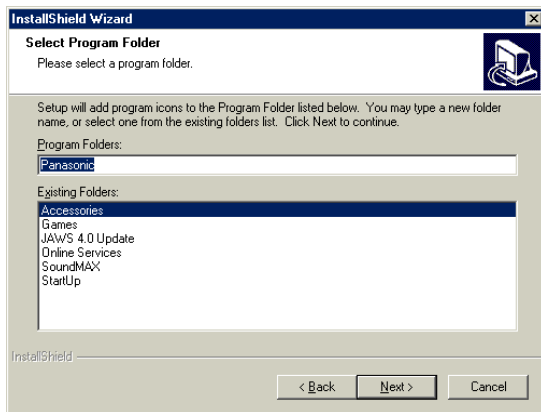
Select **Start with Windows** and click the button if you want to register the Panasonic Communications Utility to start with Windows.

11



Select **Document Viewer** and click the button if you want to set the Document Viewer as the default application to view TIFF files.

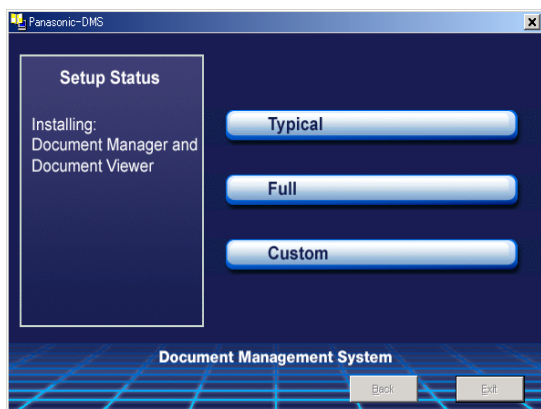
12



Enter the program folder name and click the button.

Note: When installing Panafax Desktop on Windows 98/NT, after click button the Microsoft Data Access Components message is displayed. Click to continue the installation.

13



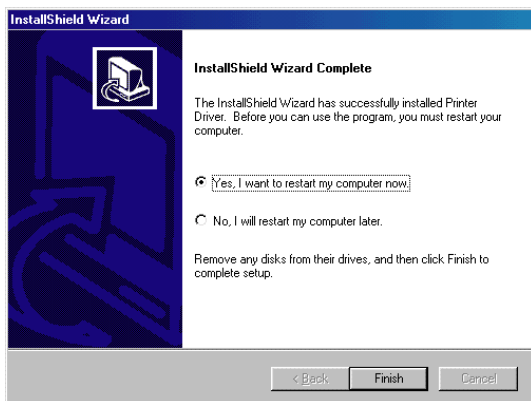
The required files are copied.

Continued on the next page...

Installing the Document Management System

Windows 98/Me/NT/2000/XP

14



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

Click the button to restart your computer.

When installing Panafax Desktop on Windows 98/NT, after rebooting your PC, the Microsoft Data Access Components are automatically installed. Install it in accordance with the directions of the screen. The Panasonic Document Management System folder has been added to the Program menu, and the installation has now completed.

NOTE

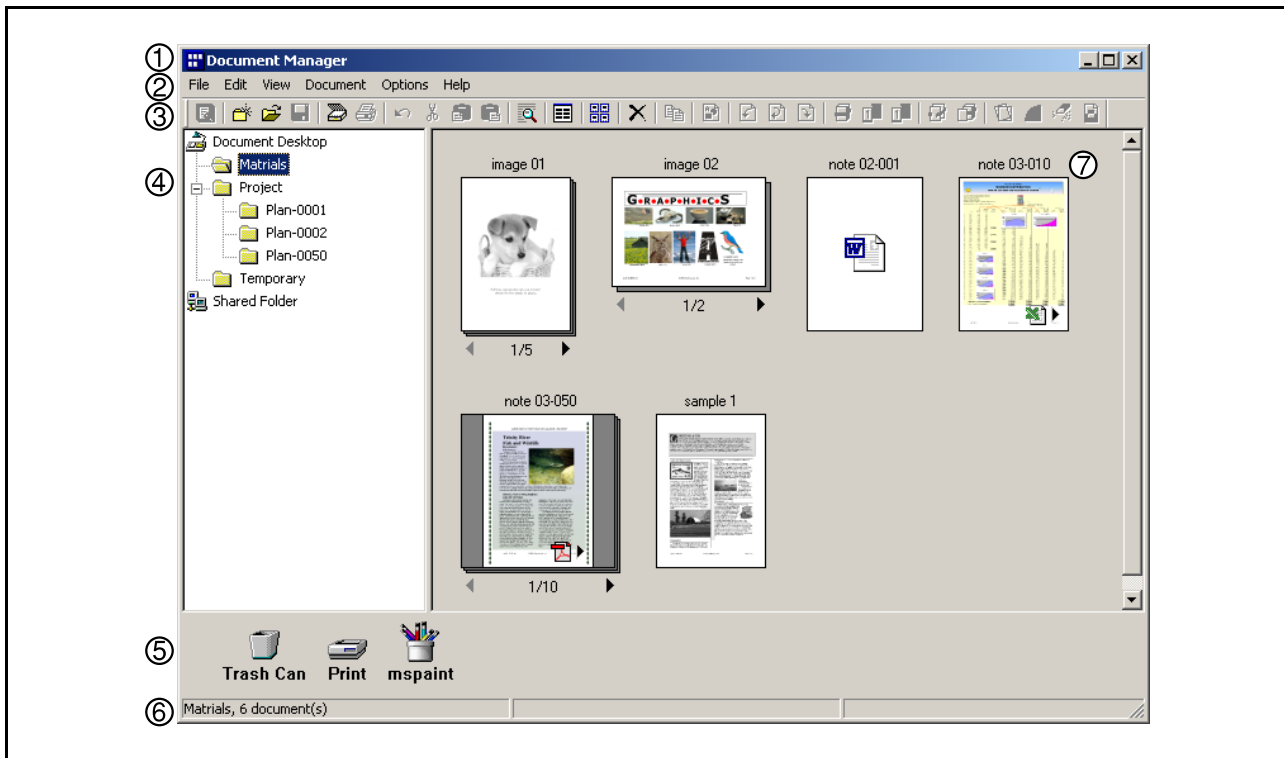
1 When installing on Windows NT 4.0/2000/XP, logon to the computer using an account with administrator rights.

Document Manager

Main Window

Document Manager is an application for managing documents (image files). By utilizing the Document Manager and Document Viewer (see page 108) 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.



Continued on the next page...

Document Manager

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).

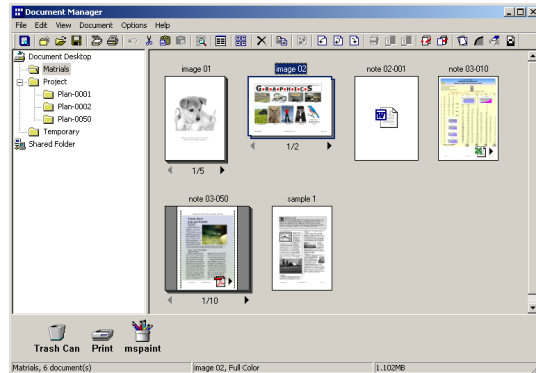
Clicking on the  and  buttons turns the page on a multi-page document.

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:

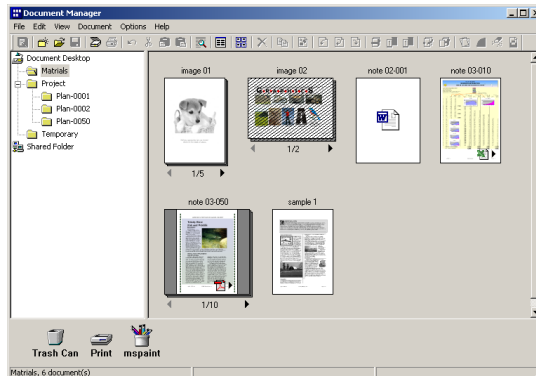
- **Selecting Documents**

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). In addition, see page 108 for details on opening and editing documents.



- **Creating Documents**

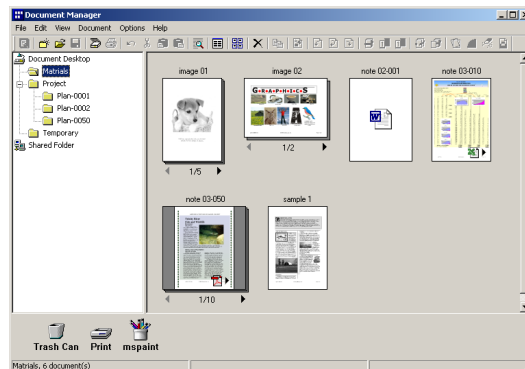
Drag-and-drop any application file into the Document Manager to create a new document. A thumbnail image file is created and the application icon is displayed.

Document Manager

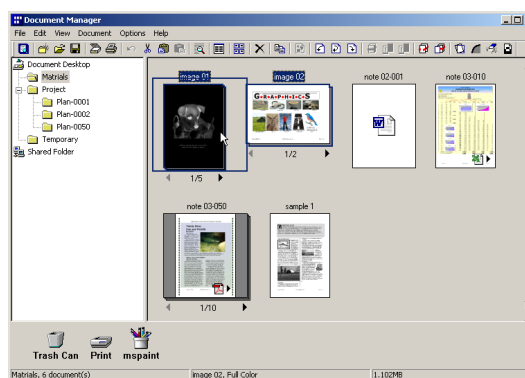
Basic Operations

- **Copying/Moving Documents**

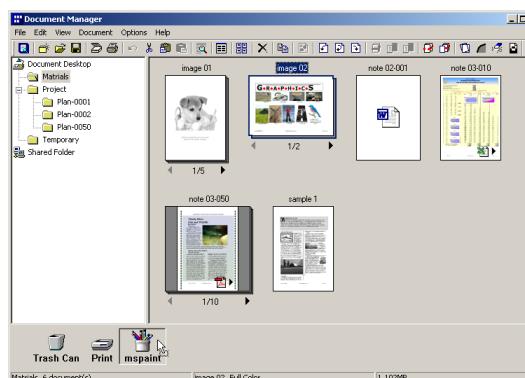
Dragging a thumbnail image from the document window and dropping it onto a folder in the folder window moves the document to the folder. Drag-and-drop with the Ctrl key held down to copy a document.



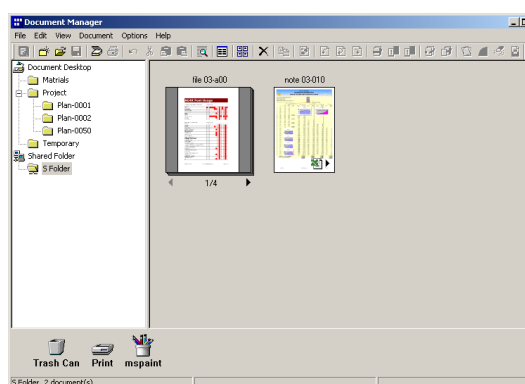
Dragging a document and dropping it onto another document in a document folder results in grouping the two documents together.



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.

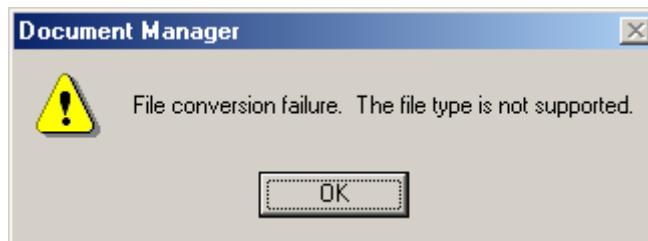
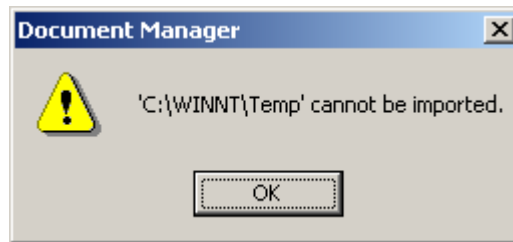


Setting Plug-in

• 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 software that enables to import an image file.)

NOTE

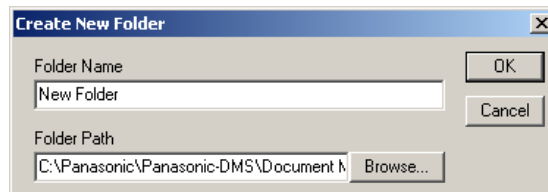
1. *Document Viewer provides a function to add various graphics and text to an image. The graphics and text added to an image are called "Annotation." See "Annotation Menu" on page 121 for additional details.*

Document Manager

File Menu

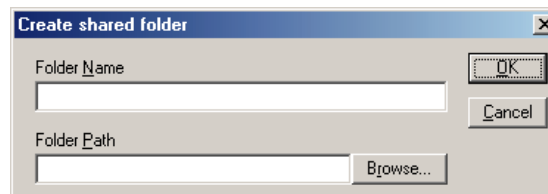
- **New Folder**

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.

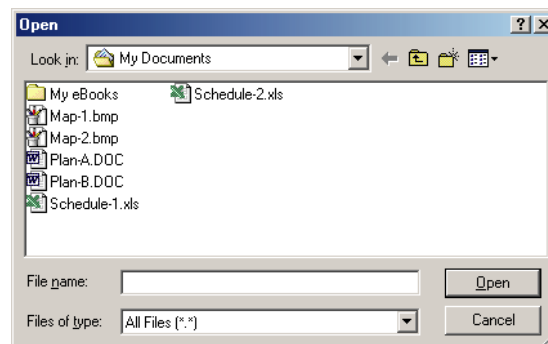


- **Released Shared Folder**

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

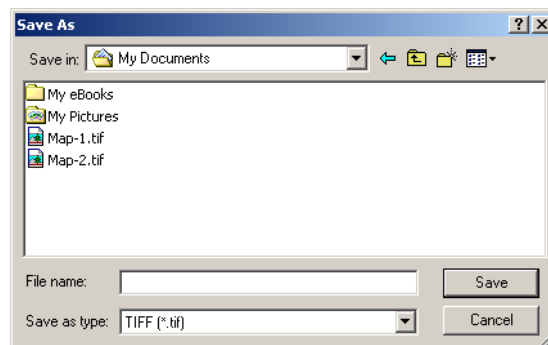
- **Open**

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



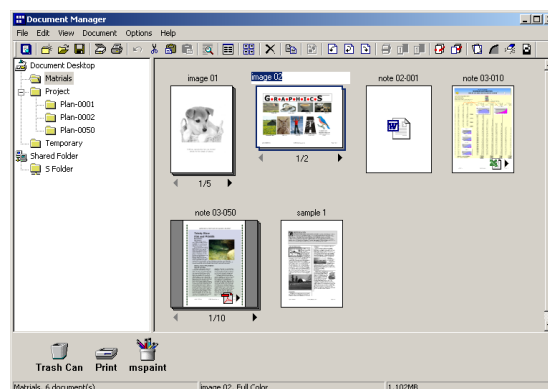
- **Save As**

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



- **Rename**

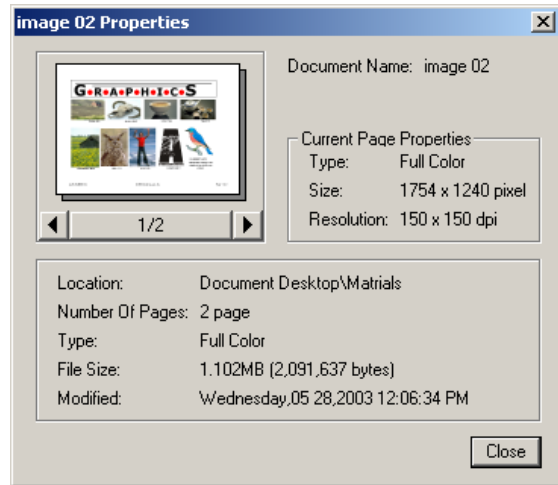
Change the name of a document.



File Menu

- **Properties**

Displays the file properties.

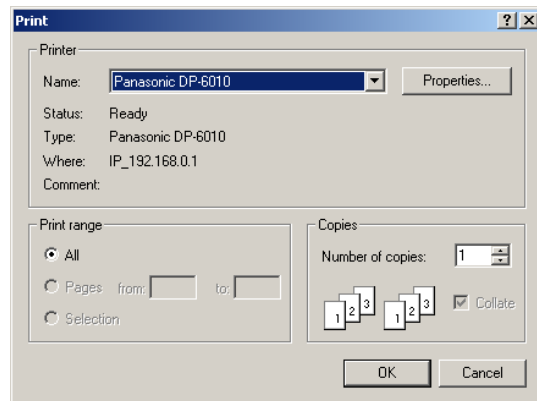


- **Backup**

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

- **Print**

Prints the document selected in the document window.



Document Manager

File Menu

- **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.

4. Multiple File Print

Select whether to merge the files when printing if multiple files are selected on the Document Manager.

5. Print Annotation

Select to print with annotations.

6. Print Label

Select to print with labels.

7. Print Page Frame

Select to print with page frame.

8. Print Page Number

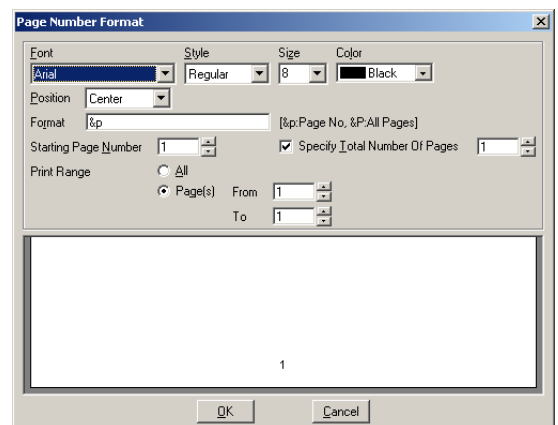
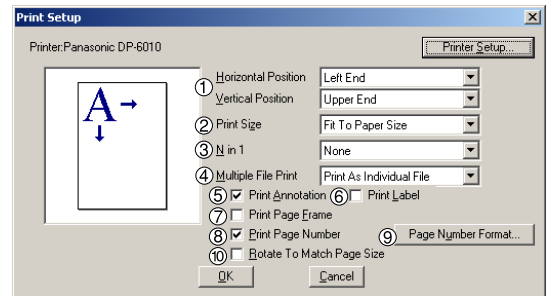
Select to print with page number.

9. Page Number Format.

Set the page number format.

10. Rotate To Match Page Size

Select to rotate to match with the page size.



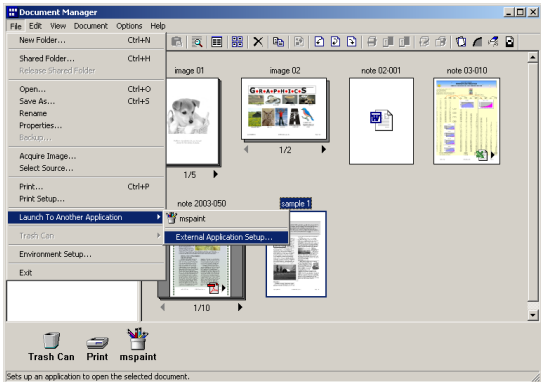
NOTE

1. **Print Setup** specifies printing or not printing annotations edited in the Document Viewer. See "Annotation Menu" on page 121 for additional details.

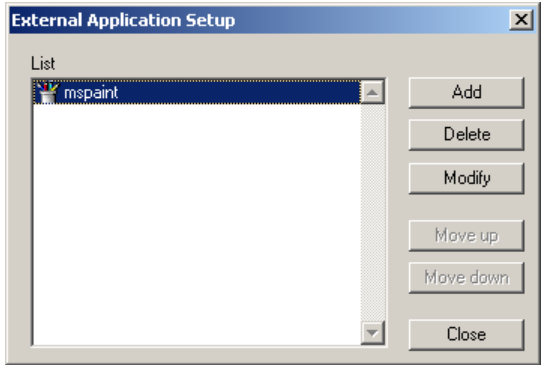
File Menu

• Launch To Another Application

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

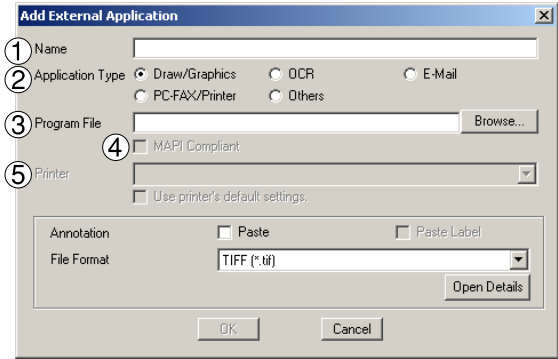


Selecting External Application Setup displays a dialog box for adding/changing/deleting applications. (See Note 1)



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 Compliant**
Check here if the e-mail application is compatible with MAPI.
- 5. **Printer**
Specify the printer driver if selecting PC-FAX/Printer on the Application Type.



NOTE

1. See "Setting Plug-in" (page 93) to specify an external application.

Document Manager

File Menu

- **Trash Can**

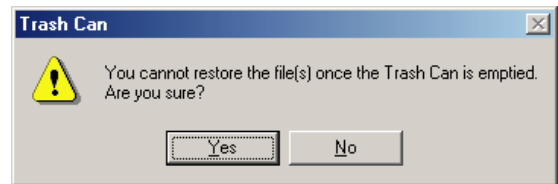
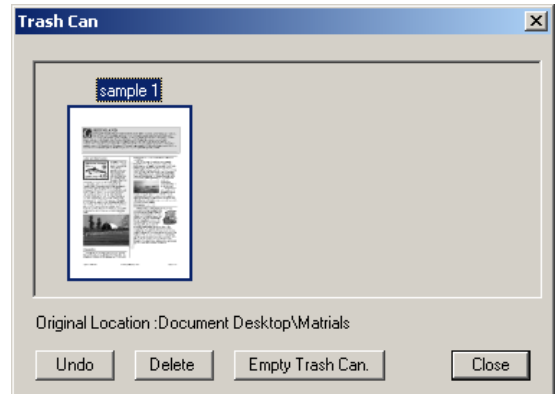
- **Open Trash Can**

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

Click the 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.

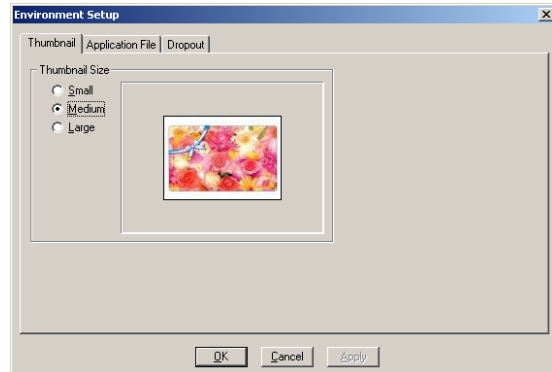


File Menu

- **Environment Setup**

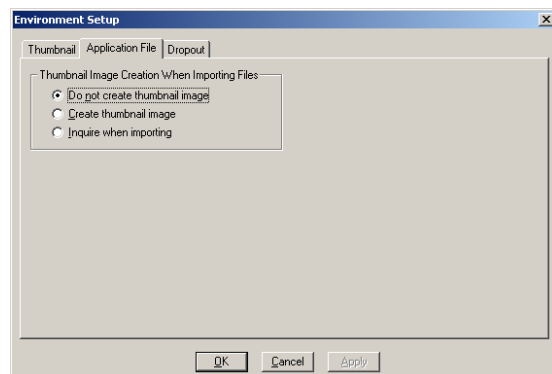
- **Thumbnail**

Set the thumbnail size on the Document Manager.



- **Application File**

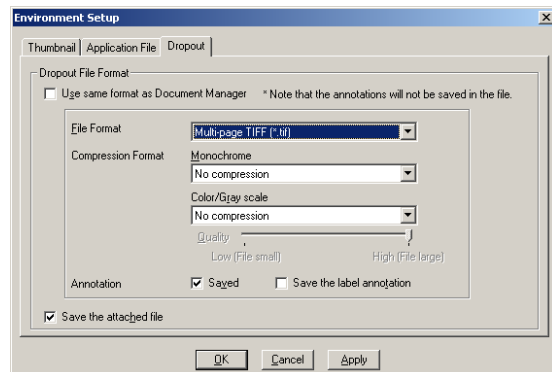
Set the thumbnail image creation course of action when importing a file.



- **Dropout**

Set the file format when moving/copying the file on the Document Manager to another directory.

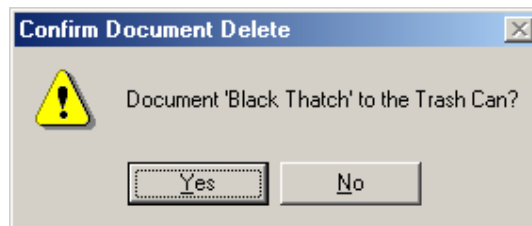
1. **Use same format for Document Manager.**
The file is saved in the same format (PNG, BMP, TIFF, JPG).
2. **File Format/Compression Format/Annotation.**
Select the file format and select whether the annotations are saved.
3. **Save the attached file**
Set to save the attached file.



Document Manager

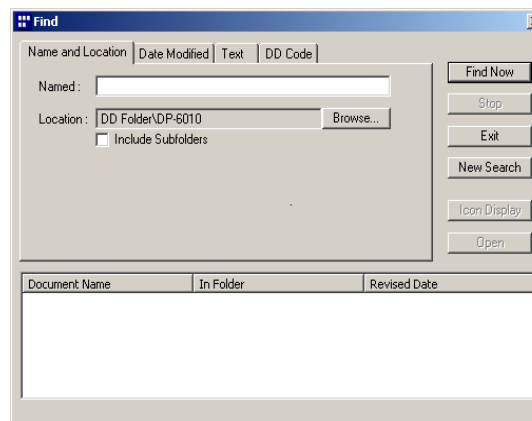
Edit Menu

- **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.



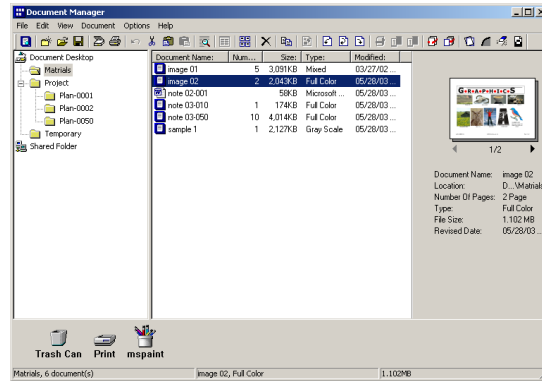
- **Select All**
Selects all documents in the folder.
- **Find**
Searches for documents by specifying a document name, creation date, character string or DD Code in the document.

Note: The DD Code Tab is available when the Options Menu is set to enable the DD Function (see page 104).



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.

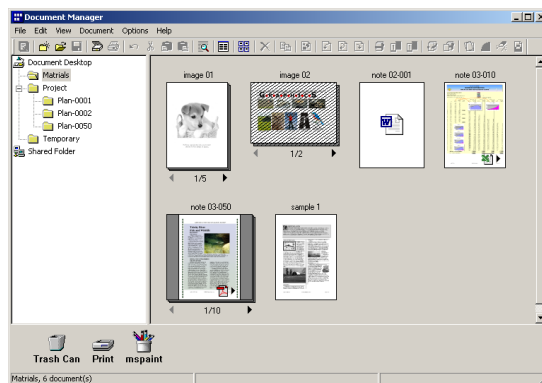


- **Arrange Folders**
Sorts the document folders by name or date.
- **Arrange Document**
Sorts the documents in the current folder in the specified order (Name, Type, Size or Date).
- **Auto Arrange**
Lines up the Documents automatically in Thumbnail Format.
- **Line up the documents**
Line up the documents in the document window.
- **Refresh**
Refreshes the contents of the Document Manager.

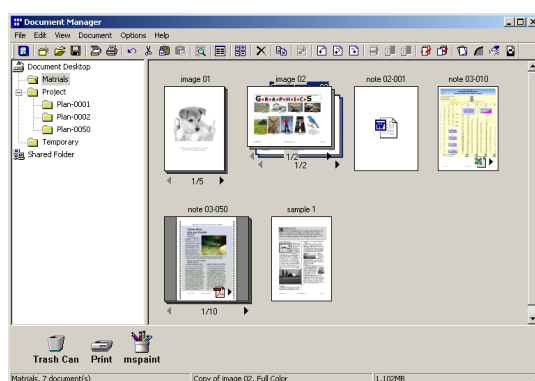
Document Manager

Document Menu

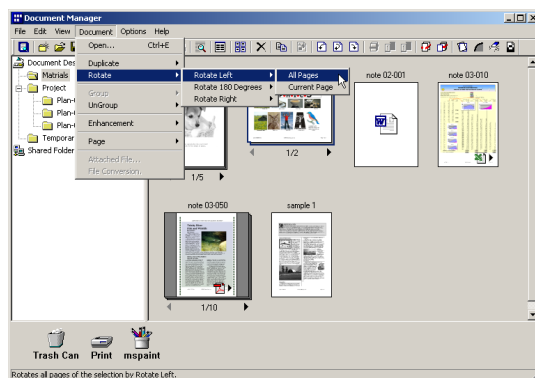
- **Open**
Opens a selected document, activates the Document Viewer (see page 108), and opens the document for editing.



- **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.

