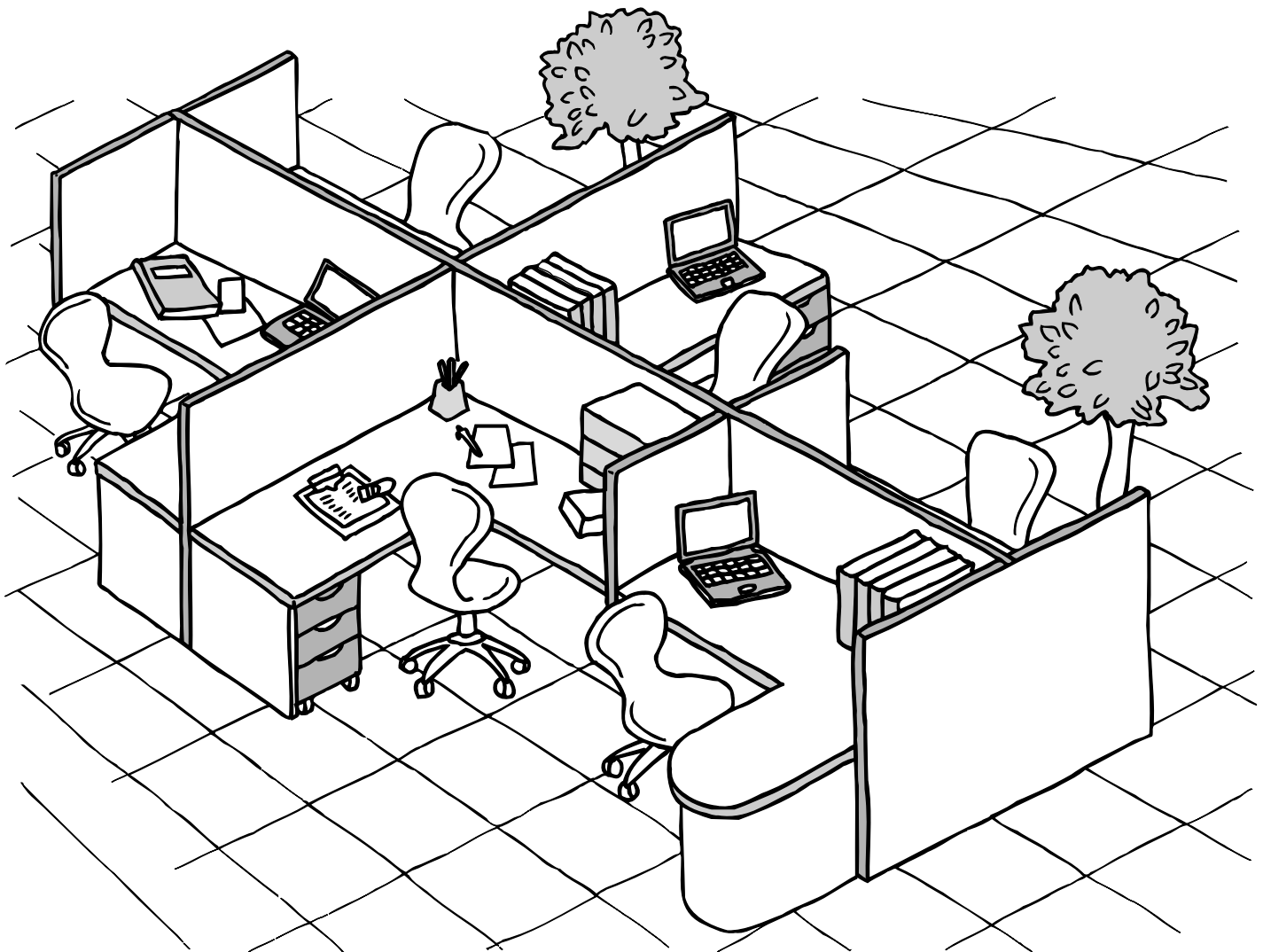# Panasonic®

Software
Operating Instructions

(For Document Management System, Printer and Class 2 Fax Modem)

Model No. **UF-490/525/590/790/890/990**

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

English

Notification for UF-490/525/590/790/890/990

These models are designed with the Energy Conservation in mind, which will automatically goes into the Sleep mode when it is not in use for a period of time (The factory default is 1 hour).

While the machine is in the Sleep mode, it will not wake up automatically by any print command from a connected computer. If you attempt to print a document from your computer to the machine while it is in the Sleep mode, an error message "LPT1 write error." will appears on your computer.

Please press the ENERGY SAVER key on the control panel of the machine before starting a print job from your computer.

If you wish to start printing at any time without having to press the ENERGY SAVER key to wake up the machine first, you can change the setting of the Fax Parameter #34 from "3" (SLEEP) to "2" (ENERGY-SAVER). This will stop the machine from switching into the Sleep mode.

Please refer to the machine's Operating Instructions (For Facsimile) for details.

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Before Use

Printer Section

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Document Management System Section

Troubleshooting

Class 2 Fax Modem Section

Precautions

For User in USA

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

1. Reorient or relocate the receiving antenna.
2. Relocate fax machine with respect to receiver or other equipment.
3. Connect fax machine into outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experienced radio/TV technician for help.

Warning: To assure continued compliance, use only shielded interface cable when connecting the facsimile machine parallel interface port to 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.

Responsible Party: Matsushita Electric Corporation of America
                        One Panasonic Way, Secaucus, NJ 07094

Technical Support: Panasonic Document Imaging Company/Technical Support Department
                        Two Panasonic Way, Secaucus, NJ 07094
                        1-800-225-5329
                        Email: consumerproducts@panasonic.com

• You need to read the software license agreement before setting up the Printer Driver.
• You need to read the following precautions which is described in the Fax machine Operating Instructions.
  1. Installation
  2. Ventilation
  3. Handling
  4. Toner and Paper
  5. For your safety

External View

■ **UF-490/525**
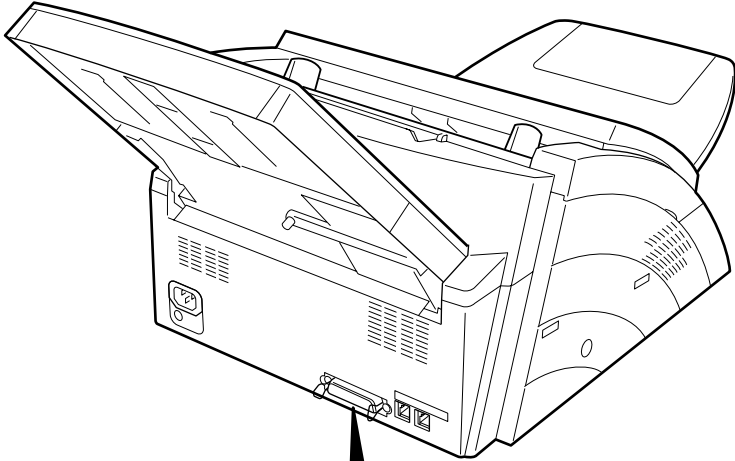
Parallel Interface Connector
Connect to the PC
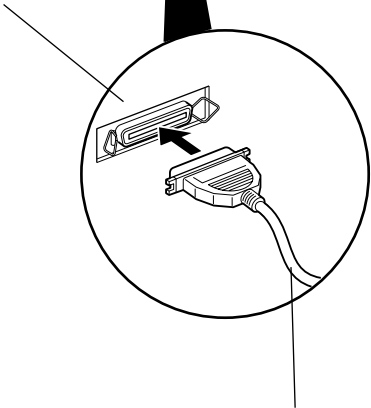
Parallel Interface Cable
(A cable does not come with the unit.) Use a cable of IEEE1284 specifications, with a maximum length of 20 ft (6m). Consult a service provider for details.

External View

■ **UF-590/790**
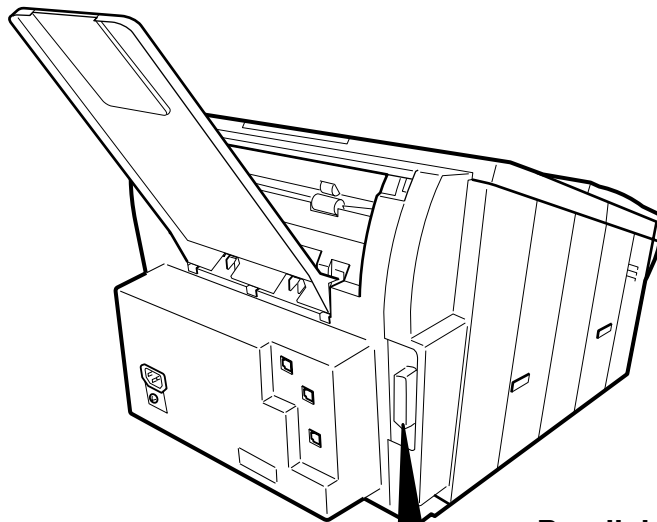
Parallel Interface Connector
Connect to the PC
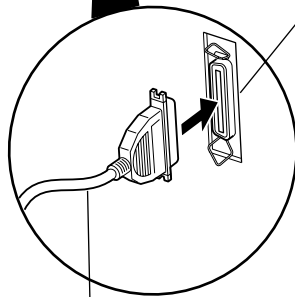
Parallel Interface Cable
(A cable does not come with the unit.) Use a cable of
IEEE1284 specifications, with a maximum length of 20 ft (6m).
Consult a service provider for details.

External View

■ **UF-890/990**
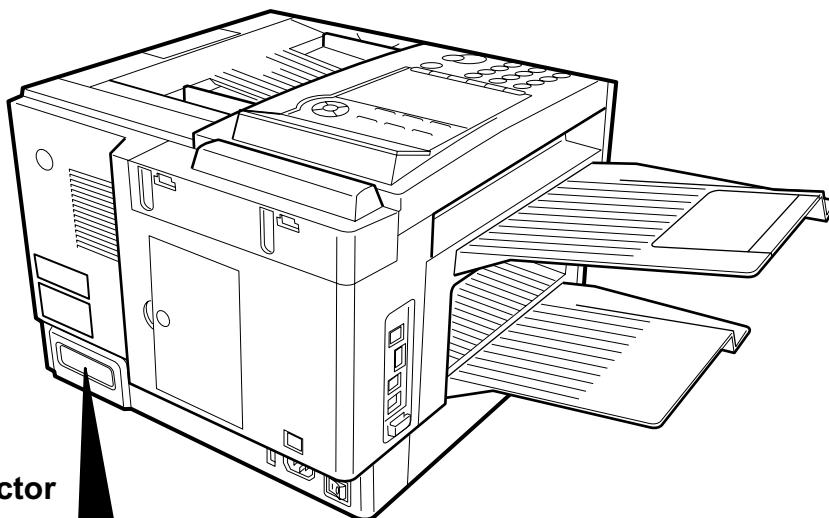
Parallel Interface Connector
Connect to the PC
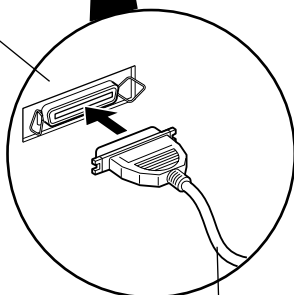
Parallel Interface Cable
(A cable does not come with the unit.) Use a cable of IEEE1284 specifications, with a maximum length of 20 ft (6m). Consult a service provider for details.

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Installing the Printer Driver

Windows 98/Me/NT/2000/XP

1

Insert the Panasonic Document Management System CD-ROM.

2

Select your desired language.

3
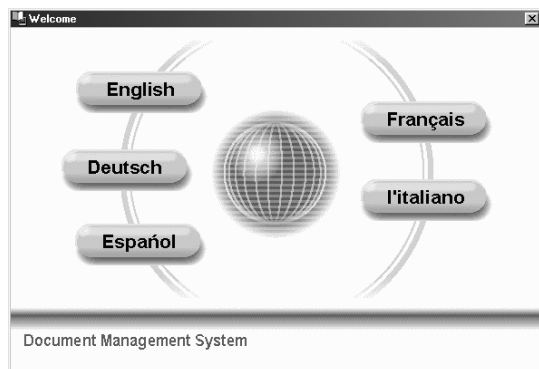
Click on the [Next] button.

4
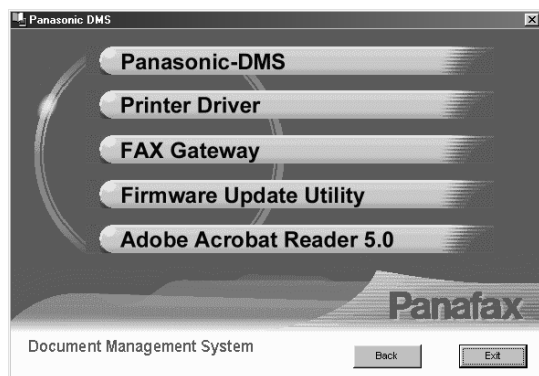
Click **Printer Driver**.

>   **Note:** *The Fax Gateway and Firmware Update Utility is available for U.S.A. only.*

Continued on the next page...

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Installing the Printer Driver

Windows 98/Me/NT/2000/XP

5

Click **Install Printer Driver**.

6
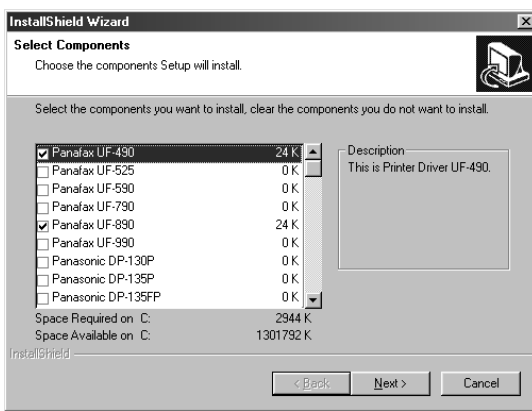
Select your machine's model(s) and click the
[Next] button.

7
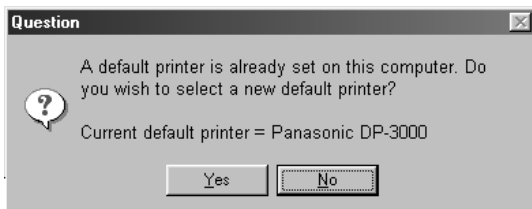
Click the [Yes] button if you would like to change your current default printer to the one that you are installing.

8
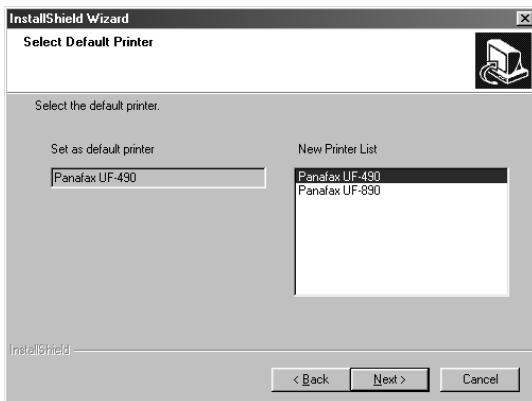
Select your new default printer from the New Printer List and click the [Next] button.

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Windows 98/Me/NT/2000/XP

9
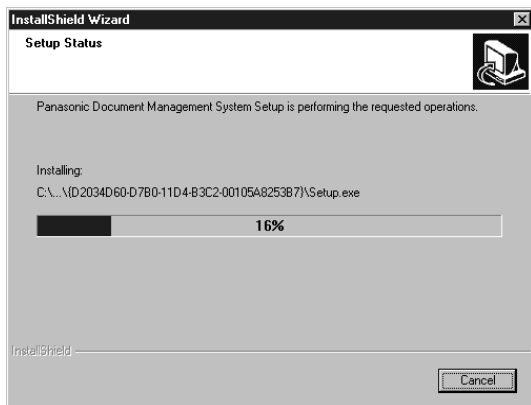
The required files are copied.

10
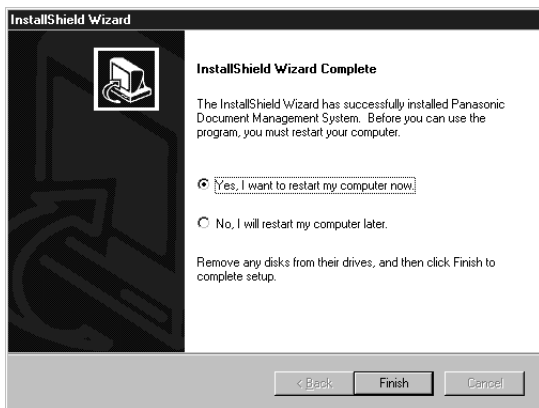
When the setup process is completed, a message is displayed prompting you to restart your computer.

Click the [Finish] button to restart your computer.

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

NOTE
1. *When installing on Windows NT 4.0 and Windows 2000/XP, log onto the computer/network with an account rights of Administrator.*

Configuring the Printer Driver Settings

Windows 98/Me

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

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

2   Right-click the desired printer icon in the printers folder, and select **Properties** in the dropdown menu.

The printer properties dialog box appears.

Windows 98/Me

General Tab

1. **Comment**
   Enter comments to describe the printer, if desired.

   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 already set-up 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.

Printer Section

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Configuring the Printer Driver Settings

Windows 98/Me

Details Tab
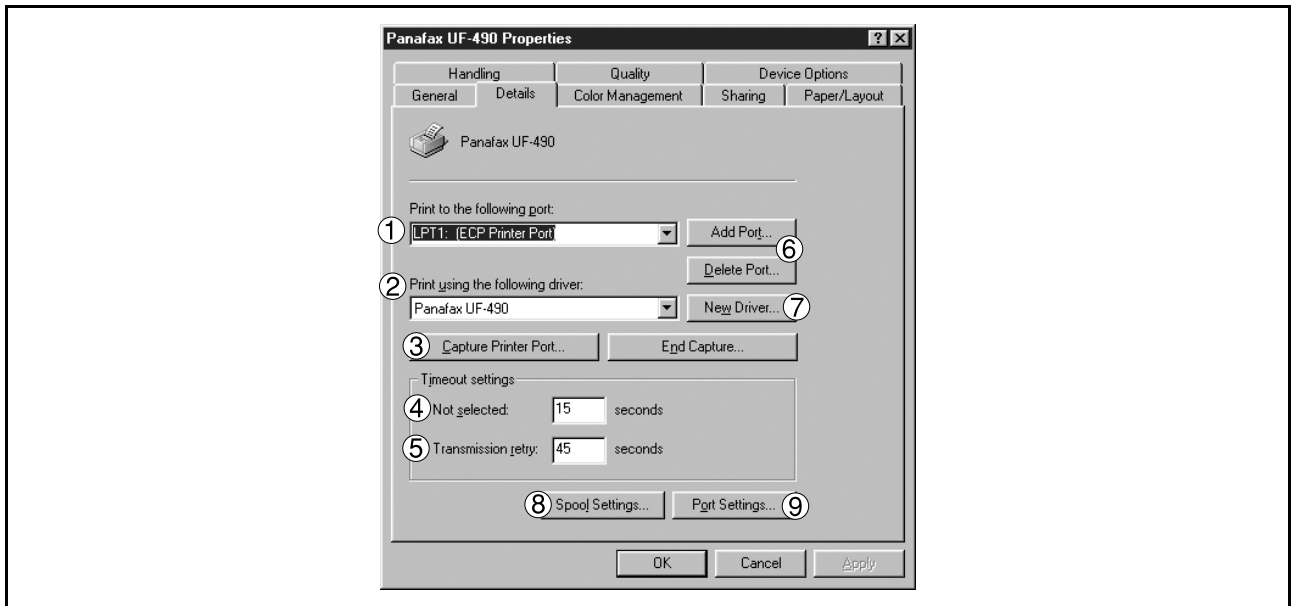
1. **Print to the following port**
   Displays either the port to which the printer is connected or the path to the network printer.

   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. ` Capture Printer Port... ` / ` End Capture... ` **button**
   Assigns a port to the network drive or cancels a port assigned to the network drive.

4. **Timeout settings - Not selected**
   Specify the amount of time (in seconds) allowed to elapse before the printer becomes 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. ` Add Port... ` / ` Delete Port... ` **button**
   Adds/deletes a new port or a new network path.

7. ` New Driver... ` **button**
   Updates or modifies the printer driver.

8. ` Spool Settings... ` **button**
   Specify the method of sending (spool) documents from the program to the printer.
   • **Spool Data Type**

Windows 98/Me

Select spool data type (EMF format or RAW format). Specifying RAW format results in longer time before placing an application operational after printing on the application.

Note: Spooling by EMF format (metafile compression) may cause the following problems on some application software.
1) Printing result is different from the screen display.
2) Printing requires excessive time.

• **Enable bidirectional support**
Be sure to check the check box for "Enable bidirectional support" when installing the status monitor (See page 101). Otherwise, printing may not function properly.

9. [Port Settings...] **button**
Modifies printer port settings.

Configuring the Printer Driver Settings

Windows 98/Me

Sharing Tab
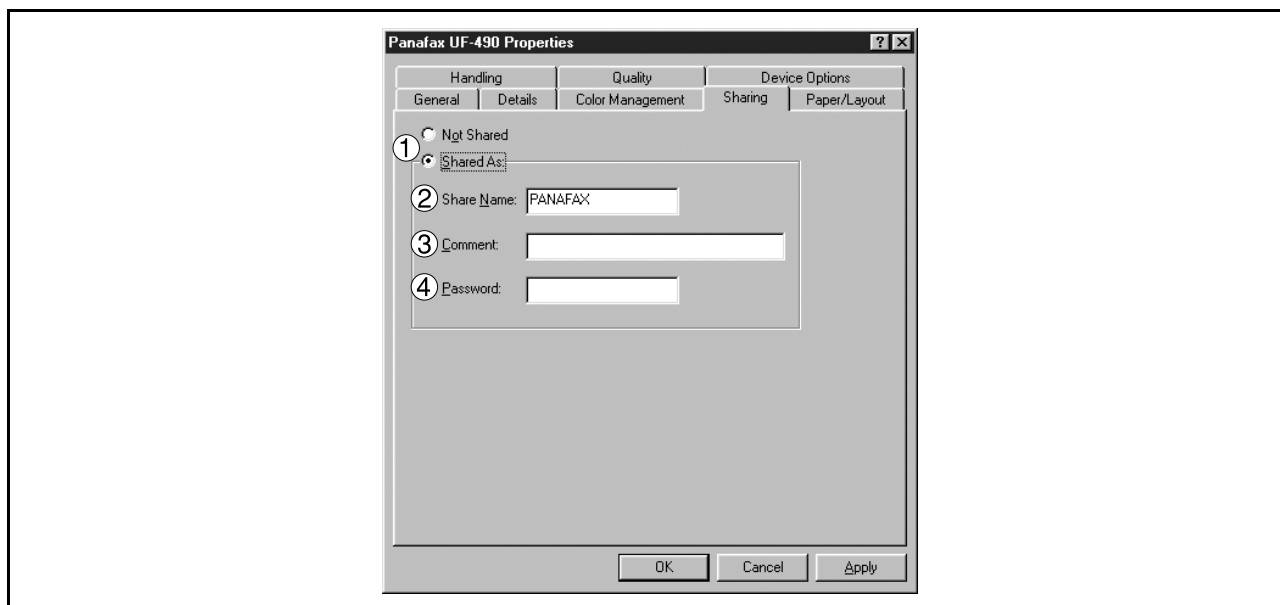
1. **Not Shared/Shared As**
   Select whether to display or use this printer with other computers.

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 at this time will be displayed when other users view information about the printer on the network.

3. **Comment**
   You can enter comment 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 a password 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.*

Windows 98/Me

Paper/Layout Tab
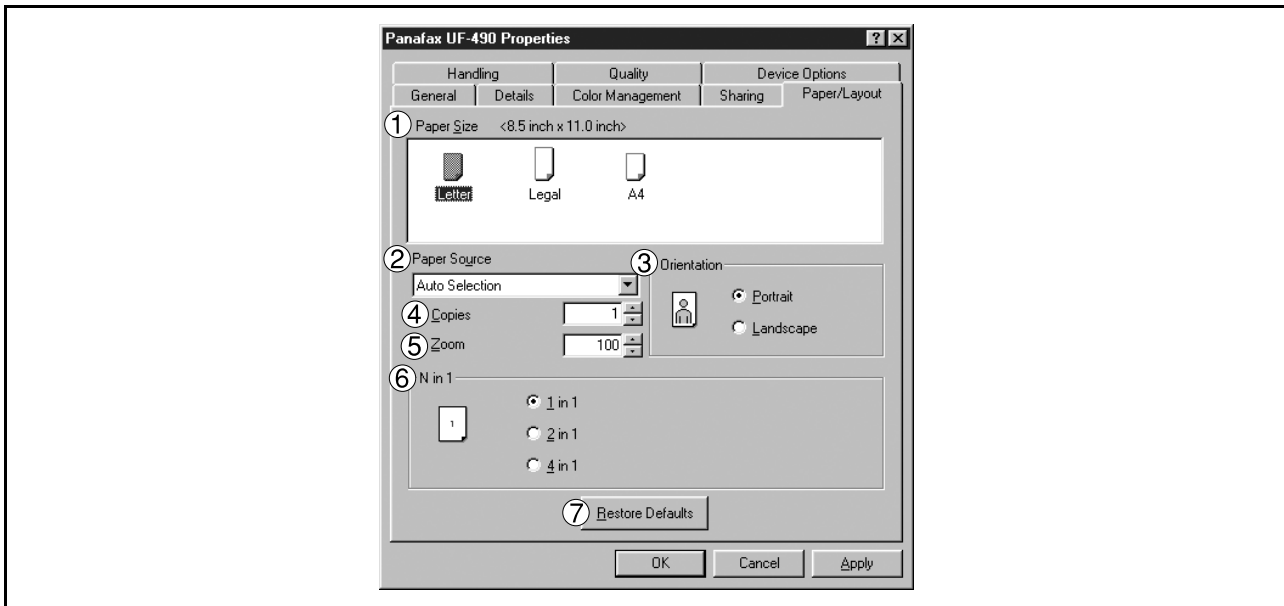
1. **Paper Size**
   Select a document size.

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

3. **Orientation**
   Select the print orientation (Portrait/Landscape).

4. **Copies** (1-99)
   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.

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. **N in 1**
   For printing two or more pages on one sheet, specify a printing method.

   Layout is selected by combining with "Orientation". Each layout is displayed with the icon.
   • 2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.
   • 4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

7. Restore Defaults **button**
   Return all items in **Paper/Layout** Tab to standard settings (default).

Printer Section

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Configuring the Printer Driver Settings

Windows 98/Me

Handling Tab

1. **Sorter**
   Select whether to Stack or Sort when printing multiple copies.

2. **Output Order**
   Specify the output order (Ascending/Descending).