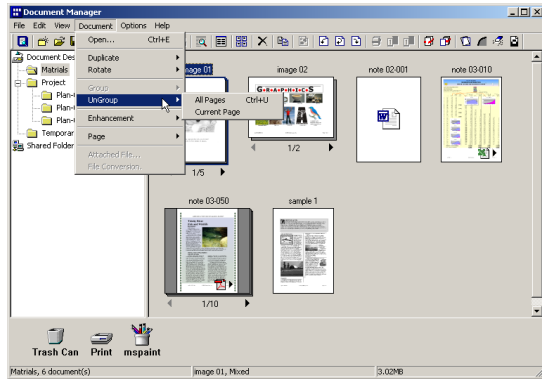
- **Every Document**
The selected documents are grouped.
- **Every Page Alternately**
Groups pages alternately.
- **Every Page Reverse Alternately**
Groups pages alternately by reversing the pages.



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.



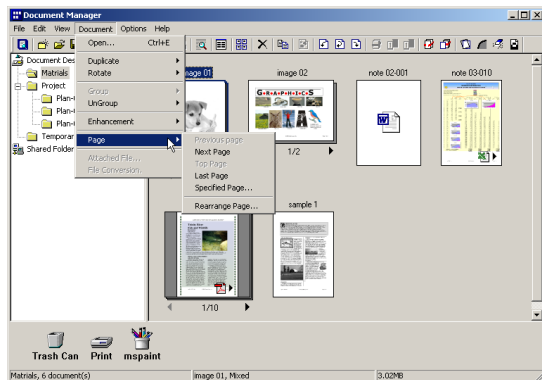
- **Enhancement**

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.

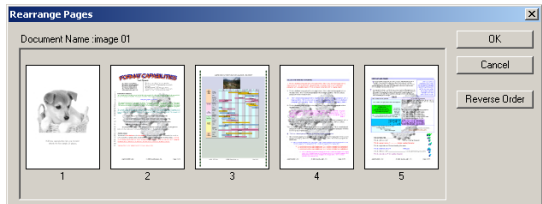
- **Page**

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**

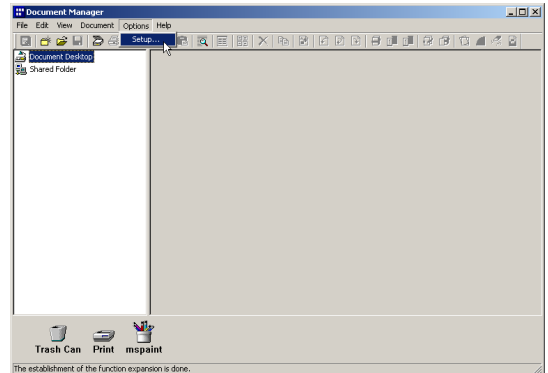
Creates an image of the selected attachment.

Document Manager

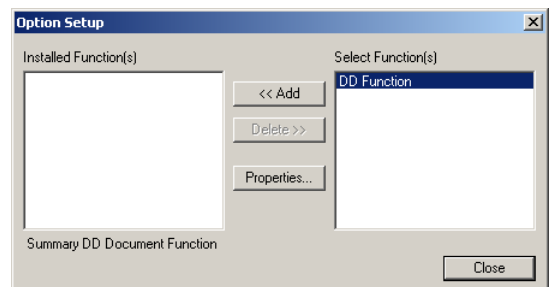
Options Menu

- **Setup**

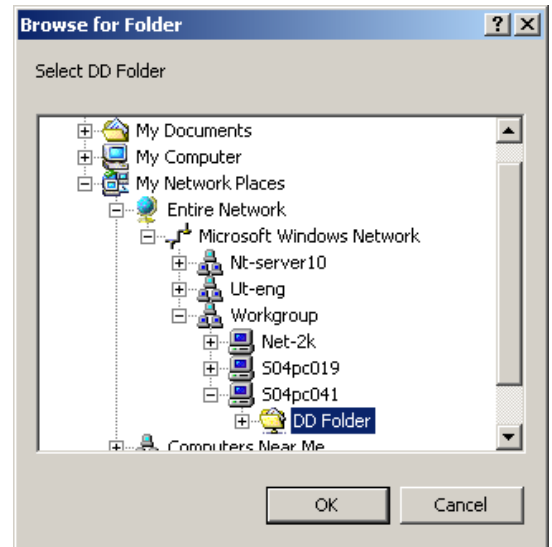
Selects the expansion feature(s) to be available on the Document Manager.



To enable the expansion feature for DD Server Software, select **DD Function** and click the **<< Add** 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

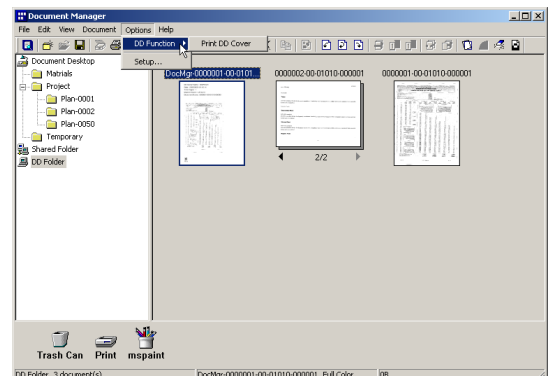


Image Converter

General Description

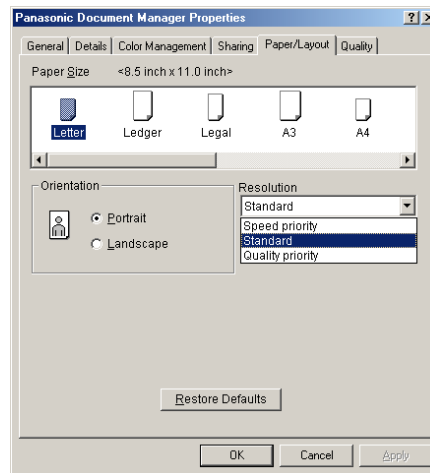
Once Panasonic-DMS has been installed, the Panasonic Document Manager (Image Converter) is automatically installed in the Printers folder. This driver is for rasterizing application files such as from Word or Excel, and for placing them in the Document Manager. To change the default properties, follow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

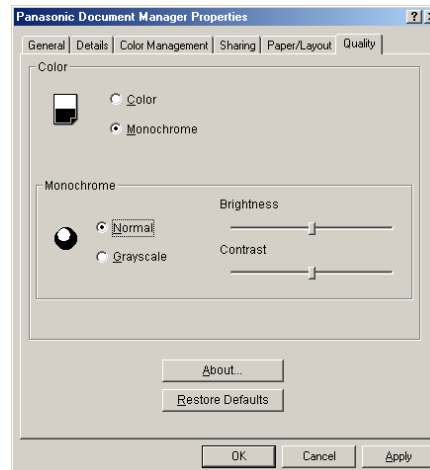
• Paper/Layout tab

- **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  button to save the settings and close the Properties dialog box.

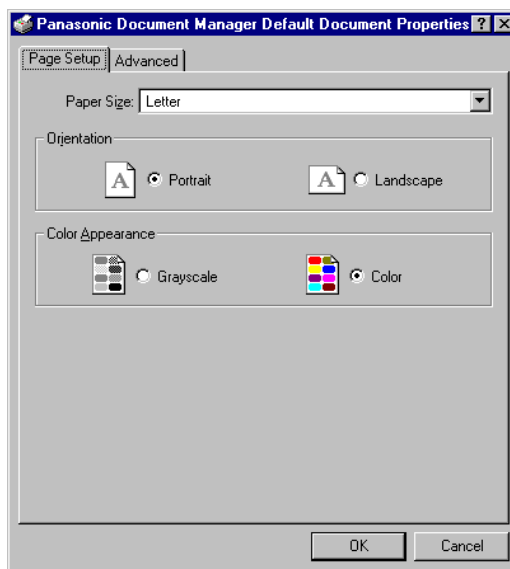
Image Converter

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.

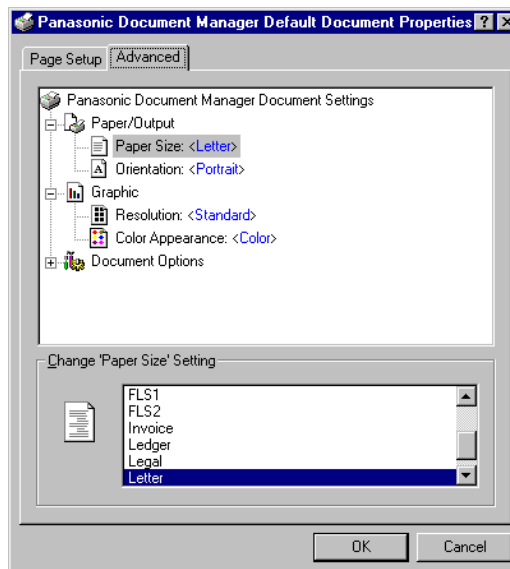
• Page Setup Tab

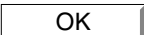
- **Paper Size**
Sets the document paper size.
- **Orientation**
Sets the document orientation.
- **Color Appearance**
Sets the document to color or grayscale.



• 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.
- **Metfile Spooling**
- **Halftone Color Adjustment**



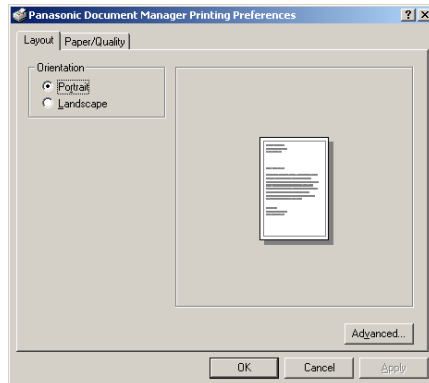
3. Click the  button to return to the Printers folder.

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.

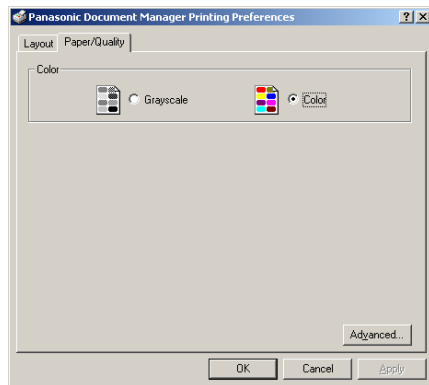
- **Layout tab**

Sets the document orientation.



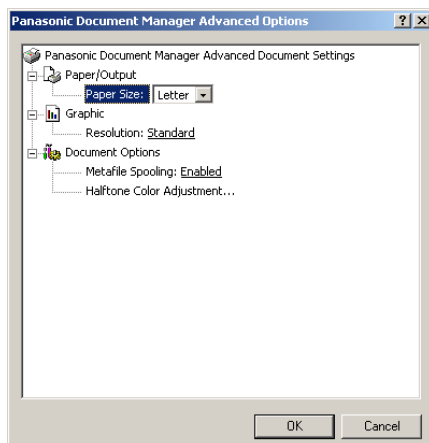
- **Paper/Quality tab**

Sets the document to color or grayscale.



- **Advanced button**

Sets the paper size, resolution, and spooling properties.



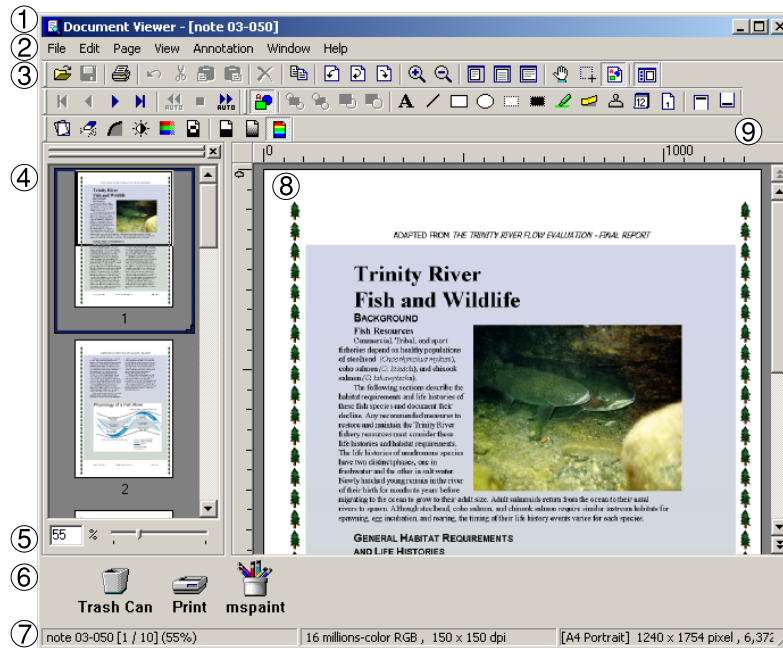
3. Click the button to return to the Printers folder.

Document Viewer

Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (see page 89). 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.

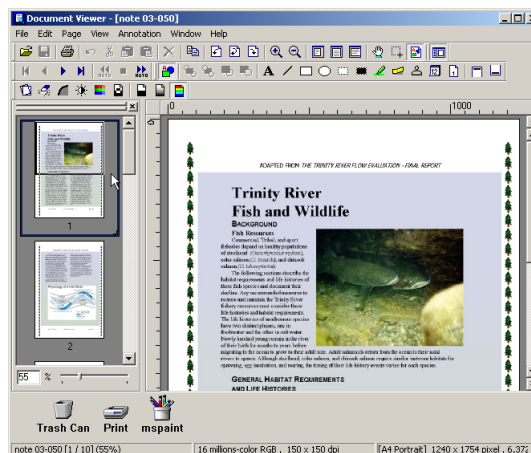
Document Viewer

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

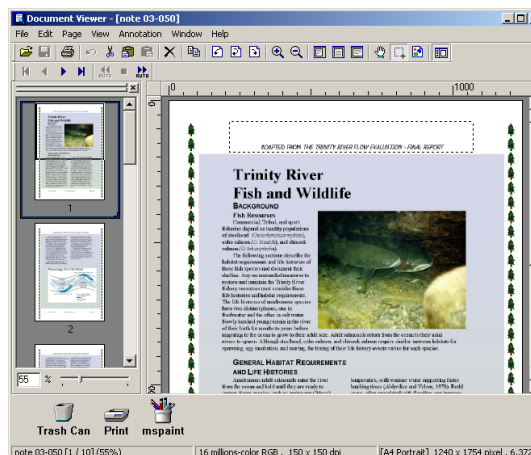
Editing operations such as cutting, copying, pasting, and adding annotations.

- 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.



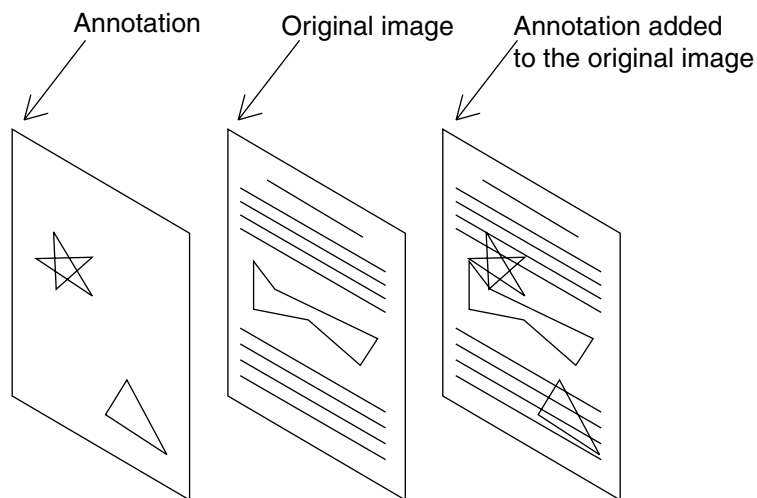
Annotation Function

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

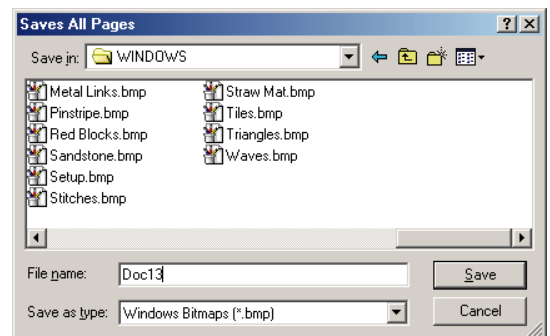
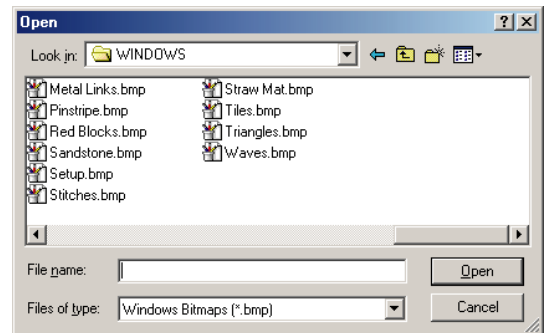
File Menu

- **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:

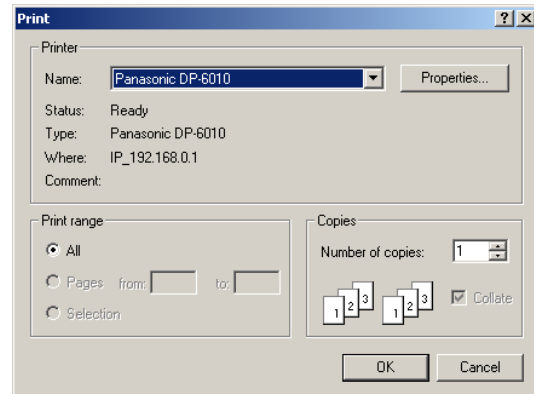
- **TIFF**
Tagged Image File Format (TIFF).
- **Multi-page TIFF**
Multipages Tagged Image File Format (TIFF).
- **Internet Fax TIFF**
Tagged Image File Format (TIFF) with Internet Fax format.
- **JPEG**
Joint Photographic Experts Group (JPEG) format.
- **BMP**
Windows standard bitmap format.
- **PNG**
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.

4. **Print Annotation**

Select to print with annotations.

5. **Print Label**

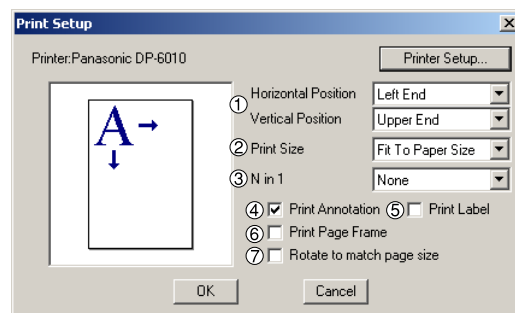
Select to print with labels.

6. **Print Page Frame**

Select to print with page frame.

7. **Rotate to match page size**

Select to rotate to match with the page size.



NOTE

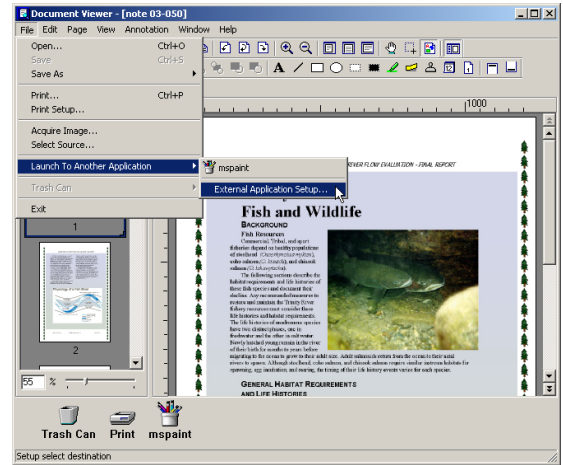
1. When saving a document with annotations, save the document in the Document Manager file format (DDM). This format saves the annotations and image data separately (as objects) so that they can be edited later. Although saving a document in another format allows further editing, the annotations cannot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

Document Viewer

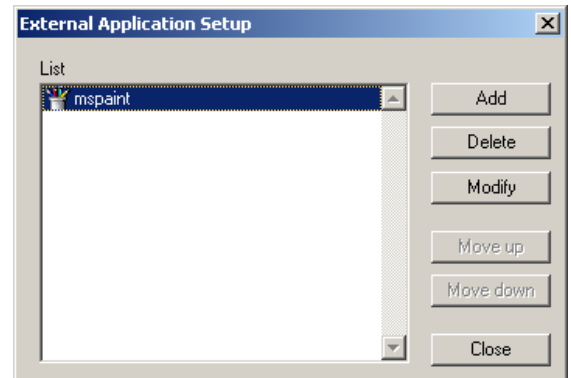
File Menu

• Launch To Another Application

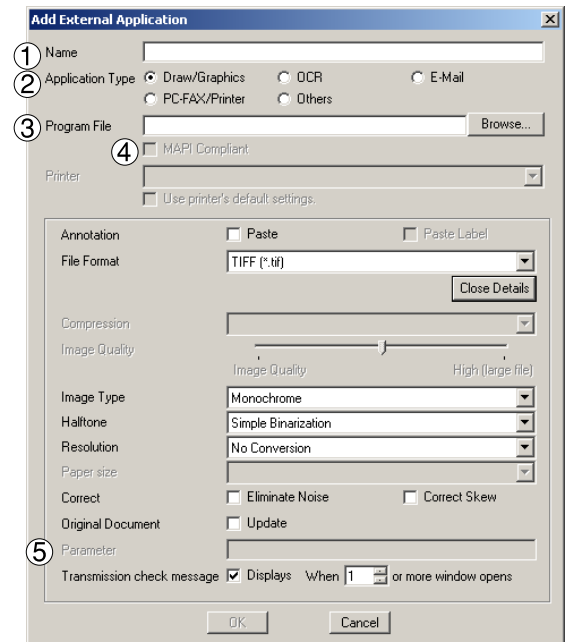
Opens the document selected in the document window with a specified application.



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 93) to specify an external application.

File Menu

- **Trash Can**

- **Open Trash Can**

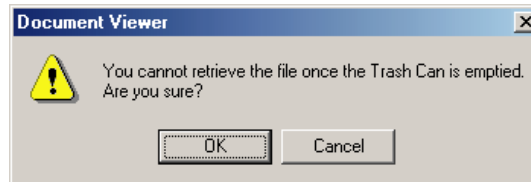
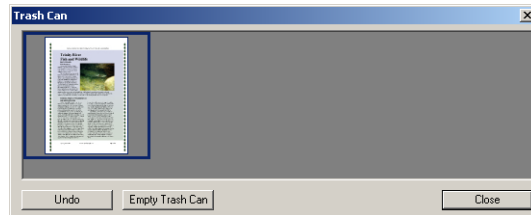
Opens the Trash Can and displays any page in it.

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

Note: Once you exit the Document Viewer, the pages in the Trash Can are deleted.

- **Empty Trash Can**

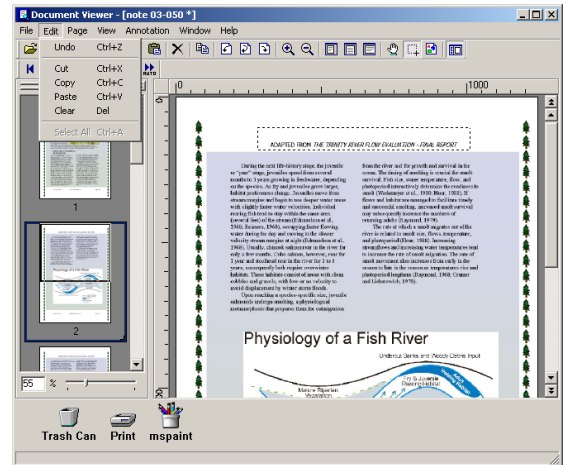
Deletes the pages in the Trash Can. If a page is emptied from the Trash Can, it is permanently deleted. it is **Not** stored in the Recycle Bin.



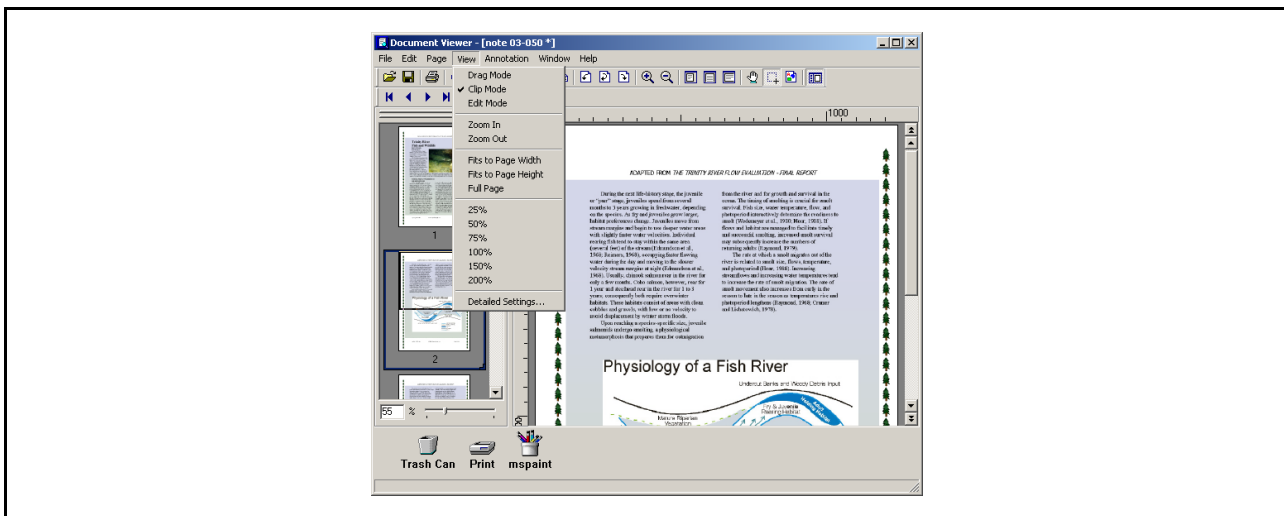
Document Viewer

Edit Menu

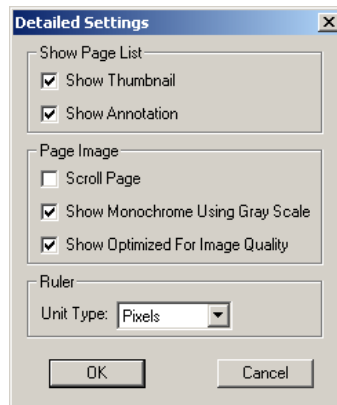
- **Undo**
Undoes the last editing operation done.
- **Cut**
Deletes a selected annotation from a folder and copies it to the clipboard.
- **Copy**
Copies a selected annotation on the clipboard.
- **Paste**
Pastes an annotation from the clipboard into the selected page.
- **Clear**
Clears a selected annotation.
- **Select All**
Selects all annotations on the selected page.



View Menu



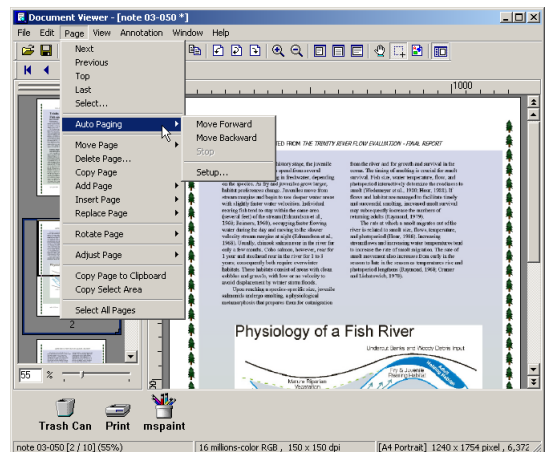
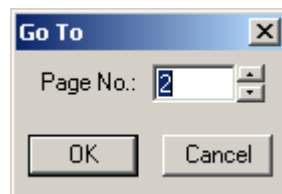
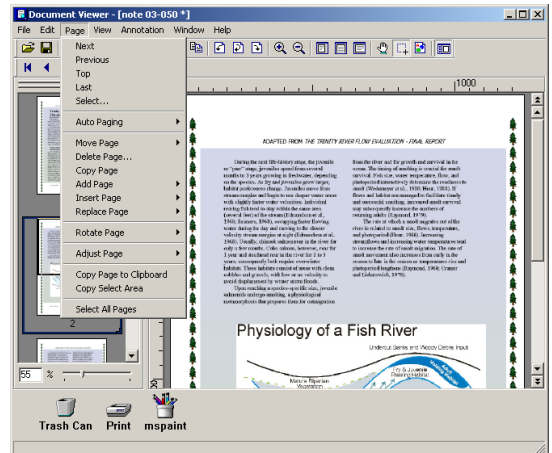
- **Drag Mode**
Sets to the Drag Mode.
- **Clip Mode**
Sets to the Clip Mode.
- **Edit Mode**
Sets to the Edit Mode.
- **Zoom In**
Zooms in on an image.
- **Zoom Out**
Zooms out on an image.
- **Fits to Page Width**
Fits the display to the page width.
- **Fits to Page Height**
Fits the display to the 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

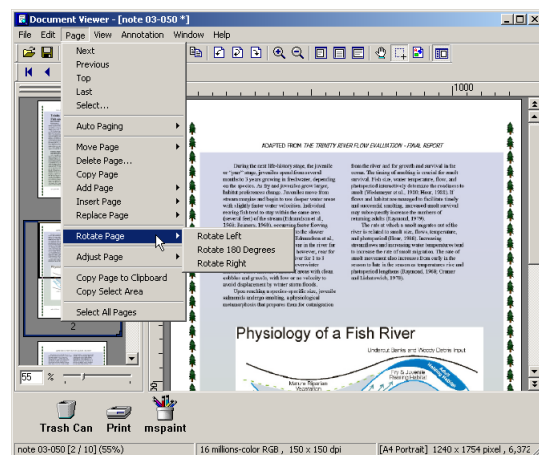
- **Next**
Displays the next page.
- **Previous**
Displays the previous page.
- **Top**
Displays the top page.
- **Last**
Displays the last page.
- **Select**
Displays a specified page.
- **Auto Paging**
Turns the pages automatically.
 - **Move Forward**
Automatically steps through pages forwards.
 - **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 to the next page.
 - **Previous page**
Moves the current page to be before to 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.