3. Restore Defaults **button**
   Return all items in the Handling Tab to standard settings (default).

Configuring the Printer Driver Settings

Windows 98/Me

Device Options Tab
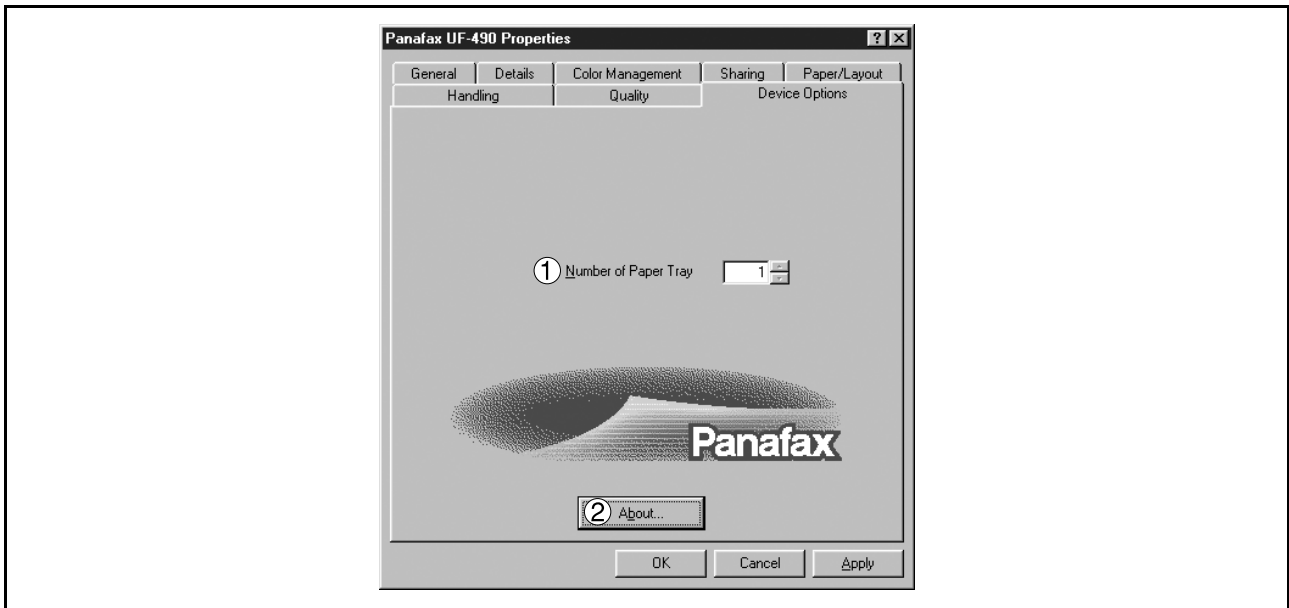
1. **Number of Paper Tray**
   Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

2. [About...] **button**
   Displays the version information about the printer driver.

Windows NT 4.0 (Administrator)
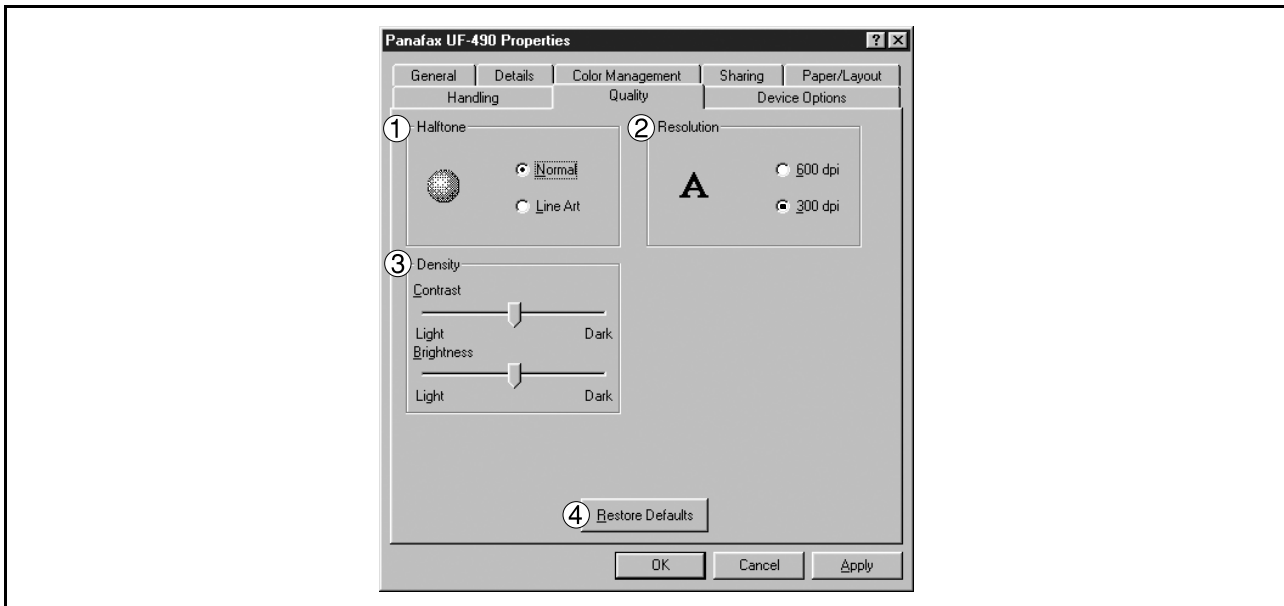
To change the printer settings, open the dialog box for the printer properties by the following steps.

1 Log onto the computer/network with an account rights of Administrator.

2 Click the **Start** button, point to **Settings**, and then click **Printers**.

3 Right-click the desired printer icon in the printers folder, and select **Properties** in the dropdown menu.

The printer properties dialog box appears.

```
┌─────────────────────────────────────────────┐
│ 🖨 Printers                          _ □ ×    │
│ File  Edit  View  Help                        │
│  ┌───┐      ┌───┐                             │
│  │🖨 │      │🖨 │  Open                        │
│  └───┘      └───┘  ─────────────              │
│ Add Printer  Panas  Pause Printing            │
│             UF-4   ✓ Set As Default           │
│                     Document Defaults...      │
│                     Sharing...                │
│                     ─────────────             │
│                     Purge Print Documents     │
│                     ─────────────             │
│                     Create Shortcut           │
│                     Delete                    │
│                     Rename                    │
│                     ─────────────             │
│                     Properties                │
│ Displays the properties of the selected items.│
└─────────────────────────────────────────────┘
```

Printer Section

NOTE

1. *In Windows NT 4.0, setting the properties depends on the log-in account. This section describes properties to be specified by an administrator (system manager).*
2. *See "Configuring the Printer Driver Settings (User)" for details of user properties. (See page 29)*

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

General Tab
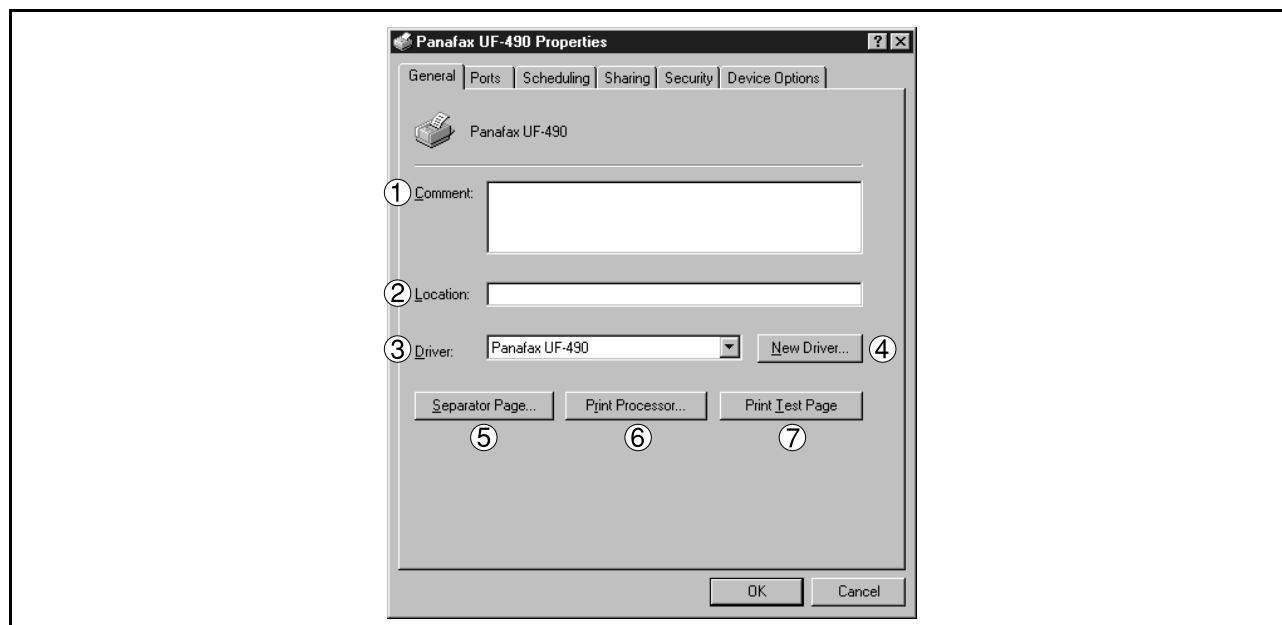
1. **Comment**
   Enter comments to describe the printer, if desired.

   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 already set-up user will remain unchanged even if the comment is modified later.

2. **Location**
   Specify 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.

Windows NT 4.0 (Administrator)

Ports Tab
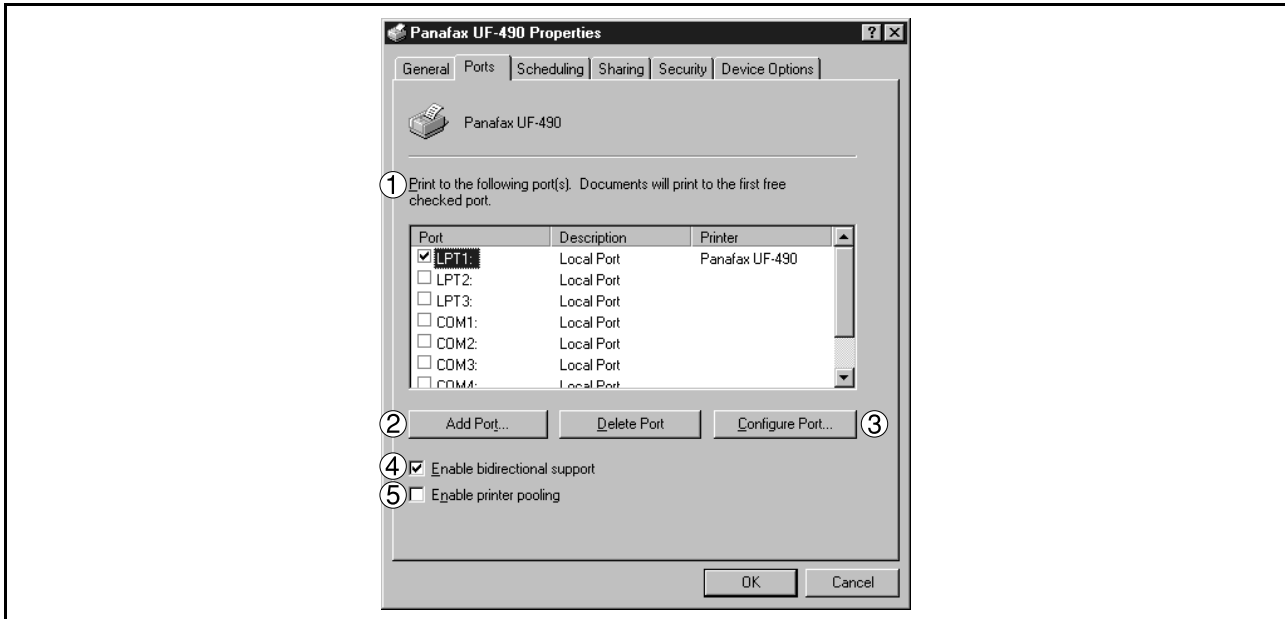
1. **Print to the following port(s)**
   Displays a list of available ports for printing (Port), their status (Description) and printers that are connected to these ports (Printer).

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.

4. **Enable bidirectional support**
   On a printer, this setting enables reception of configuration data and status data from computer. Be sure to check this checkbox when installing status monitor (See page 101). Printing may be disabled without checking on the checkbox.

5. **Enable printer pooling**
   Printer spool allows outputting data from one logical printer to two or more printers. With printer spool enabled, a transmitted printing job is output to the first printer that is available for printing.

NOTE

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

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Printer Section

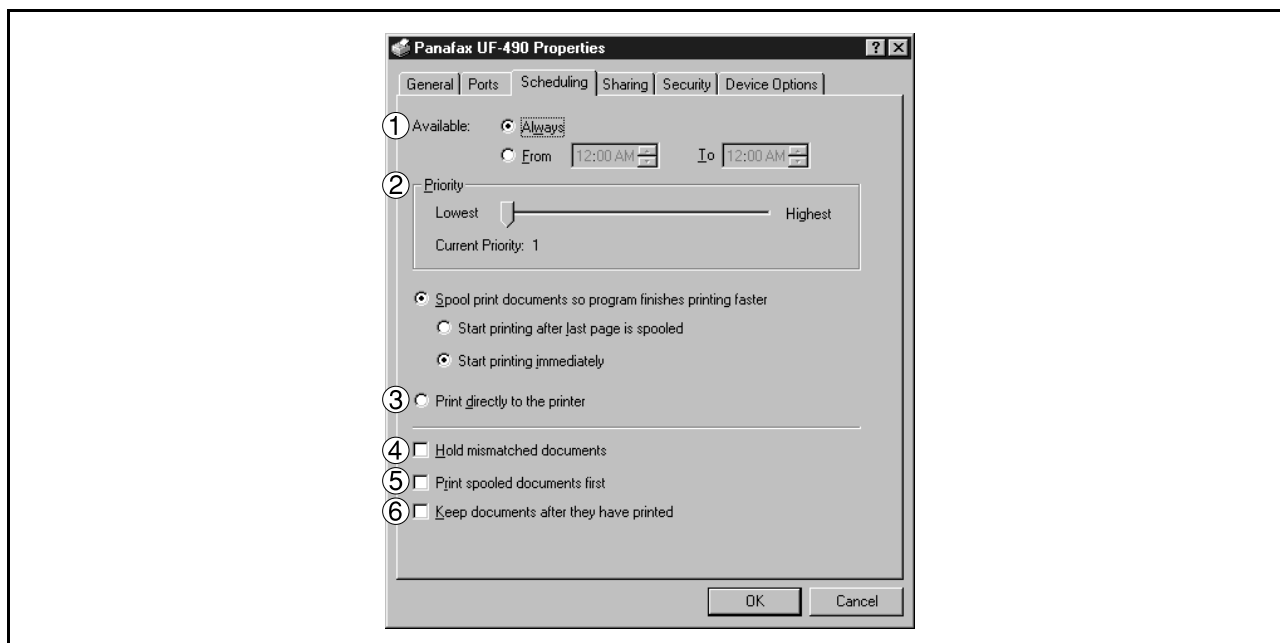# Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Scheduling Tab

1. **Available**
   Schedules the printer 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 the 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, and so on) 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.

Windows NT 4.0 (Administrator)

Sharing Tab
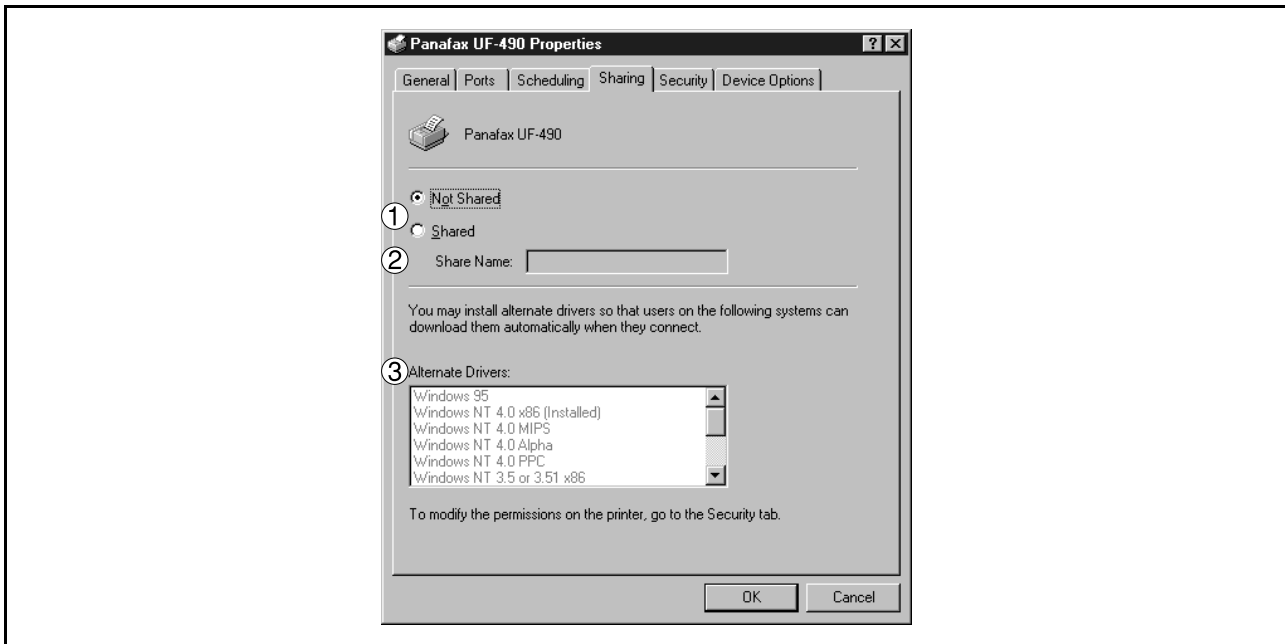
1. **Not Shared/Shared**
   Select whether to display or use this printer with other computers.

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 at this time will be displayed when other users view information about the printer on the network.

3. **Alternate Drivers**
   Specify the operating systems of other computers that might share this printer.

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

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Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Security Tab
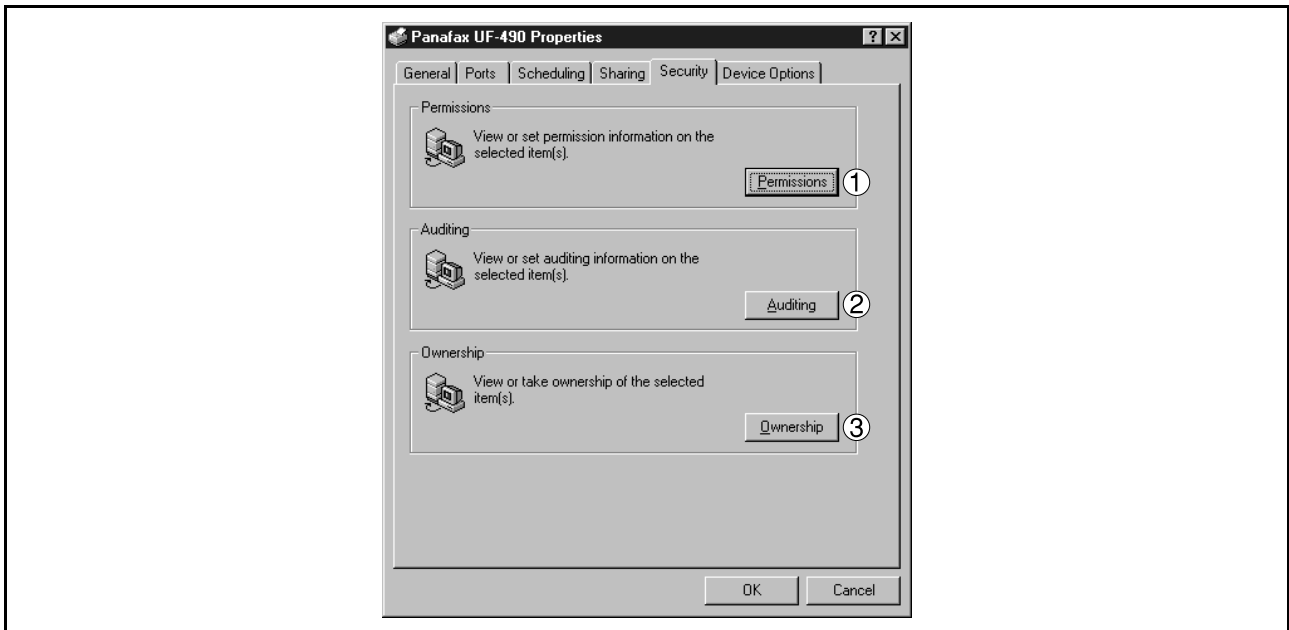
1. Permissions **button**
   Set printer access privileges.

2. Auditing **button**
   Displays the persons who used this printer and how they used.

3. Ownership **button**
   Set the ownership of the printer.

NOTE

1. In order to utilize these features, you need to have selected Audit... from User Manager's Policies and have enabled File and Object Access in the Audit Policy dialog box.

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Windows NT 4.0 (Administrator)

Device Option Tab

1. **Number of Paper Tray**
   Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.
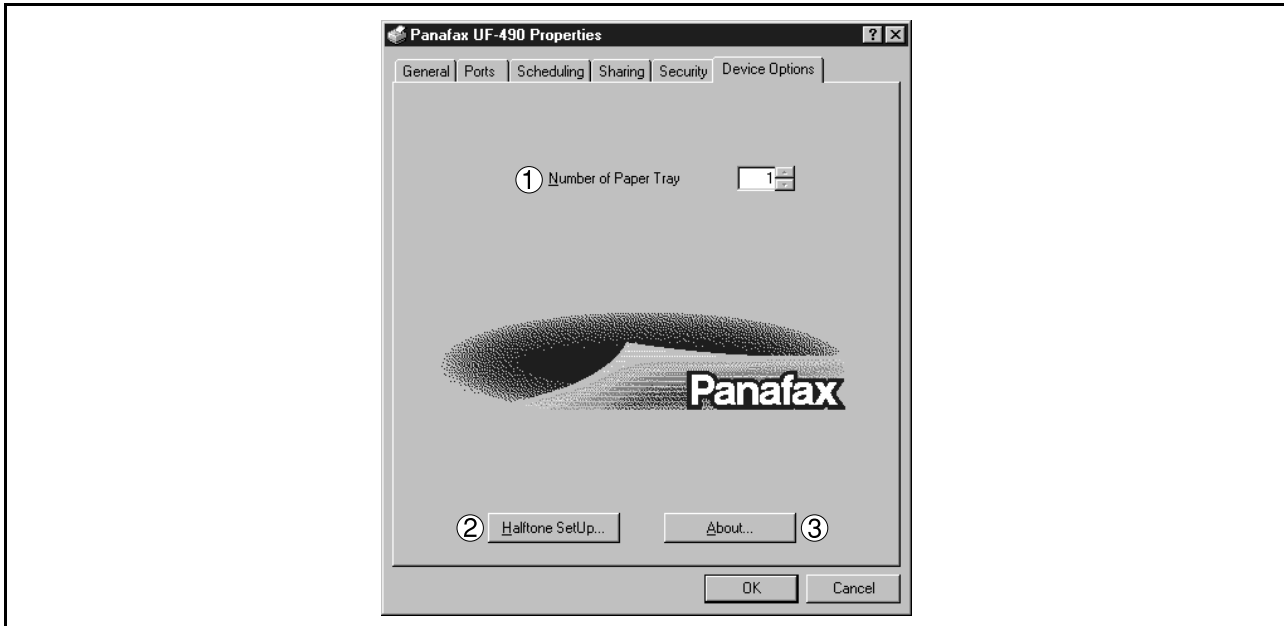
2. **Halftone Setup**

   | Halftone Setup... | **button**

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

• **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 to printing in 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).

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• **Pixel Diameter**

Adjust the darkness of the print image. Manipulate the slider to specify the pixel size. You can select between specifying the real size in inches or specifying in percentage relative to the printer resolution.

• **Luminance (CIE Y)**

Adjust the luminosity of the print image.

3. | About... | **button**

Displays the version information about the printer driver.

NOTE

1. ***Device Option*** *Tab specifies device-specific settings and settings of optional devices. Refer to the operation manuals of the optional devices, or on-line manuals for settings items.*
2. *Settings specified in this section are saved as standard (default) settings of the printer.*
3. *The Number of Paper Tray setting is not available for UF-490/525.*

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

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

1 Select **Print** in the **File** menu of the application.

2 Click the [Properties...] button in the **Print** dialog box.

3 The dialog box for the printer properties appears. Click the desired tabs of the dialog box and specify the properties.
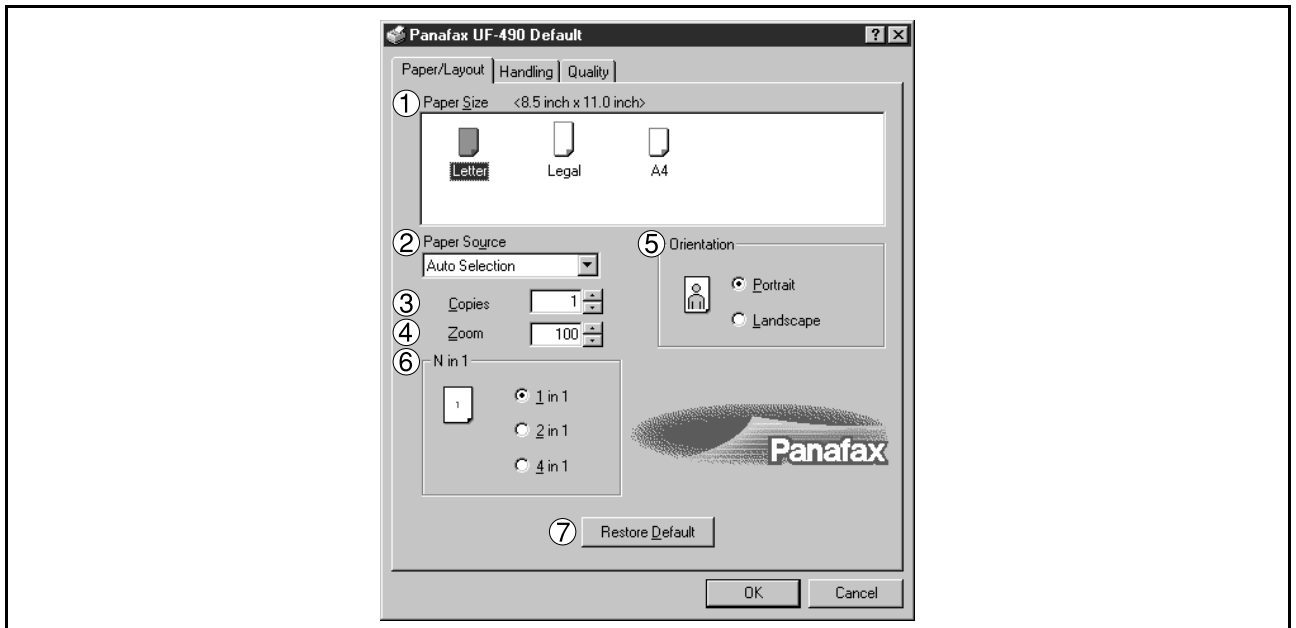
Printer Section

NOTE

1. *In Windows NT 4.0, setting properties depends on the log-in account. This section describes properties to be specified by a user, upon executing a print operation on an application. See "Configuring the Printer Driver Settings (Administrator)" for details of administrator properties. (See page 21)*

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

Main Tab

1. **Paper Size**
   Select a document size.

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

3. **Copies (1-99)**
   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.

4. **Zoom (50-200)**
   Specify custom zoom when printing a document by zooming in/out at a desired rate. If the zooming rate is specifiable in an application, specify "100%" (same size) here. Specify a zooming rate in the print dialog box of the application.

5. **Orientation**
   Select the print orientation (Portrait/Landscape).