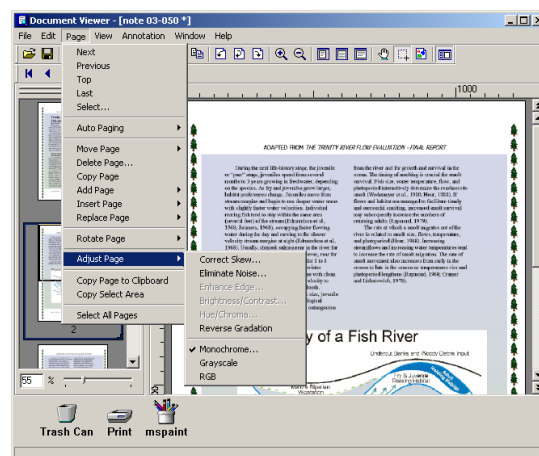
Page Menu

- **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)
- **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**

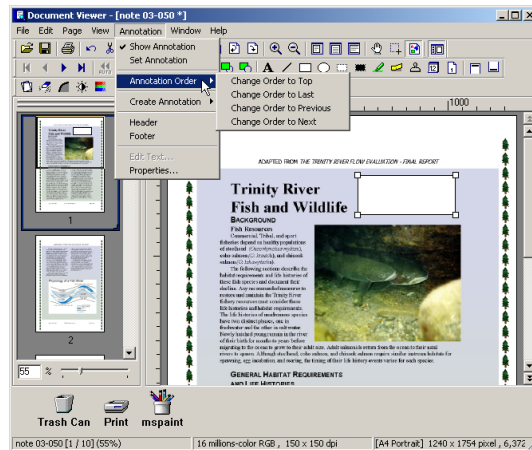
The check box on/off setting specifies whether to display an annotation in the page list thumbnail.

- **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**

Creates a marker annotation and pastes it to a page.

- **Label**

Creates a label annotation and pastes it to a page.

- **Stamp**

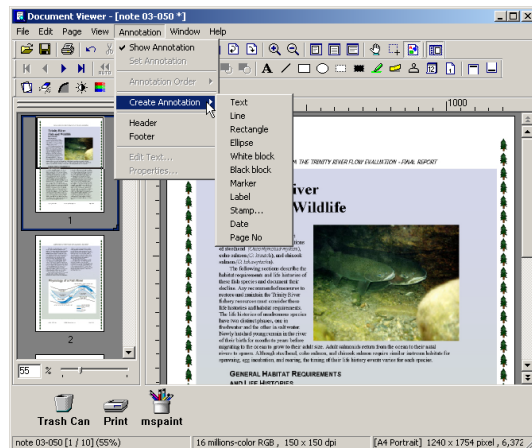
Creates a stamp annotation and pastes it to a page.

- **Date**

Creates a date annotation and pastes it to a page.

- **Page No.**

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

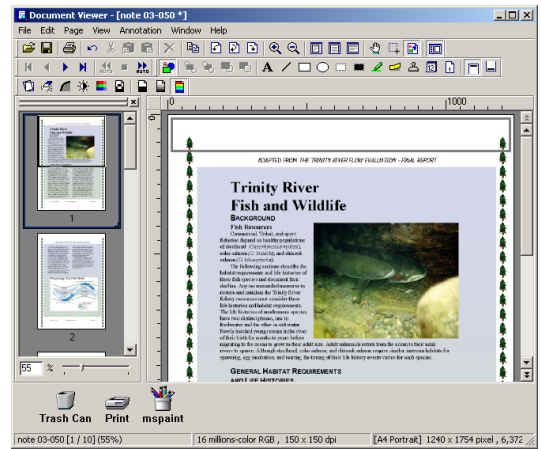


Document Viewer

Annotation Menu

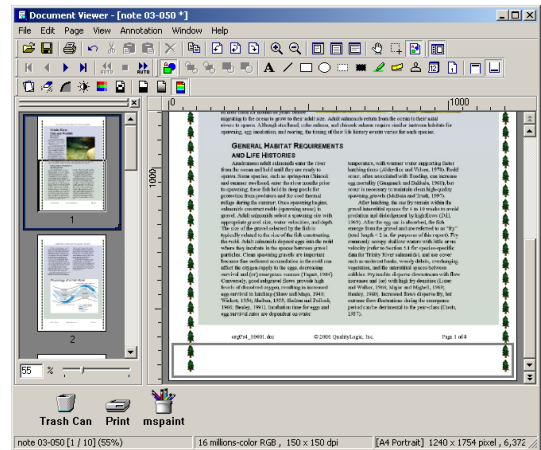
- **Header**

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.

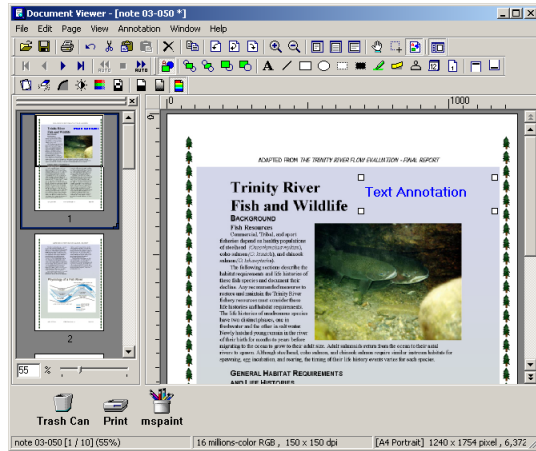
- **Properties**

Displays annotation properties.

Annotation Menu

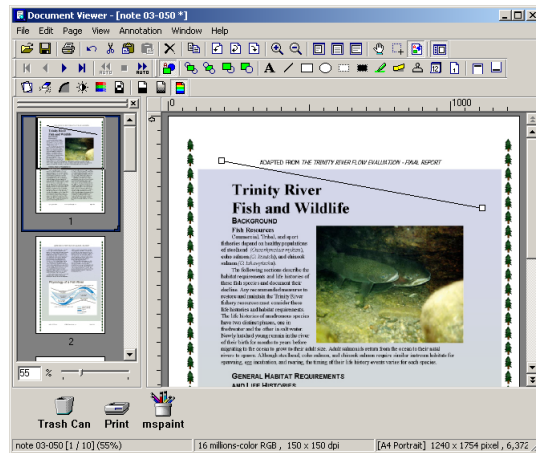
• Text

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)



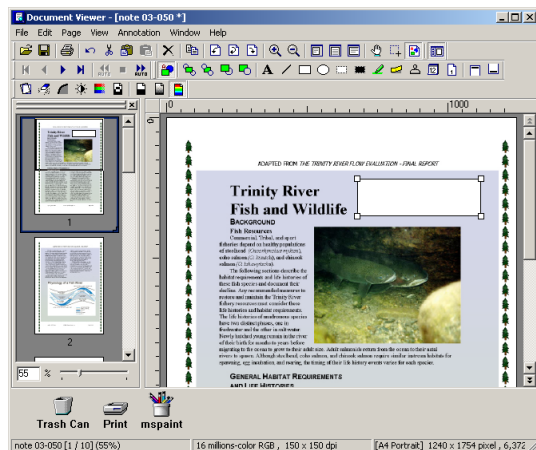
• Line

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.



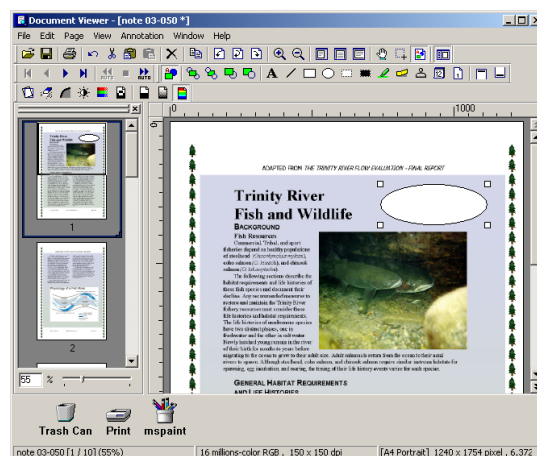
NOTE

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.



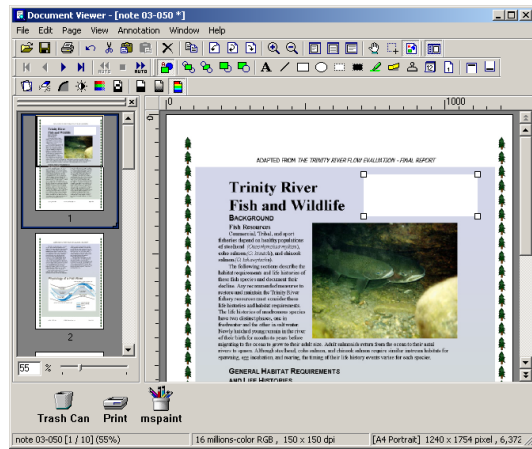
NOTE

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

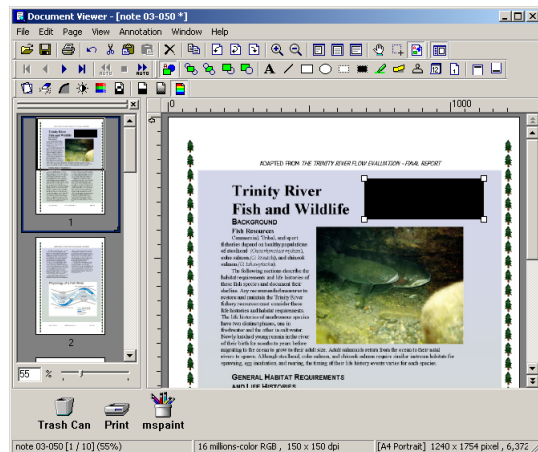
- **White Block**

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.

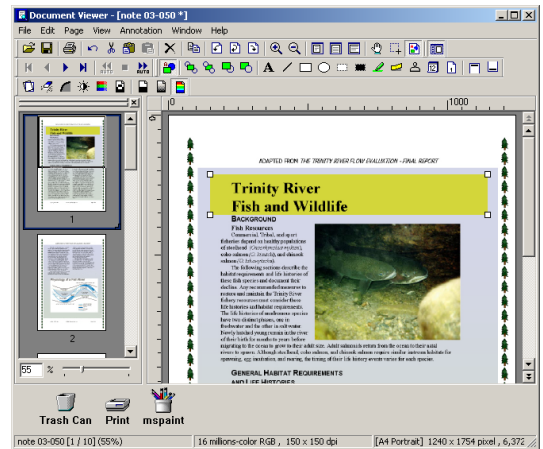
Document Viewer

Annotation Menu

• Marker

Creates a marker annotation.

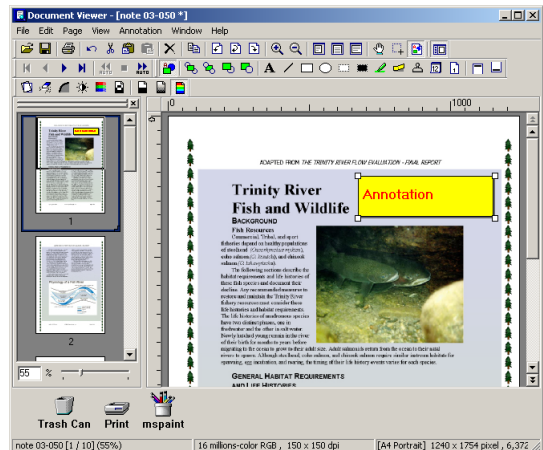
Select marker annotation in the annotation menu (or tool button (see Note 1)), and drag the mouse in the image window to draw a marker.



• 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.



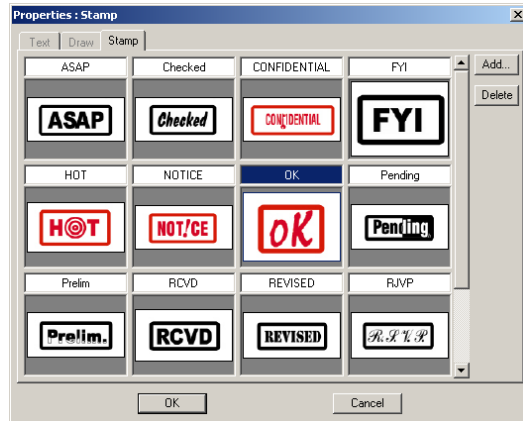
NOTE

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.

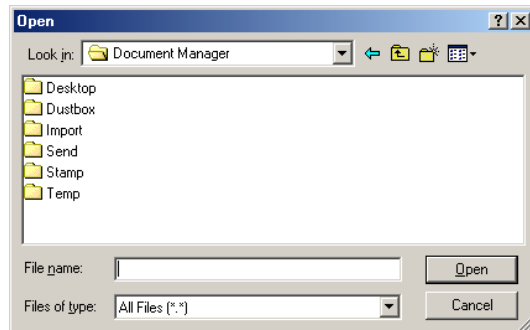
Annotation Menu

• **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 button. Then drag the mouse in the image window to specify the area, displaying the stamp dialog box.



Click the button to select image files to be used as a stamp.



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

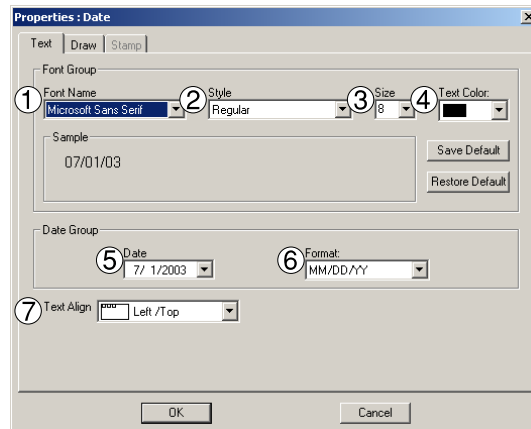
Specify the date here. Selecting from the calendar or entering the date.

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

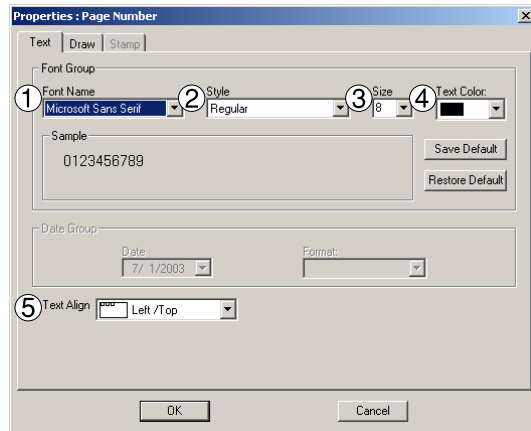
• **Page No.**

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.

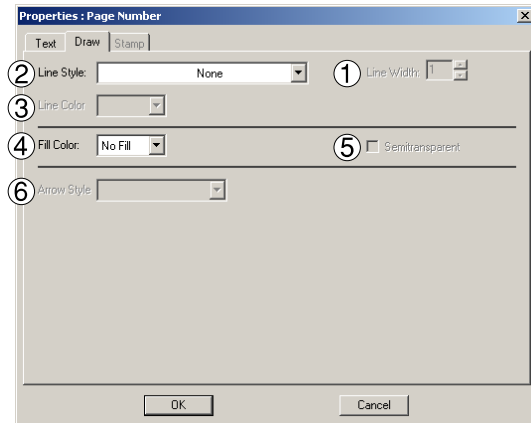
Specify format, color, and font of the page number to be displayed.

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.



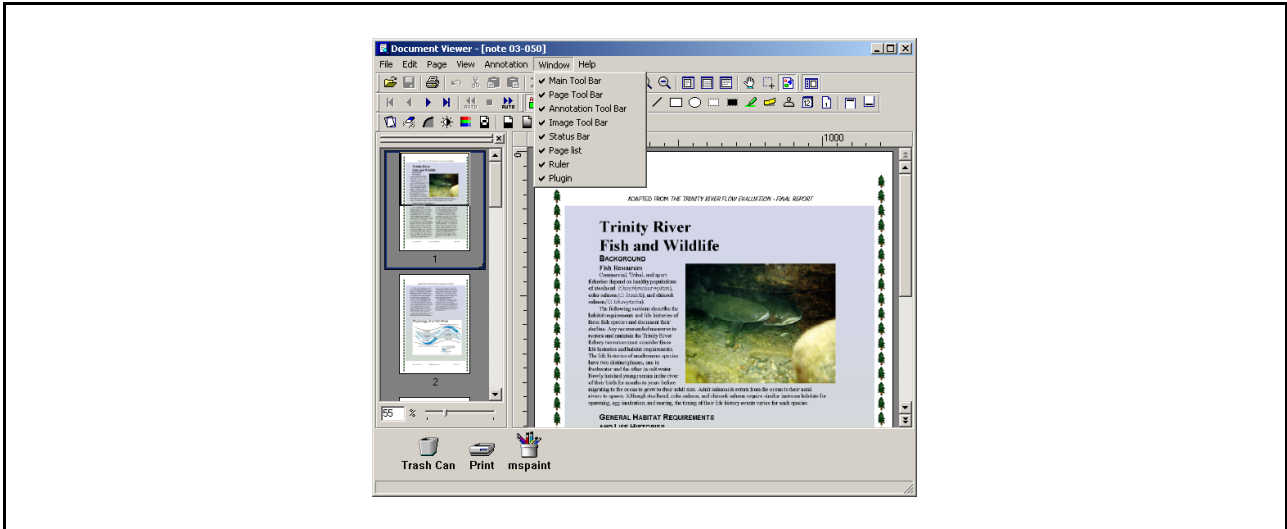
Opens the Graphics Format Setup Dialog box. Click on the drawn figure and select Properties to change the thickness and colors of the lines.

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

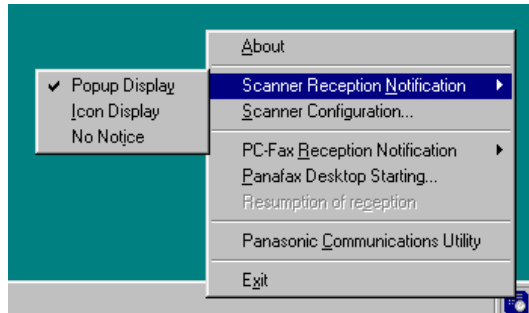
Network Scanner Settings

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

Right-click the Panasonic Communications Utility icon to the **Scanner reception notification** either **Pop up Display** or **Icon Display**.



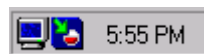
<Pop up Display>

Displays the following message when the scanner image is received.



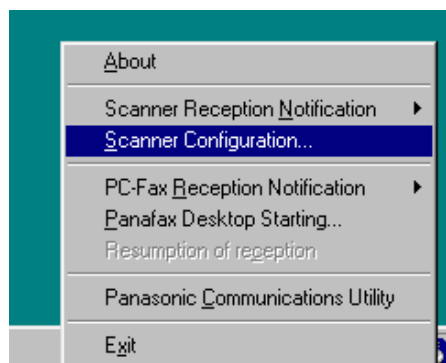
<Icon Display>

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



- Scanner Configuration

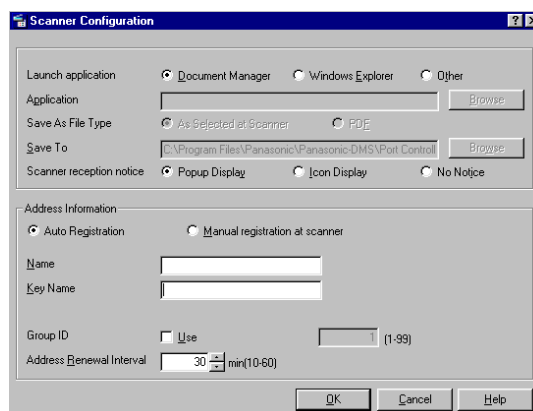
Right-click on the icon and select **Scanner Configuration....**



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 to be saved to the machine.

- **Key Name**

Set the Key Name to be saved to the machine.

- **Group ID**

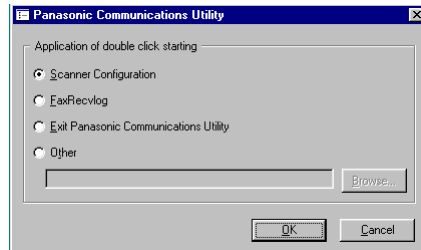
Set the Group ID (1 -99).

- **Address Renewal Interval**

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

Panasonic Communications Utility

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



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

- Scanner Configuration
Open the Scanner Configuration Window.
- Fax Receive Log
Open the Fax Receive Log Window.
- Exit the Panasonic Communications Utility.
The Panasonic Communications Utility is terminated.
- Other
Click the button to set the application program.

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

Network Connected Models

Group 1

- DX-600 / 800
- DP-3510/3520/4510/4520/6010/6020 with Fax and I-Fax Options
- DP-2310/3010 with Fax and I-Fax Options

Group 2

- DX-1000/2000
- DP-1810F with I-Fax Option
- DP-2000/2500/3000 with Fax and I-Fax Options

Local Connected Models

- UF-490/525 (USA UF-490: Standalone System only)
- UF-590/790
- UF-890/990 (Tx only)
- DP-1810F

Restriction(s)

Common

- The size of the data that can be transmitted is limited to the size that is within the memory of the device. The transmission is canceled when the device's memory overflows during the transfer of the fax data.
- The maximum number of multi-station transmissions is up to 999.

Network Connected Models Only

- The total number of direct dialing stations of the device limits the total number of stations that a fax message can be transmitted to. The transmission is canceled when it exceeds that number during the data transfer to the device from the PC.
- For **Simple Send Only System with Group 2 Device(s)**, the fax data is transferred to the device continuously without confirmation of the job. The transmission is canceled when it exceeds the maximum number of stations, number of jobs or memory size of the device during data transfer to the device from the PC.
- For **Simple Send Only System or Send and Receive System with Group 1 Device(s)**, the fax data is transferred individually from the Panafax Desktop while obtaining the completion confirmation for each job, by means of the Job Completion Notice (**Send Only**) or Communication Journal (**Send and Receive**).

If you are running Anti-virus Software, it may interfere and/or cause the Panafax Desktop from sending a PC Fax Job to the Device properly. You may be required to disable the Anti-virus software when using the Panafax Desktop temporarily. Please consult your Network Administrator.

Connection Configurations (For the Network Connected Models)

For the Network Connected Models

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

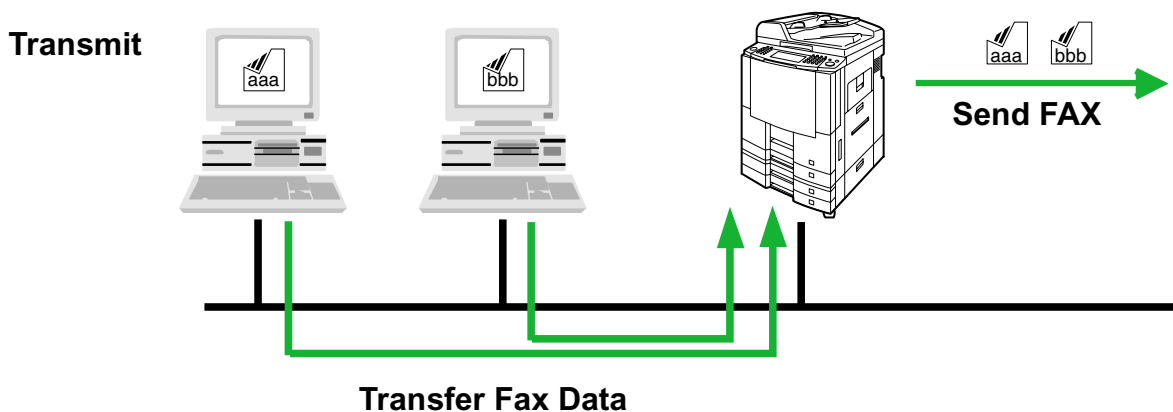
	Device Setting	PC Fax Setting
Simple Send Only System <ul style="list-style-type: none"> Peer To Peer Connection Email Server Not Required 	<ul style="list-style-type: none"> IP Address settings Relay XMT Password setting Relay XMT Report = Off setting*1 	<ul style="list-style-type: none"> Relay XMT Password setting
Send & Receive Network <ul style="list-style-type: none"> Shared Network Connection Email Server and RX Email Account Required 	<ul style="list-style-type: none"> IP Address settings Relay XMT Password setting Relay XMT Report = Always 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 <ul style="list-style-type: none"> Search Shared Server setting

Note:

*1: The result of the Simple Send Only System transmission with Group 2 Device models (refer to the list of compatible models in the previous section), the Send Log and TX Confirmation Notice confirms the transfer to the device only. The only way to confirm whether it reached the final destination is with a transaction journal of the device. (Pages sent column is 0)

*2: The result of the Simple Send Only System and Send and Receive System transmission with Group 1 Device models and all other compatible models, is reflected in the Send Log and TX Confirmation Notice. (Actual Pages Sent)

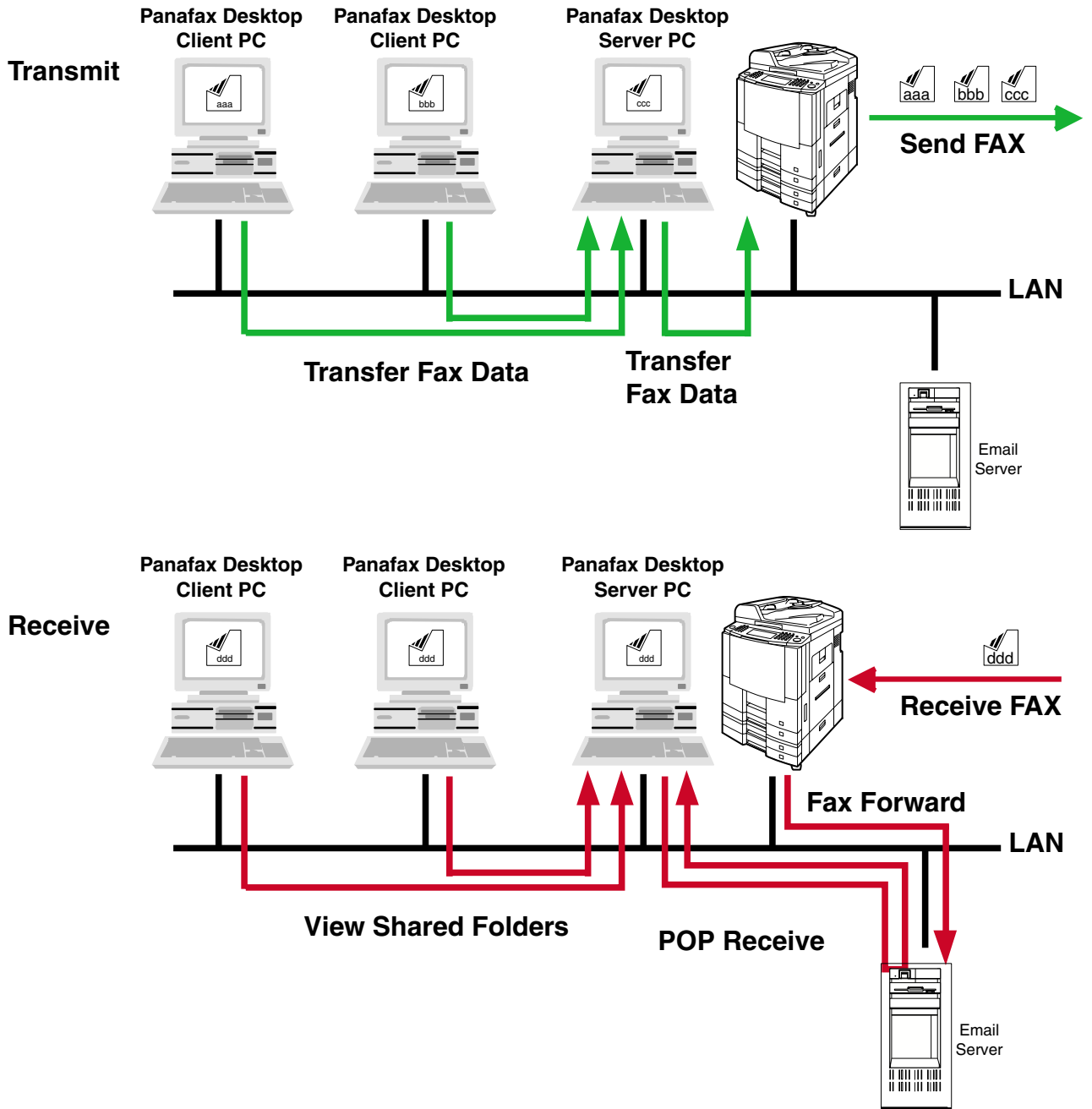
Simple Send Only System Connection Diagram



Panafax Desktop

Connection Configurations (For the Network Connected Models)

Send & Receive Shared Network System Connection Diagram



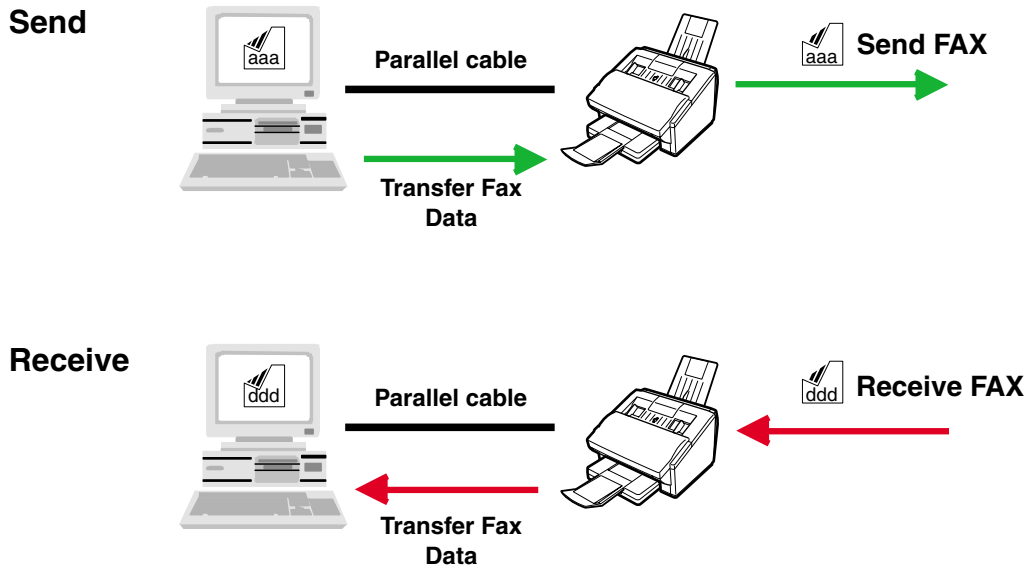
Connection Configurations (For Local Connected Models)

For Local Connected Models

There are two types of Panafax Desktop configurations, the Standalone System and the Network Shared System.

	Device setting	PC Fax Setting
Standalone System - Standalone Connection	- PC-FAX RCV MODE = Print / Upload & Print / Upload	- None
Network Shared System - Shared Network Connection	- PC-FAX RCV MODE = Print / Upload & Print / Upload	For the Server PC - Server Setting For the Client PC - Search Shared Server setting

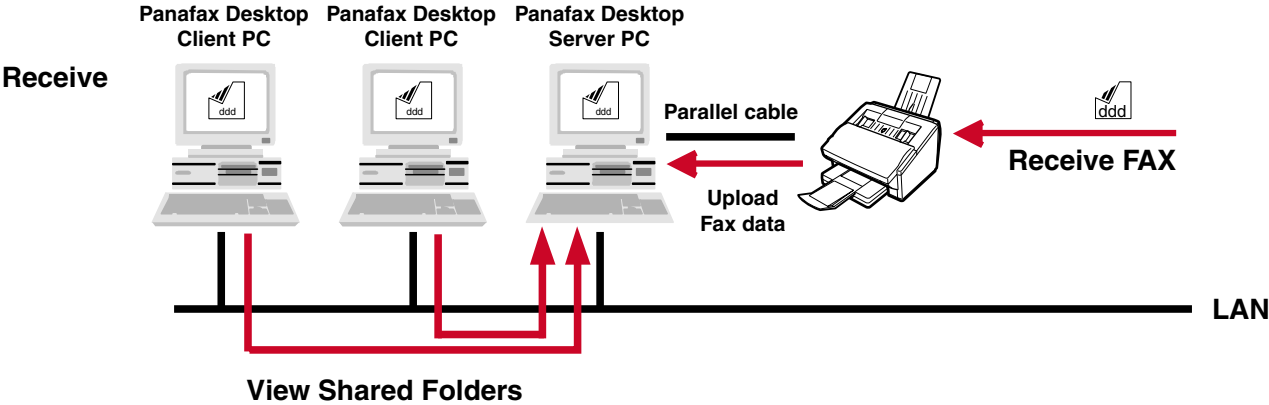
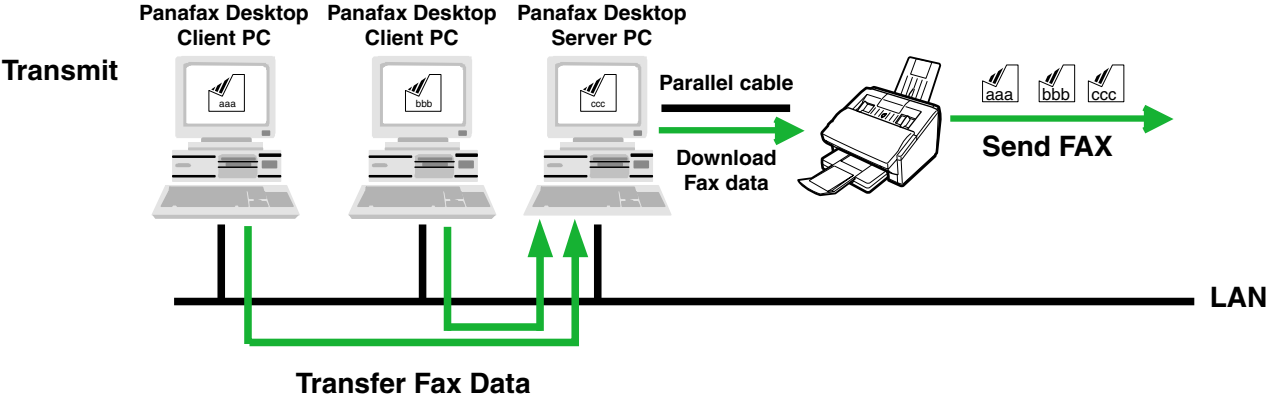
Standalone System



Panafax Desktop

Connection Configurations (For Local Connected Models)

Network Shared System



Installation and Setup (For the Network Connected Models)

For the Network Connected Models

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**.

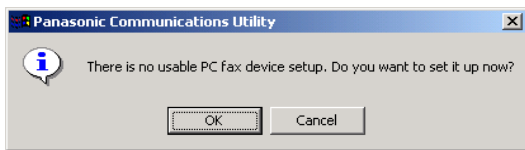
Installation


1	<p>Confirm the following device settings.</p> <p>Send Only System settings: Connection to the network Set Internet parameters: - IP Address - Subnet Mask - Default Gateway IP Address Set Fax Parameters: - Set the Relay XMT Report = off (Fax Parameter No. 143)</p> <p>Send & Receive System settings: Connection to the network Set Internet parameters: - IP Address - Subnet Mask - Default Gateway IP Address - Email Address - Email Server Name/IP Address Set Fax Parameters: - Set the Relay XMT Report = Always (Fax Parameter No. 143) - Set the Fax Forward to Receive Email Account (Fax Parameter No. 054)</p>
2	<p>Install the Document Management System. Refer to the Installation section of this Operating Instruction.</p> <p>Note: For the DP-1810F/DP-1810F (Network PC Fax) DP-2000/2310/2500/3000/3010/3510/3520/4510/4520/6010/6020, the Panafax Desktop does not install automatically with the TYPICAL installation. Select CUSTOM installation and check the Panafax Desktop to be installed. There is both a Parallel connection and Network connection Panafax Desktop for the DP-1810F. The model name of DP-1810F (Network PC Fax) is selected when using the Network version of Panafax Desktop and DP-1810F is selected when using the Local (Parallel) version of Panafax Desktop.</p>

Installation and Setup (For the Network Connected Models)

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

1

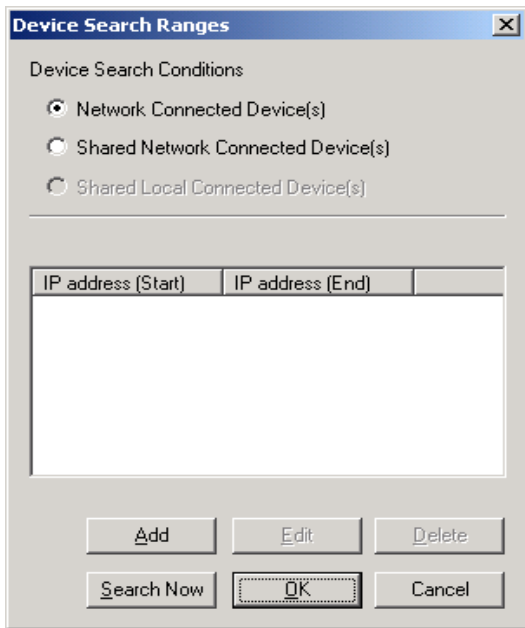


Double-click the  icon on the Windows Desktop.


The **Panasonic Communications Utility** appears.

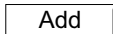
Click the  button.

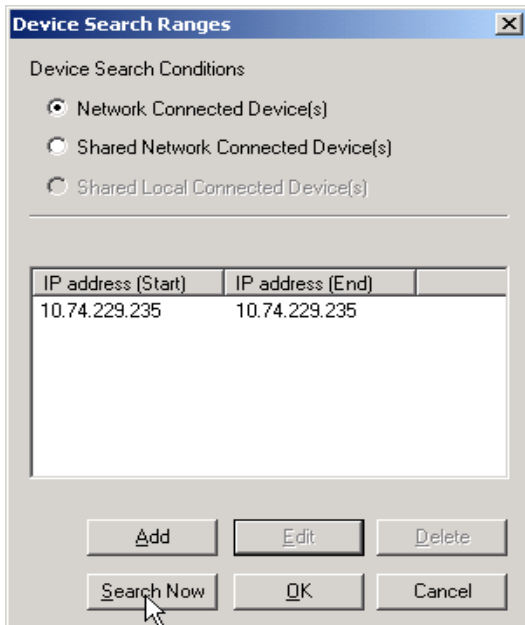
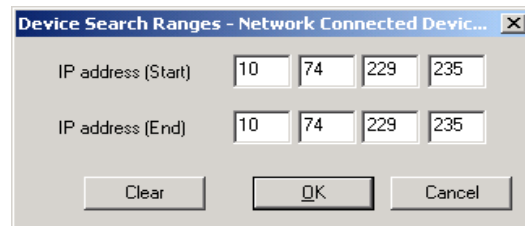
2



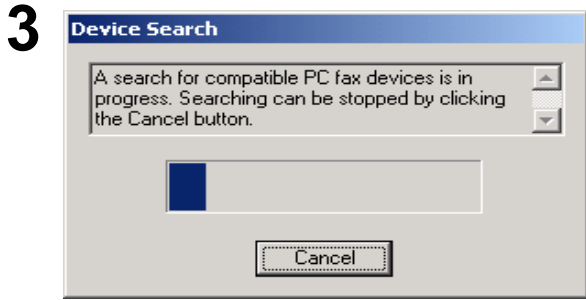
Device Search Ranges appears.

Click the  button to start searching for the Network Connected Devices.

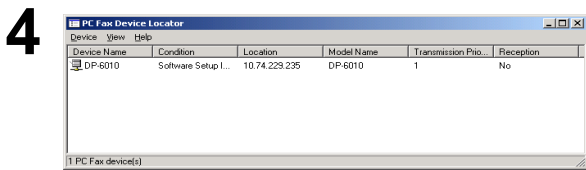
Note: 1 It searches for all the devices within the default Subnet. Refine the search range when there are many devices connected in the Subnet, or you want to connect to devices outside of the Subnet. To change the search range, click  button and specify the range.



Installation and Setup (For the Network Connected Models)



Starts searching for the PC Fax devices on the network.

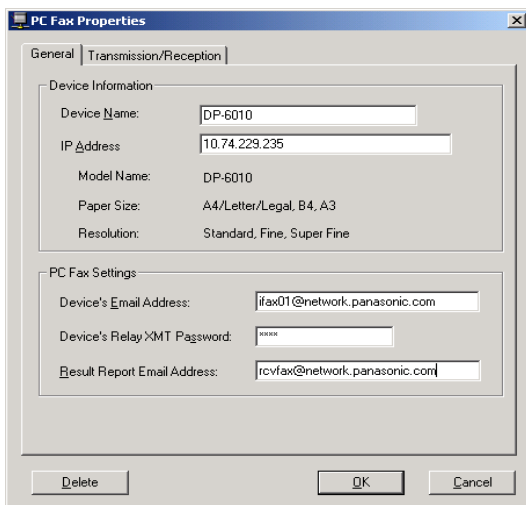


The Network connected PC Fax device(s) are listed in the PC Fax Device Locator.

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

Installation and Setup (For the Network Connected Models)

5



The **PC Fax Properties** appears.

<**General**> Tab

Input the PC Fax Settings.

Send Only System:

- Device's Email Address
This Setting is unnecessary.
- Device's Relay XMT Password
The Relay XMT Password of the device.
- Result Report Email Address
This Setting is unnecessary. (See Note 1 and 3)

Send & Receive System:

- Device's Email Address
Set the Email Address of the device. (See Note 2)
- Device's Relay XMT Password
The Relay XMT Password of the device.
- Result Report Email Address
Set the POP Email Address for the reception. (See Note 3)

- Note:**
1. If you have your own Email Address and your device is set up to Internet Fax, set your Email Address here. You can receive the Result Report from the device. In that case, set the Relay XMT Report = Always (Fax Parameter No. 143).
 2. 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.
 3. When the Relay Domain is set in the User Parameters of the device, it is required to be the within the same domain (The right part of @) of the Email address for the Result Report Email Address. If it doesn't correspond, transmission from the Panafax Desktop is rejected.

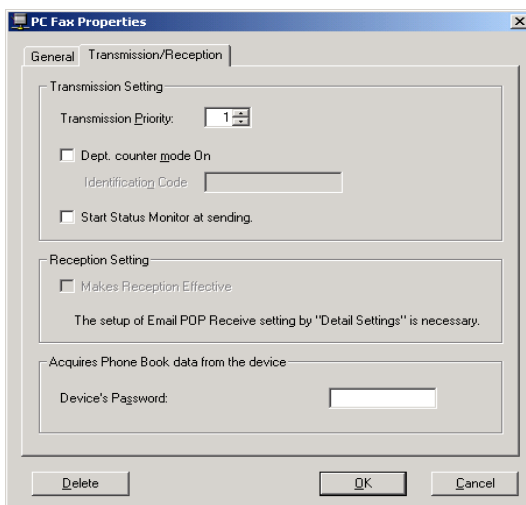
<**Transmission/Reception**> Tab

- Transmission Setting
 - Transmission Priority
If there are multiple devices available, you can set the transmit priority 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.
The condition of the device can be monitored.
The Device Group 2 doesn't have this function.
- Reception Setting (Send & Receive System only)
 - Makes Reception Effective
Check this box if you want to enable 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:

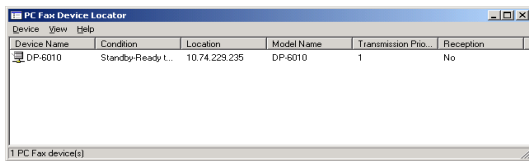
1. The DX-600/800 uses the Remote Password. The DP-2310/3010/3510/3520/4510/4520/6010/6020 uses the Key Operator Password.
2. The Device Group 2 doesn't have this function.

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



Installation and Setup (For the Network Connected Models)

6



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

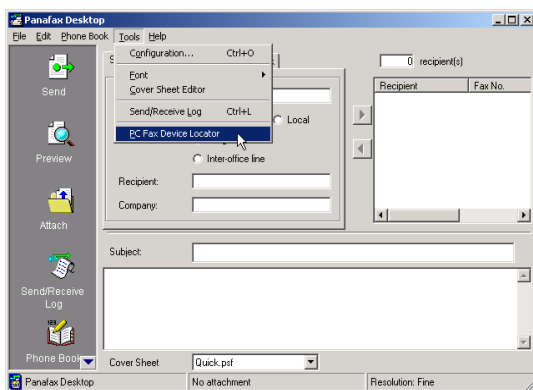
Click or select **Device | Exit** from the menu to close the PC Fax Device Locator.

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

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

Receive Setup (Send & Receive System only)

1

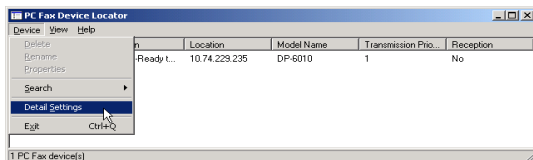


Click icon on the Windows Desktop.

The **Panafax Desktop** appears.

Select **Tools | PC Fax Device Locator** from the main menu.

2

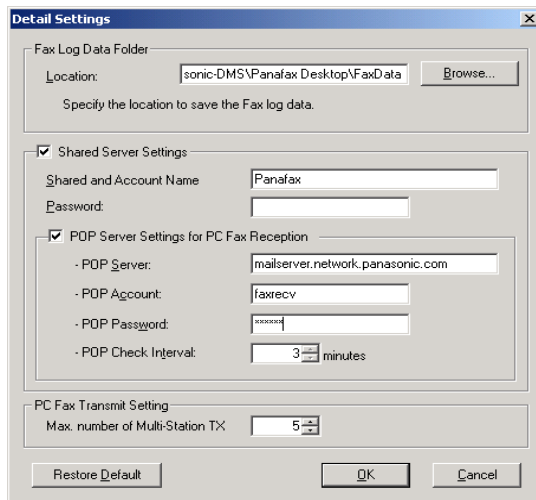


The **PC Fax Device Locator** appears.

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

Installation and Setup (For the Network Connected Models)

3



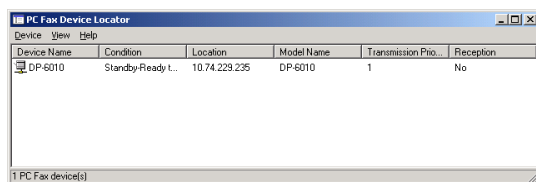
The **Detail Settings** appears.

- 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 **OK** when you finish inputting the settings.

- Note:**
1. 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.
 2. When the Guest Account is made effective, a security problem may occur.
 - It will be possible to access common folders even if there is no account in Windows
 - The possibility that a computer virus could enter through this account.Please set it after you confer with the Network Administrator.

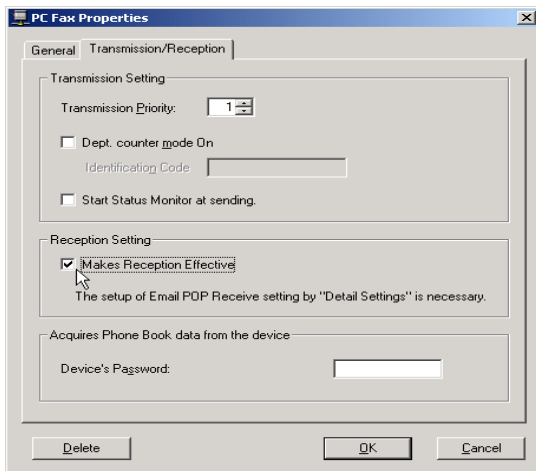
4



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

Installation and Setup (For the Network Connected Models)

5

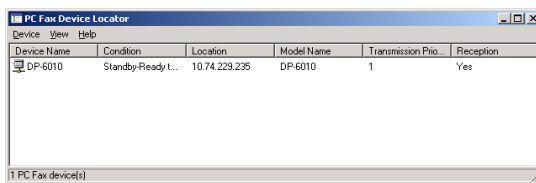


The **PC Fax Properties** appears.

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

Click .

6



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

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

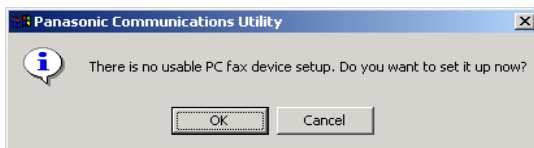
The **Send & Receive System** setup is completed.


Panafax Desktop

Installation and Setup (For the Network Connected Models)

Client Setup (Send & Receive System)

1

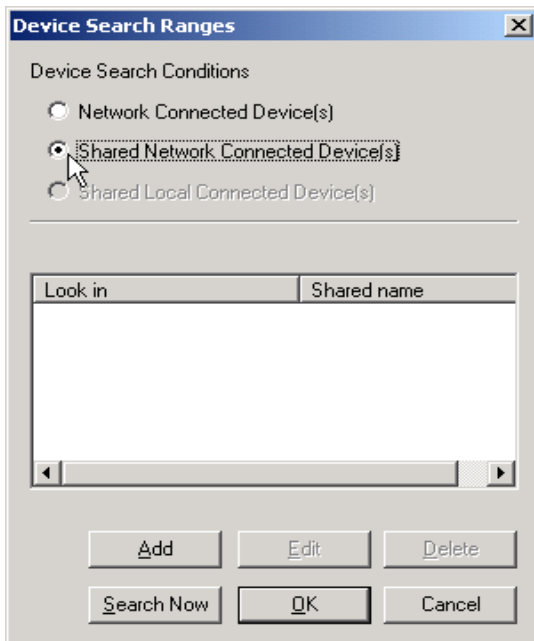


Click  icon on the Windows Desktop.

The **Panasonic Communications Utility** appears.


Click the  button.

2

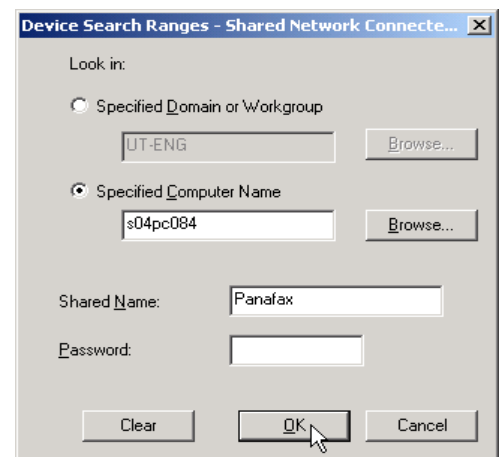
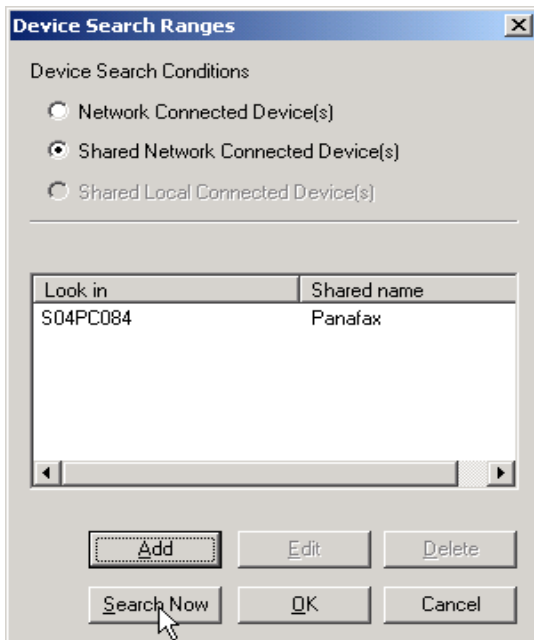


Device Search Ranges appears.

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

Click the  to start searching the shared Server.

Note: Searching sometimes may take a long time when there are many PCs connected to your network. In this case, we recommend 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.

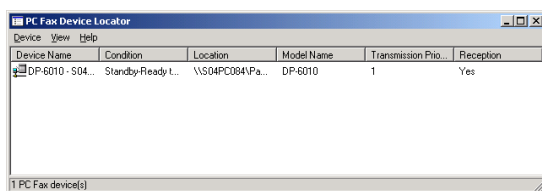
Installation and Setup (For the Network Connected Models)

3



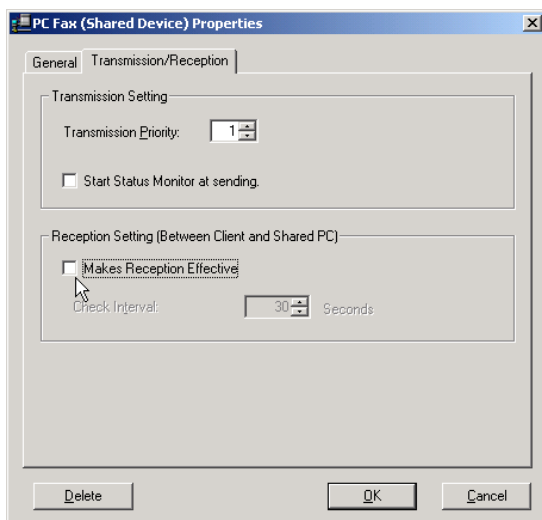
Start searching the Server for Network connected Devices.

4



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

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



The PC Fax (Shared Device) Properties appears. Click **Transmission/Reception** tab and checkout a box of "Makes Reception Effective".

Click .

Note: The reception function is shown as "Yes" if the shared device's reception function is effective. If you do not wish to receive faxes, select the Device and double-click or Click Device | Properties from the menu. The PC Fax (**Shared Device**) Properties appears. Click **Transmission/Reception** tab and checkout the box for "Makes Reception Effective". Click

Installation and Setup (For the Local Connected Models)

For Local Connected Models

Panafax Desktop uses the fax modem in the Panasonic/Panafax models connected with your computer by parallel cable.

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 settings of the device.

If you wish to receive change the following parameter as “Upload & Print” or “Upload”.

PC-FAX RCV MODE = Print / Upload & Print / Upload
(Fax parameter No. 063)

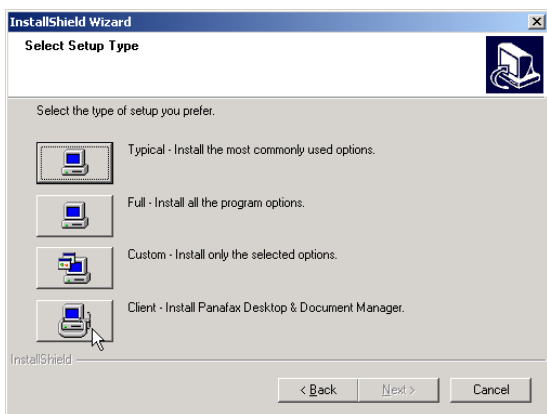
2

Install the Document Management System. Refer to the Installation section of these Operating Instructions.

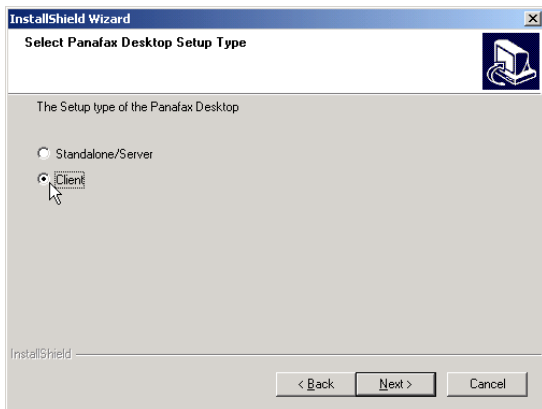
Note: 1. For the DP-1810F/DP-1810F (Network PC Fax) DP-2000/2310/2500/3000/3010/4510/6010, the Panafax Desktop does not install automatically with the **TYPICAL** installation. Select **CUSTOM** installation and check the Panafax Desktop to be installed.

There is both a Parallel connection and Network connection Panafax Desktop for the DP-1810F. The model name of DP-1810F (Network PC Fax) is selected when using the **Network** version of Panafax Desktop and DP-1810F is selected when using the Local (**Parallel**) version of Panafax Desktop.

2. For the Network Shared System, select on the Select Setup Type screen during the installation.



OR



Installation and Setup (For the Local Connected Models)

Setup for Standalone System

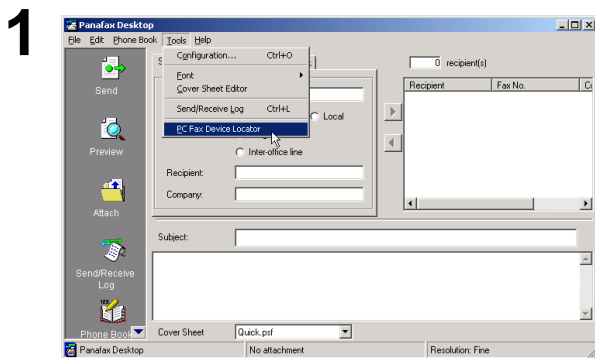
Special settings are unnecessary. It will be ready to send and receive fax messages if the device and PC are connected with the parallel cable and Panafax Desktop is started.


Note: Confirm that the device is not in the Energy Server Mode or Sleep Mode when you start Panafax Desktop.

Setup for Network Shared System

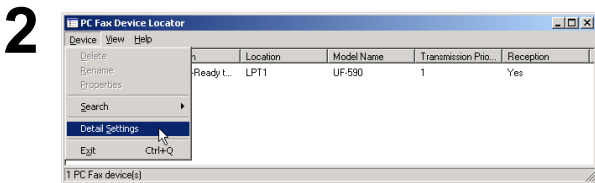
Server PC

Server Setup (Network Shared System)



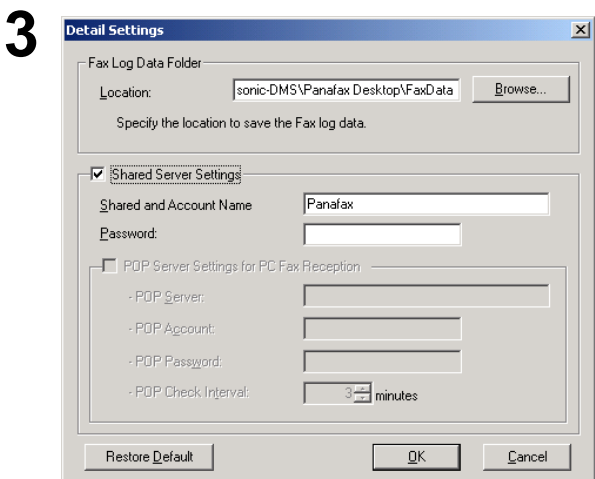
Click  icon on the Windows Desktop.

The **Panafax Desktop window** 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 window** appears.

Check the box for the “Shared Server Setting”.

Click on when you finish the settings.

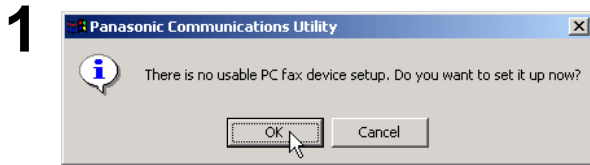
- Fax Log Data Folder Location
Specify the location to save the Fax log data. The default setting is usually all right.
- Shared Folder Settings
This is set up when Panafax Desktop is to be shared.