6. **N in 1**
   For printing two or more pages on one sheet, specify a printing method.

   Layout is selected by combining with "Orientation". Each layout is displayed with the icon.
   • 2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.
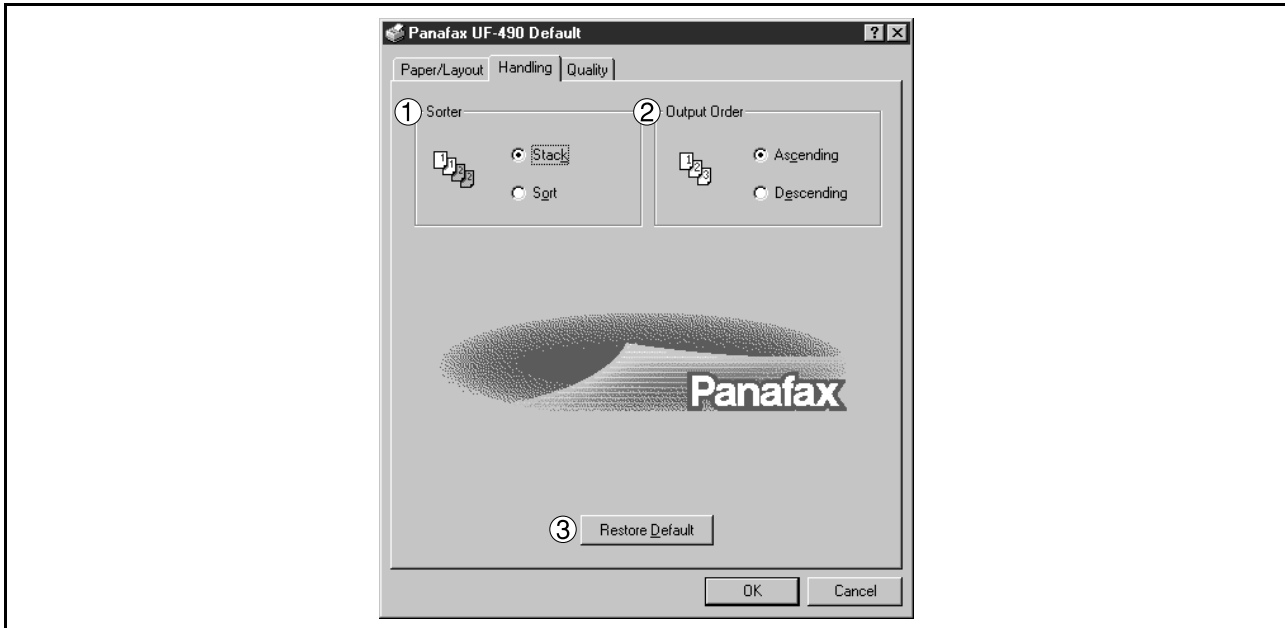   • 4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

7. Restore Defaults **button**
   Return all items in the Main Tab to standard settings (default).
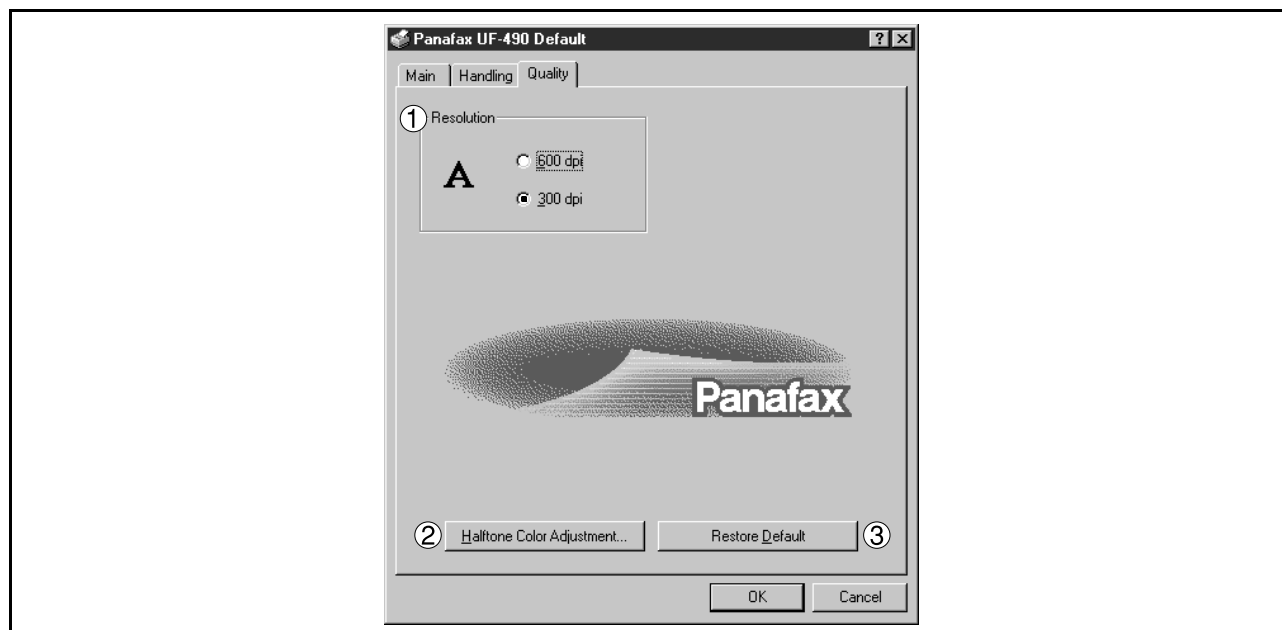
Windows NT 4.0 (User)

Handling Tab

1. **Sorter**
   Select whether to Stack or Sort when printing multiple copies.

2. **Output Order**
   Specify the output order (Ascending/Descending).

3. Restore Defaults **button**
   Return all items in the Handling Tab to standard settings (default).

Printer Section

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Configuring the Printer Driver Settings

Windows NT 4.0 (User)

Quality Tab

1. **Resolution**
   Select the printer resolution (300dpi/600dpi).
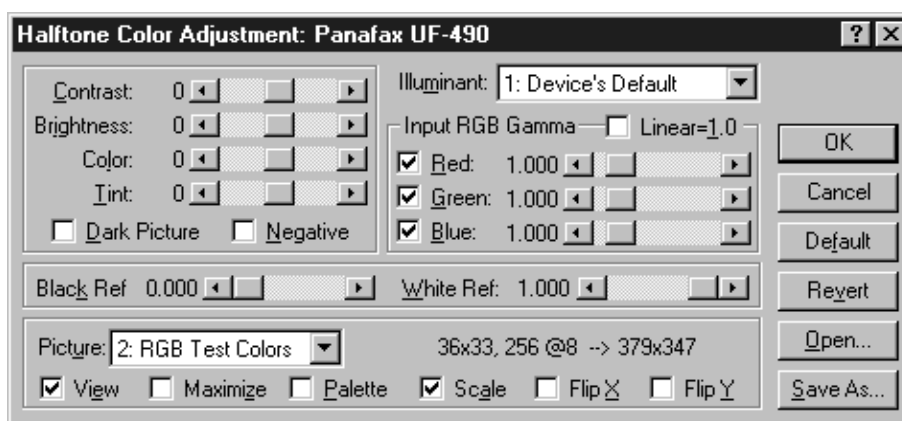
2. [Halftone Color Adjustment...] button

• **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.

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Windows NT 4.0 (User)

• **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.

3. | Restore Defaults | **button**
Return all items in the Quality Tab to standard settings (default).

NOTE

*1. **dpi** (dot per inch) means the number of dots contained in one inch. The higher the value is, the higher the resolution becomes.*
2. Printing in 600 dpi resolution on UF-890/990 requires an optional D-RAM Memory Card installed in the machine.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

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

1 Log onto the computer/network with an account rights of Administrator.

2 Click the **Start** button, point to **Settings**, and then click **Printers**.

3 Right-click the desired printer icon in the printers folder, and select **Properties** in the dropdown menu.

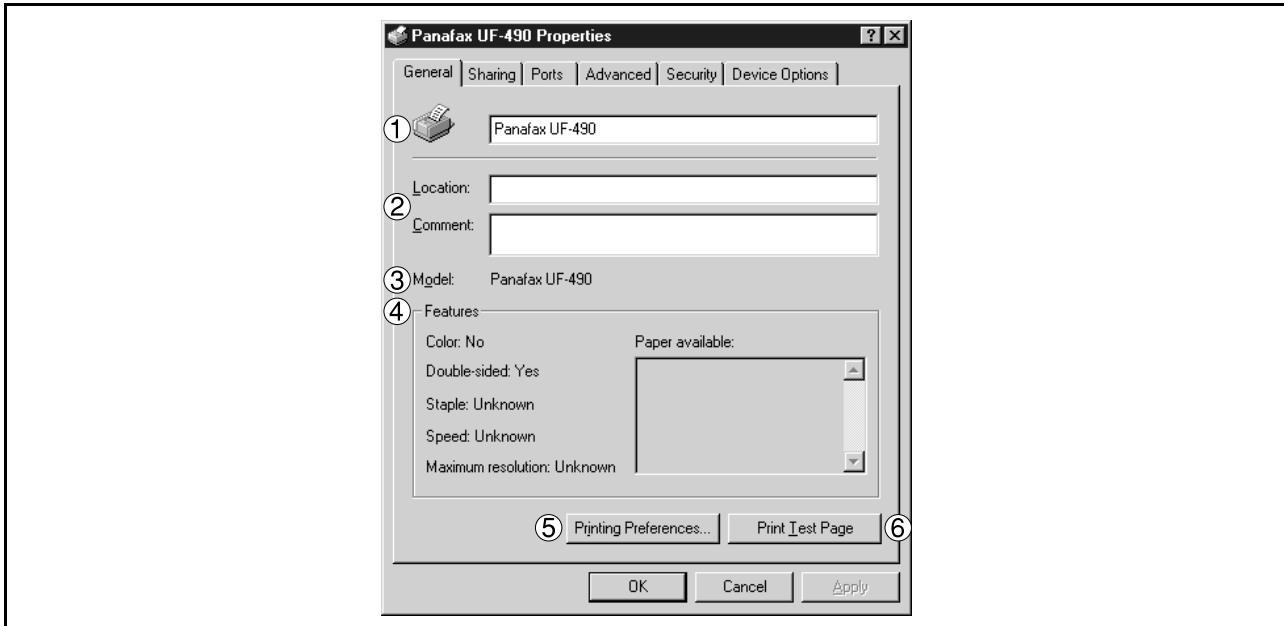The printer properties dialog box appears.

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 installation and information about the printer.

   If a printer is shared, the location and comment specified in this field appears 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" for details of settings (See page 43)
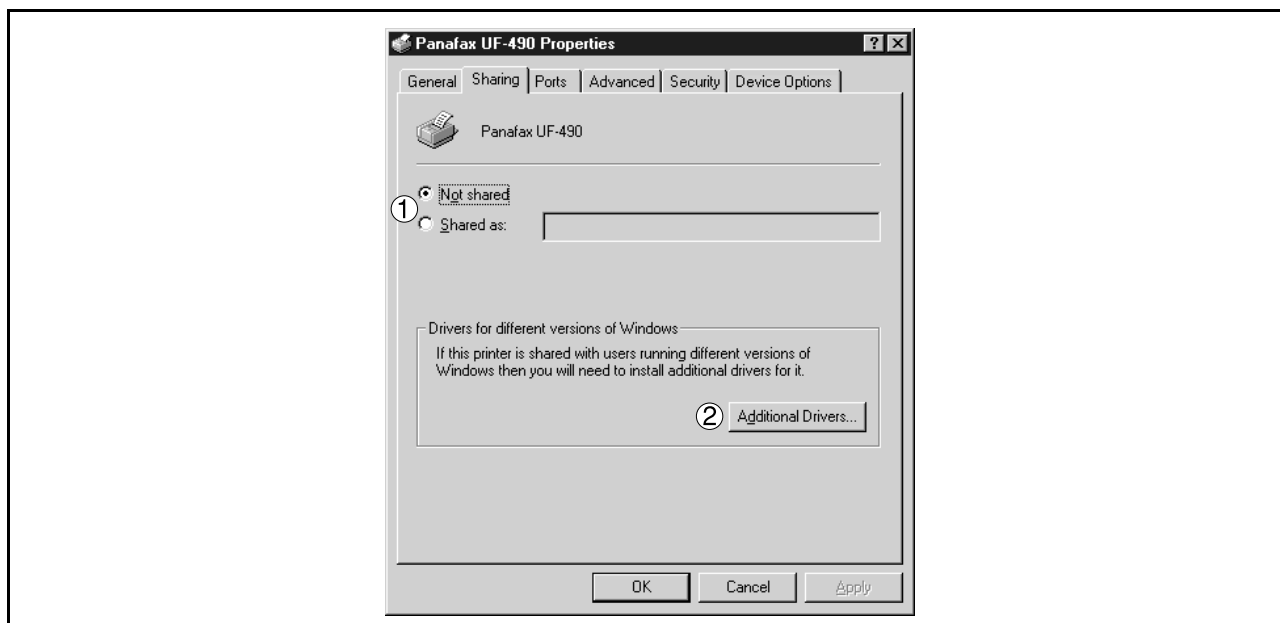
6. Print Test Page **button**
   Prints a test page. This allows the user to verify if the printer is installed properly.

Printer Section

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Sharing Tab

1. **Not Shared/Shared As**
   Specify if this printer is displayed or used on a computer of other users.

   For sharing a printer, specify the share name of a printer to be shared. 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.

   When users running different versions of Windows share a printer, installing additional drivers avoids the necessity for installing new drivers on their systems.
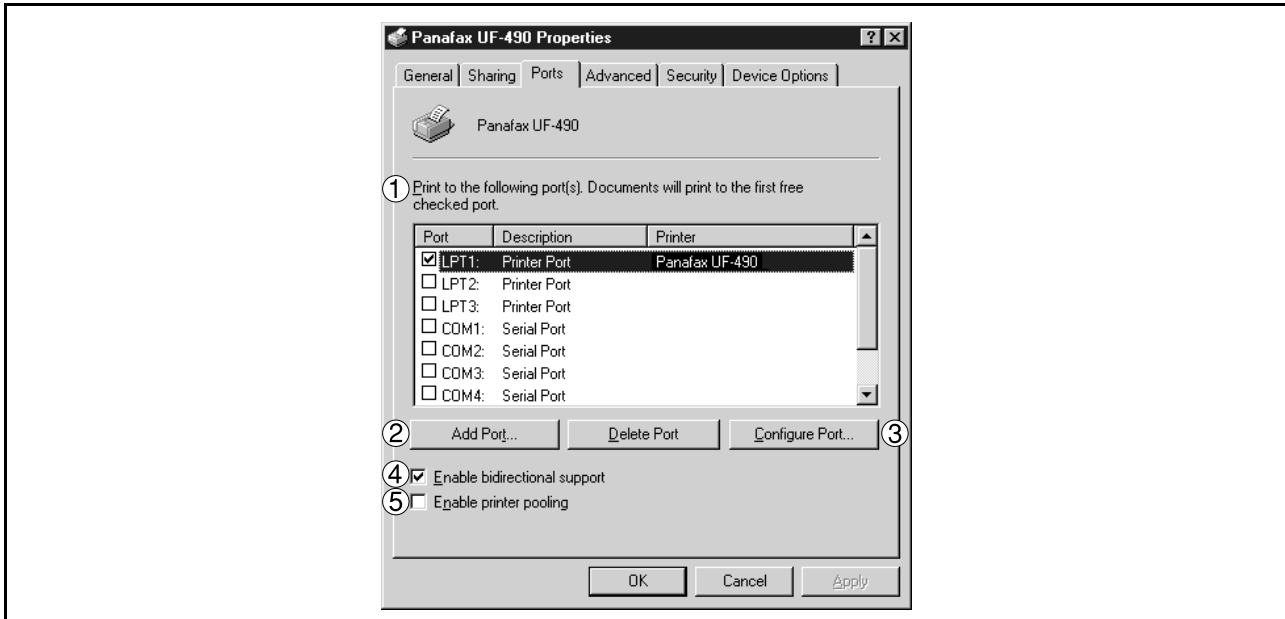
NOTE
1. *If a printer is shared on a network, installing the printer driver on one print server allows other computers to copy the driver automatically for use. Accordingly, a print server is required to provide alternative printer drivers for other OS's that may use the printer.*

Windows 2000/XP (Administrator)

Ports Tab

1. **Print to the following port(s)**
   Displays a list of ports that allows 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.

4. **Enable bidirectional support**
   On a printer, this setting enables reception of configuration data and status data from computer. Be sure to check this checkbox when installing status monitor (See page 101). Printing may be disabled without checking on the checkbox.

5. **Enable printer pooling**
   Printer spool allows outputting data from one logical printer to two or more printers. With printer spool enabled, a transmitted printing job is output to the first printer that is available for printing.

NOTE

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

Printer Section

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Advanced Tab
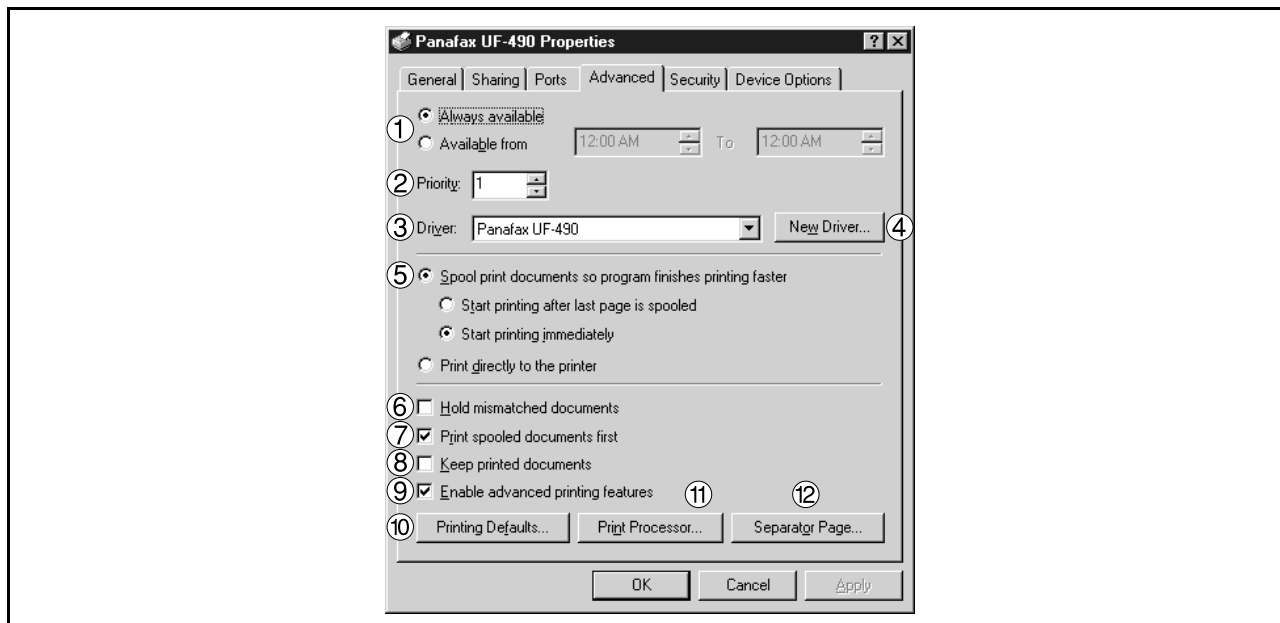
1. **Always available/Available from**
   Specify the operation schedule for a printer. Selecting Available from allows specifying an operation time.

2. **Priority**
   Specify the priority in printing. Priority is adjustable from 1 to 99. Document 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, and so on) 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.

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 disable the printing options also.

Windows 2000/XP (Administrator)

10. | Printing Defaults... | **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" for detailed settings.

11. | Print Processor... | **button**

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

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

    Usually no change is required in the settings. Use of a printer on a special application, however, may require changes on the settings.

12. | Separator Page... | **button**

    This feature is not available on your machine.

Printer Section

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Security Tab
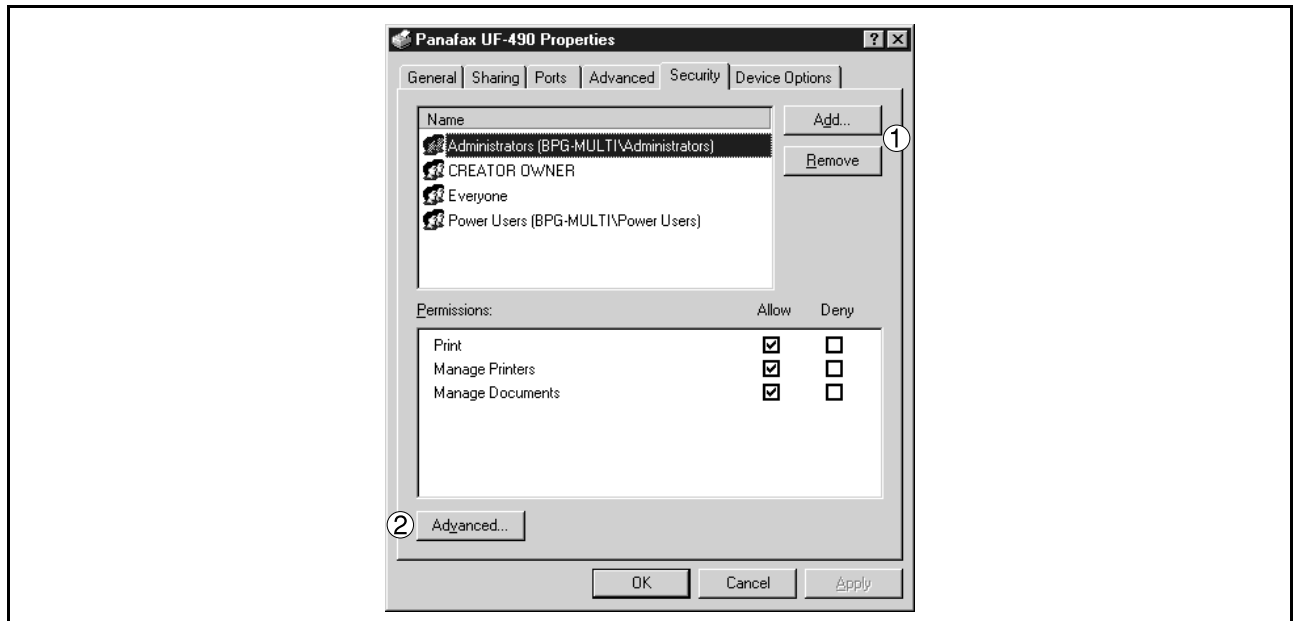
Displays a list of users and groups that are assigned access to this printer. A list of standard access permitted/prohibited for each group or user is displayed. Check the checkbox for permitting or prohibiting access. Gray checkbox indicates inheritance of access permission.

1. [Add...] / [Remove] **button**
    Add or delete a user or group in the list.

2. [Advanced...] **button**
    Specify access to a printer, audit, and owner.
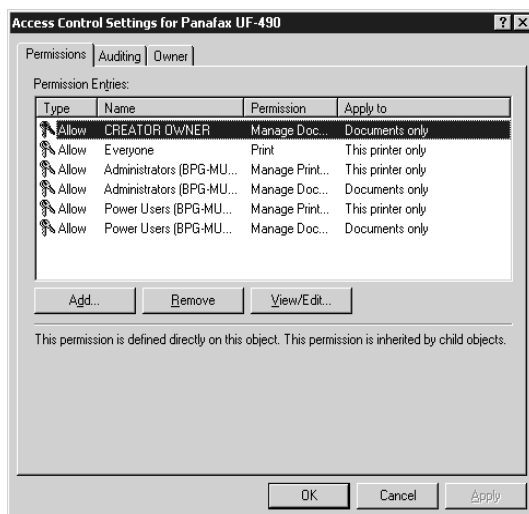
NOTE
1. *Windows 2000/XP provides the capability of managing access to various objects (e.g. printers) by users.*
2. *Refer to manuals of Windows 2000/XP for details of access permission, audit, and owner.*

Windows 2000/XP (Administrator)

Device Options Tab
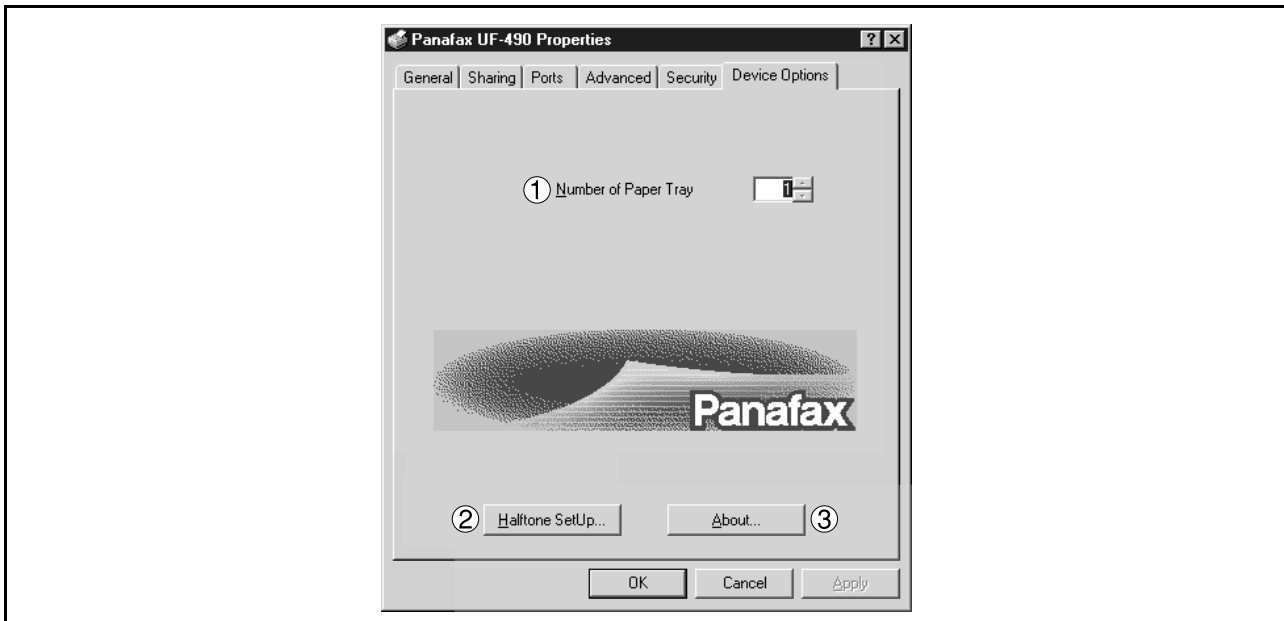
1. **Number of Paper Tray**
   Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

2. | Halftone Setup... | **button**
   Select the method of expressing device halftone (printer-specific halftone). Select the settings according to printing data and preference.
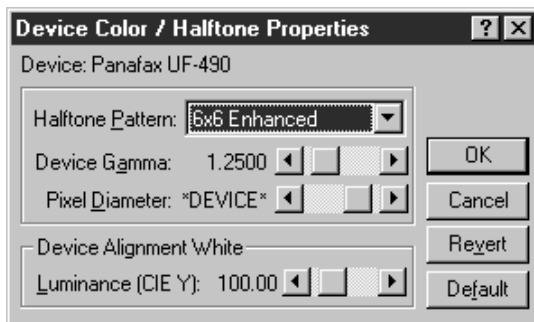
• **Halftone Pattern**
   Select the pixel size to be used for halftones.