Panafax Desktop

Installation and Setup (For the Local Connected Models)

Client PC

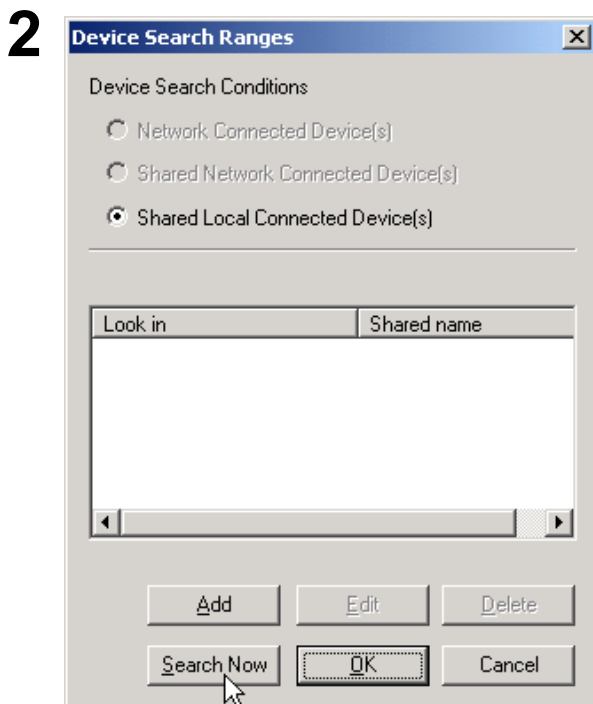
Client Setup (Network Shared System)



Double-click the  icon on the Windows Desktop.

The **Panasonic Communications Utility** window appears.

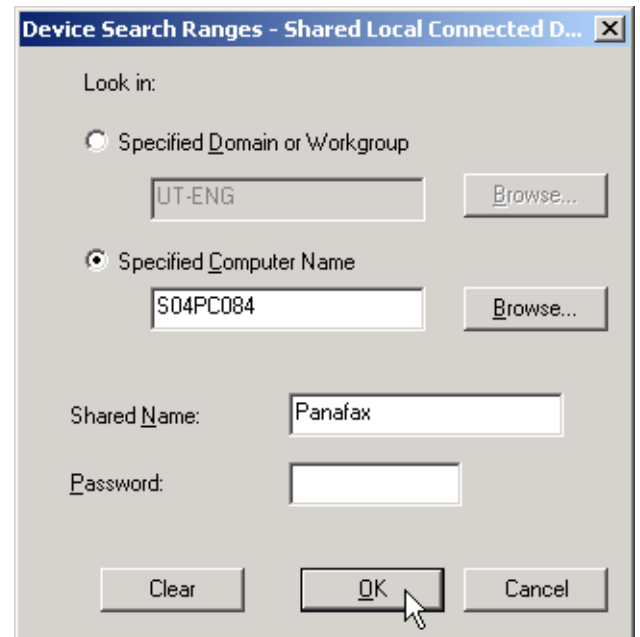
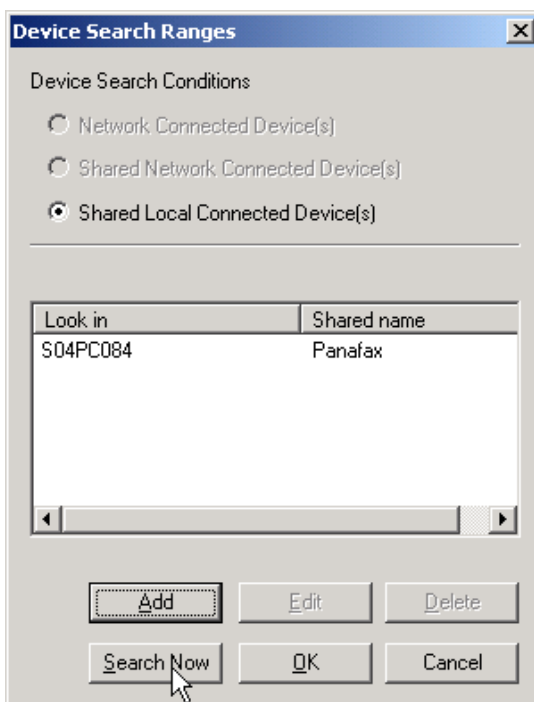
Click the button.



Device Search Ranges appears.

Click the to start searching the shared Server.

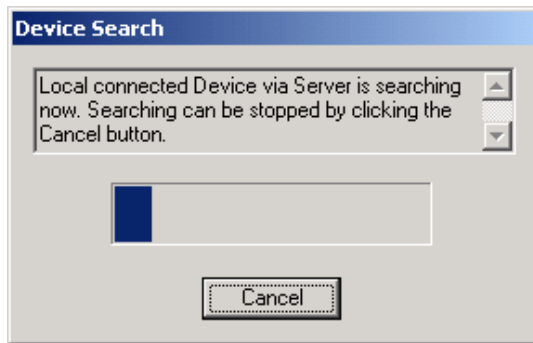
Note: 1. Note: Searching sometimes may take a long time when there are many PCs connected to your network. In this case, we recommend you to click button and specify the Domain or Workgroup, or specify the Computer Name directory to reduce the searching time.



- Look in
 - Specified Domain or Workgroup
Input the 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 it was changed from the default setting.

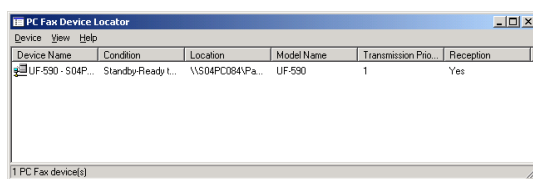
Installation and Setup (For the Local Connected Models)

3



Start searching the Server for Local connected Devices.

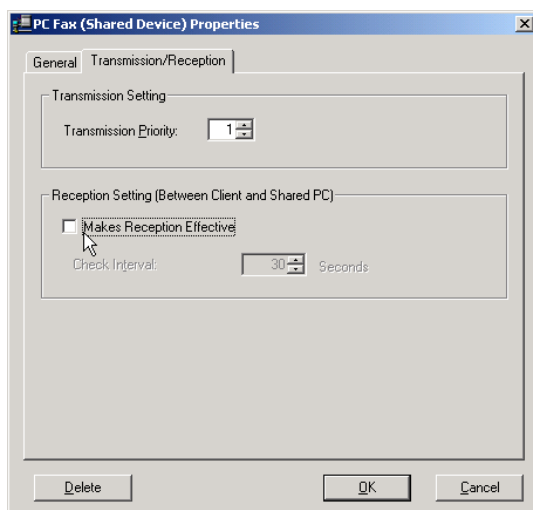
4



The Local connected devices via Server is listed in the PC Fax Device Locator.

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

5



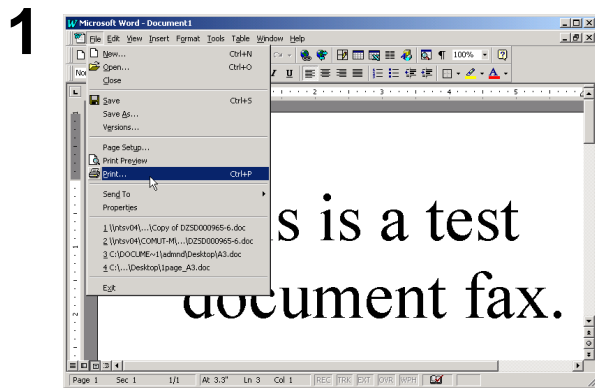
Note: The reception function is shown as "Yes" if the shared device's reception function is effective. If you do not wish to receive faxes, select the Device and double-click or Click **Device | Properties** from the menu. The **PC Fax (Shared Device) Properties** appears. Click **Transmission/Reception** tab and checkout a box of "Makes Reception Effective". Click **OK**.

Panafax Desktop

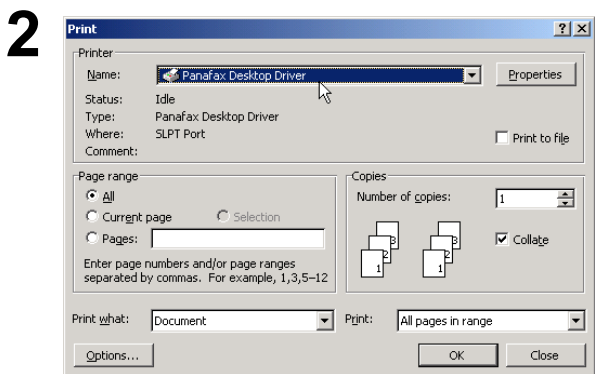
Sending Document

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.




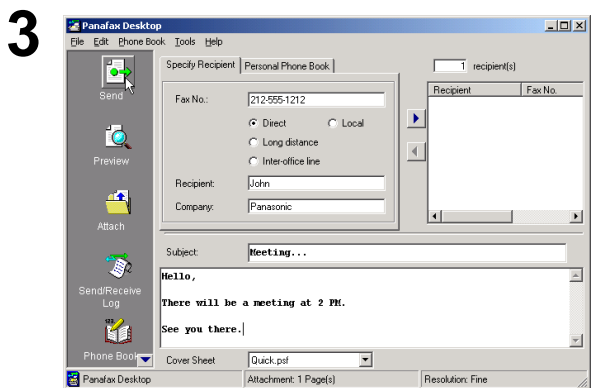
From the current Application select **Print** from the **File** menu.




The **Print** dialog box appears.

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

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

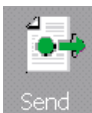


Enter the recipient's Fax No., Name and Company or select your Personal Phone Book.

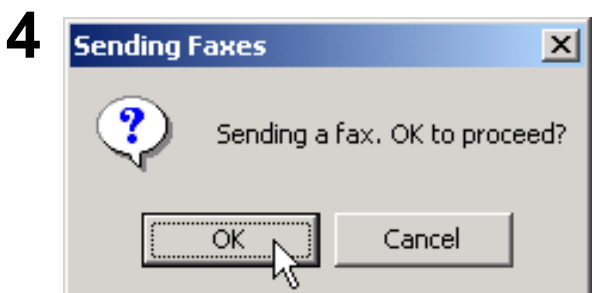
Click the  button to enter the recipient to the recipient list.

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.

Click on the  button when ready to send the fax.

Note: To input a pause, use the comma (,).



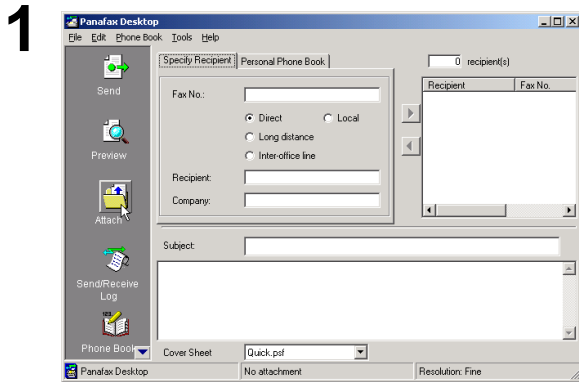
Click on the  button to start the transmission.


Sending Document

Sending a Document via the Panafax Desktop


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

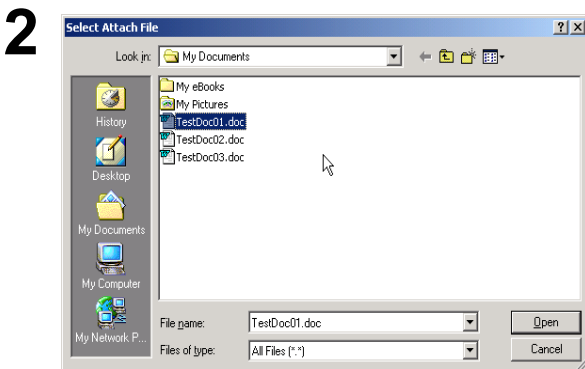
For example, compose a document from your word processor application. When you are finished and ready to fax it to a remote location, simply follow the procedure below.



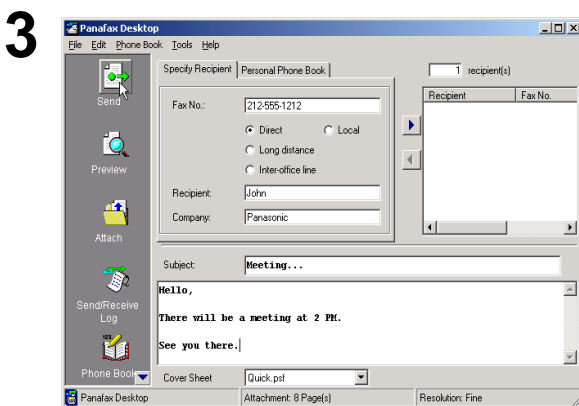
Click  icon on the Windows Desktop.

The **Panafax Desktop** window appears.


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



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




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.

Note: To input a pause, use the comma (,).

Click on the button to start the transmission.



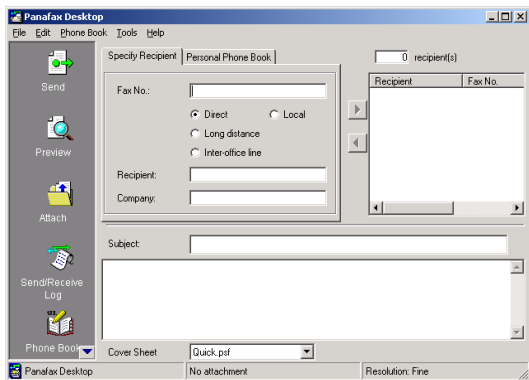
Panafax Desktop


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.

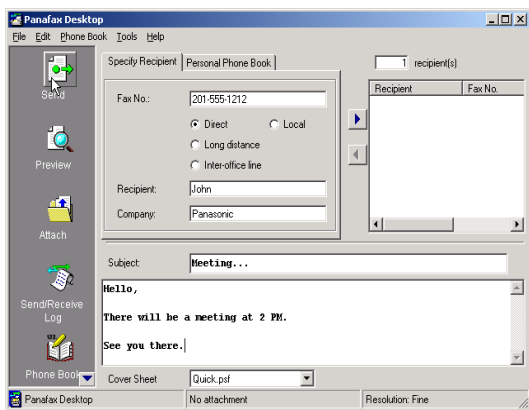
1




Click  icon on the Windows Desktop.

The **Panafax Desktop** window appears.

2



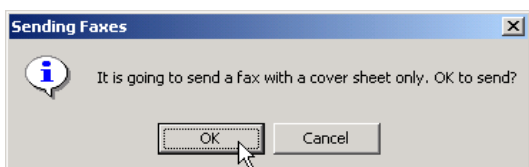
From the Panafax Desktop window, enter the recipient's Fax No. , Name and Company or select from your Personal Phone Book.

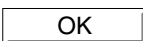
Click the  button to enter the recipient to the recipient list.

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.

Note: To input a pause, use the comma (,).

3



Click on the  button to start the transmission.

Receiving Document

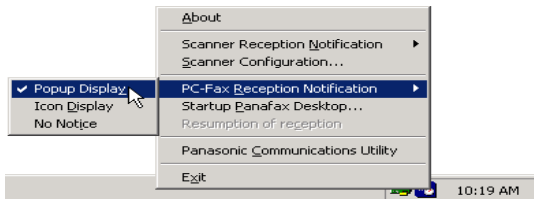
Receive Setting

1



Confirm the Panasonic Communications Utility icon is in the taskbar tray.

2

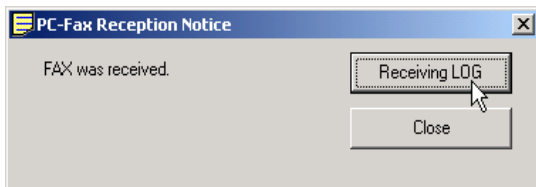


Right-click the Panasonic Communications Utility Icon to show the menu and select the PC-Fax Reception Notification.

- Popup Display
- Icon Display
- No Notice

When a fax is received on the machine, it will proceed as follows:

1



A receiving notice appears on the connected PC.

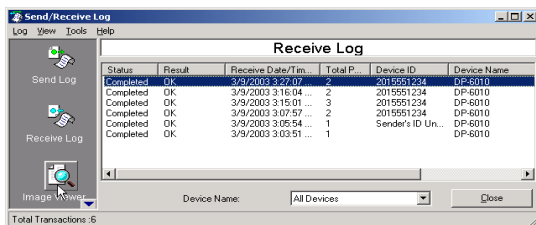
Click the **Receiving LOG** button.

or

The Panasonic Communications Utility icon is changed.

Double click the icon.

2



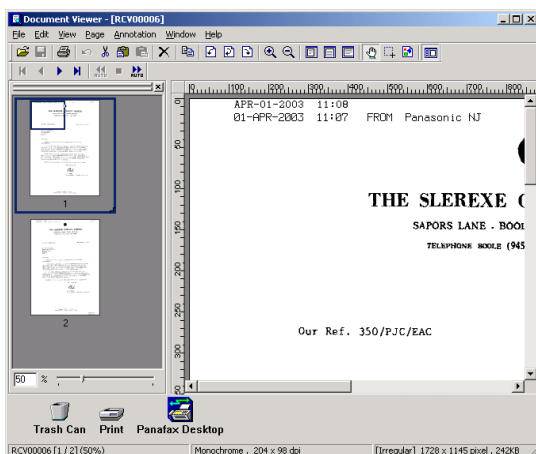
The Receive Log appears.

Select a transaction from the log then click the



button to view the received fax.

3

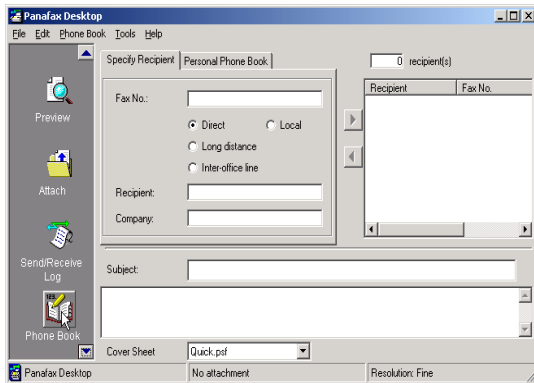



The received fax is displayed on the PC.

Registering the Personal Phone Book

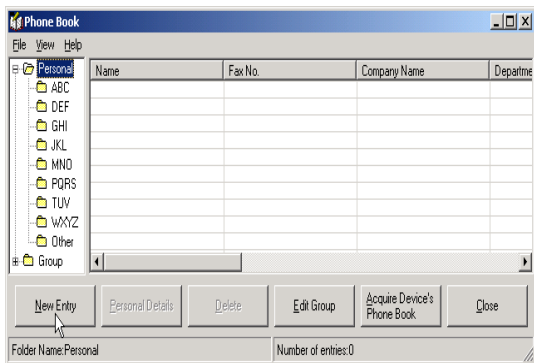
To register a recipient to the Personal Phone Book, follow the steps below:

1



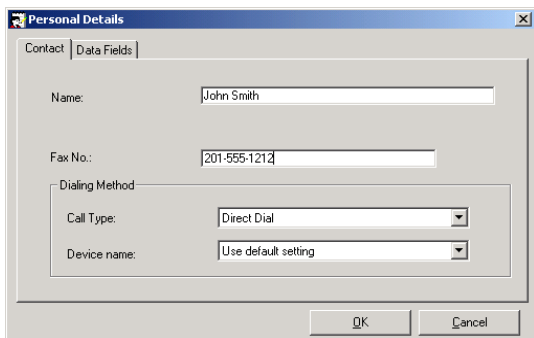
Click on the  button to open the Phone Book dialog Box.

2



Click on the  button.

3

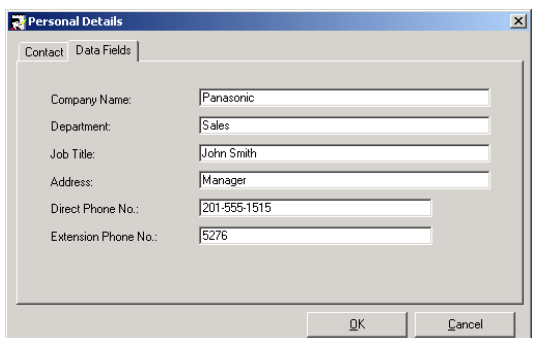


<Contact> Tab

- 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/Configuration/Dialing Settings is dialed at the head of the fax number.

Note: To input a pause, use the comma (,).


4



<Data Fields> Tab

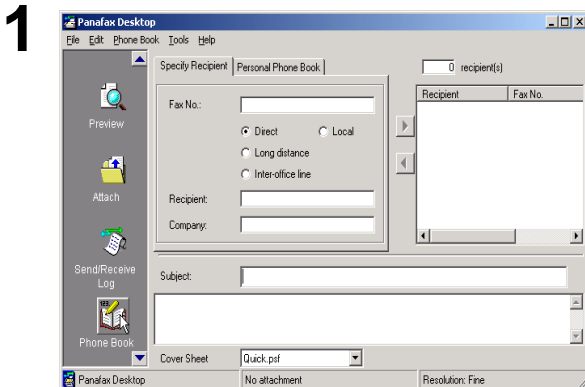
Enter the Company Name, Department, Job Title, Address, Direct Phone No. and the Extension Phone No. of the recipient to be used on the Cover Sheet.


5

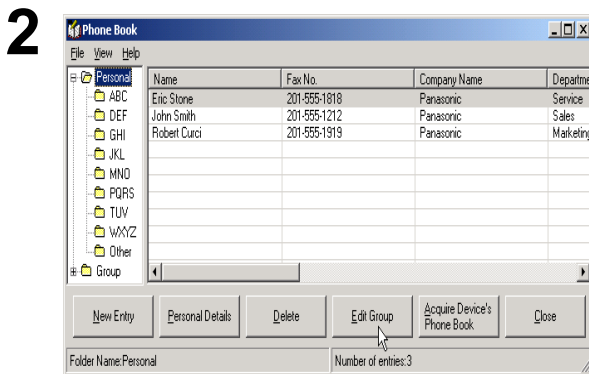
Click the  button to save the entry. The maximum number entries is 2000. To add another entry, repeat from the step 2.

Registering the Personal Phone Book

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

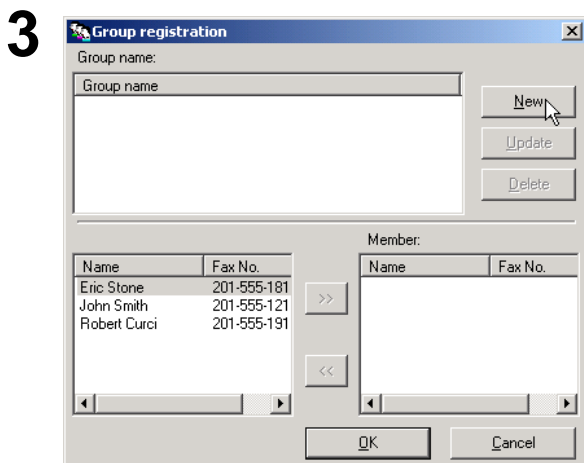


Click the  button.




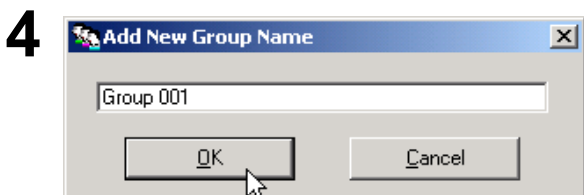
The **Phone Book** dialog box appears.

Click the  button.




The **Group Registration** dialog box appears.

Click the  button.



The **Add New Group Name** dialog box appears.

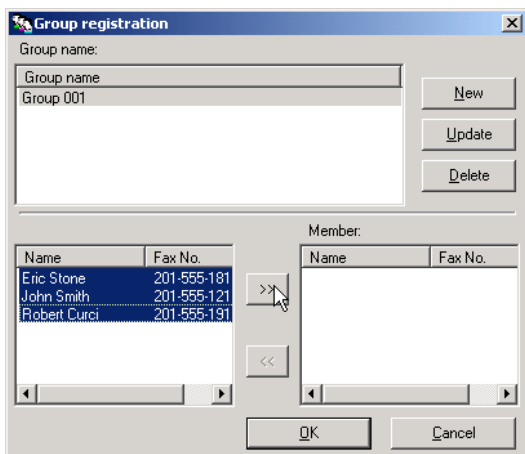
Enter the group name and click  button.

Continued on the next page...

Registering the Personal Phone Book

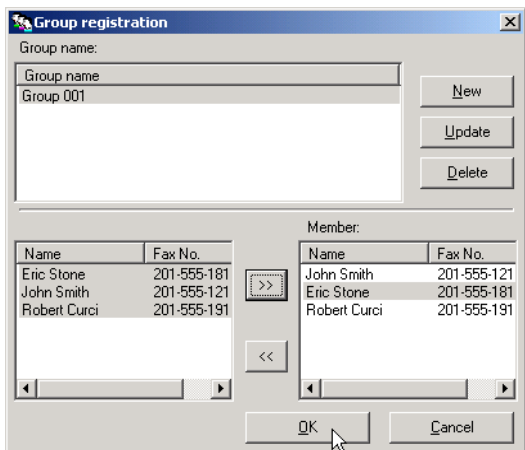
To register a group of recipients, follow the steps below:

5



Select the desired recipients.

6



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

The maximum number of recipients is 999 for each group.

To add another group, repeat from step 3.

The maximum number of group's is 100.

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

Registering the Personal Phone Book

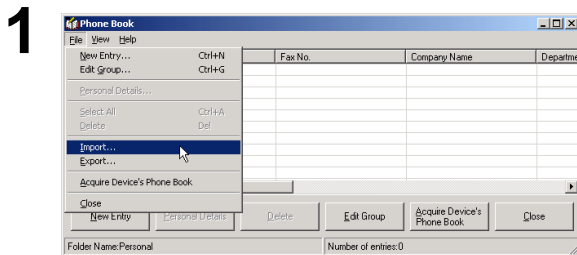
To Import/Export CSV data From/To your Personal Phone Book

The telephone data of CSV format file can be imported into your Personal Phone Book and telephone data of your Personal Phone Book can be exported to a CSV file.

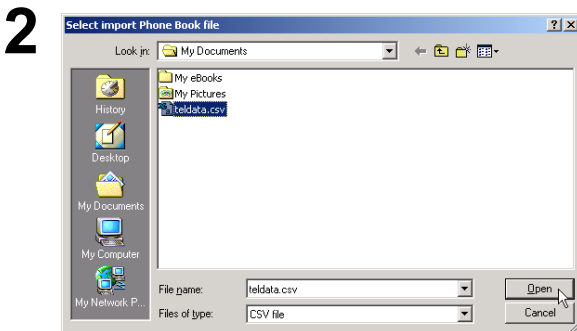
Note:

1. The "CSV file" means "Comma Separated Value" format file.
2. Though a pause usually is indicated as a comma (,) with Panafax Desktop, it is changed into "p" by the import and Export of the CSV file. Please input pause with "p" when you make a CSV file.

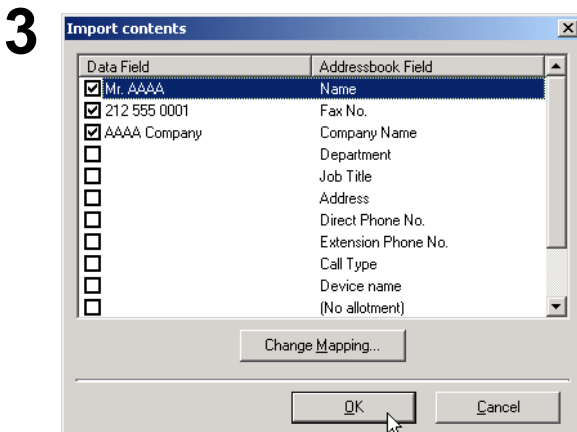
Import from the CSV file



On the Phone Book dialog box, Select **File | Import...** from the menu.



Select the file to be imported and click **Open**.

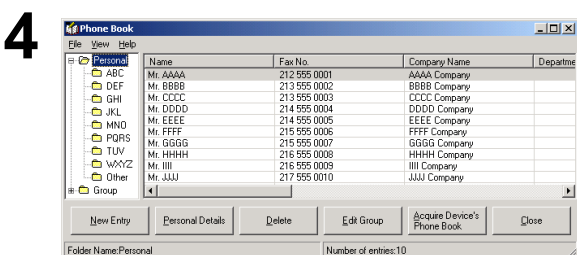


Confirm the contents of the Data Field and Addressbook Field match.

Check off the item box if you do not want to import it.

Select the item and click **Change Mapping...** to change the field setting if the Data Field and Addressbook Field doesn't match.

Click **OK** if you completed.

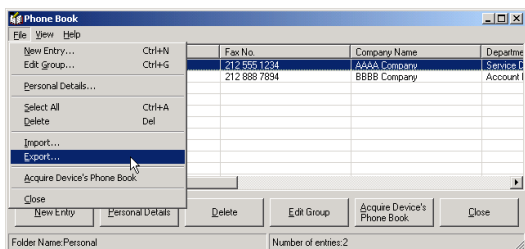


The telephone data of CSV file is imported into your Phone Book.

Registering the Personal Phone Book

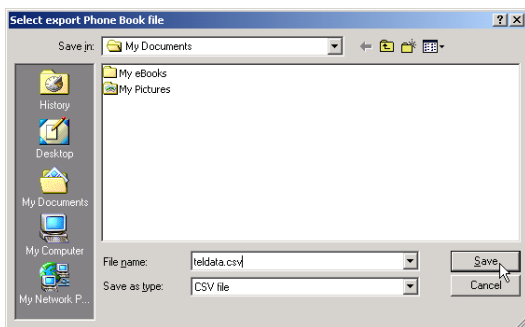
Export to the CSV file

1



On the Phone Book dialog box, Select **File | Export...** from the menu.