   The greater the value, the coarser the image would become. However, a larger value is suited to printing in 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).

Printer Section

Configuring the Printer Driver Settings
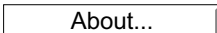
Windows 2000/XP (Administrator)

- **Pixel Diameter**
Adjust the darkness of the print image. Manipulate the slider to specify the pixel size. You can select between specifying the real size in inches or specifying in percentage relative to the printer resolution.

- **Luminance (CIE Y)**
Adjust the luminosity of the print image.

3.   About...   **button**
Displays the version information about the printer driver.

NOTE
1. ***Device Options*** *Tab specifies device-specific settings and settings of optional devices. Refer to operation manuals of the optional devices, or on-line manuals for settings items.*
2. *Settings specified in this section are saved as standard (default) settings of the printer.*
3. *The Number of Paper Tray setting is not available for UF-490/525.*

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Windows 2000/XP (User)

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

1   Select **Print** in the **File** menu of the application.

2   Click the [Properties...] button in the **Print** dialog box.

3   The dialog box for the printer properties appears. Click the desired tabs of the dialog box and specify the properties.

NOTE

1. *In Windows 2000/XP, setting the properties depends on the log-in accounts. This section describes properties to be specified by a user, upon executing a print operation on an application. See "Settings Printer Driver on Windows 2000/XP (Administrator)" for details of administrator (system manager) properties. (See page 34)*

Configuring the Printer Driver Settings

Windows 2000/XP (User)

Main Tab

1. **Paper Size**
   Select a document size.

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

3. **Copies** (1-99)
   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.

4. **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.

5. **Orientation**
   Select the print orientation (Portrait/Landscape).

6. **N in 1**
   For printing two or more pages on one sheet, specify a printing method.

   Layout is selected by combining with "Orientation." Each layout is displayed with an icon.
   2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.
   4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

7. Restore Defaults **button**
   Return all items in the Main Tab to standard settings (default).

Windows 2000/XP (User)

Handling Tab
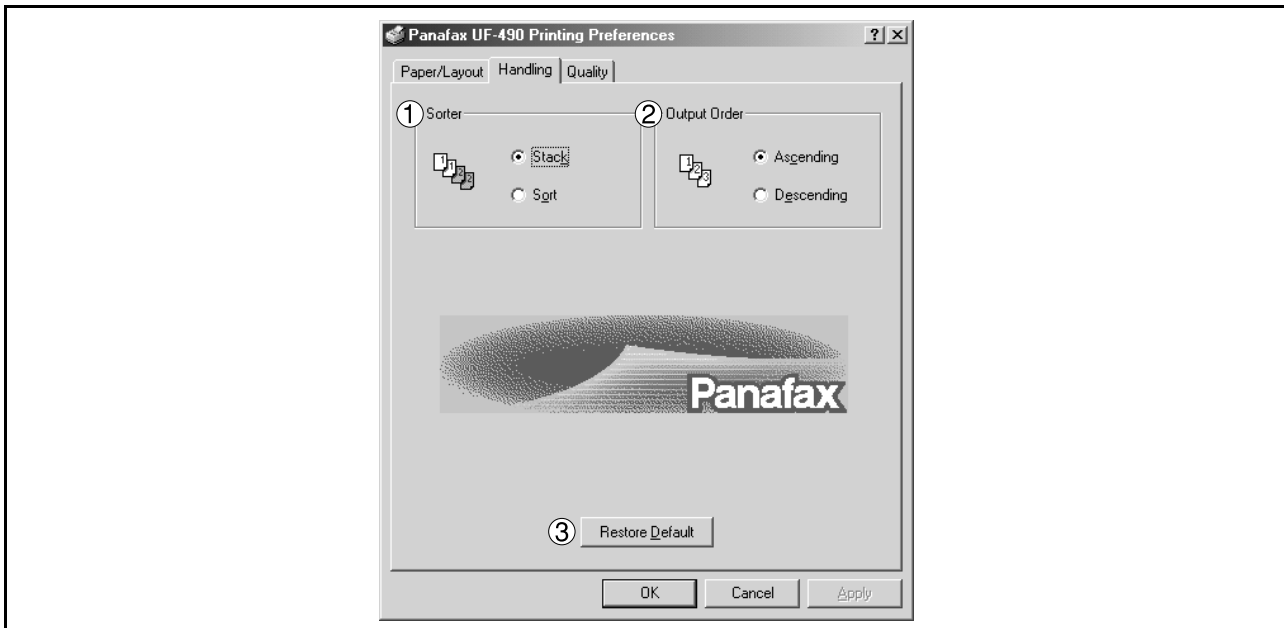
1. **Sorter**
   Select whether to Stack or Sort when printing multiple copies.

2. **Output Order**
   Specify the output order (Ascending/Descending).

3. Restore Defaults **button**
   Return all items in the Handling Tab to standard settings (default).

Configuring the Printer Driver Settings
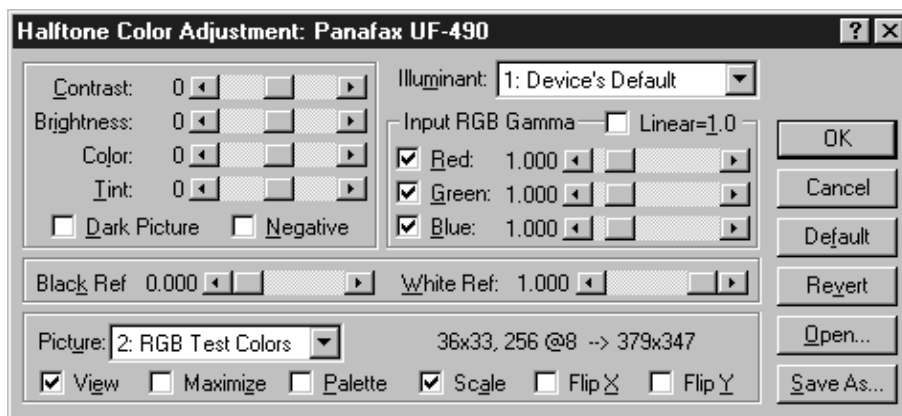
Windows 2000/XP (User)

Quality Tab
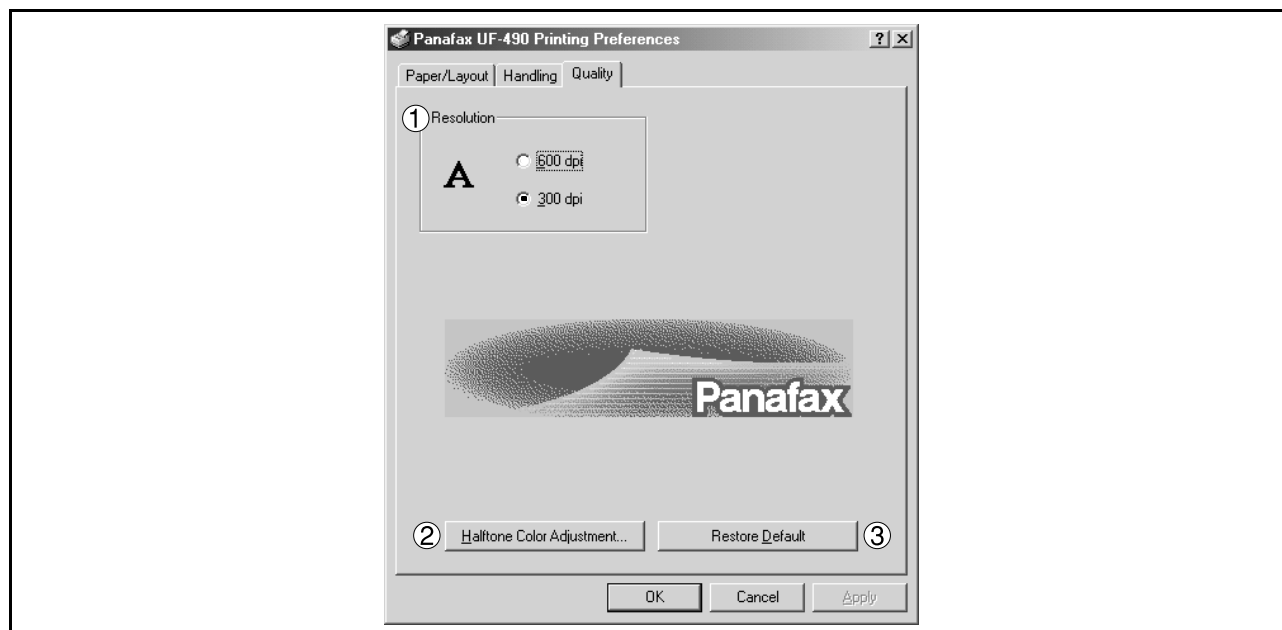
1. **Resolution**
   Select the printer resolution (300dpi/600dpi).

2. 〔 Halftone Color Adjustment... 〕 button

• **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.

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Windows 2000/XP (User)

- **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.

3. | Restore Defaults | **button**

   Return all items in the Quality Tab to standard settings (default).

NOTE

1. **dpi** *(dot per inch) means the number of dots contained in one inch. The higher the value is, the higher the resolution becomes.*
2. *Printing in 600 dpi resolution on UF-890/990 requires an optional D-RAM Memory Card installed in the machine.*

Print Operation

Printing from Windows Applications

If the printer driver is installed properly and a printer is selected as the default printer 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 on the **File** menu. Selecting the **Print...** command typically displays the following Print dialog box:
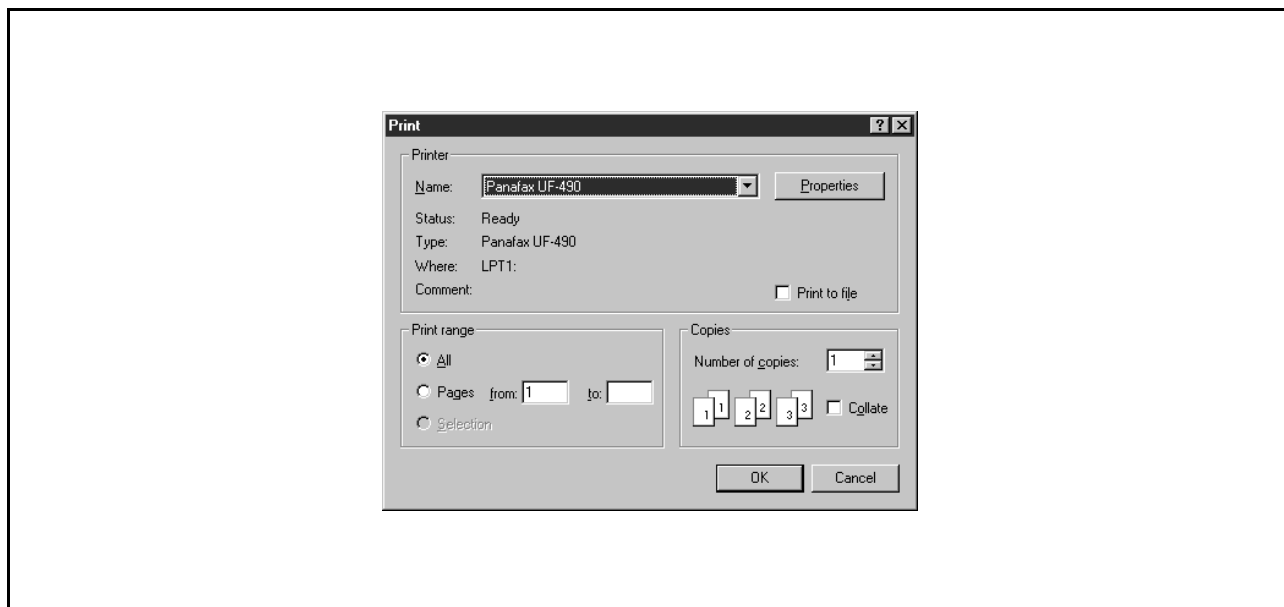
After selecting the print range to be printed and the number of copies, click on | OK | to start printing.

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

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 dropdown menu by right-clicking it. Then the check mark is displayed.*

Printing on Network

For sharing a printer by connecting two computers via crossed-cable or using a hub, a connection among computers must be established.

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

The settings for printer sharing is specified by the following steps:

Printer server (PC connected to a printer)

1 Install the printer driver on a computer to be connected to the machine.

2 Click the **Start** button, point to **Settings**, and then click **Printers**.

3 Right-click on the desired printer icon and select **[Sharing...]** in the dropdown menu.

4 Select **Shared As** in the properties dialog box.

5 Click on the OK button.

Upon completion of the setting, the shape of the icon changes indicates it is shared.

NOTE

1. *Refer to the manual of the network cards and Windows users guide for connection among computers.*
2. *On Windows 98/Me, a computer connected to a printer must have been set up to allow printer sharing by the following operations:*
   *1) Double-click on the **Network** applet in the control panel folder, and then click on the File and Print Sharing... button in the **Network 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

Client workstation (PC that uses other computer's printer).

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

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

Click on the [Next] button.

3   Select **Network Printer**.
Click on the [Next] button.

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

Then, complete the installation by following the instruction of the Add Printer Wizard.

The operations above enable output from the client workstaton to a printer connected to a printer server.

Installing the Document Management System

Windows 98/Me/NT/2000/XP

1

Insert the Panasonic Document Management System CD-ROM.

2

Select your desired language.

3
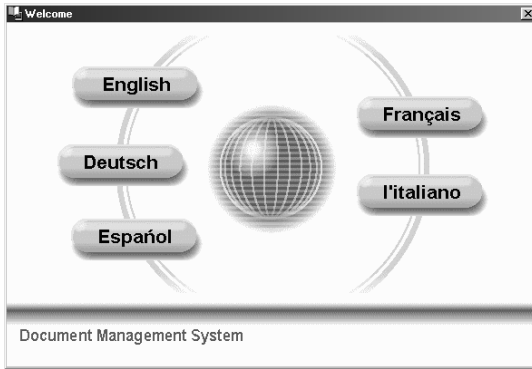
Click on the [Next] button.

4
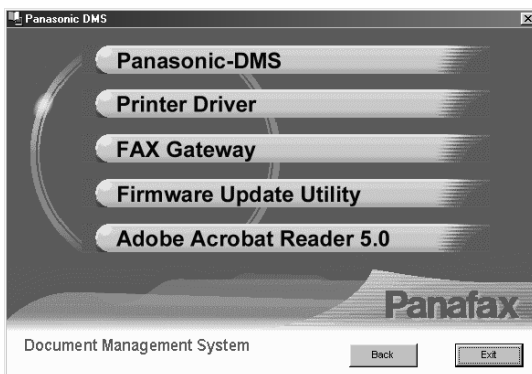
Click **Panasonic-DMS**.

> **Note:** *The Fax Gateway and Firmware Update Utility is available for U.S.A. only.*

5
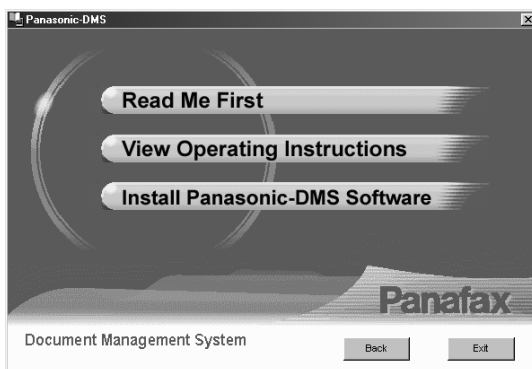
Click **Install Panasonic-DMS Software**.
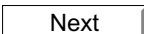
Continued on the next page...

Windows 98/Me/NT/2000/XP

6
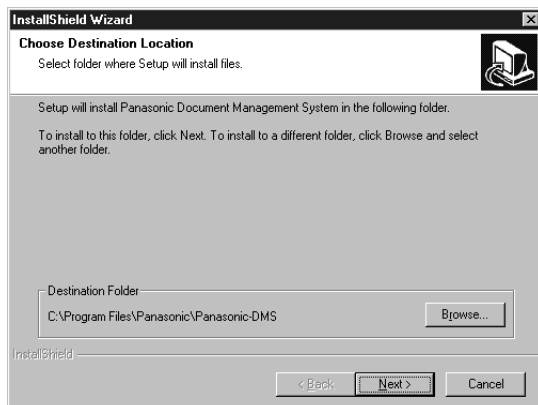
Verify the installation destination and click the ⬚ Next ⬚ button.

7
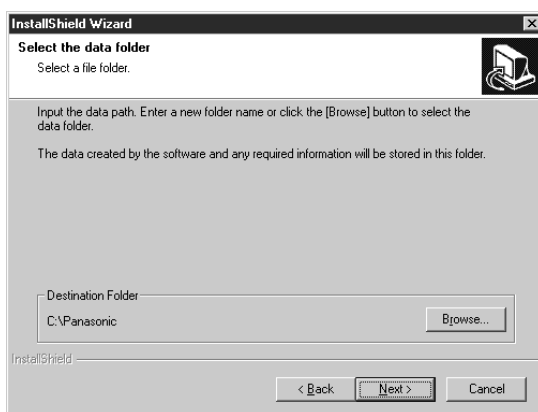
Verify the data folder destination and click the ⬚ Next ⬚ button.

8
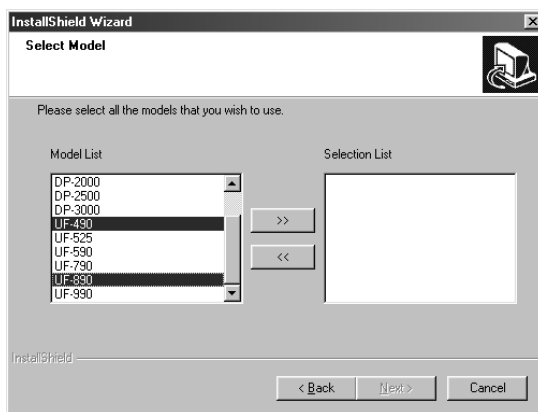
Select your machine's model(s) and click the ⬚ >> ⬚ (Add) button.

Then, click the ⬚ Next ⬚ button.

9

<Supported models only>
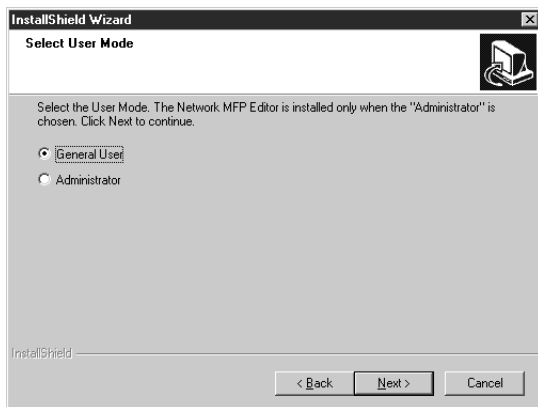
Select **General User** and click the ⬚ Next ⬚ button.

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

Windows 98/Me/NT/2000/XP

10
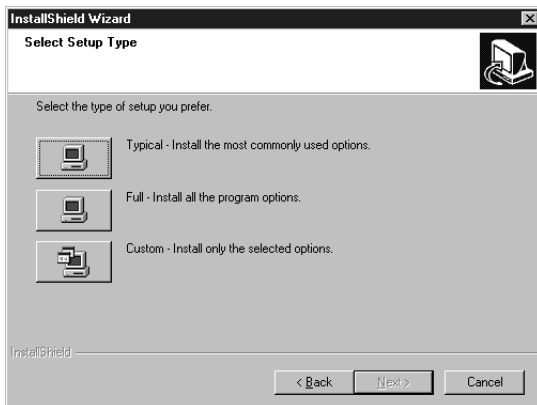
Click the **Typical button**.

Note: 1 *The Panafax Desktop isn't installed depending on the model selected 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 *The* | Client | *button is also indicated by the installation of Panafax Desktop of the Local version. Select* | Client | *when you wish to install it with the Server & Client system with the Client mode.*

11
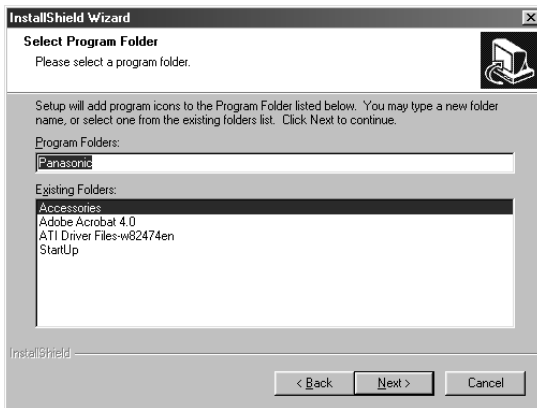
Enter the program folder name and click the | Next | button.

12

<Supported models only>
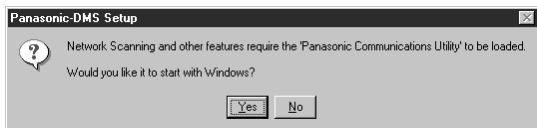
Click the | Yes | button if you want to register the Panasonic Communications Utility to start with Windows.

13
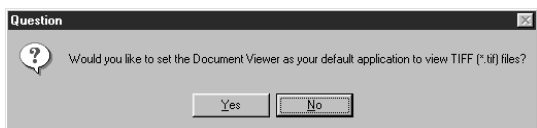
Click the | Yes | or | No | button.

14
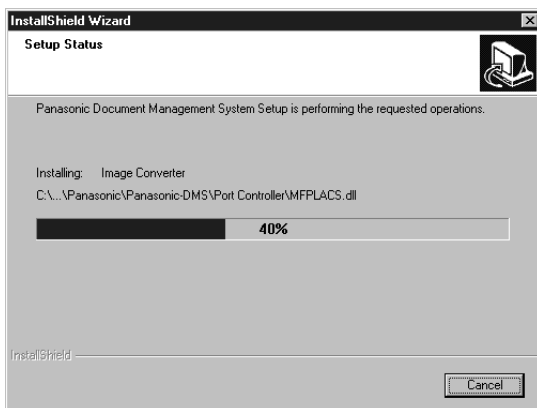
The required files are copied.

Continued on the next page...

Document Management
System Section

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Installing the Document Management System

Windows 98/Me/NT/2000/XP

15
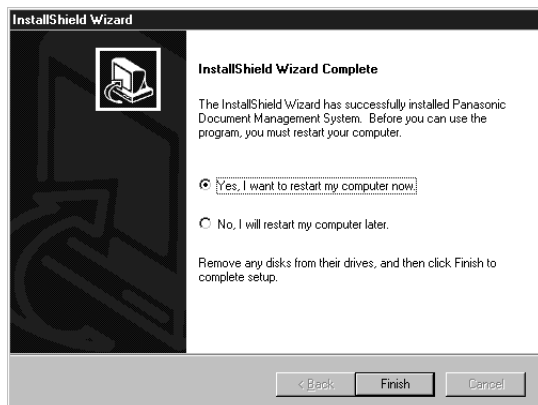
When the setup process is completed, a message is displayed prompting you to restart your computer.

Click the [Finish] button to restart your computer.

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 is added to the Start menu, and the installation is completed.

NOTE

1. When installing on Windows NT 4.0, log onto the computer with an account rights of Administrator.
2. Before updating the software, be sure to remove the older version of software, using the "Uninstall" shortcut from the Start Menu.

Document Manager

Main Window

Document Manager is an application for managing documents (image files). By utilizing the Document Manager and Document Viewer (See page 78) in combination, a number of documents (image files) can be classified, managed, browsed, and edited.

Selecting **Panasonic** →**Panasonic Document Management System** →**Document Manager** in **Programs** of the **Start** menu displays the main window of the Document Manager.
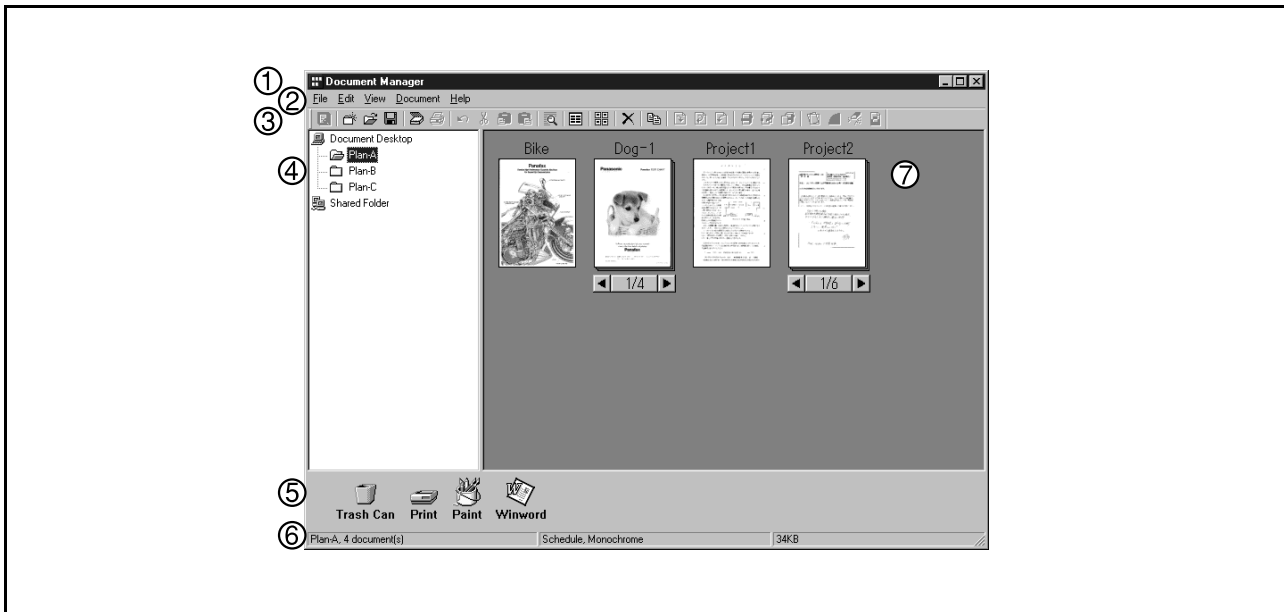
1. **Title Bar**
   Displays the title of a screen.

2. **Menu Bar**
   Displays the menu of the Document Manager.

3. **Tool Bar**
   Displays the 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, an application corresponding to the function of the icon is activated.

6. **Status Bar**
   Displays information such as the number of documents in a folder, the number of selected documents, and file sizes, etc.