2



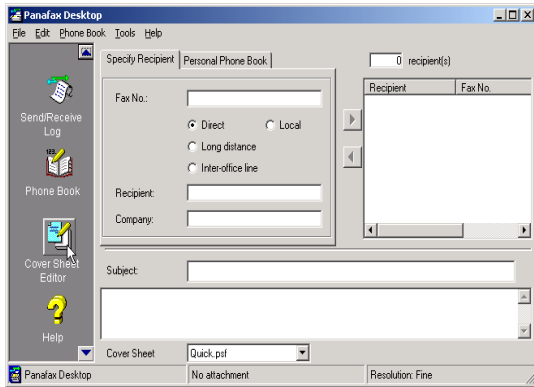
Enter the file name and click to save the CSV file.

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.

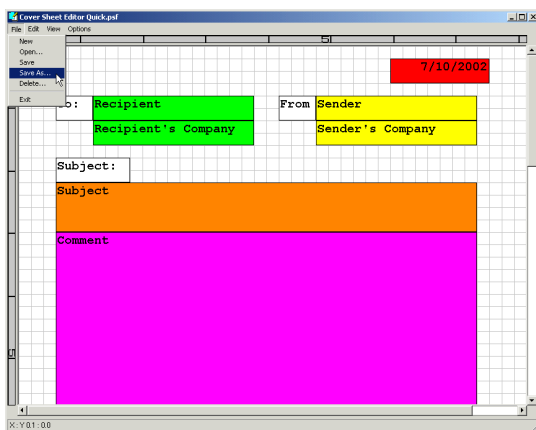
Creating Cover Sheet

1



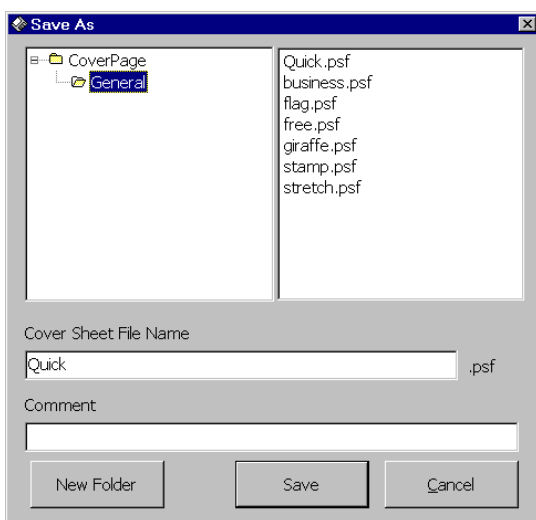
Click the  button.

2



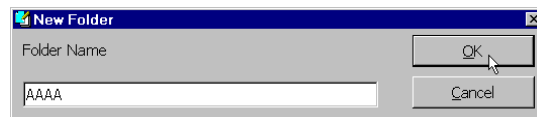
The Cover Sheet Editor window appears.
Edit the Cover Sheet.
Select **Save As** from the **File** menu.

3



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

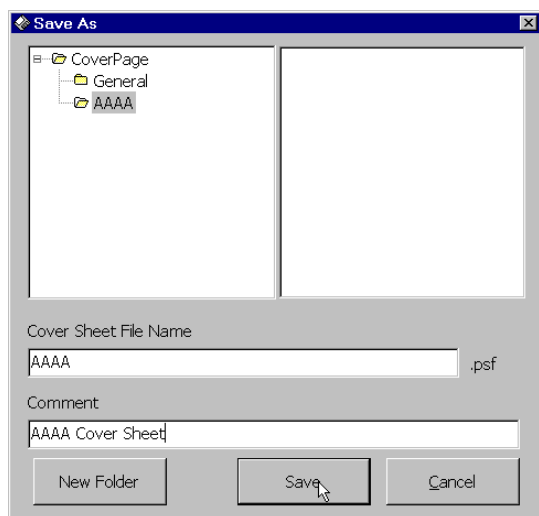
click  button,
enter the New Folder Name,
and then click .



Continued on the next page...


Cover Sheet

4



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

Enter any comments into the Comment box if you want.

Click  button to save the New Cover Sheet.

[Edit] menu


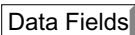
Page Size : Sets the size of the cover sheet.

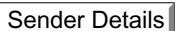
Date Frame : Inserts a date field.

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  and  tabs on the Personal Address Book.

Sender Details : Inserts the information set in the  tab on the Tools menu.

Comments : 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.

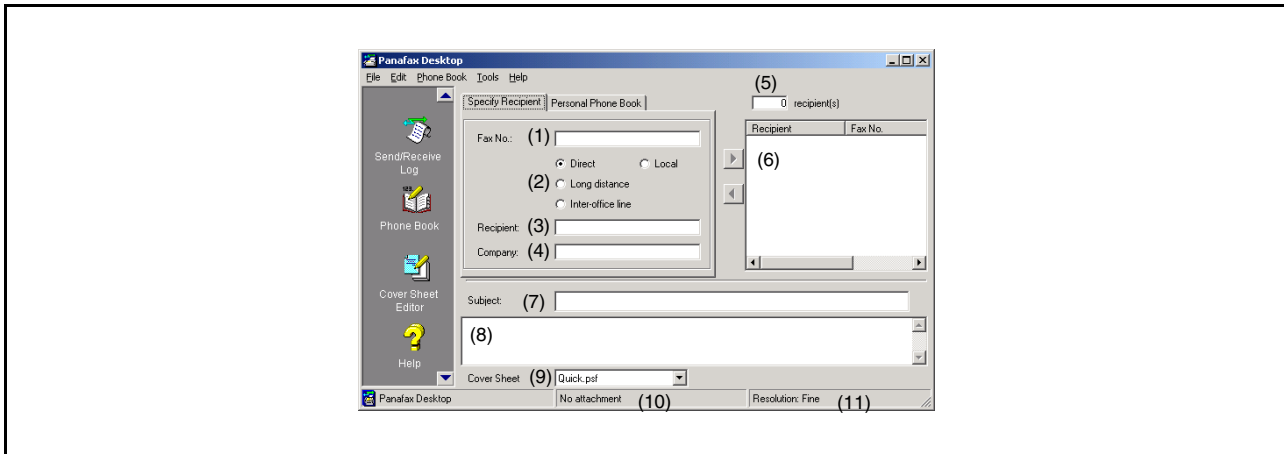
Line Style : Specifies the line style.

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 Dialing Setting Tab of Configuration 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 station(s). |
| (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.



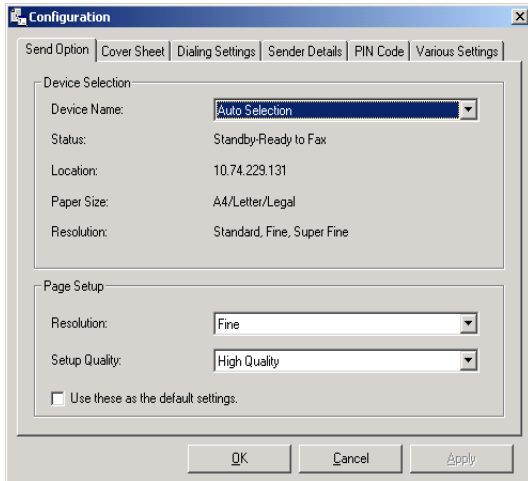
Used to create or edit a Cover Sheet.



Used to show the On-line help.

Configuration Menu

Configuration setting

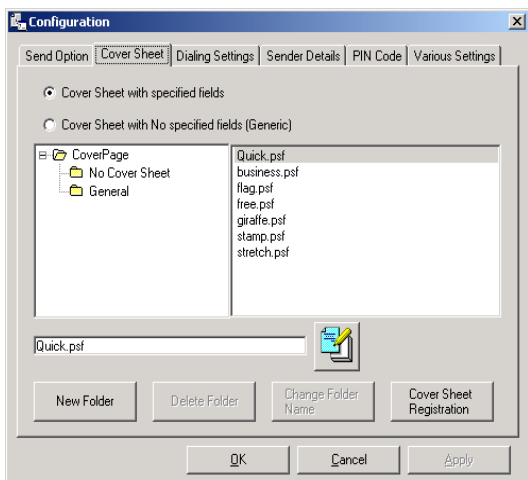


Send Option Tab Device Selection

- **Device Name:**
A device can be chosen here when more than one device is connected with network connected type devices.
- **Auto Selection:**
Effective device is selected automatically by the priority setting order.
- **Rotation:**
Effective device is selected automatically in rotation order. (load balancing)
- **Device Name:**
Only the designated device is selected.
- **Status/Location/Paper Size/Resolution:**
When the device is specified, the attributes of the device are indicated.

Page Setup

- **Resolution:**
Resolution to be used for the transmission.
The selectable resolutions are dependent on the machine's capability connected to your PC.
- **Setup Quality:**
Set the quality to be used for the transmission.
- **Use these as the default settings:**
If checked, the settings selected are used each time a fax is sent.



Cover Sheet Tab

Setting the usage of the Cover Sheet.

- **Cover Sheet with specified fields**
The address information is inserted into the TO field of the Cover Sheet.
The transfer time to the device sometimes becomes long because the image data is sent to the device multiple times in the case of multi-station transmission.
- **Cover Sheet with No specified fields (Generic)**
The address information is NOT inserted into the TO field of the Cover Sheet.
The transfer to the device is done efficiently because the image data is sent to the device only once and only the address information is sent in the case of multi-station transmission.

Configuration Menu

The screenshot shows the 'Dialing Settings' tab of the Configuration window. It contains three input fields for dialing codes:

- To access an outside line:
 - For local calls, dial: 9
 - For long distance calls, dial: 8
- To access an inter-office line, dial: 7

Buttons at the bottom: OK, Cancel, Apply.

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.

The screenshot shows the 'Sender Details' tab of the Configuration window. It contains several text input fields:

- Company Name: Panasonic
- Department: Sales
- Name: Jon Smith
- Job Title: Manager
- Address: 50 Meadowland Pkwy.
- Direct Phone No.: 201-555-1212
- Extension Phone No.: 5634
- Direct Fax No.: 201-555-1616
- Extension Fax No.: 5276

Buttons at the bottom: OK, Cancel, Apply.

Sender Details Tab

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

The screenshot shows the 'PIN Code' tab of the Configuration window. It contains three radio buttons and one text input field:

- Not Used (selected)
- Prefix
- Suffix
- PIN Code: [Empty text box]

Buttons at the bottom: OK, Cancel, Apply.

PIN Code Tab

Specify the PIN Code settings when required by your telephone system. Depending on the country, the device may not support this function.

The screenshot shows the 'Various Settings' tab of the Configuration window. It contains several checkboxes and a dropdown menu:

- Device Phone Book
 - The Phone Book is acquired from the device at the time of startup
- Notification Messages
 - Receiving Notice (Dropdown: Popup display)
 - Cover Sheet Only Transmission Warning
 - Transmitting Result Notice
 - Device Disconnection Notice
 - Shared Device Disconnection Notice

Buttons at the bottom: OK, Cancel, Apply.

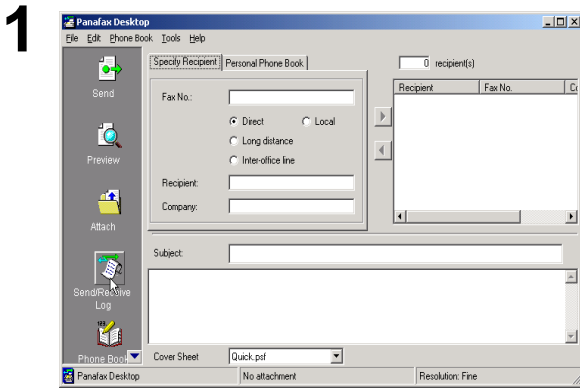
Various Settings Tab

- Device Phone Book
 - When this box is checked, the phone book data is acquired from the device at the time of startup, and it is added into the Personal Phone Book.
 - When this is used with the client & server, this function is effective only with the server PC
 - The setup of the password must be done for the device in the PC Fax Properties for the Network connected device.
- Notification Message
 - Various notices can be set up.

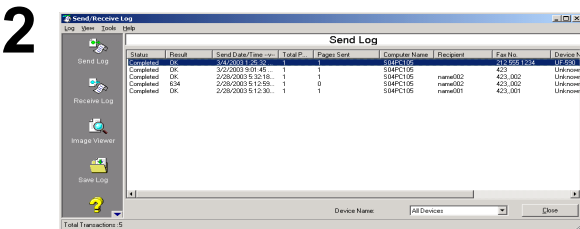
Send Log/Receive Log

Send/Receive Log

The transmission and the reception can be confirmed.



Click the  button.

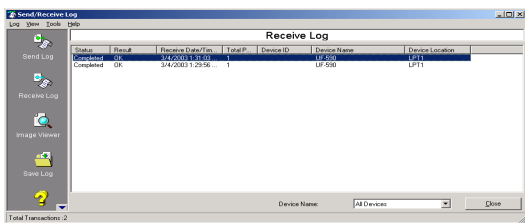


Send/Receive Log window appears.

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

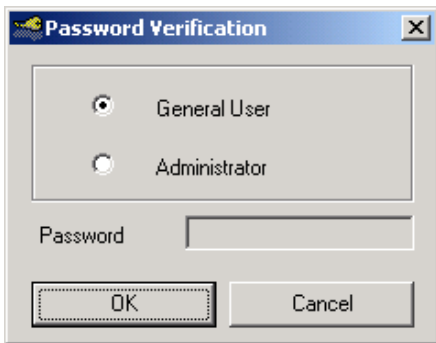
Status column

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



Result

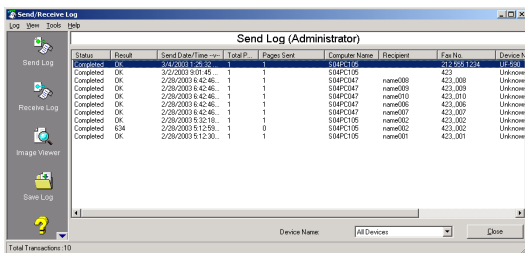
- OK: The fax sending is completed from the device.
- Error Code: The fax sending is incomplete from the device.



Note: 1 For the Network Device Version of Simple Send Only System with the Device Group 2 (Please refer to the Compatible Models in General Description portion of this Operation Instruction), the Send Log shows whether only the transfer to the device succeeded (R-OK). "The fax sending is completed from the device" can be confirmed only by the Communication Journal of the device.

2 For Network Device Version of the Simple Send Only System, the Receiving Log is not available.

3 For the Network Device Version of the Simple Send & Receive System and Local Device Version of Network Shared System, there is an Administrator Send Log that can check all the client(s) 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 with a password for security. To see the Administrator Send Log, Login with Administrator mode and check View | Displays All Users Send Logs. from the menu



Send Log/Receive Log

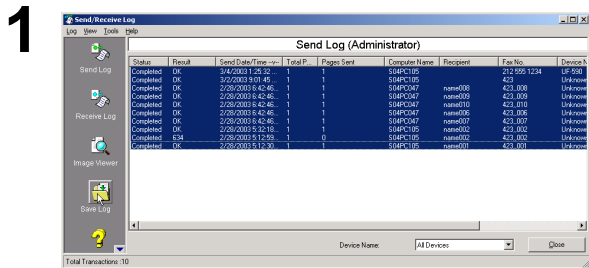
Save Log

The Send/Receive Log can be saved to a separate file.

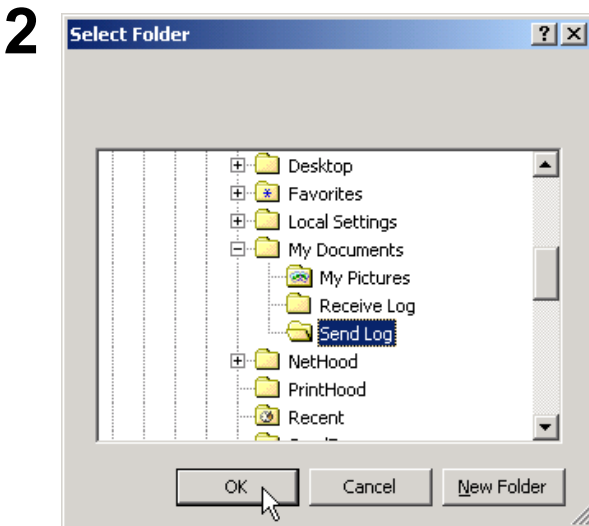
At the default setting, when the log exceeds 999 transactions it is automatically deleted from the oldest transaction.

The log can be saved with the following steps.

Manual Save Log



On the Log window, select the transaction of the log that you wish to save and click [Save Log] icon.

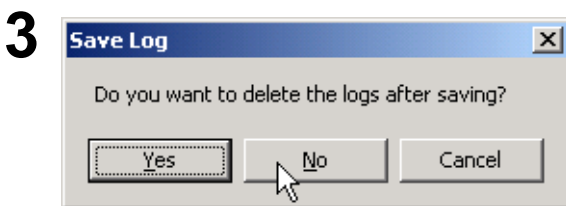


Select the Folder that you want to save and click

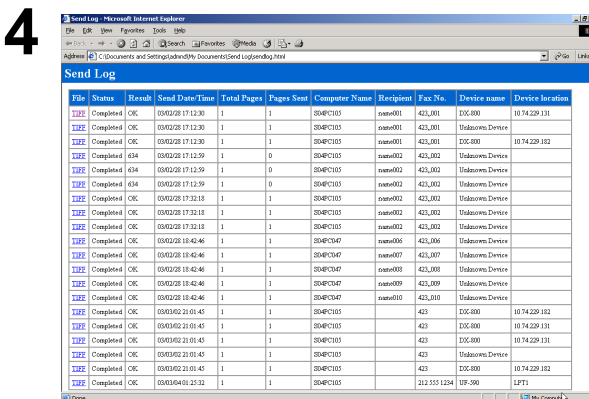


You can make a new folder by clicking .

Note: The button is not available on Windows NT/98.



Select if you wish to Delete the Logs after saving.



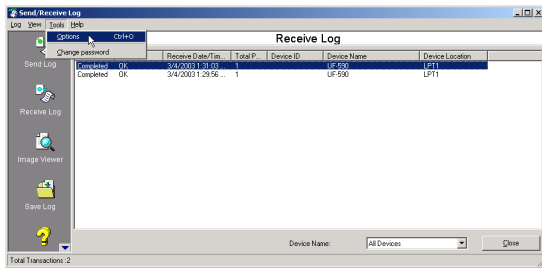
The tiff file data (.tif) and the transmit file log information file (.xml) are saved as a set.

The log list files (sendlog.html/recvlog.html) are made automatically in the same folder. They can be viewed with a Web browser (IE 5.5 or higher).

Send Log/Receive Log

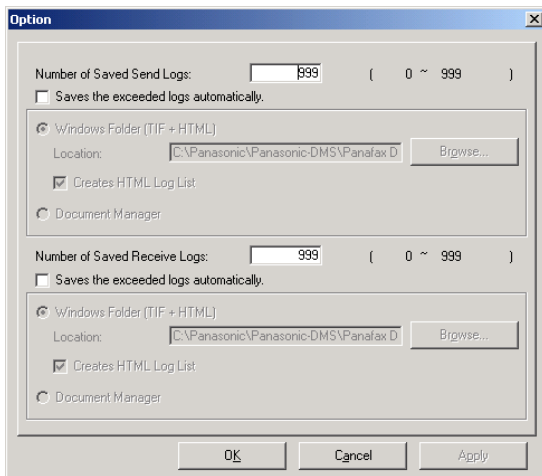
Automatic Save Log

1



On the Log window, select **Tools | Options** from the menu.

2



Option window appears.

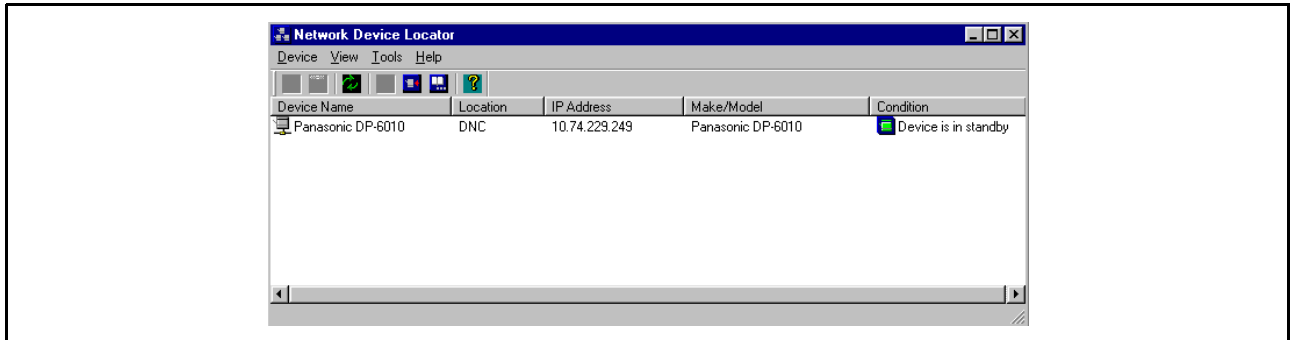
Set the Save Log settings accordingly.

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.

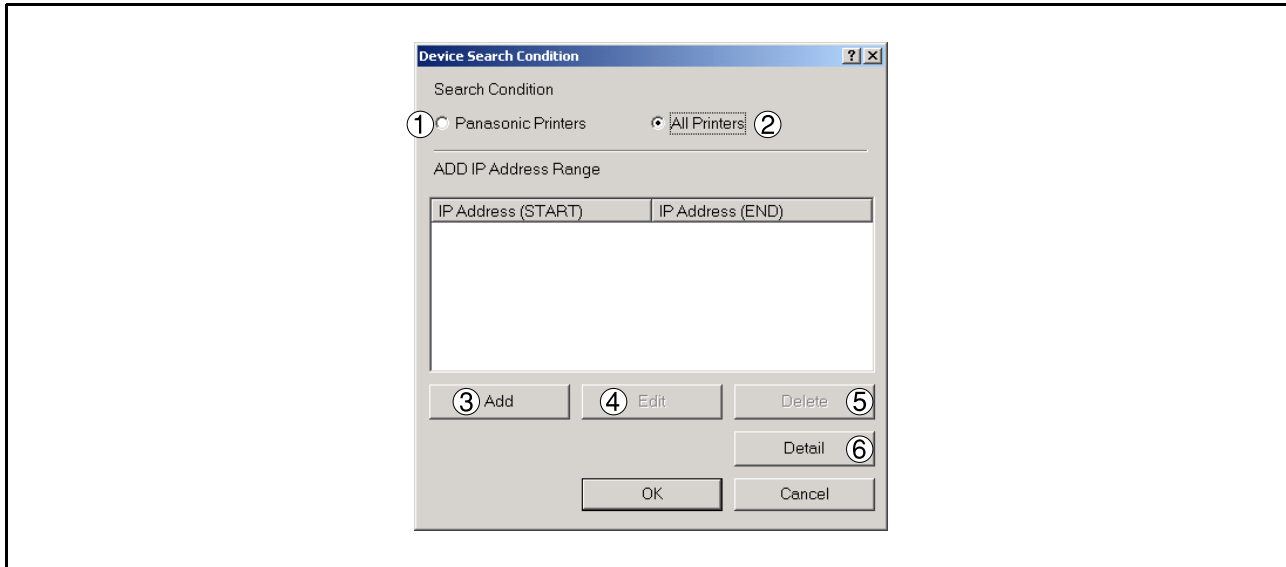
Right-click on your device to display the menu.

- Status Monitor**
Activates the Status Monitor.
- Configuration Editor**
Activates the Configuration Editor (see page 181).
- Address Book Editor**
Activates the Address Book Editor (see page 181).
- Delete**
Removes the device from the list.
- Rename**
Changes the name of the device.
- Search**
 - **Device Search**
Search the devices manually.
 - **Device Search Ranges**
Set the conditions to search the devices (see page 171).
- Create Shortcut**
Creates a Shortcut of the program for the selected device.
- 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.

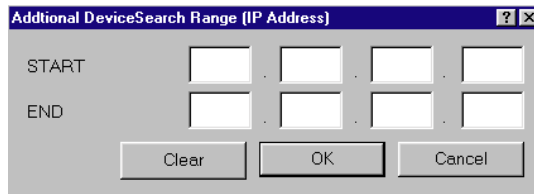
2. All Printers

Select if searching for all printers.

3. Add

Add a new search range of IP addresses.

Click the 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

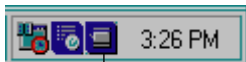
Enter the SNMP community name of the devices to be searched.

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.

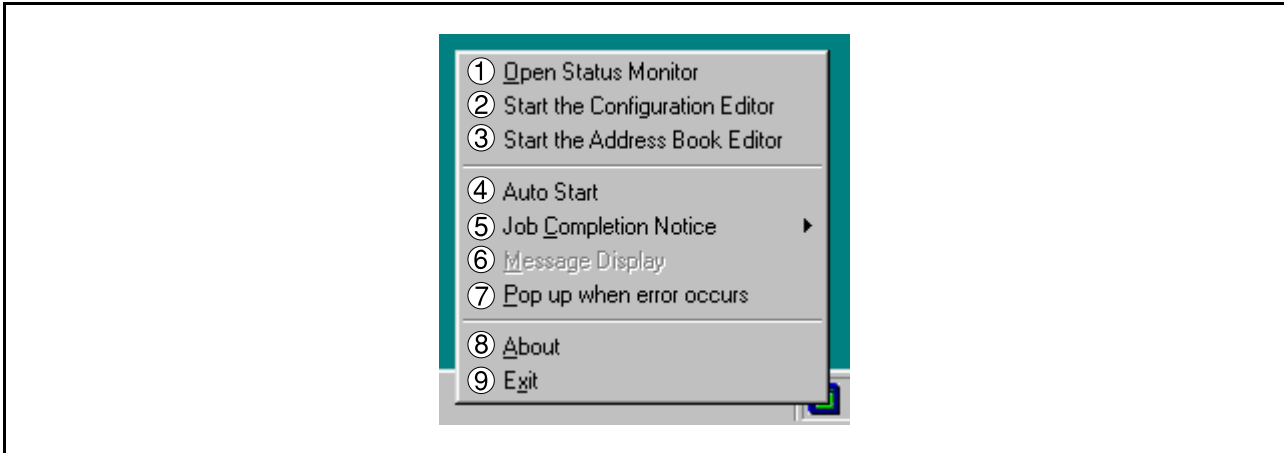


The Status Monitor indicates the device status by the icon lamp color as listed below.

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

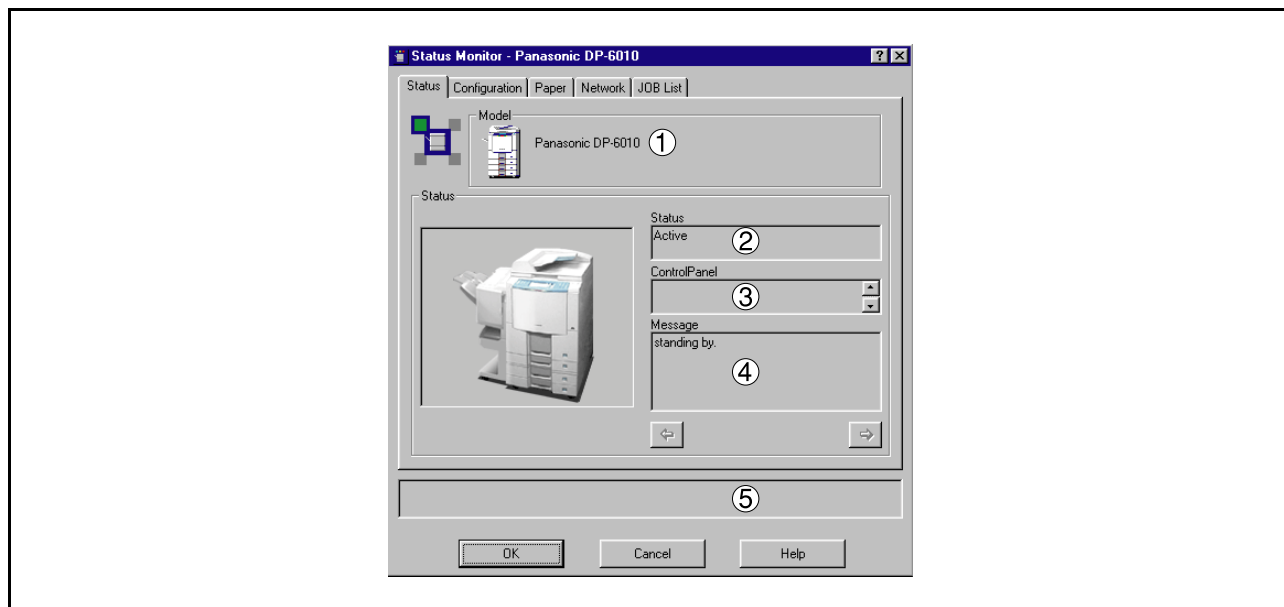
Closes the Status Monitor.







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.