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 it 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 cursor on the screen or clicking with the Shift key held down allows selecting two or more documents at one time.
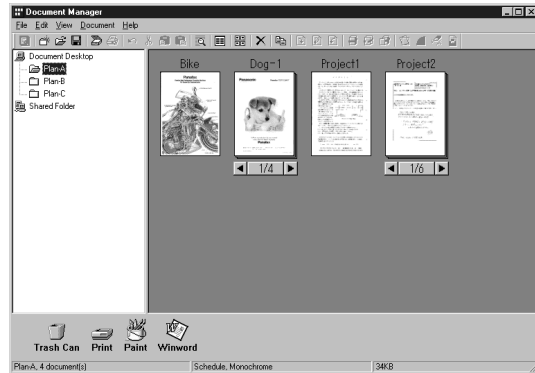
• **Editing documents**

Double-clicking thumbnail images in document window activates Document Viewer (See page 78), allowing opening and editing documents.
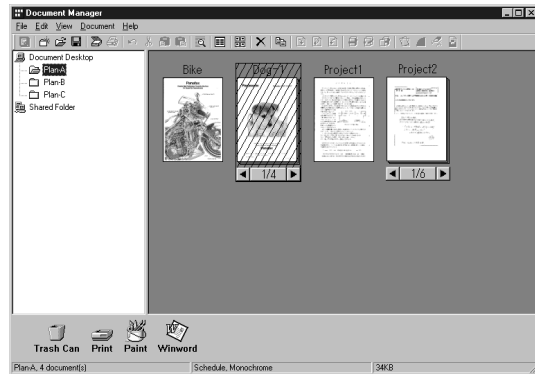
• **Creating Documents**

Drag and dropping any application file into Document Manager creates a new document. A thumbnail image file is created and the application icon is displayed.

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Document Manager

Basic Operations

• **Copying/Moving Documents**
Dragging a thumbnail image in document window and dropping it onto a folder in the folder window allows moving the document to the folder. Dragging & dropping with the Ctrl key held down copies a document.
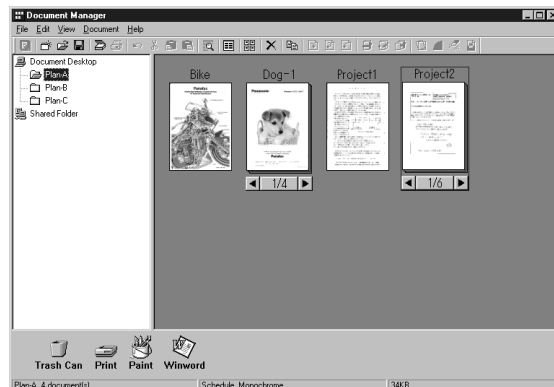
Dragging a document and dropping it onto another document in a document folder results in grouping the two documents together.
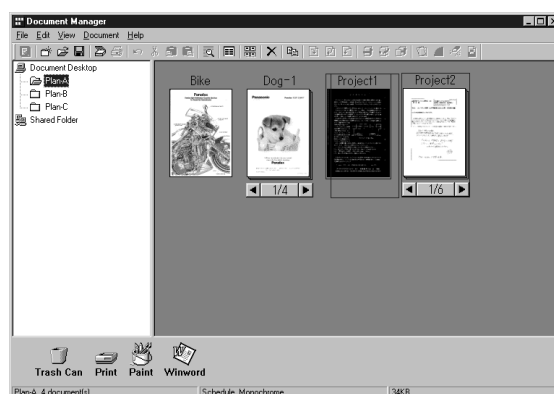
Dragging a document and dropping onto a link icon activates an application corresponding to the function of each icon.
Link icons are registered and deleted by selecting **Launch to Another Application** →**External Application Setup** in the **File** menu.
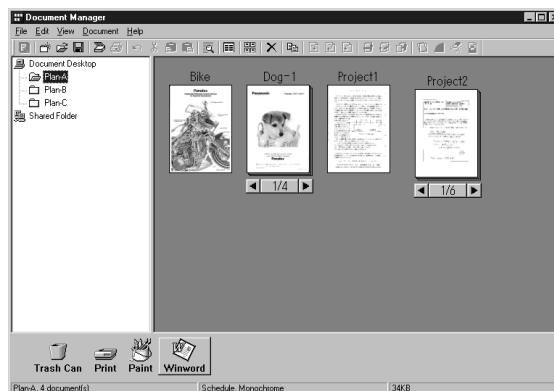
• Dragging a document and dropping it onto "**Shared Folder**" allows other computers connected to the same network access to it.
Browse "Shared Folder" for how to create shared folders.
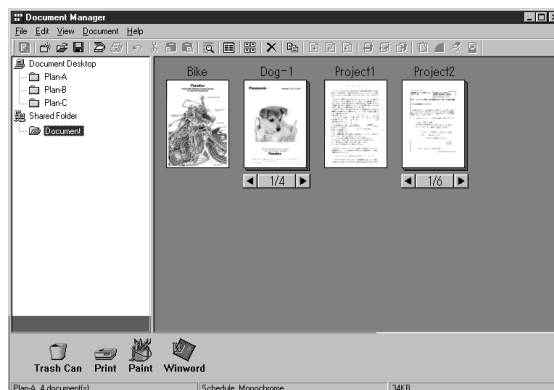
Setting Plug-in

• **Import document (from scanner)**
Selecting **Acquire Image...** in the **File** menu displays a window for the Document Scanner (See page 61). The operation imports a document read on the scanner into a folder.

• **Import document (from file)**
Selecting **Open** in the **File** menu displays a dialog box for selecting files. The dialog box allows importing image files saved in a computer as documents onto a folder.

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

```
Document Manager                                    [X]

  /!\      'C:\WINNT\system32\control.exe'cannot be imported.


                        [  OK  ]
```

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 freely by selecting **Launch to Another Application** →**External Application Setup** in the **File** menu.

The following applications are specifiable as destinations of the Document Manager:

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

Document Management System Section

NOTE

*1. Document Viewer provides a function to add various graphics and texts to an image.
The graphics and texts added to an image are called "Annotation." See "Annotation Menu" (See page 91) for details of annotation.*

Document Manager

File Menu

- **New Folder**
  Create a new folder under a folder that is currently selected.
  Path of a folder to be created can be specified as required.
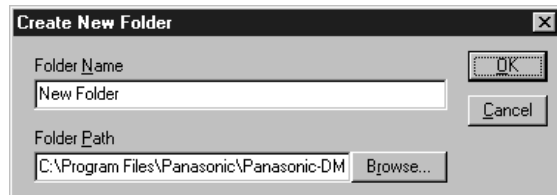
- **Shared Folder**
  Create a new shared folder. Documents in "shared folder "
  can be shared through a network from different computers.
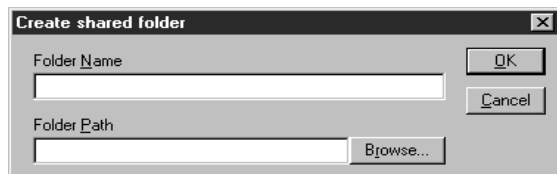
- **Released Shared Folder**
  Released a shared folder. Documents in "shared folder" will
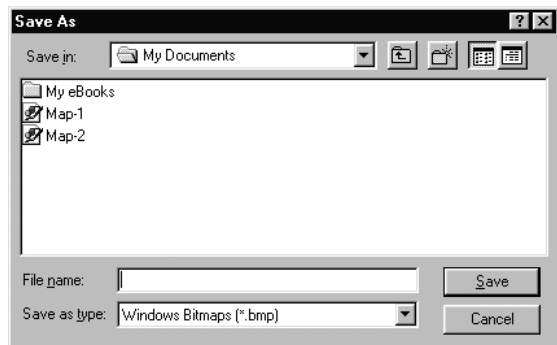 be released from a network.

- **Open**
  A file saved in the computer and can be imported into a 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.
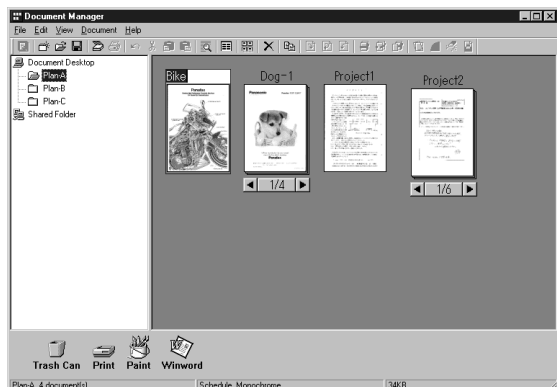
File Menu

• **Properties**
Display the file properties.
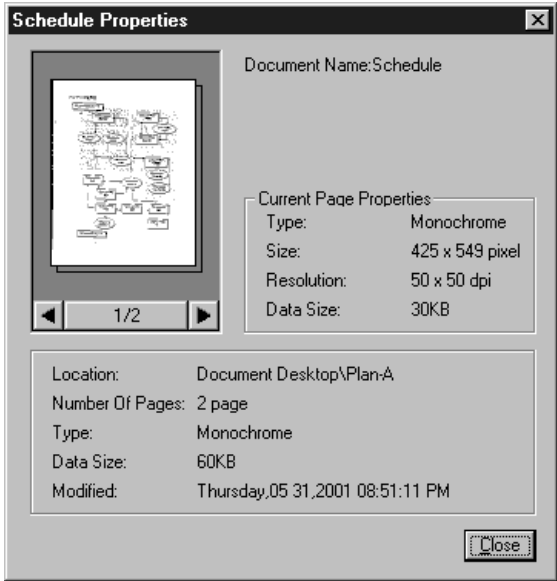
• **Backup**
Backs up the documents stored in the selected folder.

• **Acquire Image...**
Using a scanner, etc. selected in **Select Source**, import a document to a folder that is currently selected.
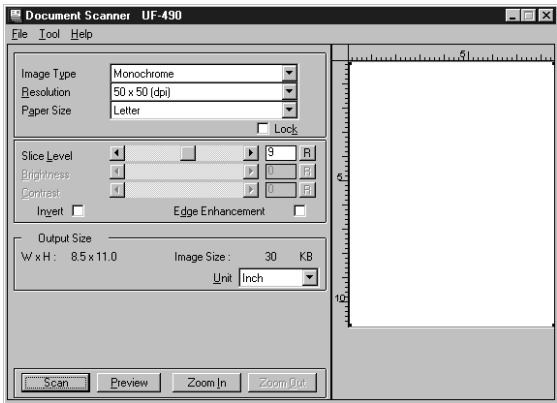
• **Select Source**
Select a TWAIN-compatible device for scanning documents.
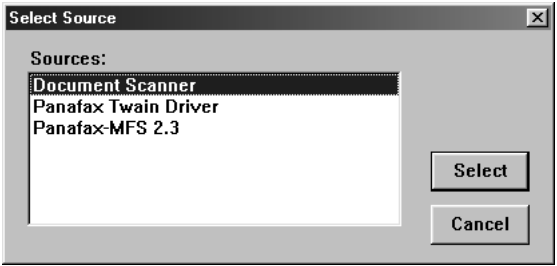
NOTE *1. See "Document Scanner" (See page 72) for operation of scanner.*

File Menu

• **Print**
Print a document selected in the document window.
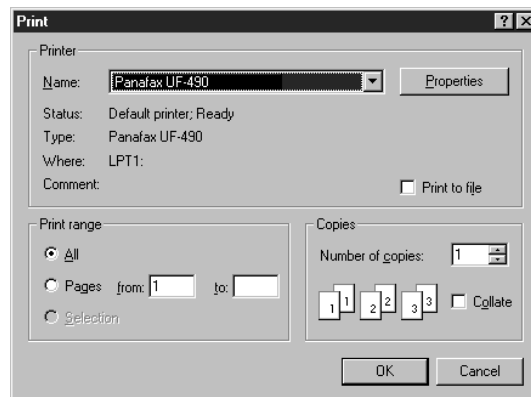
• **Print Setup**
Specify layout and printing size for a document to be printed.

1. **Horizontal Position and Vertical Position**
   Adjust the printing position on a sheet.

2. **Print Size**
   Select printing in original size or printing in accordance with the sheet size.

3. **N in 1**
   Select for printing reduced pages on one sheet.
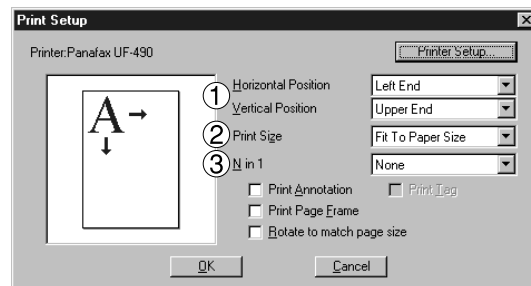
NOTE

*1. **Print Setup** specifies printing or not printing annotations edited in the Document Viewer. See "Annotation Menu" (See page 91) for details of annotation.*

File Menu

• **Launch to another application**
Opens a document selected in the document window with a specified application.

Selecting **External Application Setup** displays a dialog box for adding/changing/deleting the application.
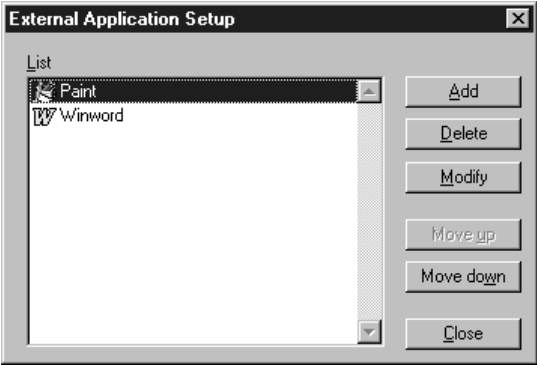
Clicking the **Add** button displays a dialog box to Add External Application.

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

2. **Application Type**
   Specify the application type.

3. **Program File**
   Specify the execution file of an application.

4. **MAPI Correspondence**
   Check here if the E-mail application is compatible with MAPI.

5. **Parameter**
   If the E-mail application is incompatible with MAPI, adding a parameter here allows automatic activation of a transmission screen.
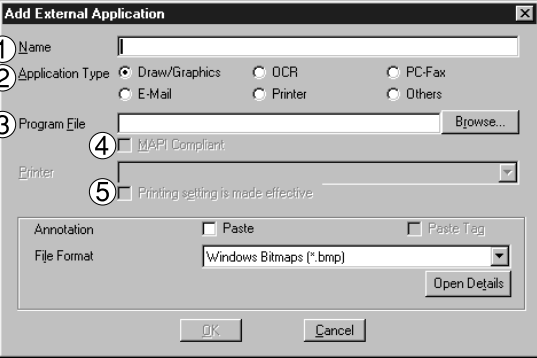
NOTE

1. See "Setting Plug-in" (See page 59) for specifying an external application.

Document Manager

File Menu

• **Trash Can**
- **Open Trash Can**
  Opens the Trash Can and displays any files. Selecting documents and clicking the | Undo | button restores documents that have been discarded.

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

- **Empty Trash Can**
  Deletes the files in the Trash Can. If the documents are emptied from the Trash Can, they are permanently deleted. They are not stored in the Recycle Bin.
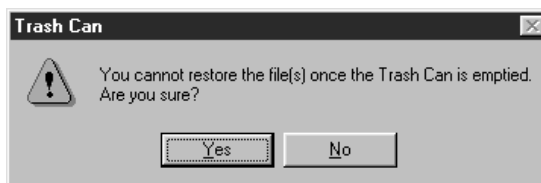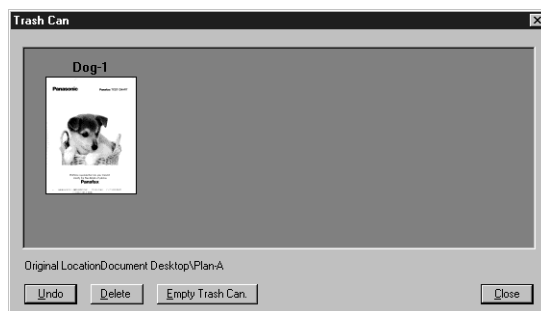
Edit Menu

• **Undo**
  Undo the last editing operation done.

• **Cut**
  Delete a selected document from a folder and copy it to the clipboard.

• **Copy**
  Copy a selected document onto the clipboard.

• **Paste**
  Paste a document from the clipboard onto a selected folder.

• **Delete**
  Delete a selected document from a folder to the Trash Can.
  A confirmation message for deletion appears.
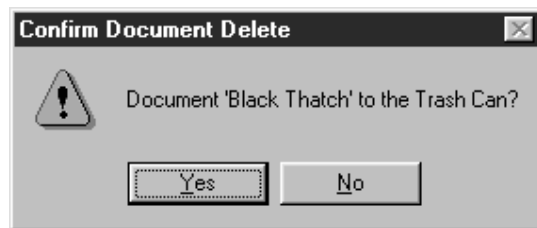
• **Select All**
  Select all documents in the folder.

• **Find**
  Search for documents by specifying a document name, creation date, or character string in the document.

Document Management
System Section

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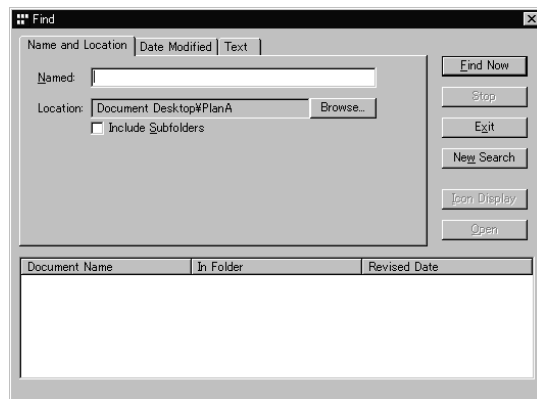
1. See "Annotation Menu" (See page 91) for details of annotation.

Document Manager

View Menu

• **Tool Bar**
Switch between displaying/hiding the tool bar.

• **Status Bar**
Switch between displaying/hiding the status bar.

• **List Format/Thumbnail Format**
Switch between list display and thumbnail display in the document window.
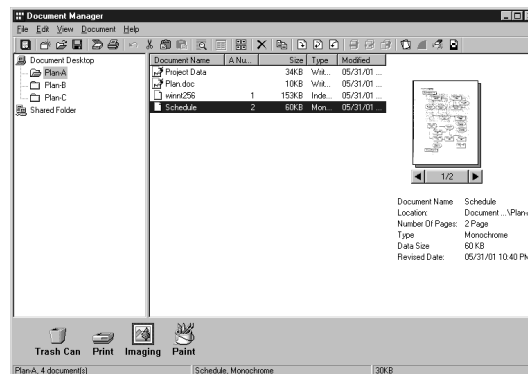
• **Arrange Folders**
Sort the document folders by name or date.

• **Arrange Document**
Sort the documents in the current folder in the specified order (Name, Type, Size or Date).

• **Line Up Documents**
Line up the documents in the document window.

• **Refresh**
Refreshes the contents of the Document Manager.

Document Menu

• **Open**
Open a selected document. Activates the Document Viewer (See page 55) and opens a document for editing.
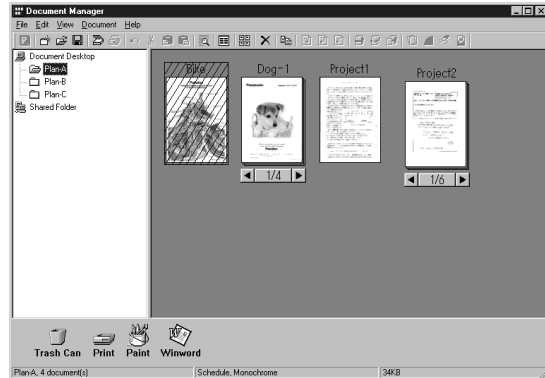
• **Duplicate**
Makes a copy of the selected document in a folder.
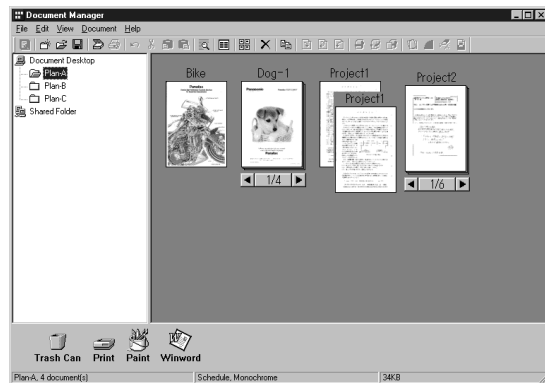
• **Rotate**
Rotate the selected document.
- Rotate Right
- Rotate 180 Degrees
- Rotate Left
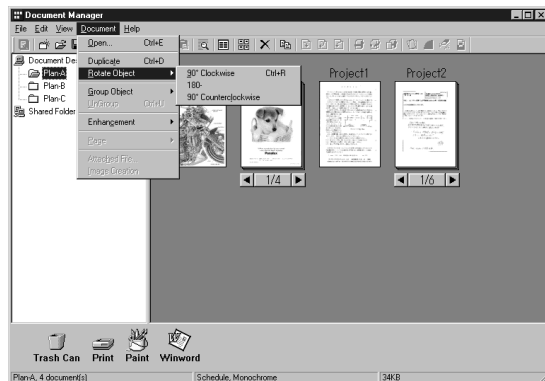
• **Group**
Makes a group of two or more selected documents. The grouped documents are indicated by page number and ◀ and ▶ buttons at the bottom of a thumbnail image.

- **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 Manager

Document Menu

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

• **Enhancement**
Apply the following correction to a selected document:

- **Correct Skew**
Detect any inclination of a document and automatically correct it.

- **Enhance Edge**
Enhance edge (border) of image.

- **Eliminate Noise**
Remove noise on a document.

- **Reverse Gradation**
Display image in reverse.

• **Page**
Select pages to be displayed in thumbnail among grouped documents.

Selecting **Rearrange Page** displays the page sorter 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.
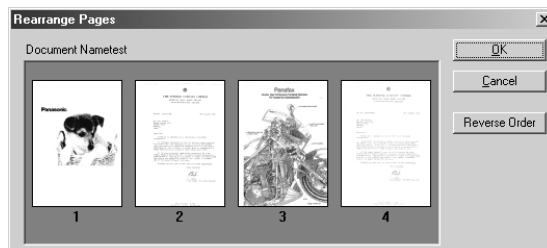
• **Attachment File**
Open a dialog box to launch the application associated with the selected attachment.

• **File Conversion**
Create image of the selected attachment.

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Image Converter

General Description

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

Windows 98/Me

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

2. Right-click on **Panasonic Document Manager** and select **Properties** from the dropdown 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
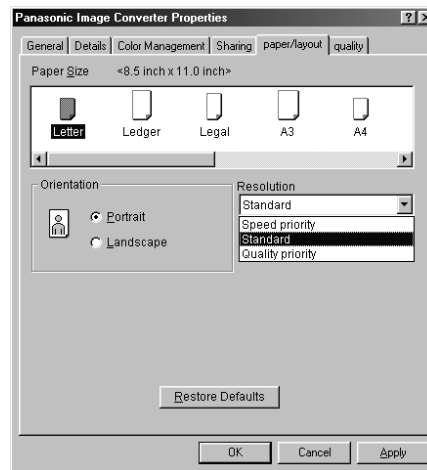
   • **Quality tab**

   - **Color**
     Sets the color document conversion to color or monochrome

   - **Monochrome**
     Select Normal (Black and White) or Grayscale (Photo) when converting to monochrome. Also sets the brightness and contrast.
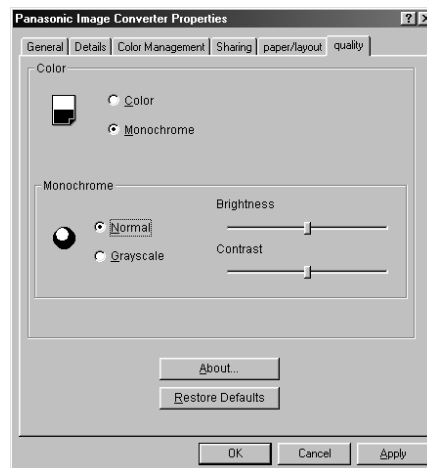
3. Click on the [OK] button to save the settings and close the Properties dialog box.

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Image Converter

Windows NT 4.0

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

2. Right-click on **Panasonic Document Manager** and select **Document Defaults** from the dropdown menu. The Document Properties dialog box appears.
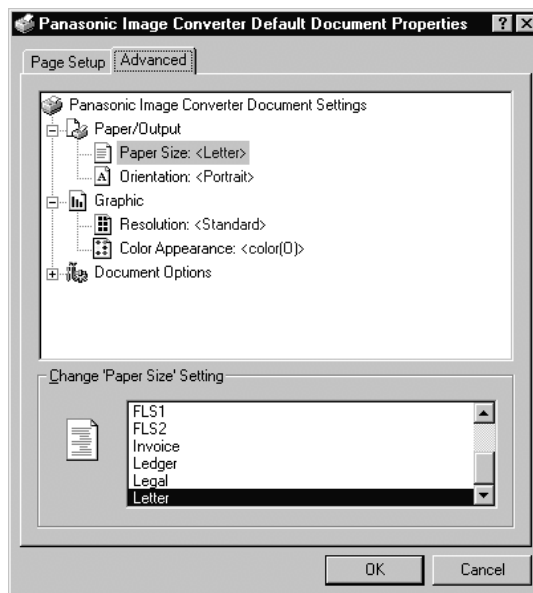
• **Page Setup Tab**

- **Paper Size**
  Sets the document paper size

- **Orientation**
  Sets the document orientation

- **Color Appearance**
  Sets the document to color or grayscale
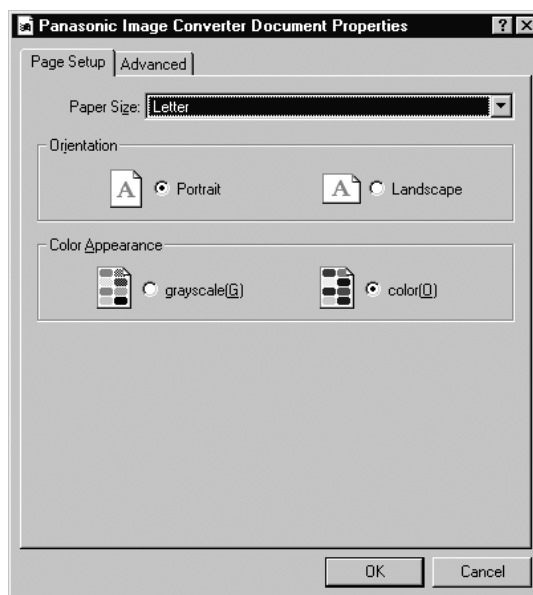
• **Advanced Tab**

- **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

3. Click on the [OK] button to return to the Printers folder.

Windows 2000/XP

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

2. Right-click on **Panasonic Document Manager** and select **Printing Preferences** from the dropdown menu. The Printing Defaults dialog box appears.

- **Layout tab**
  Sets the document orientation.
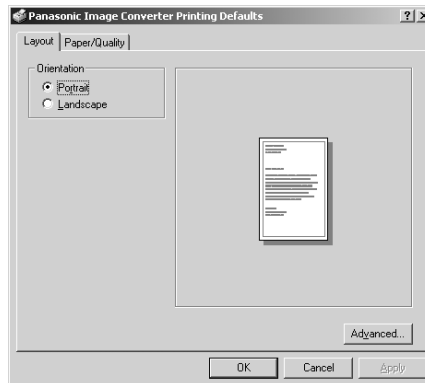
- **Paper/Quality tab**
  Sets the document to color or grayscale.
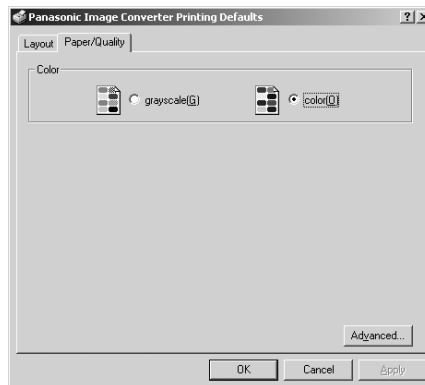
- **Advanced button**
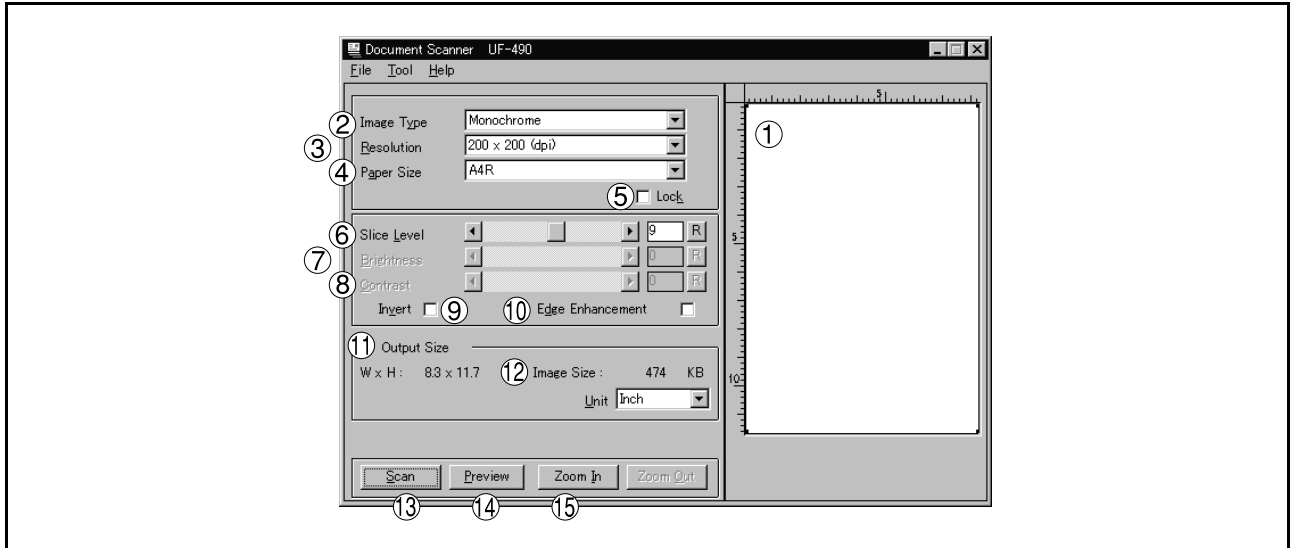 Sets the paper size, resolution and spooling properties.
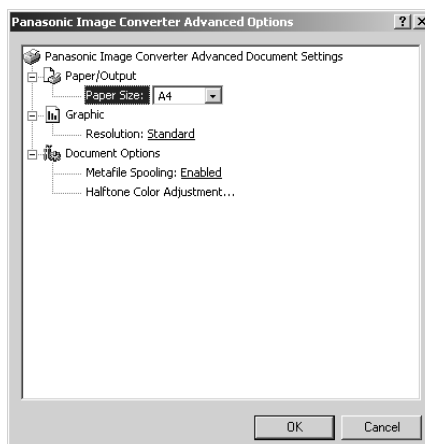
3. Click on the [OK] button to return to the Printers folder.

Document Scanner

Main Window

Upon image scanning, an image is imported directly into a document using a TWAIN-compatible application (image editing software, etc.).

Selecting **Acquire Image...** in the **File** menu displays for the Document Scanner dialog box.

1. **Preview Window**

    Displays images of a preview scan. The black frame represents the actual scanning area (Output Size). You may adjust/select the final scanning area by resizing the black frame over the desired area of the image. The size of the black frame is shown in the Output Size field.

2. **Image Type**

    Select the type of image to be scanned.
    - **Monochrome image (no halftone correction)**
      A method suitable for an image containing mainly text and drawings. Select this type when halftone correction results in a blurred image.
    - **Halftone image (error diffusion)**
      This method, using no uniform pattern in halftone, is suitable for natural images such as photographs and produces smooth images. The method, although requiring somewhat large file sizes, produces high-quality images in comparison to the dither method.
    - **Halftone image (4x4, 8x8 dot dither)**
      This method, which produces images with a unique uniform pattern, is suitable for photographs.
    - **Halftone image (4x4 Bayer's dither)**
      This method, with somewhat lower image quality, reduces file sizes.
    - **Grayscale image (256 scales)**
      This method, best suitable to natural images such as photographs, produces tones with high fidelity by no halftone correction. Compared to halftone image scanning, this method requires longer scanning times and results in larger file sizes.

3. **Resolution**

    Select the resolution for scanning.
    Note: The Standard, Fine and Super Fine resolution are types that is best suitable if you are to send the images to an ordinary fax machine in the future.

4. **Paper Size**

    Select the size of originals to be scanned. The size and orientation of the preview window changes according to the selected document size.

5. **Lock**

    Fixes the size of the scanning area (black border) in the preview window, disallowing changing the size.

Main Window

6. **Slice Level (valid only when monochrome is selected)**

   Specify the value of distinction between monochrome for monochrome manuscript. Adjust the value according to density of a manuscript to be scanned.

7. **Brightness (valid only when halftone or grayscale is selected)**

   Adjust the brightness for halftone or grayscale documents.

8. **Contrast (valid only when halftone or grayscale is selected)**

   Adjust the contrast (difference between dark and light) for halftone or grayscale documents.

9. **Invert**

   Scan the image in negative.

10. **Edge Enhancement**

    Scan the image with a highlighted edge.

11. **Output Size**

    Displays size of the scanning image and the size of the scanned file.
    The output size is determined by the size of the scanning area (black frame) in the preview window and the resolution.

12. **Unit**

    Select the unit of measurement (mm, inch, or pixel).

13. Scan **button**

    Scan an image into the document desktop.

14. Preview **button**

    Perform preview scanning and display the image on the preview window.

15. Zoom In / Zoom Out **button**

    Zoom in/out for a preview-scan image.

NOTE

1. *The menu for operating the Document Scanner (scanner driver) depends on the application. Refer to the manuals of the application for details.*
2. *If a TWAIN-compatible application has not been installed, select **Document Scanner** from the **Start** menu.*

Tool Menu

• Adjustment - Gamma Curve
Display a dialog box for adjusting the gamma (color strength characteristics) of an image. (valid only when halftone or grayscale is selected)
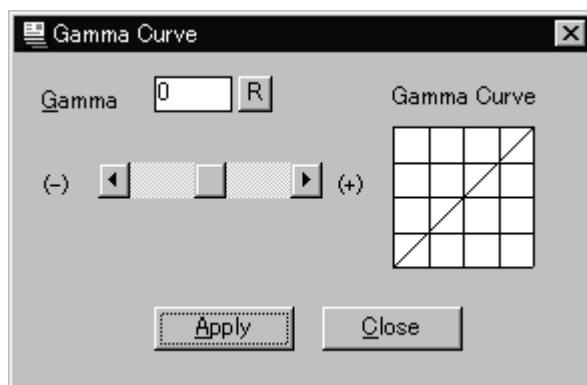
Adjust the gamma curve by dragging the slide bar or entering a value.

Moving the slide bar in the + direction reduces the difference between the highlight (light portion) and halftone. Moving the slide bar in the - direction reduces the difference between the shadow (dark portion) and halftone. In either case, the halftone becomes less prominent.

Click the [Apply] button to apply the changes.

NOTE

*1. **Adjustment** in the **Tool** menu becomes valid only if <Halftone> or <Grayscale> have been selected in <Image Type> on the main window.*

Tool Menu

• **Adjustment - Highlight and Shadow**
Displays a dialog box for adjusting the highlight and shadow. (valid only when halftone or grayscale is selected)
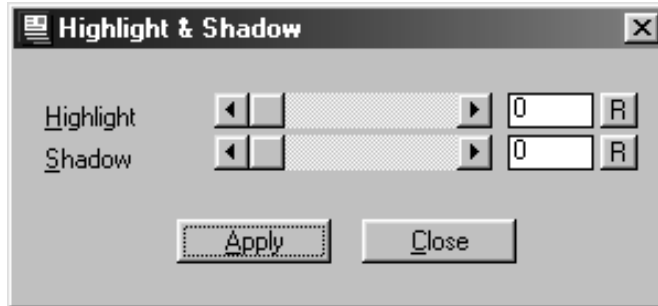
Adjust the highlight and shadow by dragging the slide bar or entering a value. Enhancing the highlight (bright portion) and the shadow (dark portion) makes clear shades on an image.

Click the [Apply] button to apply the changes.

• **Parameter Reset**
Return all settings in the Document Scanner to standard settings (default).

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Document Scanner

Image Scanning

Image scanning is performed by the following procedures:

1 Activate TWAIN-compatible application.

2 Select **Acquire Image...** in the **File** menu to display Document Scanner.

3 Specify the image type, resolution, and paper size of a document to be scanned.

4 Place a document on the ADF and click the Preview button.
A preview-scanned image is displayed in the preview window.
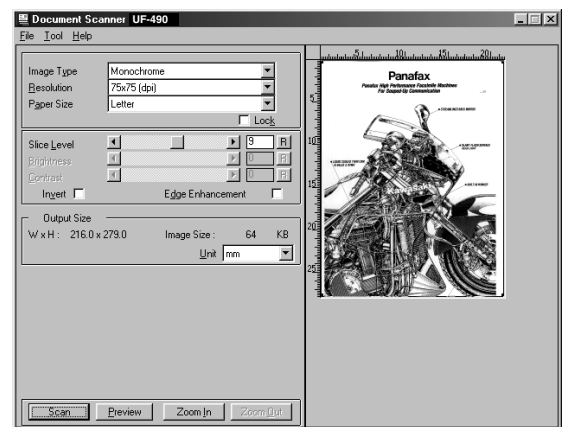
5 Apply the following adjustments on the preview image:
  - Drag the scanning frame (black frame) on the preview window to specify the scanning area. If an area has already been selected, double-clicking with Shift key held down selects the whole image.

  - Clicking Zoom In / Zoom Out button zooms in/out a preview-scan image.
  - Adjust the Slice Level, brightness, and contrast (difference between dark and light portions) as required.

Image Scanning

6   Click the [Scan] button to scan an image into the document desktop.
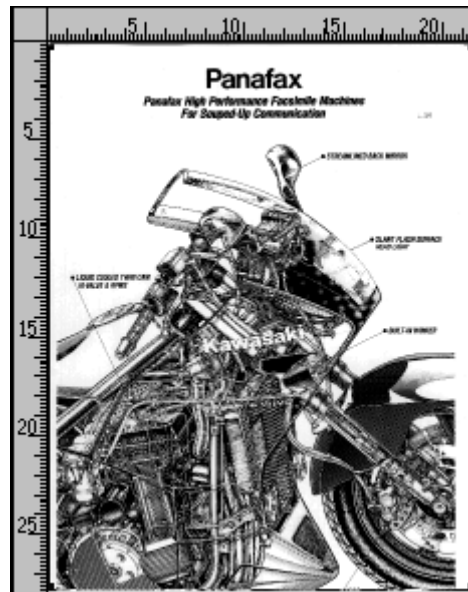
NOTE

1. Adjust parameters for an optimum scanning image, with the view on preview image. Preview scanning can be repeated any number of times.
2. Image scanning is only possible by the PC that the device is connected to directly through the parallel port.

Document Viewer

Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (See page 55). 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.
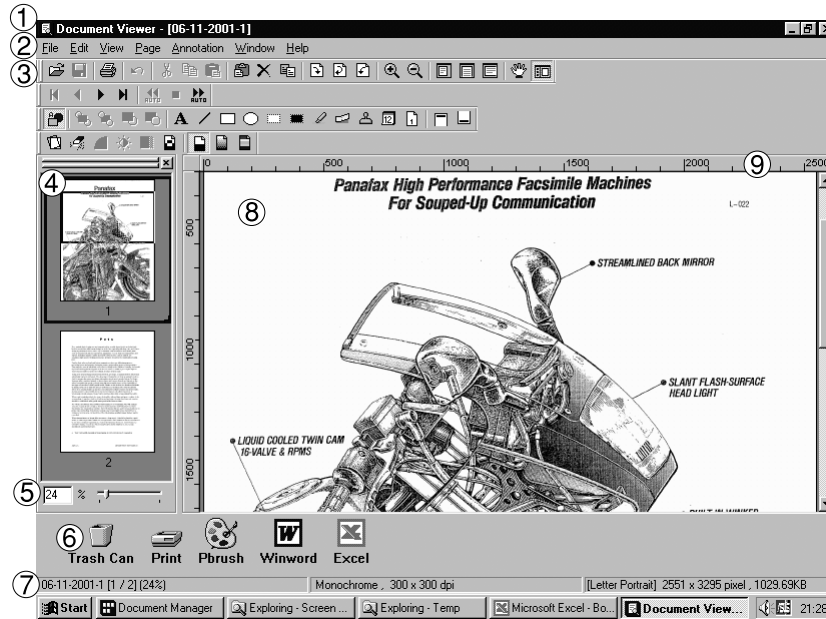
Main Window

1. **Title Bar**
   Displays the title of the screen and the name of the image file being displayed.

2. **Menu Bar**
   Displays the menu of the Document Viewer.

3. **Tool Bar**
   Displays the 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 is switched by **Ruler Unit** in the **View** menu.

Document Viewer

Basic Operations

• **Selecting Page**
Selecting a page by clicking in the page list displays an image of the selected page on the image window.

Dragging and dropping a page in the page list can change the order of the pages.
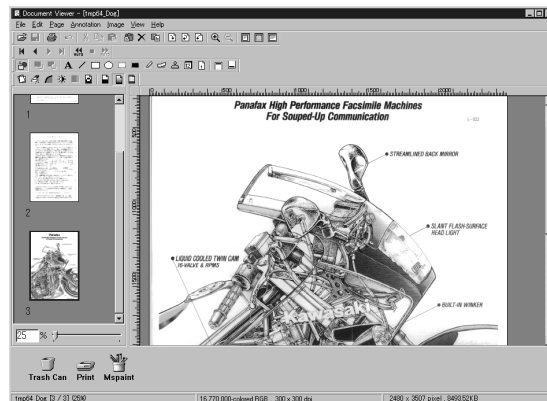
• **Image Editing**
The image displayed in the image window is edited with the menu below:

- **Edit** menu
  Editing operations such as cutting, copying, pasting annotations added to an image.

- **Page - Adjust Page** menu
  Image correction and color balance adjustment of the whole page.

• **Selecting Area**
Dragging the mouse on the image window allows selection of a specific area in an image. This function is used to save a specified area or specifying an area for annotation.
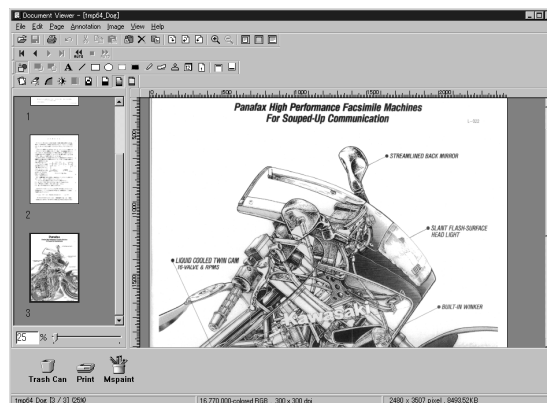
Annotation Function

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

The annotation function, unlike usual image editing applications, does not change an image itself but lays graphics and texts onto an 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, whether to attach the annotation to an image or not can be selected.

Annotation   Original image   Annotation added to the original image
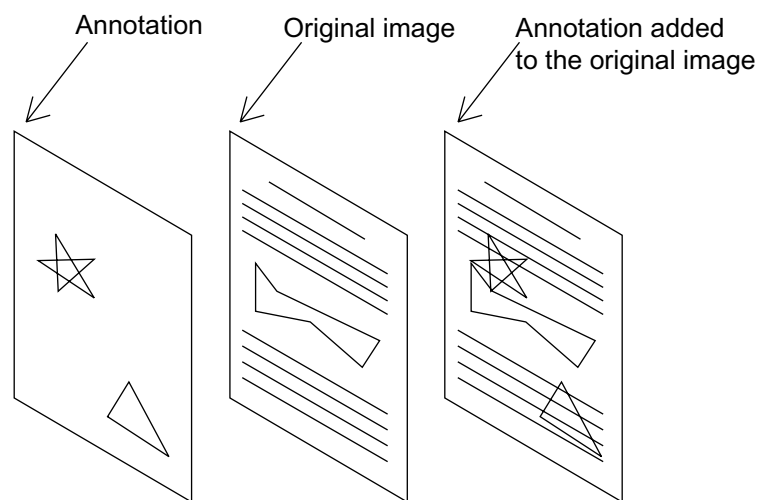
Document Viewer

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**
Save a document being edited.

• **Save As**
A document is saved as an ordinary image file under a specified name.

- **All page(s)**
Save all pages in the document.

- **Select page**
Save only the selected page.

- **Specified area**
Save only the portion specified in the image window.
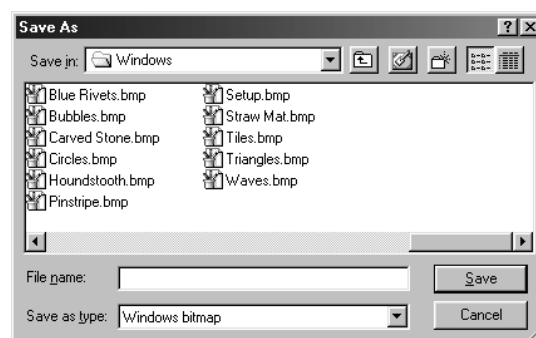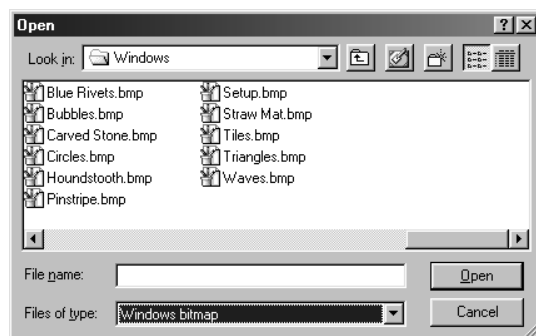
Document Viewer saves a file in the following formats:

- **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 Acrobat PDF format

- **DDM**
Document Manager file format

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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.
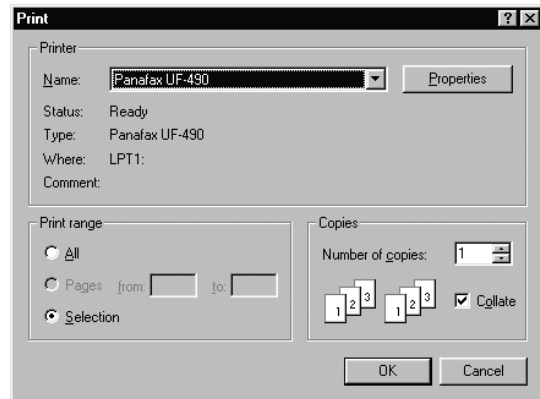
• **Print Setup**
Specify the layout, printing size, and printing of annotations for a document to be printed.

   1. **Vertical position and horizontal position**
      Adjust the printing position on a 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.
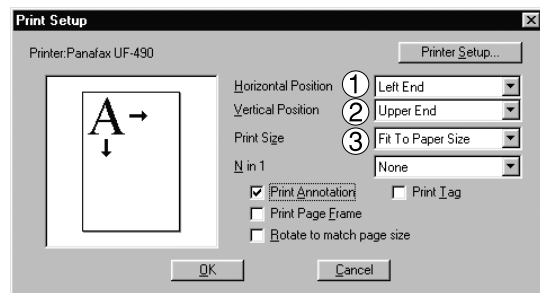
• **Acquire Image**
Adds a new image to a document. The application selected in Select Source runs and a scan image is created.

• **Select Source**
Selects the source for the image added through Acquire Image.

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 are merged into the File.*

Document Viewer

File Menu

• **Launch to another application**
Opens a document selected in the document window with a
specified application.

Selecting **External Application Setup** displays a dialog box for
adding/changing/deleting the application.
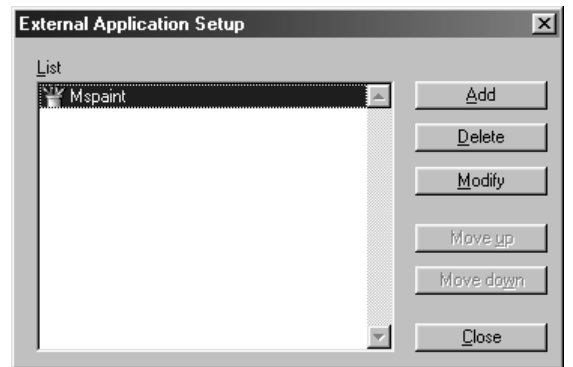
Clicking the **Add** button displays a dialog box to Add External
Application.

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

2. **Application Type**
   Specify the application type.

3. **Program File**
   Specify the execution file of an 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.
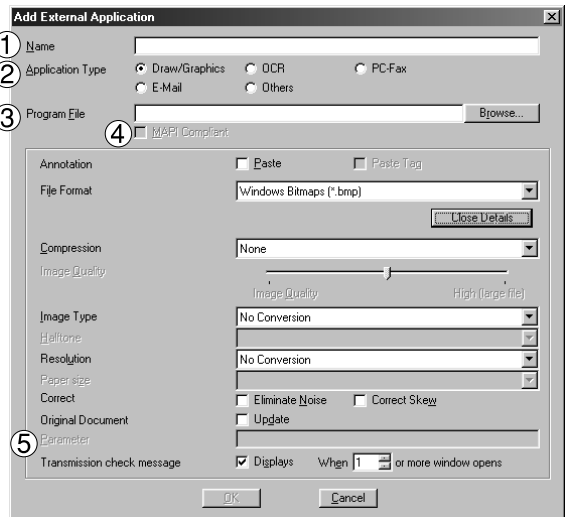
NOTE   *1. See "Setting Plug-in" (See page 59) for specifying an external application.*

File Menu

• **Trash Can**
  - **Open Trash Can**
    Opens the Trash Can and displays any pages. Selecting page and clicking the [Undo] button restores page that has been discarded.
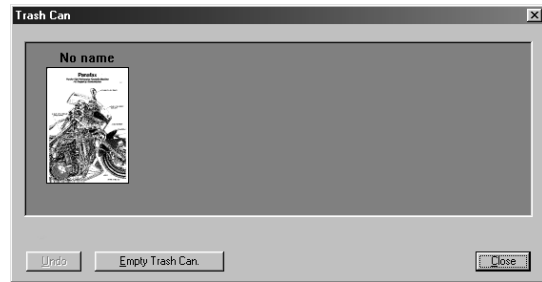
  - **Empty Trash Can**
    Deletes the pages in the Trash Can. If the page is emptied from the Trash Can, it is permanently deleted. it is not stored in the Recycle Bin.
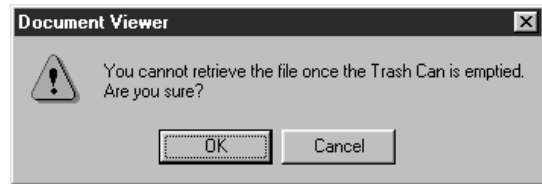
Document Viewer

Edit Menu

• **Undo**
Undo the last editing operation done.

• **Cut**
Delete a selected annotation from a folder and copy it to the clipboard.

• **Copy**
Copy a selected annotation onto the clipboard.

• **Paste**
Paste an annotation from the clipboard onto a selected page.

• **Clear**
Clear a selected annotation.

• **Select All**
Select all annotations onto a selected page.
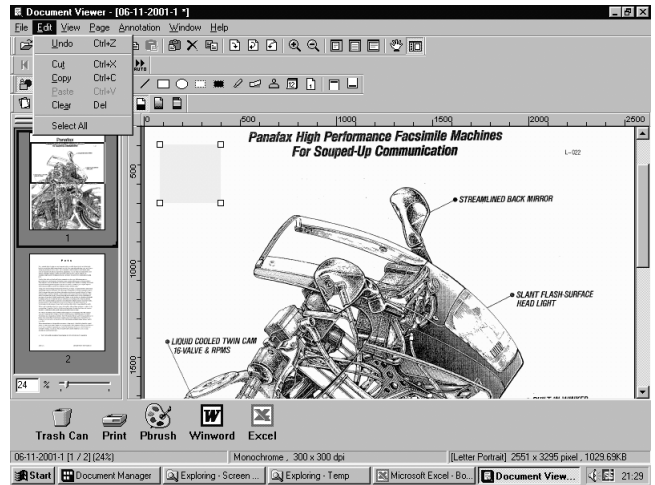
View Menu
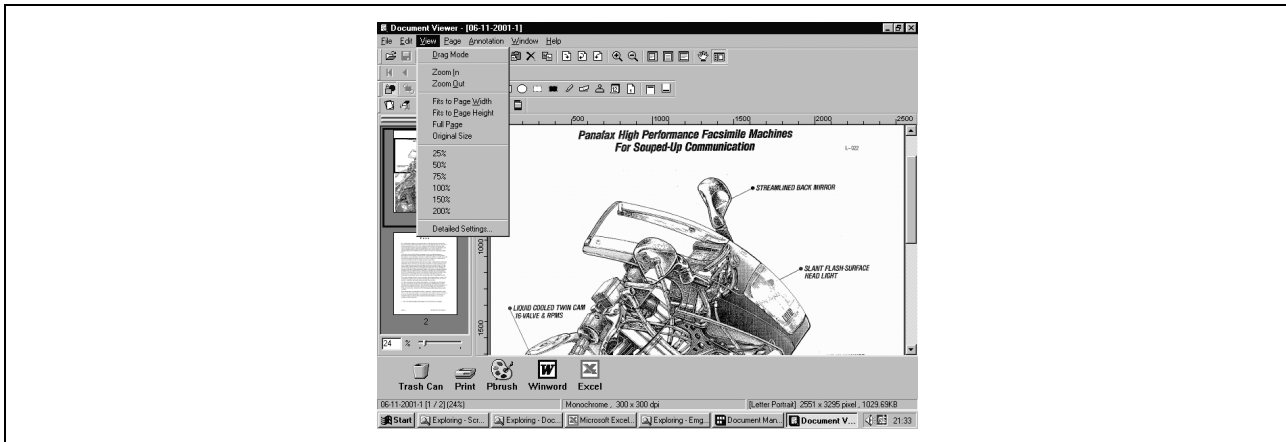
- **Drag Mode**
Changes from Drag Mode to Text edit mode.

- **Zoom In**
Zooms in an image.

- **Zoom Out**
Zooms out 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 page full size.

- **Original Size**
Returns the display to the original size.

- **25% - 200%**
Shows the display at 25% - 200%

- **Detailed Settings**
Sets Detailed setting such as thumbnail or page image setting.
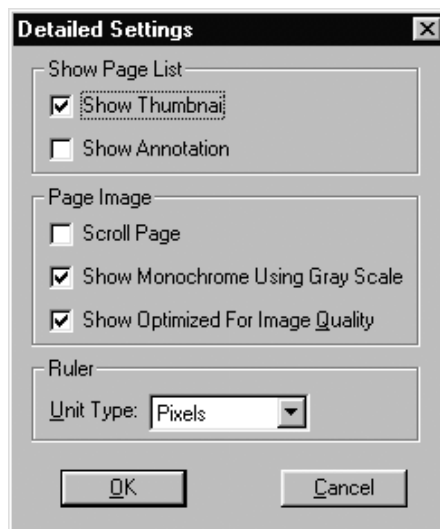
Document Viewer

Page Menu

• **Next**
Display the next page.