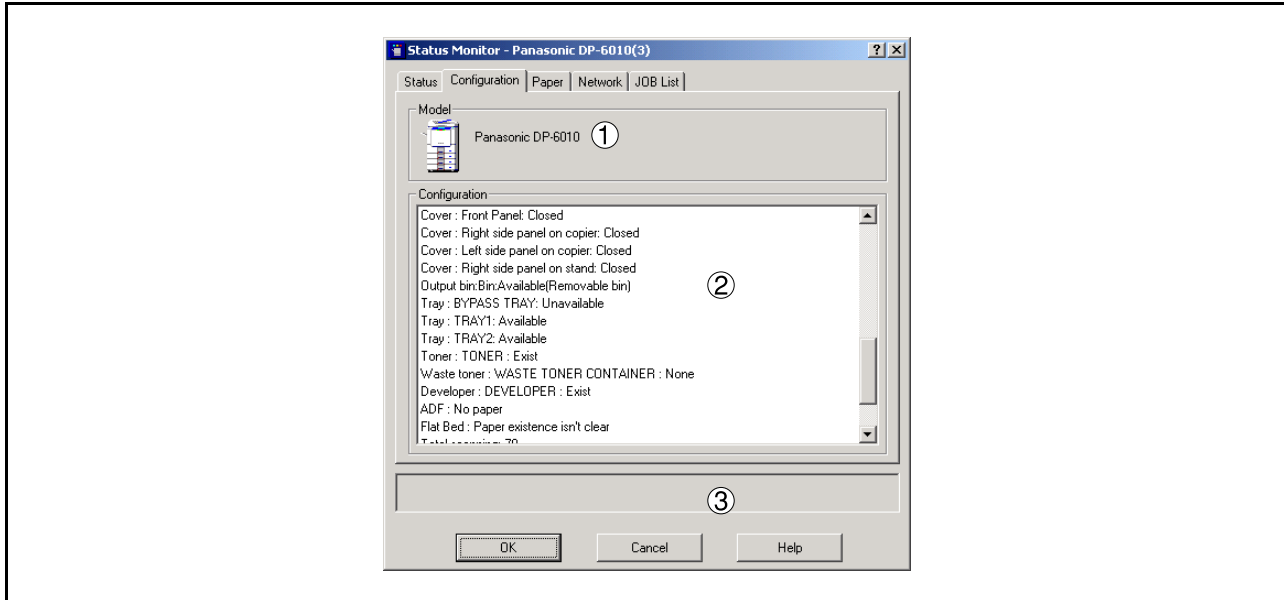
■ Status Tab



- 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.).

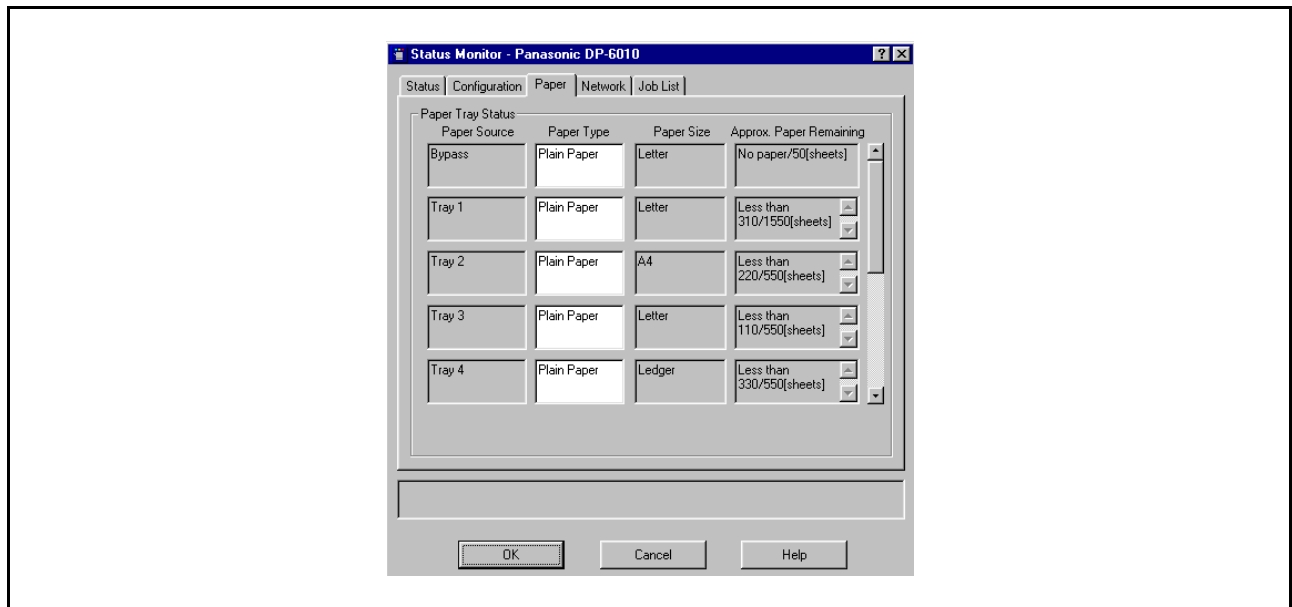
3. Status

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

Network Status Monitor

Display Status Details

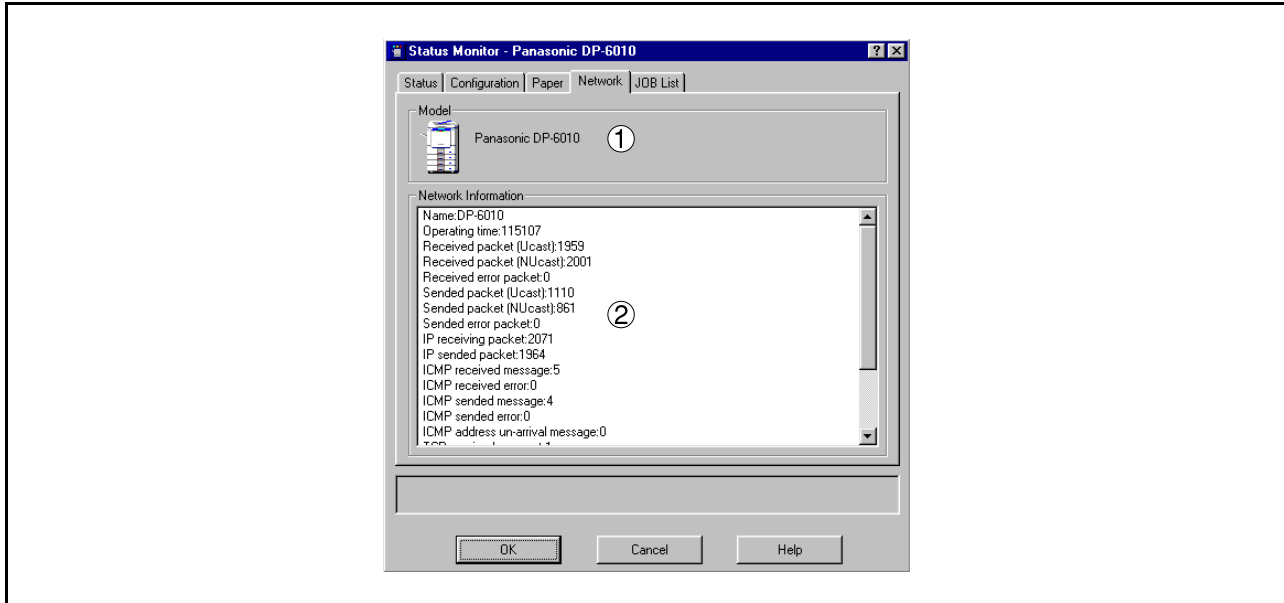
■ Paper Tab



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 names and model number of the connected device.

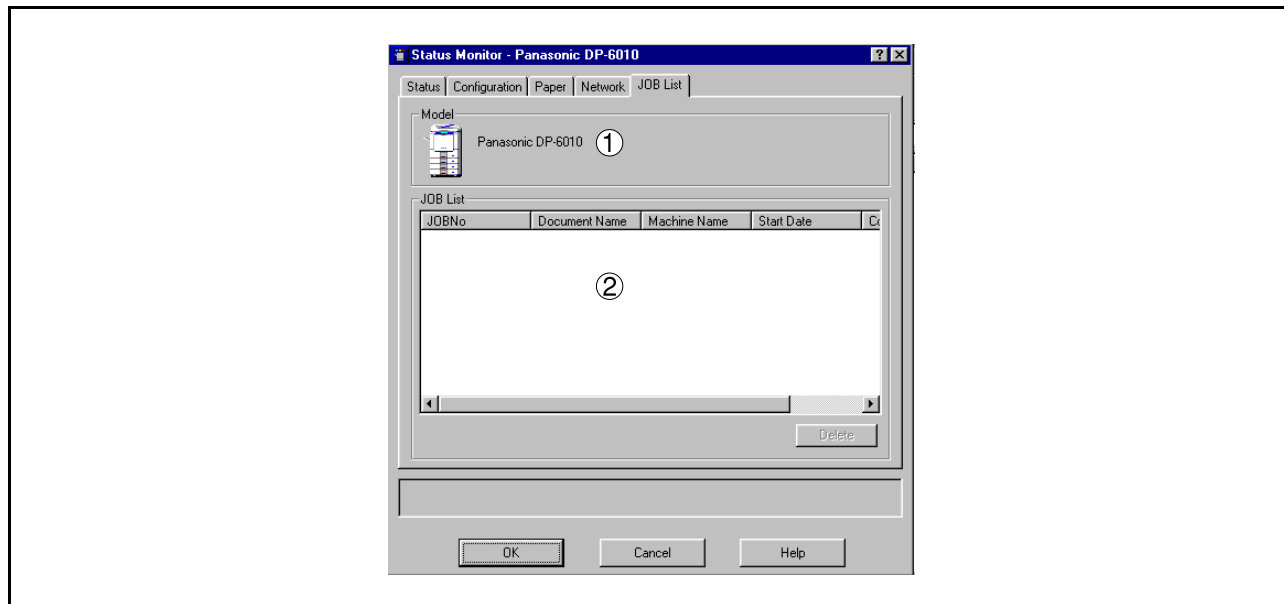
2. Network Information

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 names and model number of the connected device.

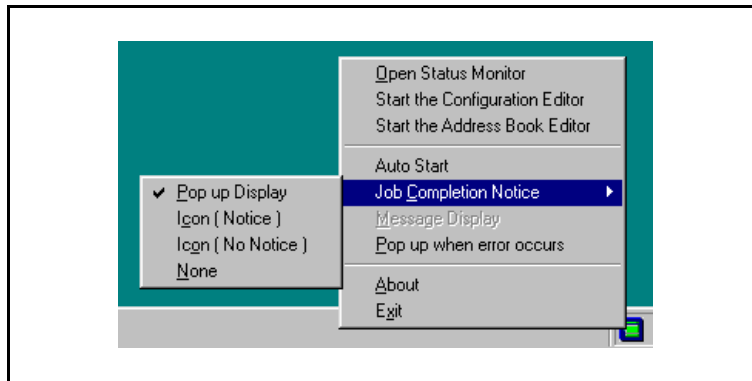
2. JOB List

Displays the current print jobs if the optional Hard Disk Drive Unit (DA-HD30/HD60) is installed.

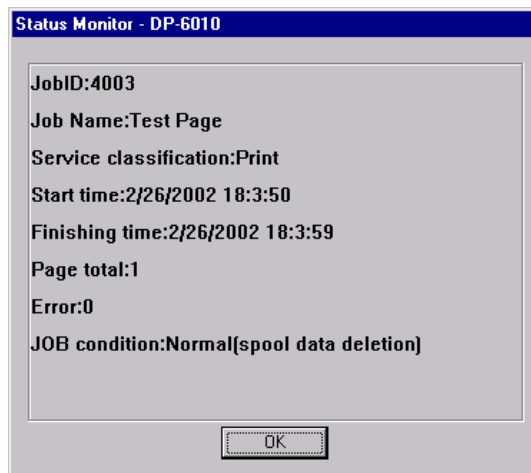
Job Completion Notice

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/print/fax job is completed.

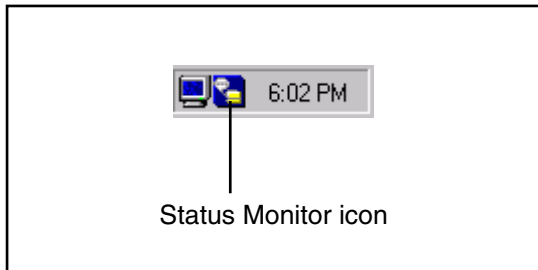


Network Status Monitor

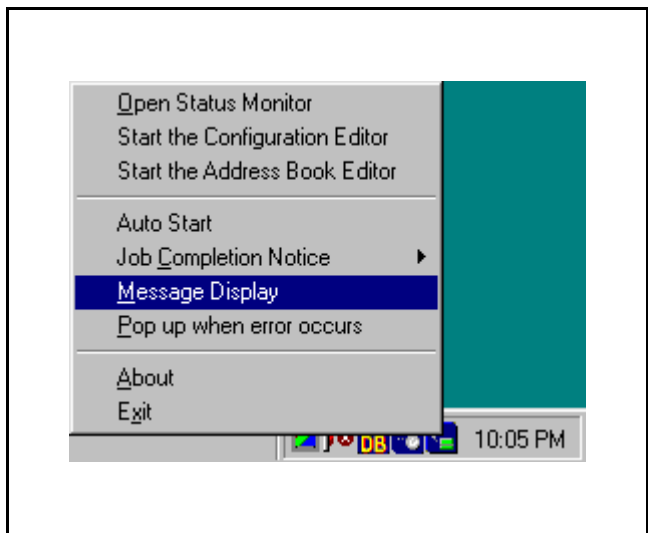
Job Completion Notice

- 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.



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 86).



Network Configuration Editor/Address Book Editor

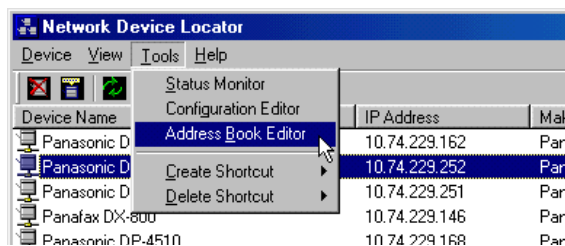
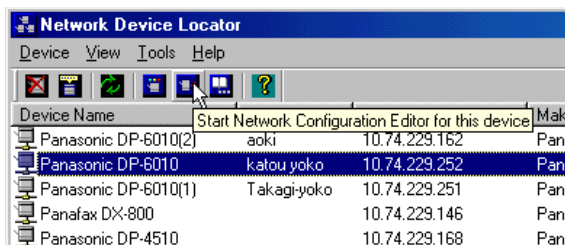
Activation Procedure

1

Start the **Network Device Locator**. (See page 170)

2

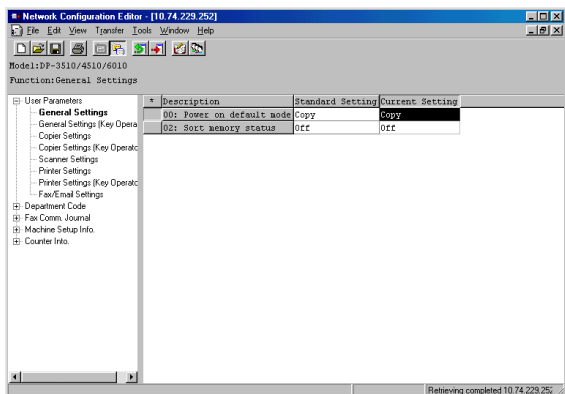
The Network Device Locator appears.
From the Toolbar
Select the device from the list and click the  or  icon.



From the Tools menu
Select the device in the list and select **Configuration Editor** or **Address Book Editor** from the **Tools** menu.

3

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



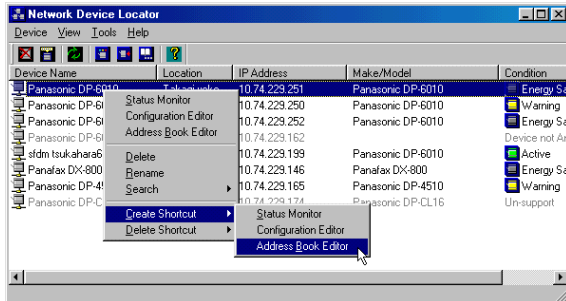
Network Configuration Editor/Address Book Editor

Create Shortcut Links

1

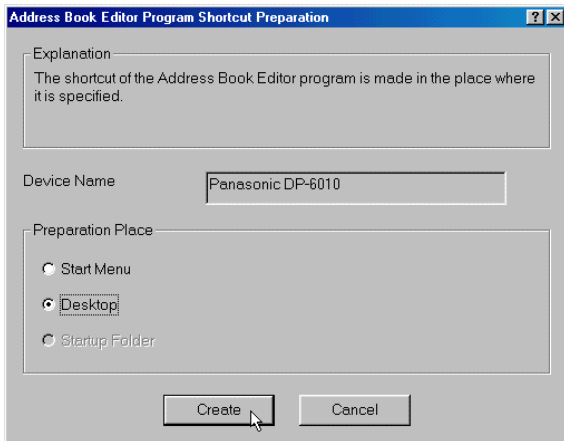
Start the **Network Device Locator**. (See page 170)

2



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

3



The Shortcut Preparation window appears.

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

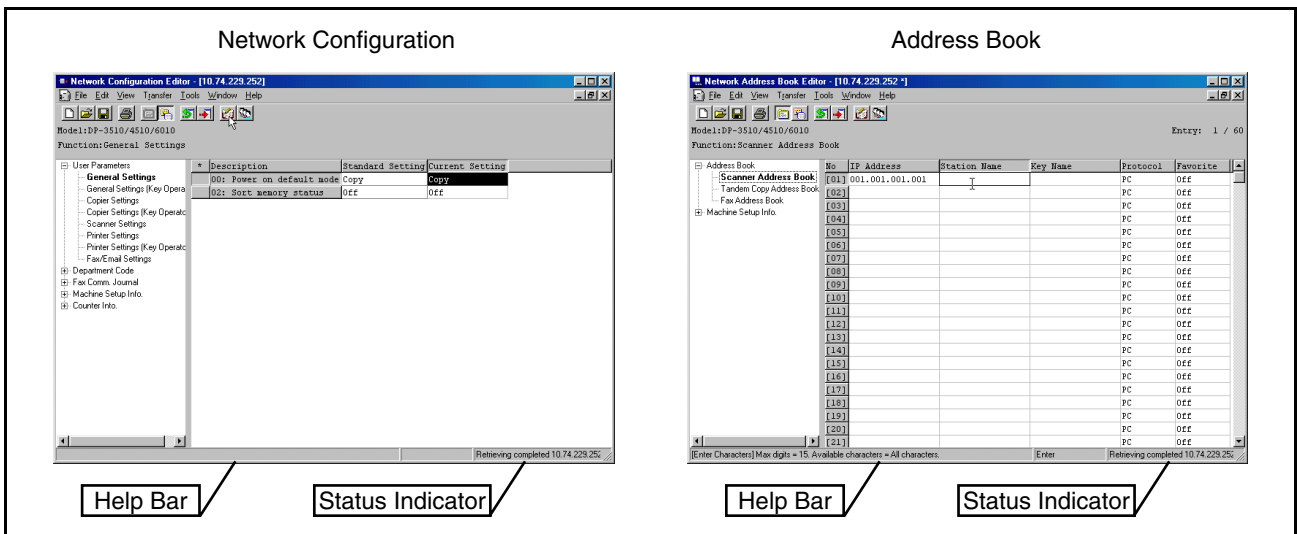
Note: As the shortcut or menu icon includes the IP Address, the shortcut or menu icon has to be recreated each time if the IP Address of the device is obtained using a DHCP server on the network.

4

The shortcut link is created at the selected place.

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 file		Exports the active folder contents to a text file.
	Import		Imports the activate contents from a text file.
	Exit		Shuts down the application.
Quit		Closes the active window without saving data.	
Edit	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

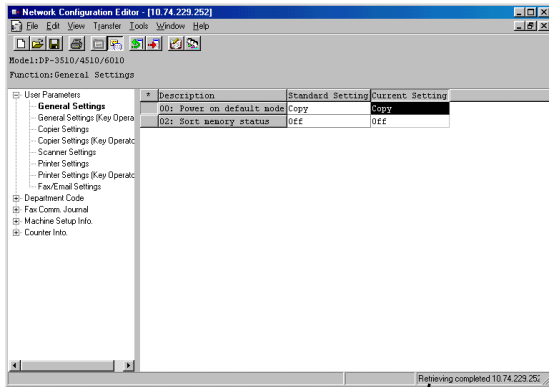
Menu		Toolbar Icon	Description
	Paste		Pastes the contents of the clipboard at the insertion point of the line.
	Insert Line		Inserts a line at the insertion point of the line.
	Delete Line		Deletes a line at the deletion point of the line.
	Find Parameter		Searches for specified text in the active file.
	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. Selects either All data or Department Codes only.
	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



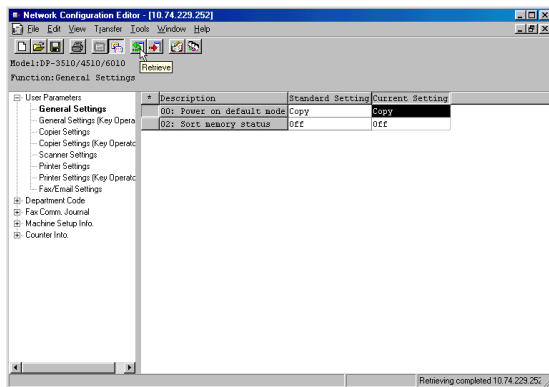
Status Indication


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...***

2



If you want to retrieve the latest data again from the device, click the  icon, or select

Retrieve from the **Transfer** menu.

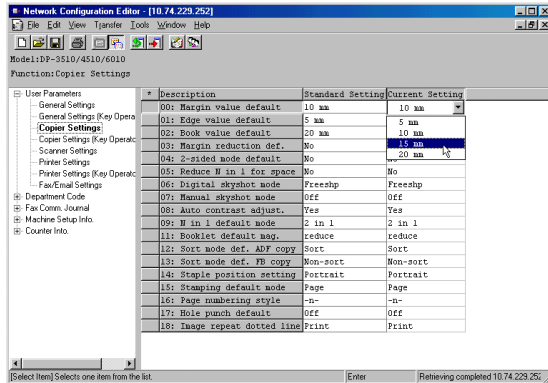
Note: *If the device is in an operating condition (copying, printing, etc...), it is not possible to retrieve the data (Retrieving error). Try again later after the device enters the standby condition.*

Network Configuration Editor/Address Book Editor

Basic Operation

Edit Data

1 Network Configuration Editor

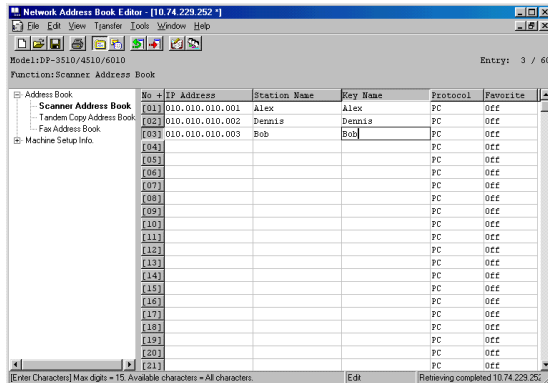


Modify parameters using Network Configuration Editor.

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.

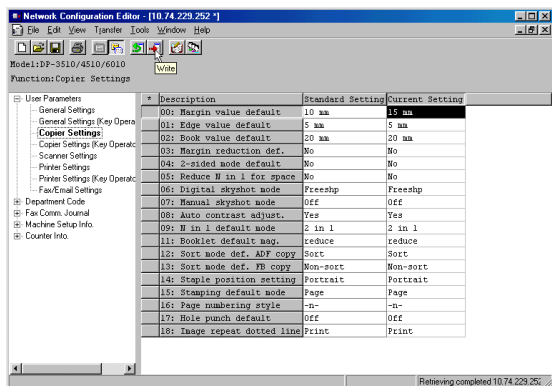
- Note:**
- The Tandem Copy Address Book is available only when the optional Hard Disk Drive Unit (DA-HD30/HD60) is installed in the device.*
 - The Fax Address Book is available only when the optional Fax Communication Board (DA-FG300/FG600) is installed in the device.*
 - Before switching from the 200 to the 1,000 station Address Book style, please contact your authorized servicing dealer to initialize the existing Auto Dialers.*


Network Configuration Editor/Address Book Editor

Basic Operation

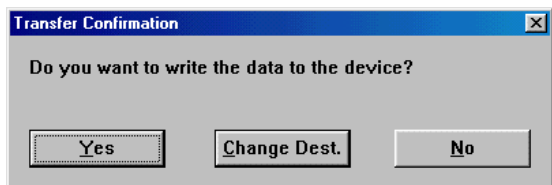
Write Data

1



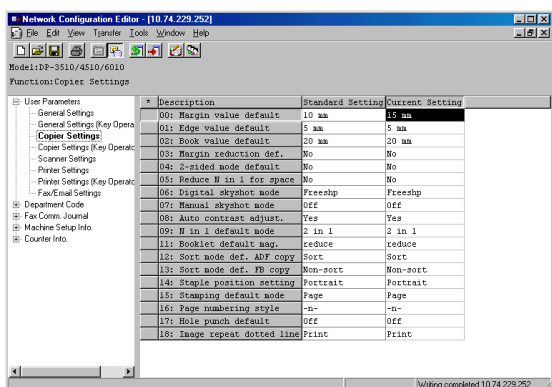
If you want to write the edited data to the device, click the  icon, or select **Write** from the **Transfer** menu.

2



Select to start writing to the device.

3



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.

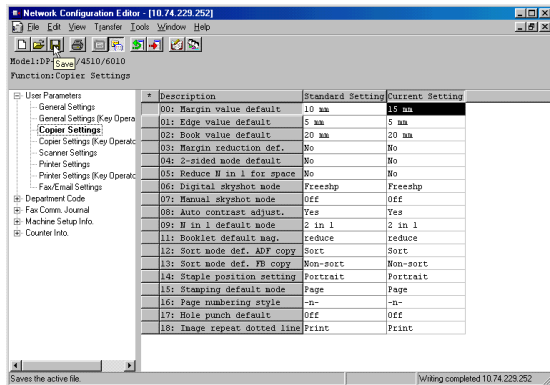
Status Indication

Network Configuration Editor/Address Book Editor

Advanced Operation

Save retrieved data file

1

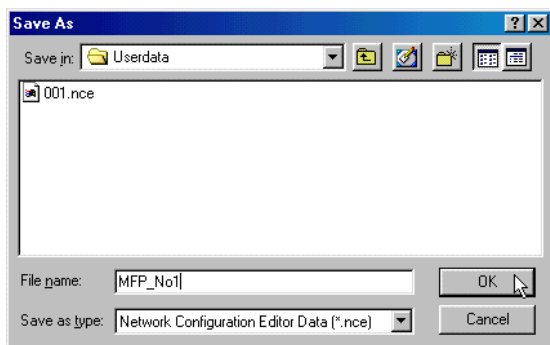


To save the retrieved setting data, click the



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

2

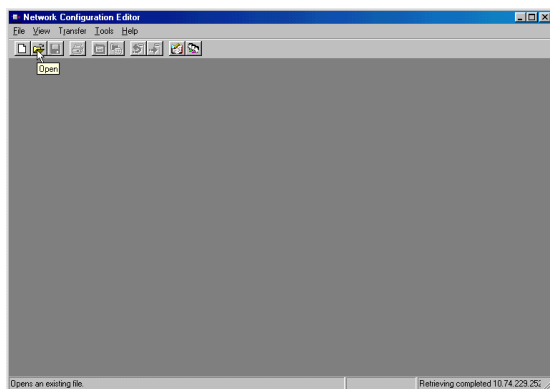


To Save File:

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

Open saved file

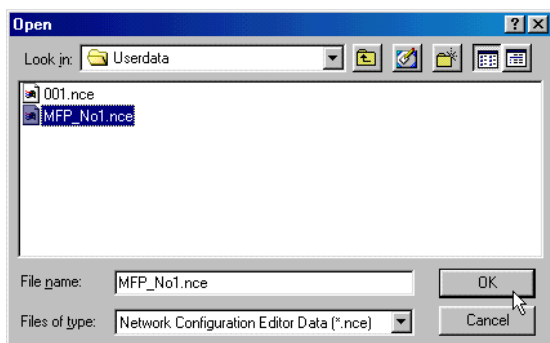
1



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.

2



To open a file:

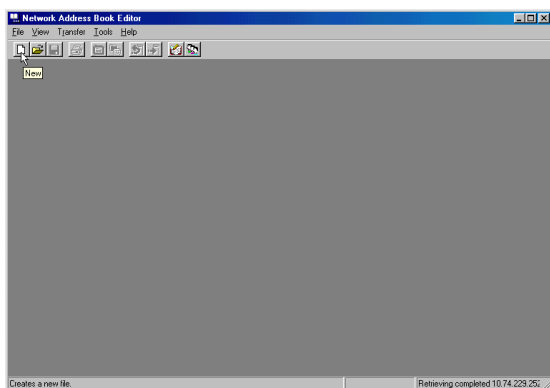
1. Select a file from the list.
2. Click the button.


Network Configuration Editor/Address Book Editor

Advanced Operation

Create new file

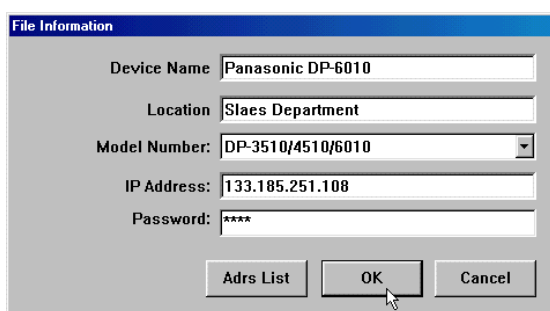
1




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.