• **Previous**
Display the previous page.

• **Top**
Display the top page.

• **Last**
Display the last page.

• **Select**
Display a specified page.
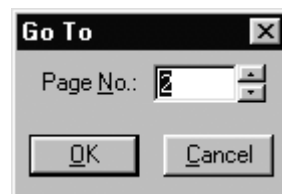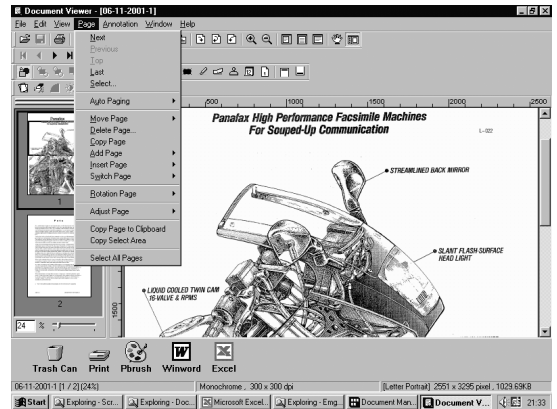
• **Auto Paging**
Turns the pages automatically.
- **Move Forward**
Automatically step through pages forwards.
- **Move Backward**
Automatically step through pages backwards.
- **Stop**
Stop automatic page advance.
- **Set up**
Set automatic page advance.
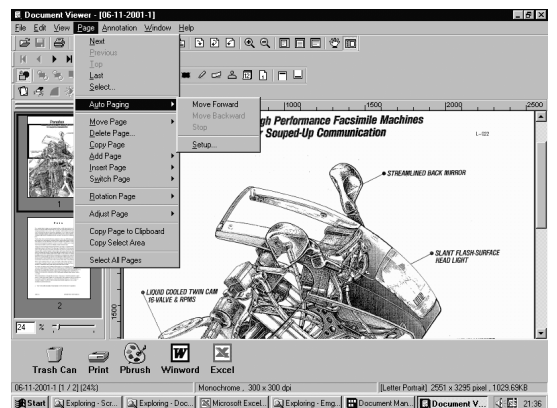
• **Move page**
Moves pages to the desired position.
- **Next page**
Move the current page to be posterior to the next page.
- **Previous page**
Move the current page to be anterior to the previous page.
- **Top page**
Move the current page to be the top page.
- **Last page**
Move the current page to be the last page.
- **Select page**
Move the current page to the page you specified.
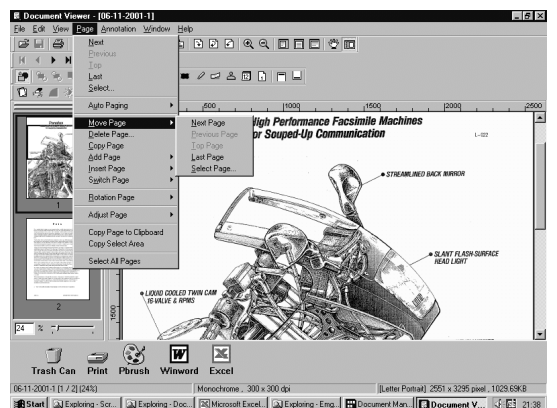
• **Delete Page**
Deletes the current page.

• **Copy Page**
Copy the current page.

Page Menu

- **Add Page**
  Adds new pages to documents.

- **Insert Page**
  Inserts a page at the current position.

- **Replace Page**
  Replace the current page with a new one.

- **Rotate Page**
  - Rotate Right
    Rotate the page 90 degrees clockwise.
  - Rotate 180 Degrees
    Rotate the page 180 degrees
  - Rotate Left
    Rotate the page 90 degrees counterclockwise.
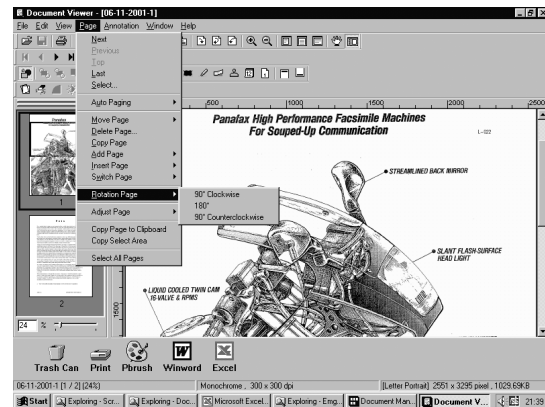
- **Adjust Page**
  - **Correct Skew**
    Adjusting orientation.
  - **Eliminate Noise**
    Eliminate the noise.
  - **Enhance Edge**
    Enhances the edge.
  - **Brightness/Contrast**
    Adjusts brightness or contrast.
  - **Hue/Chroma**
    Adjusts hue or chroma.
  - **Reverse Gradation**
    Reverse Gradation.
  - **Monochrome**
    Convert to Monochrome.
  - **Grayscale**
    Converting to Grayscale.
  - **RGB**
    Converting to RGB full color.

NOTE

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

Document Management System Section

Document Viewer

Page Menu

- **Copy Page to Clipboard**
Copy the entire page selected onto the clipboard.

- **Copy Select Area**
Copy Select Area To Clipboard

- **Select All Pages**
Select 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**
  Protect the annotation from re-editing.

- **Annotation Order**
  - **Change Order To Top**
  - **Change Order To Last**
  - **Change Order To Previous**
  - **Change Order To Next**
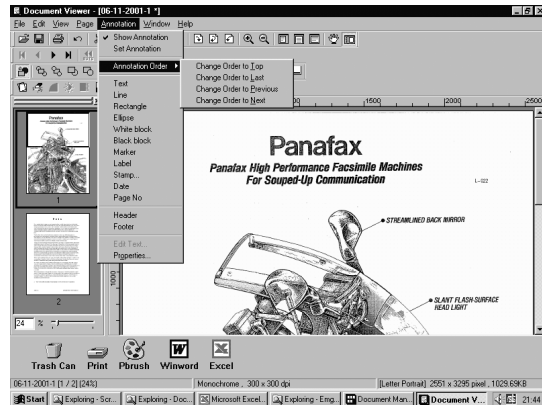
- **Text**
  Creates a text annotation and paste it to a page.

- **Line**
  Creates a line annotation and paste it to a page.

- **Rectangle**
  Creates a rectangular annotation and paste it to a page.

- **Ellipse**
  Creates an ellipse annotation and paste it to a page.

- **White Block**
  Creates a white rectangular (solidly white-painted rectangle) annotation and paste it to a page.

- **Black Block**
  Creates a black rectangular (solidly black-painted rectangle) annotation and paste it to a page.

- **Marker**
  Create a marker annotation and paste it to a page.

- **Label**
  Creates a label annotation and paste it to a page.

- **Stamp**
  Creates a stamp annotation and paste it to a page.

- **Date**
  Creates a date annotation and paste it to a page.

- **Page No.**
  Creates a page number annotation and paste it to a page.

Document Viewer

Annotation Menu

• **Header**
Edits a header common to each page.
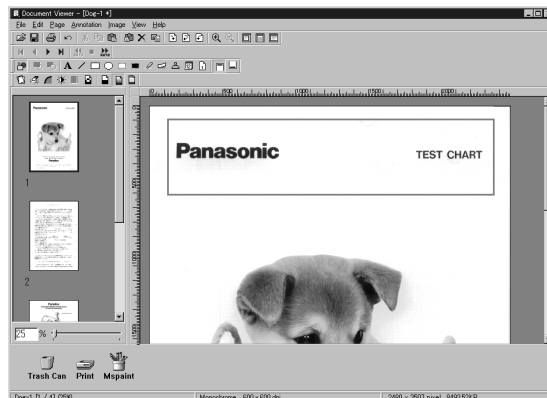
• **Footer**
Edits a footer common to each page.
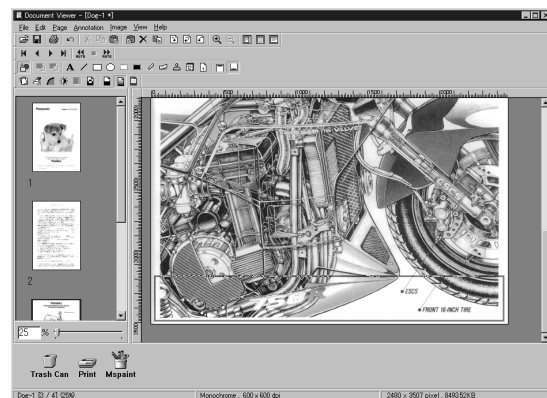
• **Edit Text**
Sets a format of a text in a selected annotation.
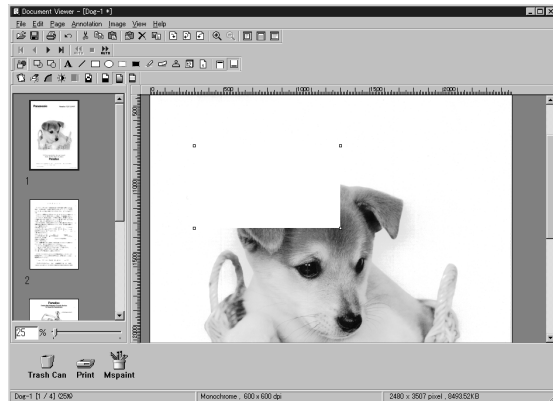
• **Properties**
Display Properties for annotation.

NOTE

1. *For specifying text font and colors, select the drawn text and select **Properties** in the **Annotation** menu (See page 91). 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. *For specifying the thickness and color of a line, select a drawn line and then select **Properties** in the **Annotation** menu (See page 91). 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.*
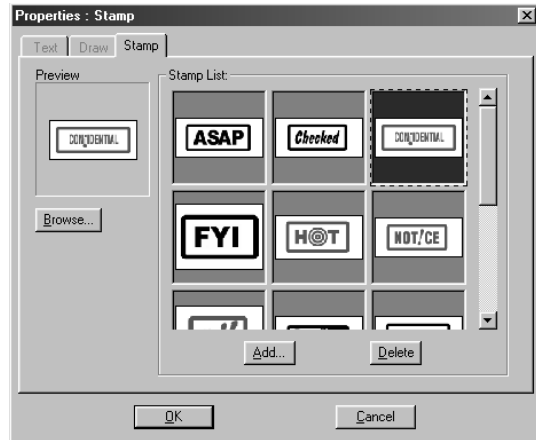
Annotation Menu

- **Text**

  Creates a text annotation. Select text annotation in 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.
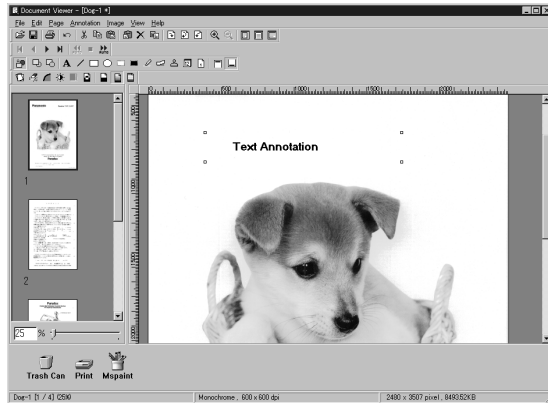
- **Line**

  Creates a line annotation.

  Select line annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw lines.
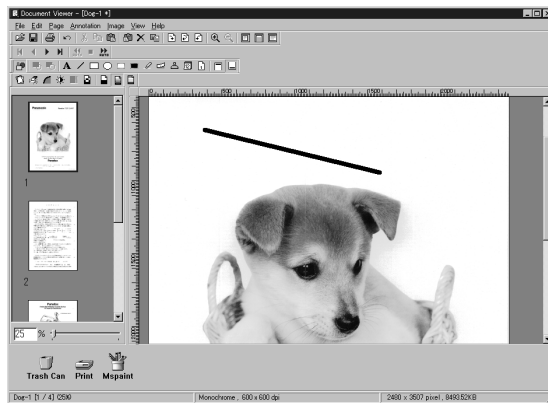
- **Rectangle**

  Creates a rectangle annotation.

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

**Document Management
System Section**
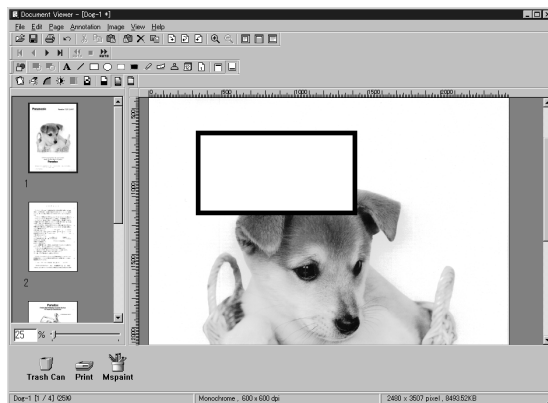
Annotation Menu

• **Ellipse**

Creates an ellipse annotation.

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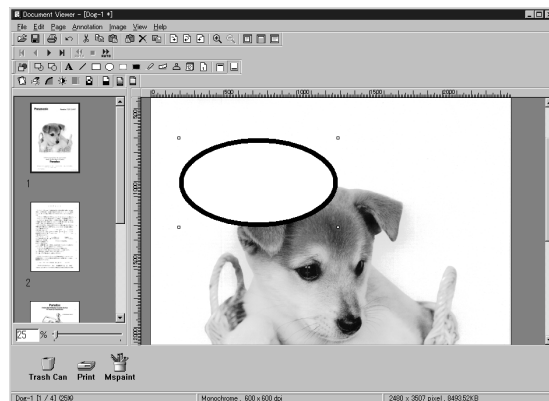
NOTE

1. *For specifying the thickness and colors of the rectangle, select the drawn rectangle and select* ***Properties*** *in the* ***Annotation*** *menu (See page 91). 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. *For specifying the thickness and colors of the ellipse, select the drawn ellipse and select* ***Properties*** *in the* ***Annotation*** *menu (See page 91). 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 rectangle) annotation.

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

• **Black Block**

Creates a black rectangle (solidly black-painted rectangle) annotation.

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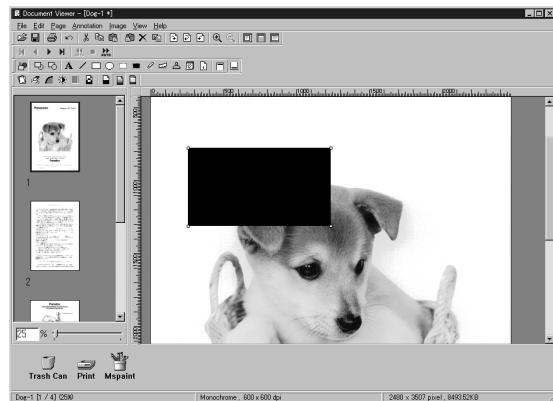
NOTE

1. For specifying lines and colors of solid white, select the drawn solid white rectangle and select **Properties** in the **Annotation** menu (See page 91). 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. For specifying lines and colors of solid black, select the drawn solid black rectangle and select **Properties** in **Annotation** menu (See page 91). 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 Management System Section

Annotation Menu

- **Marker**

  Creates a marker annotation.

  Select the marker annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a marker.
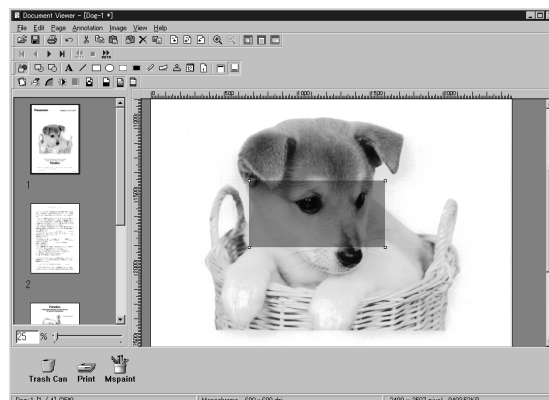
- **Label**

  Creates a label annotation.

  Select the label annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw label displays Text Format Setup dialog box.

  Enter texts to display and specify text color and font.

NOTE

1. *For specifying the color of a marker, select the drawn marker and select **Properties** in the **Annotation** menu (See page 91). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking*

2. *For specifying the color and font of a label, select the drawn label and select **Properties** in the **Annotation** menu (See page 91). 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 the stamp annotation in the annotation menu (or tool

button) and click the [OK] button. Then drag the
mouse in the image window to specify the area, displaying the
stamp dialog box.

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

Clicking the [Add] button allows selecting image files to
be used as a stamp.

Document Viewer

Annotation Menu

• **Date**
Creates a date annotation.
Select the 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.

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 is selectable for data entry.

6. **Format**
   Specify the display format here.

7. **Text Align**
   Specify the text alignment.
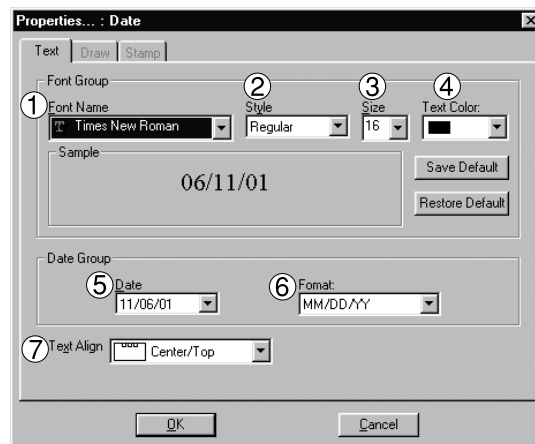
NOTE

1. *For specifying the color or font of the date, select the drawn date and select **Properties** in the **Annotation** menu (See page 91). 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.*

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Annotation Menu

• **Page No.**
Creates a page number annotation.
Select the 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.
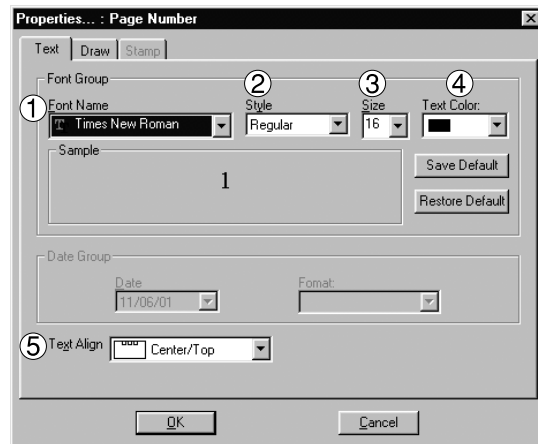
Opens the Graphics Format Setup Dialog box.
Click on the drawn figure and select Properties to change the thickness and colors of the lines.

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.

Document Management
System Section
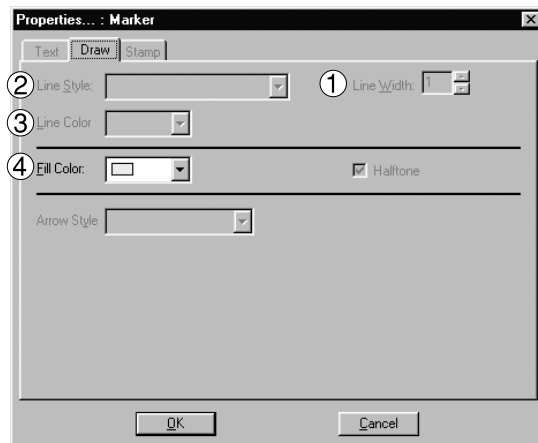
Document Viewer

Window Menu
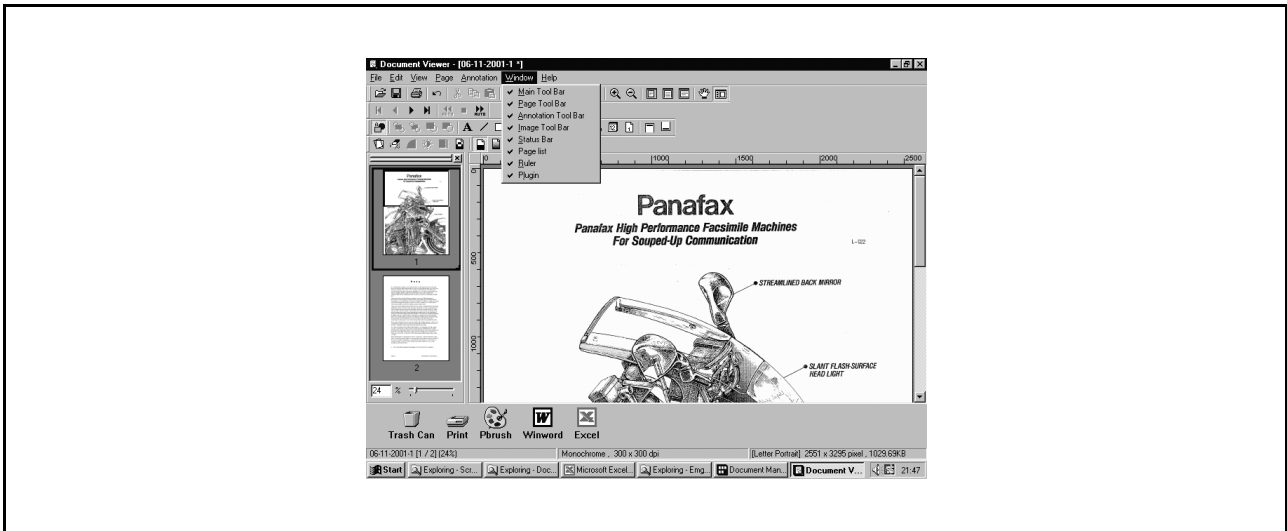
- **Main Tool Bar**
  Show/hide main toolbar.

- **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 statusbar.

- **Page List**
  Show/hide page list.

- **Ruler**
  Show/hide ruler

- **Plugin**
  Show/hide plug-in

Status Monitor

Task Bar Display

The Status Monitor is a MFP utility that monitors and displays the current status of connected devices. Upon activation of Windows, the icon of the status monitor appears on the System Tray.
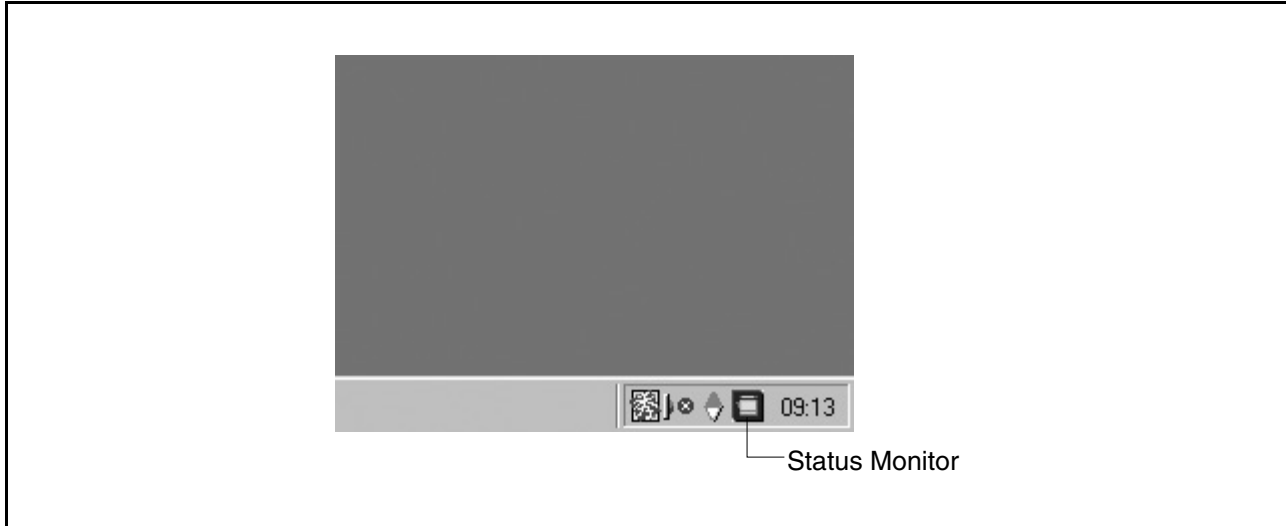
Status Monitor

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

Lamp color	Status
Blue	Device is operational under standby, printing, copying status.
Yellow	Device inspection is required under initialization, paper supply, open cover, paper jam, etc.
Red	Need for toner cartridge replacement, or device failure.
Gray	Device is in Engergy Saver (Sleep) Mode.

NOTE
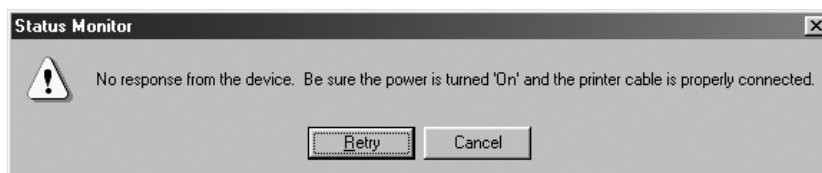
1.
   If the power of the device is not turned on or the parallel cable is not connected when starting Windows, the error message shown above appears.

   Verify the power source and parallel cable and then press the | Retry | button.

2. Connecting the device to a network server disables the status monitor.
3. UF-890/990 is not available with this feature.

Status Monitor

Task Bar Menu

Right-clicking on the status monitor in the System Tray displays the dropdown menu as shown below:
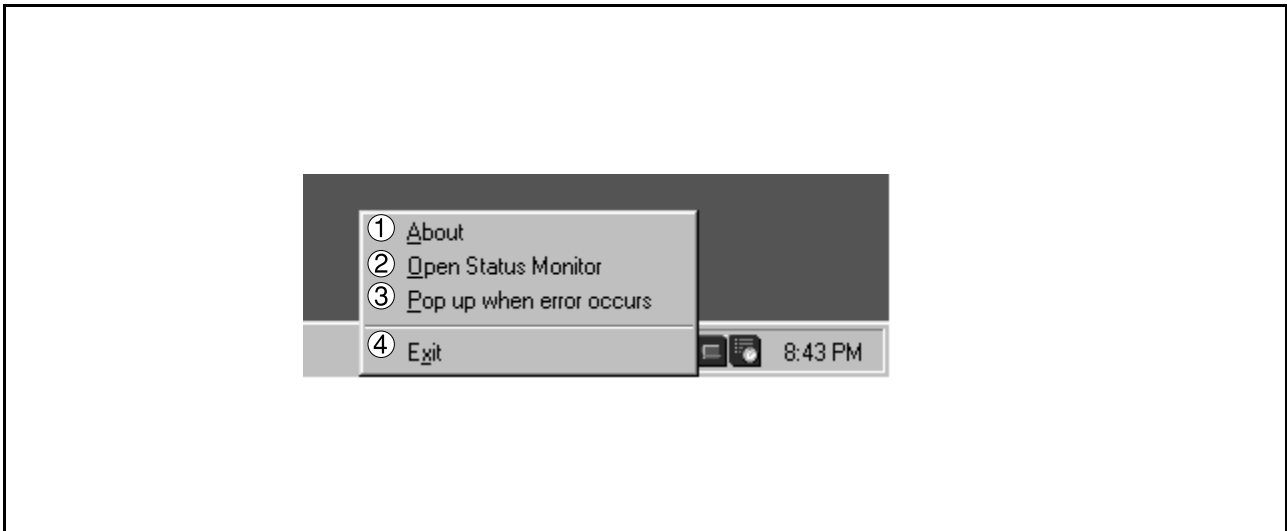
1. **About**
   Displays the version information about the status monitor.