2

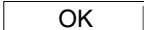


The File Information window appears.

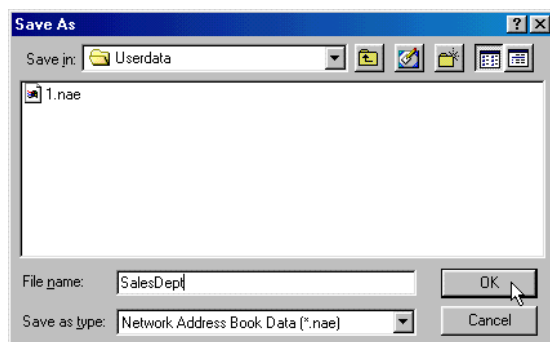
Click  to select the model number.

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.

3

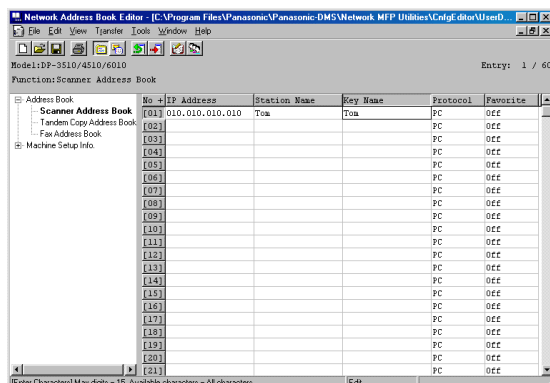


The Save As window appears.

Enter a new file name.

Click the  button.

4

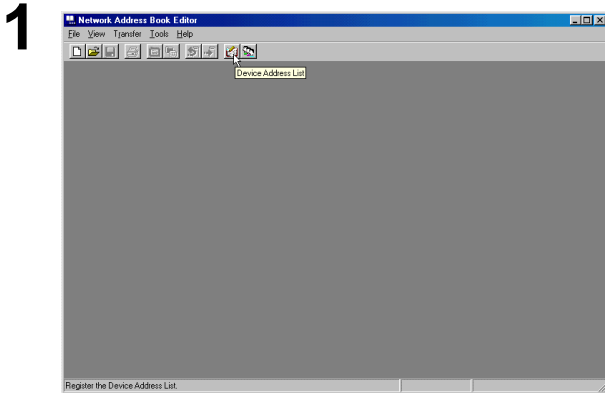


The editing window appears.

Edit items as necessary.

Advanced Operation

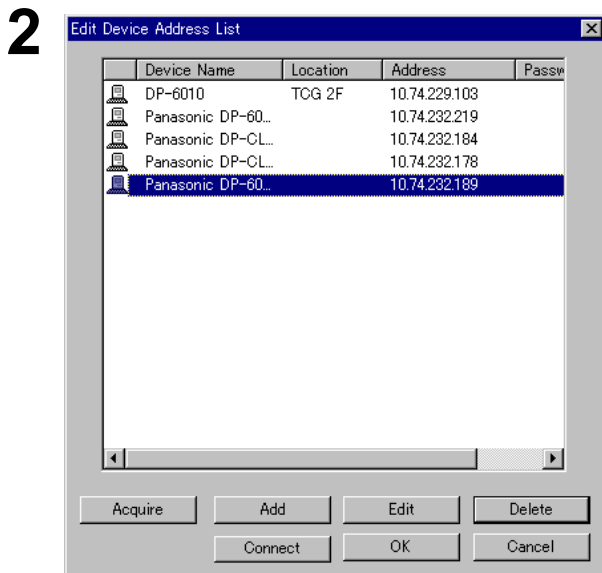
Registering the Device Address List



To open the Device Address List, click the



icon.



Click the:

button:

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

button:

To enter a new address setting into the dialog boxes.

button:

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

button:

To select the address that you want to delete.

button:

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

button:

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

button:

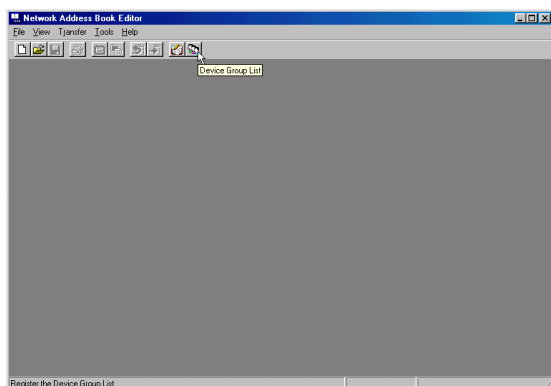
To discard all changes and close the window.


Network Configuration Editor/Address Book Editor

Advanced Operation

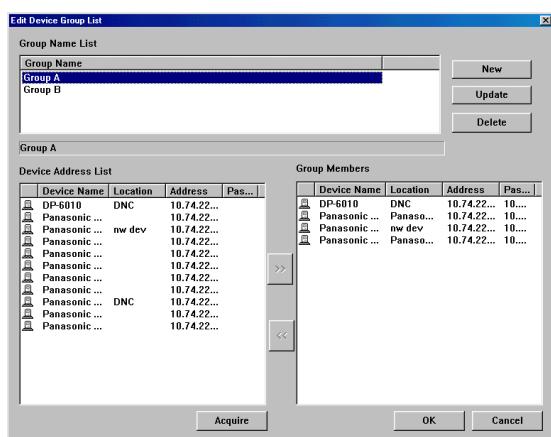
Registering the Group List

1



To open the Device Group List, click the  icon.

2



The Group Name List, lists the registered groups.

Click the:

button:

To create a new group.

Enter a name and click .

button:

To change the name of the selected group.

Enter a new name and click .

button:

To delete the selected group.

The Device Address List, lists the addresses of registered devices.

Click the:

button:

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

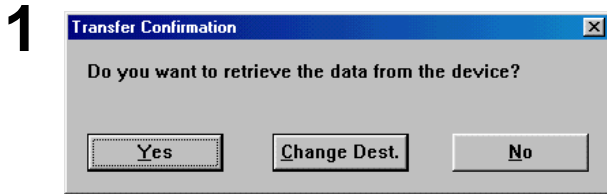
The Group Member section lists registered addresses for the selected group.

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

Advanced Operation

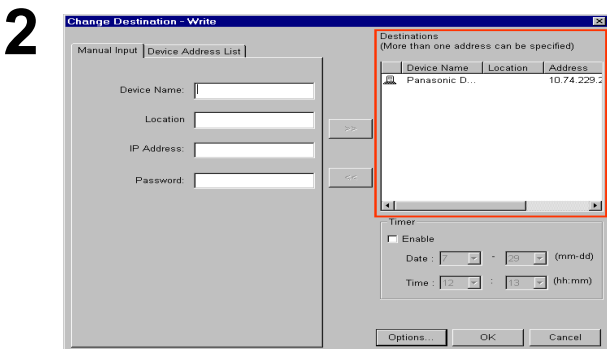
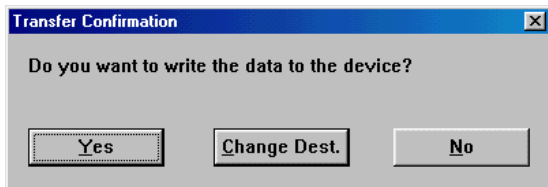
Using the Device Address List and Device Group List

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



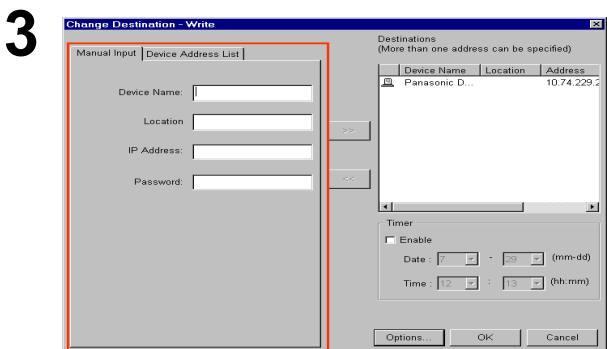
The confirmation window appears before retrieving or writing data.

Click the **Change Dest.** button.



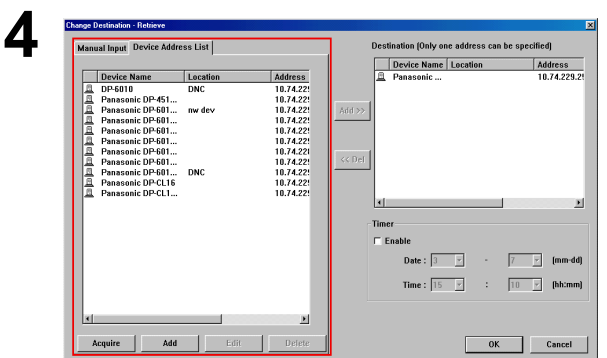
Destination section:

This shows the addresses currently chosen.



Manual Input tab:

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



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.



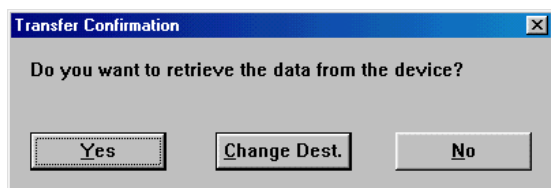
Click **OK** to return to the Confirmation window.

Network Configuration Editor/Address Book Editor

Advanced Operation

Using Timer Communication

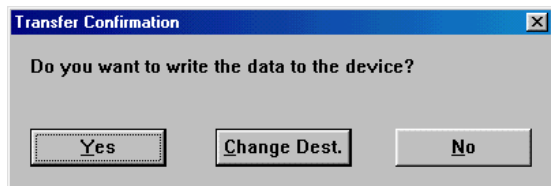
1



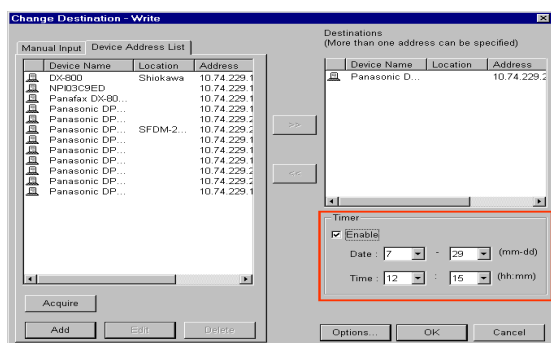
The confirmation window appears before retrieving or writing data.

Click the **Change Dest.** button.

1



2



Timer section:

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

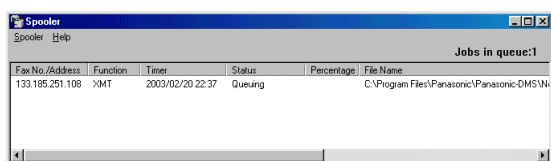
Click **OK** to create the job to standby in the spooler until the start time.

Cancel Timer Communication

1

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

2

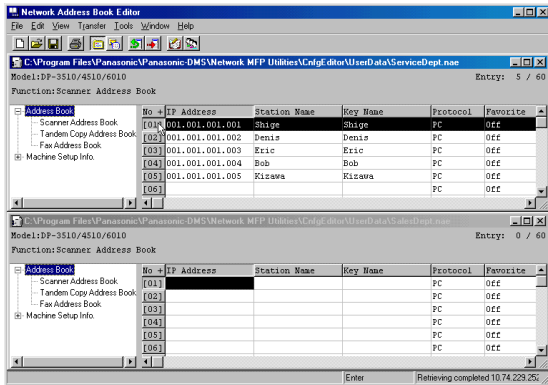


If you need to cancel the job, select the job and choose **Delete** from the **Spooler** menu.

Advanced Operation

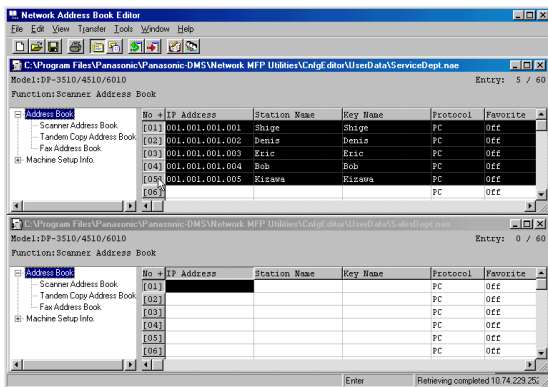
Editing the Address Book Editor – Copy and Paste Address Book data

1



Open the source data file and target data file.
(See page 181)
Select **Window** → **Tile Horizontal**.

2



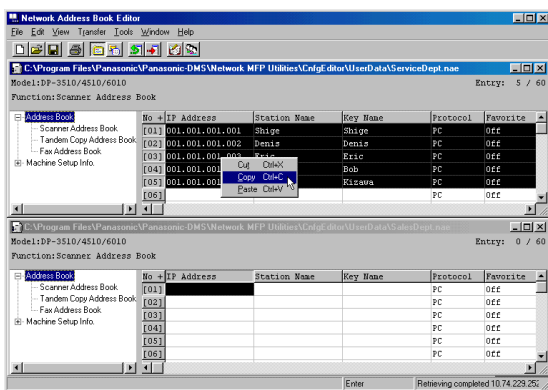
Select the range that you want to copy.

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

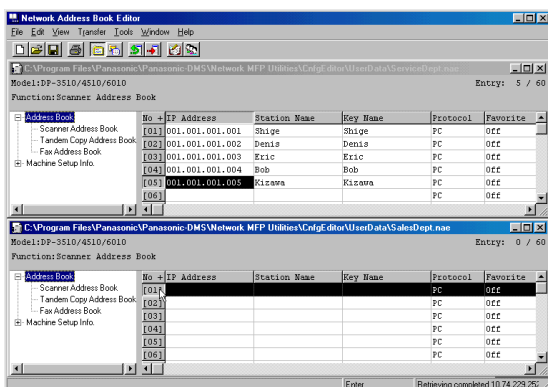
Click on the first number that you want to copy and drag the mouse until you reach the last number you want to copy.

3



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

4



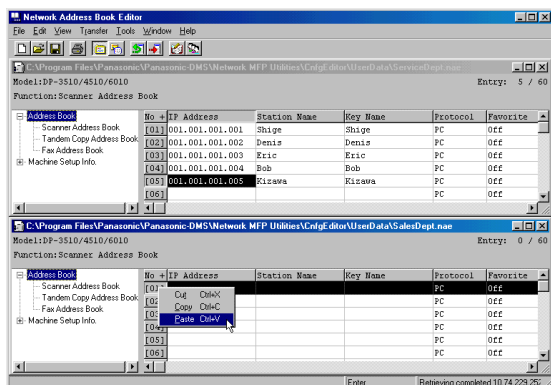
Click on the first number where you want to paste the data.

Continued on the next page...

Network Configuration Editor/Address Book Editor

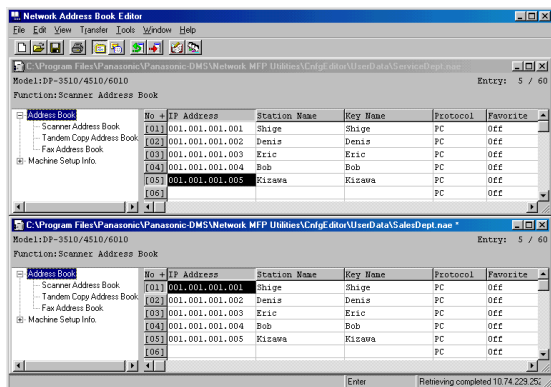
Advanced Operation

5



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

6



The data is pasted at the designated point.

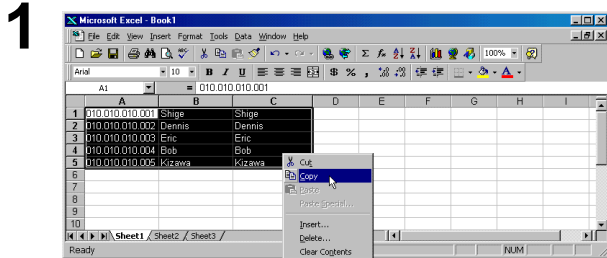
Note: *The data which exceeds the maximum number of allowable addresses will be lost.*

Network Configuration Editor/Address Book Editor

Advanced Operation

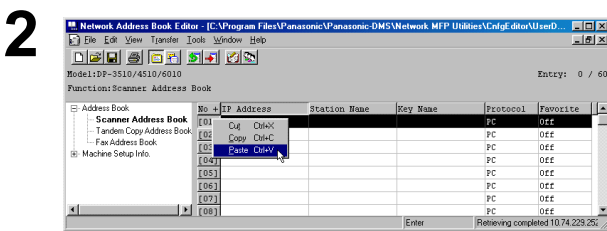
Editing Address Book Editor – Import Address Book data from other application

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



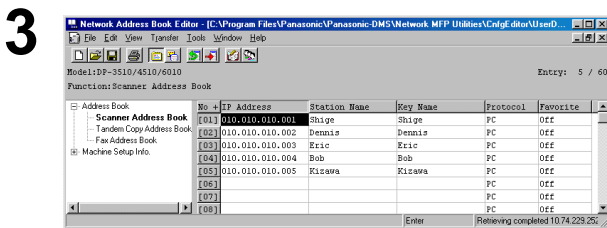
Copy the Address Book data from the other application.

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.*

IPX-SPX Setup Wizard

Windows 98/Me/NT/2000/XP

If you wish to use your machine as a printer on the NetWare environment, install the set-up utility first using the Custom installation menu for the Panasonic Document Management System (See page 86).

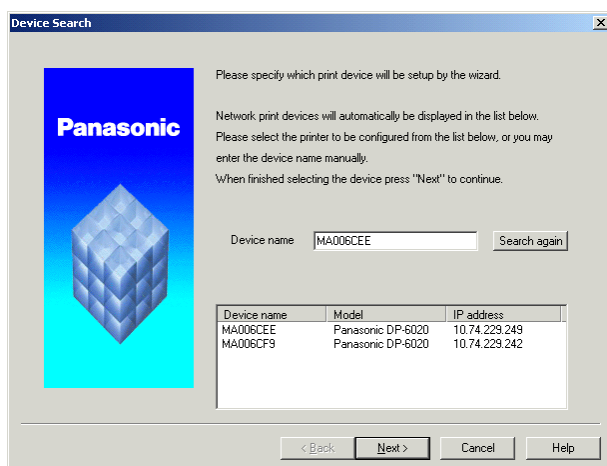
Compatible Models

- DP-3520/4520/6020 with IPX/SPX Printer Module (DA-GC601, PC601, MC601)

Note: DA-GC601 is not available in the USA and Canada.

Select **Panasonic** → **Panasonic Document Management System** → **IPX-SPX Setup Wizard** from **Programs** on the **Start** menu to activate the utility. To configure your PC for the NetWare environment, follow the procedure below:

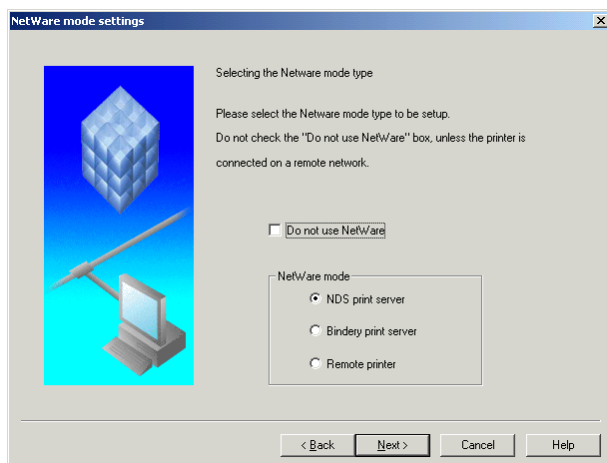
1



The machine(s) that are available on the NetWare environment are shown on the list.

Select the desired machine and click the **Next** button.

2

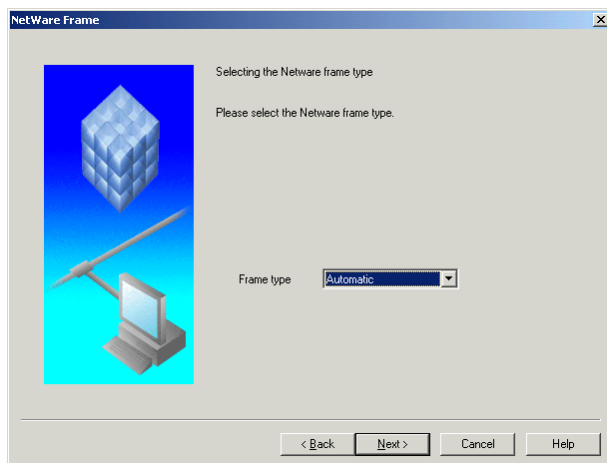


Make sure that the **Do not use NetWare** is not selected.

Select the desired **NetWare mode** and click the **Next** button.

1. **NDS print server**
2. **Bindery print server**
3. **Remote printer**

3



Select the **Frame type** and click the **Next** button.

1. **Automatic**
2. **IEEE 802.2**
3. **IEEE 802.3**
4. **ETHERNET II**
5. **IEEE SNAP**

Windows 98/Me/NT/2000/XP

4a

<For NDS print server>

Set the **Tree**, **Context**, **Print server name**, **Printer server password** and **Print port name** for the NDS Printer Server and click the

Next button.

Note: Logon to the NetWare using an account with administrator rights.

Enter the **Print queue name** and click the

Next button.

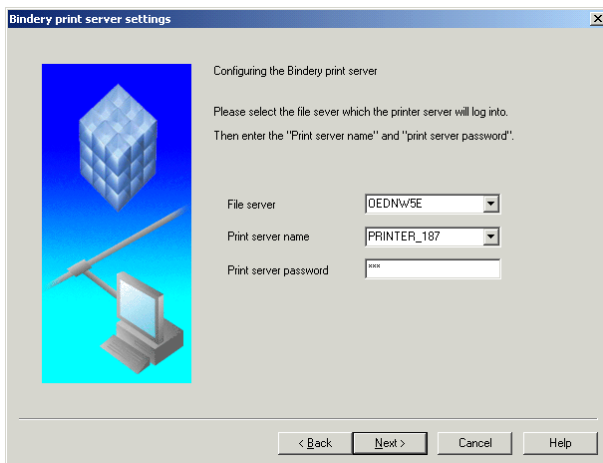
Enter the **Queue volume** and click the

Next button.

IPX-SPX Setup Wizard

Windows 98/Me/NT/2000/XP

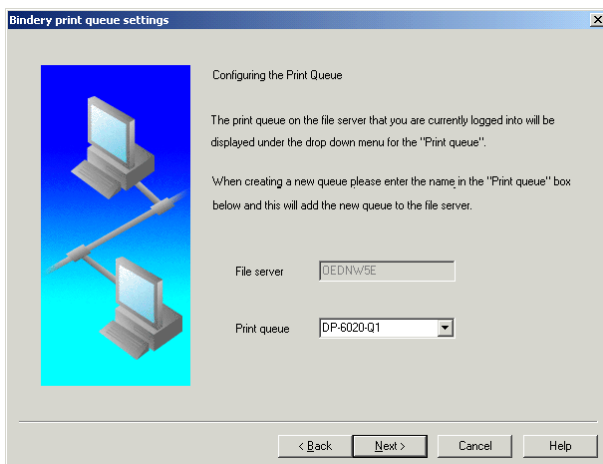
4b



<For Bindery print server>

Set the **File server**, **Print server name** and **Print server password** for the Bindery print server and click the button.

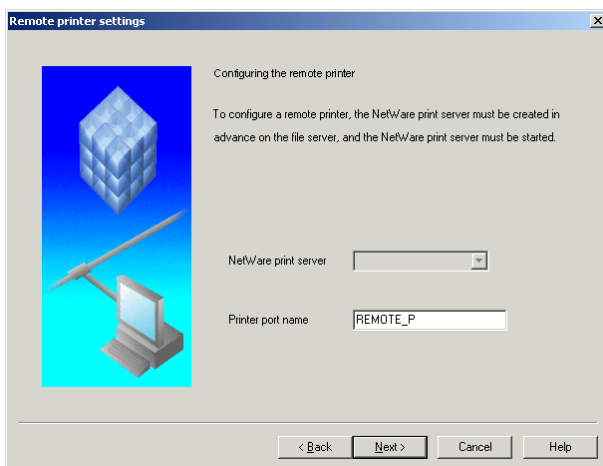
Note: Logon to the NetWare using an account with administrator rights.



Enter the **Print queue** and click the

button.

4c

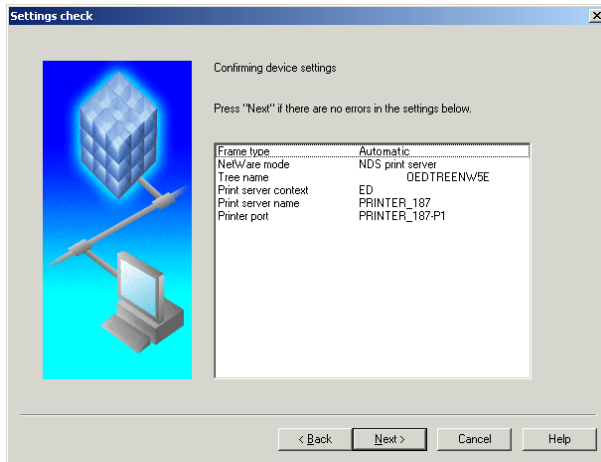


<For Remote printer>

Set the **Printer port name** for the Remote printer and click the button.

Windows 98/Me/NT/2000/XP

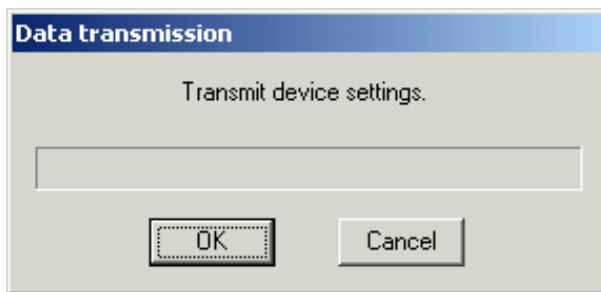
5



The settings are shown on the list.

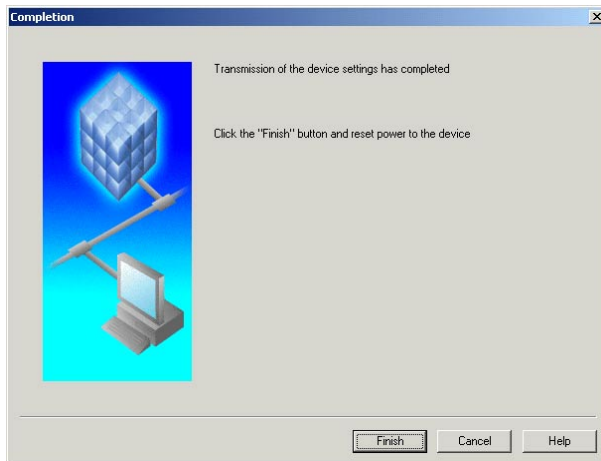
Click the button.

6



Click the button to apply the settings.

7



Click the button.

Troubleshooting

Printing Operation Fails

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

- The connection cable (Parallel/USB 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 43)
Windows NT 4.0	[General Tab]	(See page 52)
Windows 2000/XP	[General Tab]	(See page 63)

NOTE

1. The status of the devices can be verified by the status monitor (see page 170).

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. 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. (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. 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 44) Windows NT 4.0 [Scheduling Tab] (See page 54) Windows 2000/XP [Advanced Tab] (See page 66)
Although print data is transferred to the digital copier, it does not print.	<ul style="list-style-type: none"> • Make sure the printer is on line. • Make sure the machine is not in the Shutdown Mode. Press ENERGY SAVER key to return to standby mode. See the Operating Instructions for Copier & Network Scanner for details.

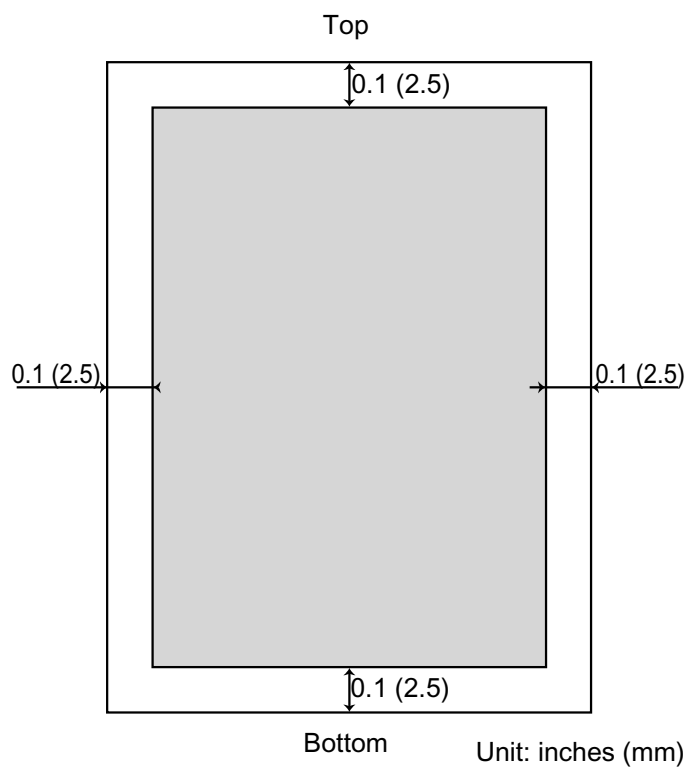
Troubleshooting

Error Messages Displayed on the Computer

Problem	Possible Solution(s)
Error writing to LPT1/USB. 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 writing to LPT1/USB. 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 44) Windows NT 4.0 [Ports Tab] (See page 53) Windows 2000/XP [Ports Tab] (See page 65)
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.

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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