2. **Open Status Monitor**
   Displays details about the current status of the device.

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

   When selected, a check mark appears to the left of the item. To turn off the pop-up error message, select the item again and the check mark disappears

   < Example of a pop-up error message box >

4. **Exit**
   Close the status monitor.

Display Status Details

Right-clicking the status monitor icon in the Task Bar and selecting **Open Status Monitor** in the dropdown menu displays a dialog box for the status monitor.

• **Status Tab**
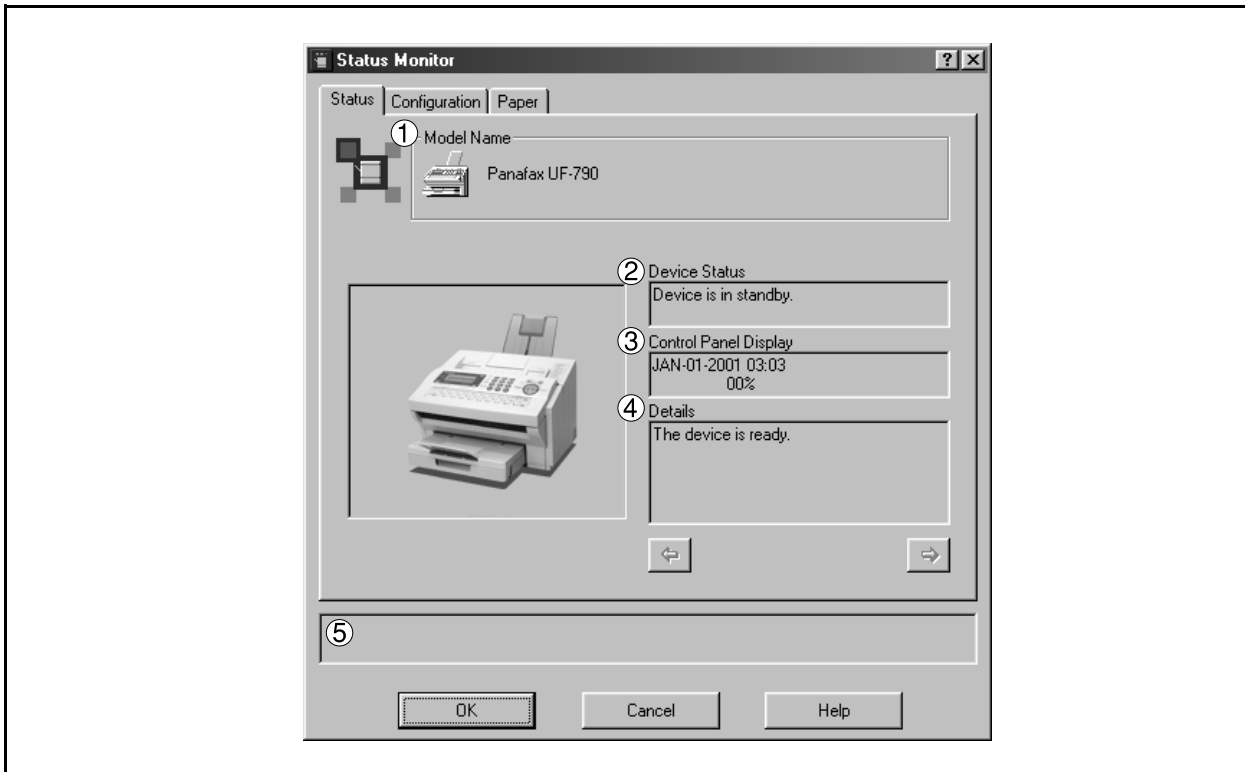
1. **Model**
   Displays the name and number of a connected device.

2. **Device Status**
   Displays the current status of the device.
   If two or more items have been detected, clicking ← / → buttons allows viewing all items.

3. **Control Panel Display**
   Displays information as appear on the panel of the device.
   If two or more items have been detected, clicking ▼ / ▲ buttons allows viewing all items.

4. **Details**
   Displays the current status of the device in details.
   If two or more items have been detected, clicking ← / → keys allows viewing all items.

5. **Status**
   Displays the communication status between the status monitor and the device.

Display Status Details

• **Configuration Tab**

```
┌─────────────────────────────────────────────────────┐
│ 📄 Status Monitor                            [?][X]   │
│ ┌─────────┬──────────────┬───────┐                   │
│ │ Status  │ Configuration │ Paper │                  │
│ ├─ Model ──────①───────────────────────────────────┐ │
│ │                                                   │ │
│ │  📠   Panafax UF-790                              │ │
│ │                                                   │ │
│ └───────────────────────────────────────────────────┘ │
│ ②┌ Configuration ───────────────────────────────────┐ │
│  │ GDI Printer function : Installed                  │ │
│  │ PC Scanner function : Installed                   │ │
│  │ Printer/Fax Memory capacity : 2 MB                │ │
│  │ Paper size in the 1st Paper Tray : Letter-R       │ │
│  │ Language supported = English                      │ │
│  │ Language supported = Canadian-French              │ │
│  │ Language supported = Spanish                      │ │
│  │ Total print count = 1                             │ │
│  │                                                   │ │
│  └───────────────────────────────────────────────────┘ │
│  ┌─────────────────────③─────────────────────────────┐ │
│  │                                                   │ │
│  └───────────────────────────────────────────────────┘ │
│      [  OK  ]      [ Cancel ]      [  Help  ]         │
└─────────────────────────────────────────────────────┘
```
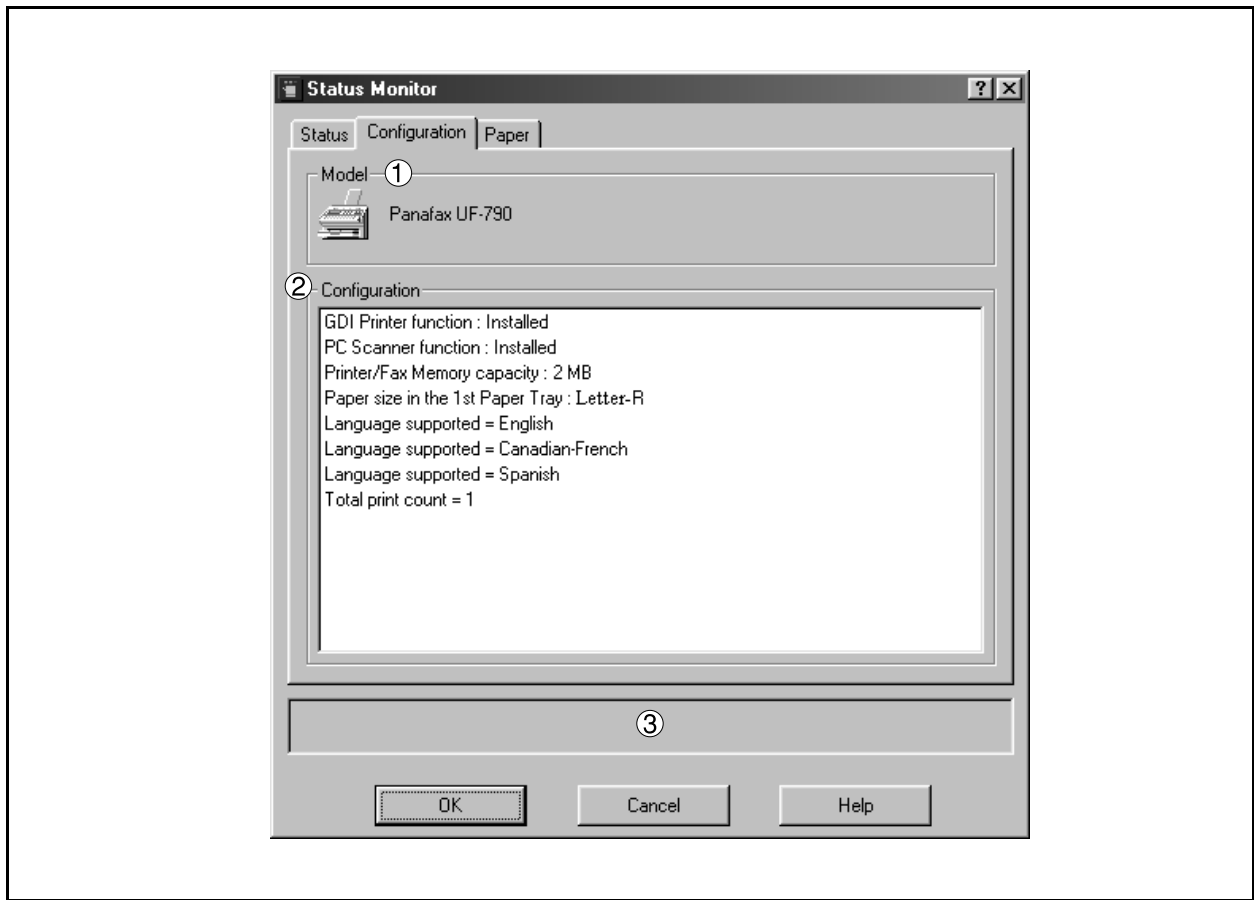
1. **Model**
   Displays the name and number of a connected device.

2. **Configuration**
   Display a list with the current device configuration (optional devices, etc.).

3. **Status**
   Displays the communication status between the status monitor and the device.

Display Status Details

• **Paper Tab**
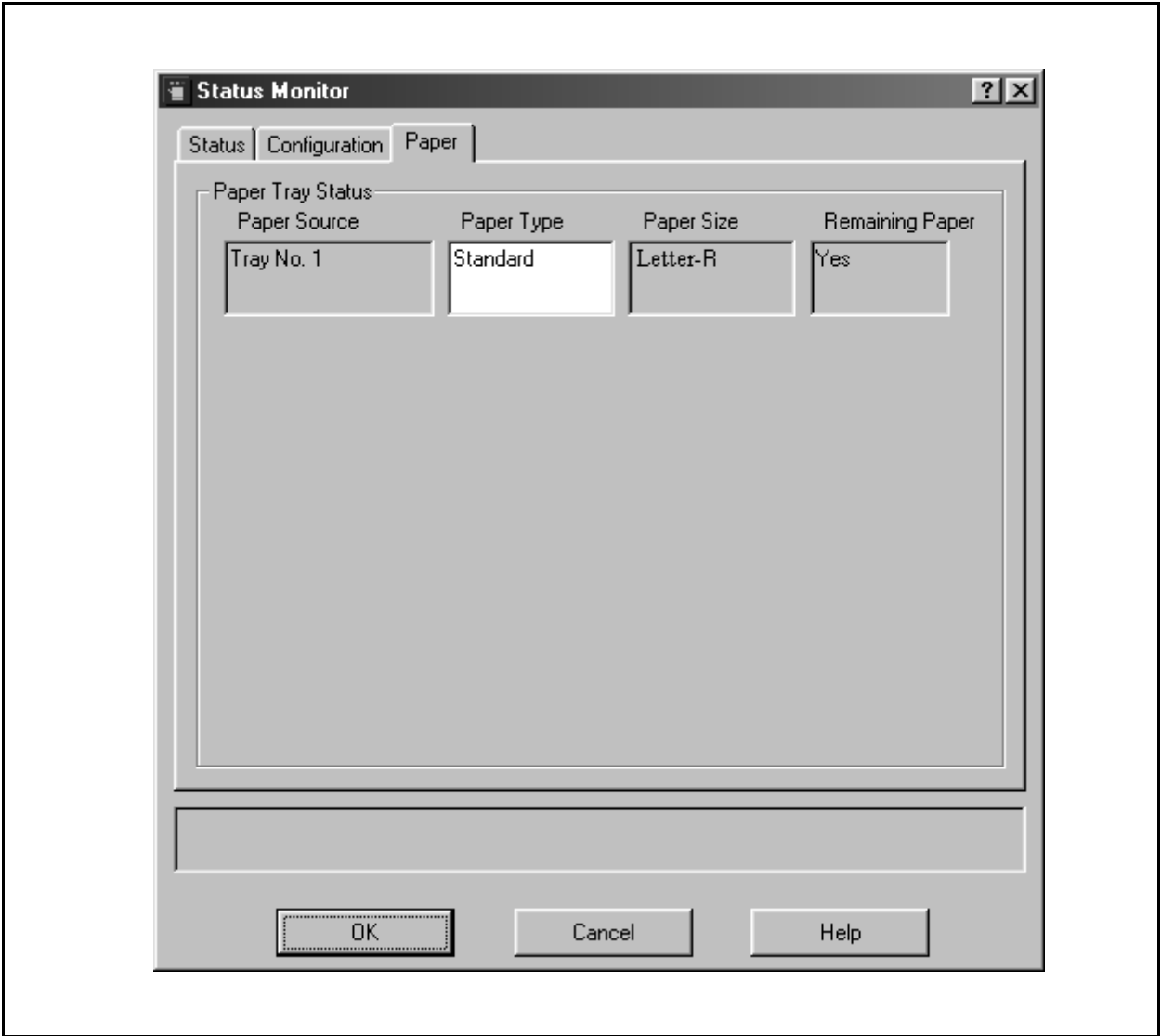
The tab displays the type, size, and if there is any paper loaded in the paper tray. A comment by the user can be entered freely in the <Paper Type> field.

NOTE

1. *Changing the types of loaded paper does not change the comment in <Paper Type> unless it is rewritten by a user.*

Configuration Editor

Main Window

This utility allows you to edit the machine configuration through the Parallel Port connected between the PC and the device.

Startup Windows, and select **Panasonic** →**Panasonic Document Management System** →**MFP Utilities** →**Configuration Editor** from the **Programs** in the **Start** menu to display the configuration editor dialog box.
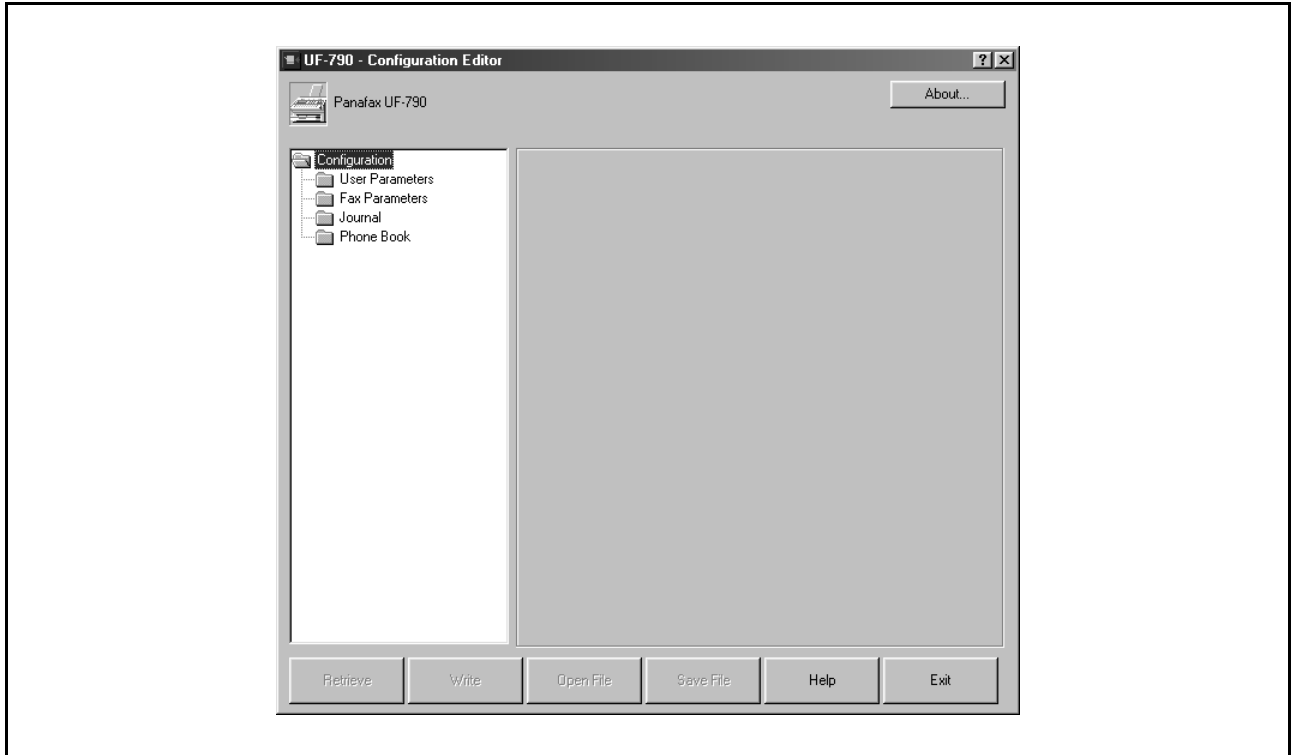
Each setting category appears as a folder on the left frame and the setting item appears on the right frame.

If the device is turned "Off" or not connected, a dialog box appears as below. You may select.
- **Retry**
  After turned "On" the power or connected the device.
- **Work Off-Line**
  Edit the data from an existing file.
- **Exit**
  Exit the program.
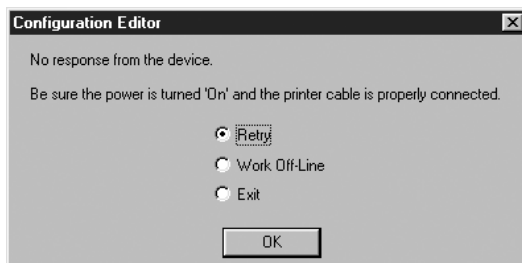
When there is more than 1 supported model series installed, a "Browse for Folder" dialog box appears as below.
- Select the model series folder and click **OK**.
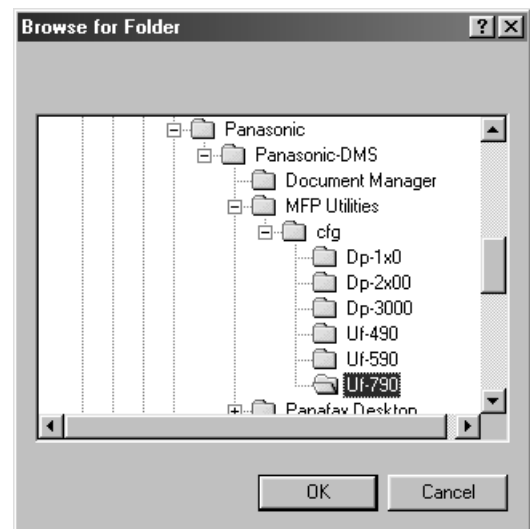
Main Window

- [Retrieve] **button**
  Retrieve the current settings of the selected folder from the device.

- [Write] **button**
  Write's the settings in the folder to the device.

- [Open File] **button**
  Opens the settings in the folder from a file.

- [Save File] **button**
  Saves the settings in the folder to a file.

- [◄] **and** [►] **buttons**
  Switch between pages if the settings have two or more pages.

- [Help] **button**
  Displays the help screen.

- [About...] **button**
  Displays version information.

- [Exit] **button**
  Close the Configuration Edit utility. If the data has not been sent after being modified on the screen, a confirmation message for sending the data is displayed.

NOTE

1. *Only settings in the setting folder that are currently selected are applicable to retrieving/writing on the device, or retrieving/writing of a file.*
2. *Current settings of each folder are read from the device by double-clicking a folder in the left of the dialog box.*
3. *The setting menu's are different depending on the machine to be used with this MFP utility.*
4. *UF-890/990 is not available with this feature.*

Configuration Editor

User Parameters Folder

Specify the originating party name and telephone number, etc. to be registered on the device for fax communications.
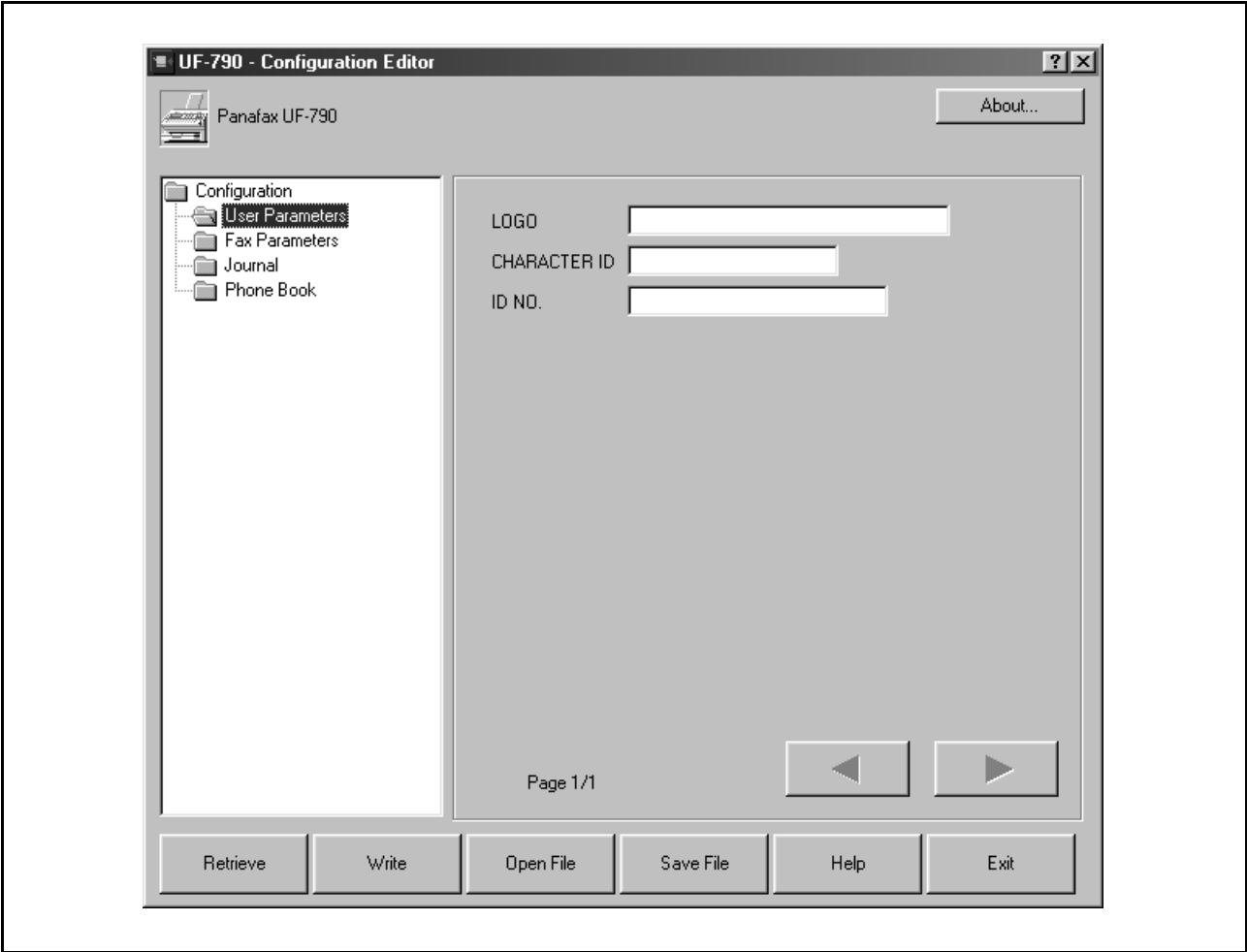
Fax Parameters Folder

Display or change the Fax Parameter Settings.
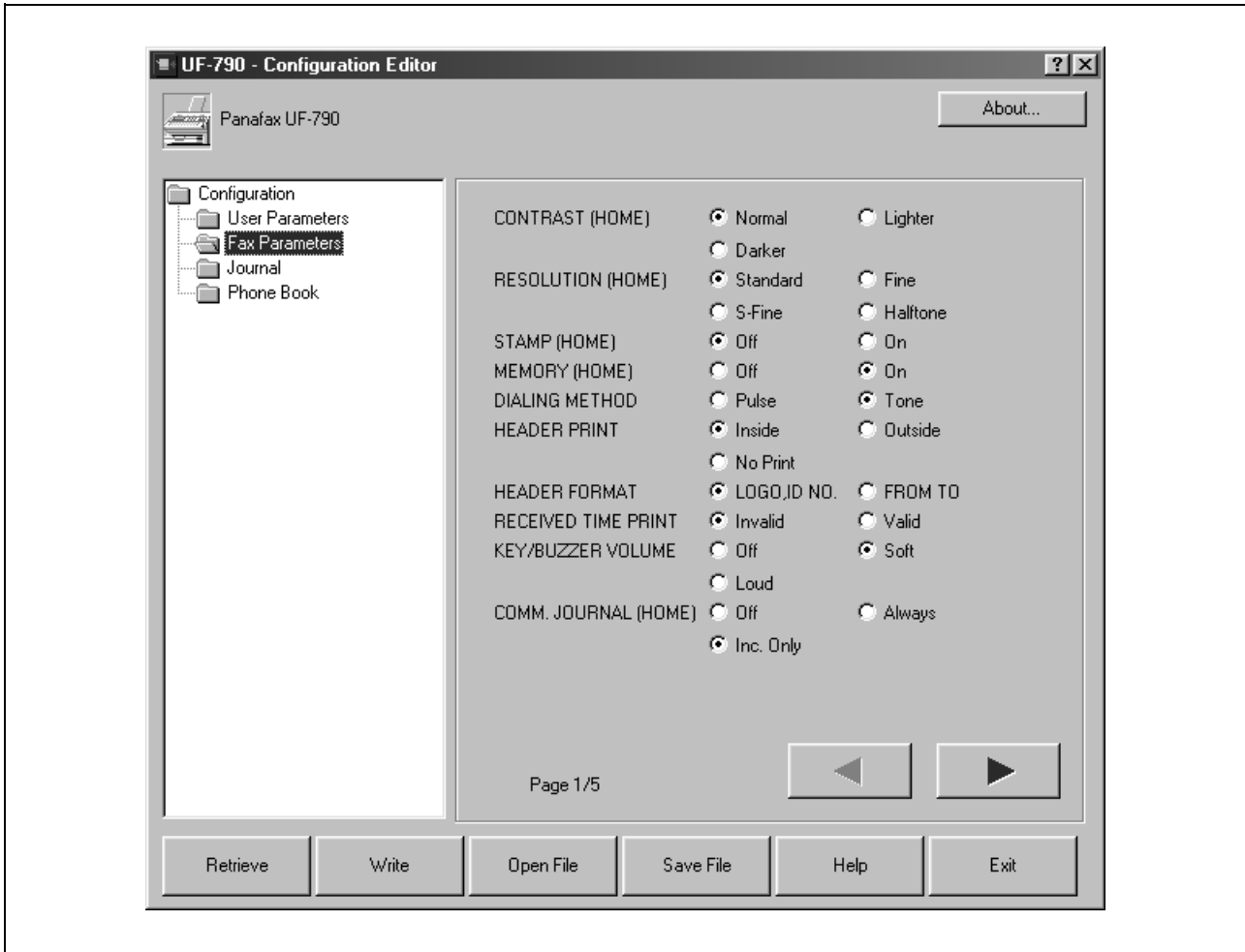
NOTE   *1. The contents of the Fax Parameter differs depending on the model.*

Configuration Editor

Journal Folder

Display the Fax communication journal.
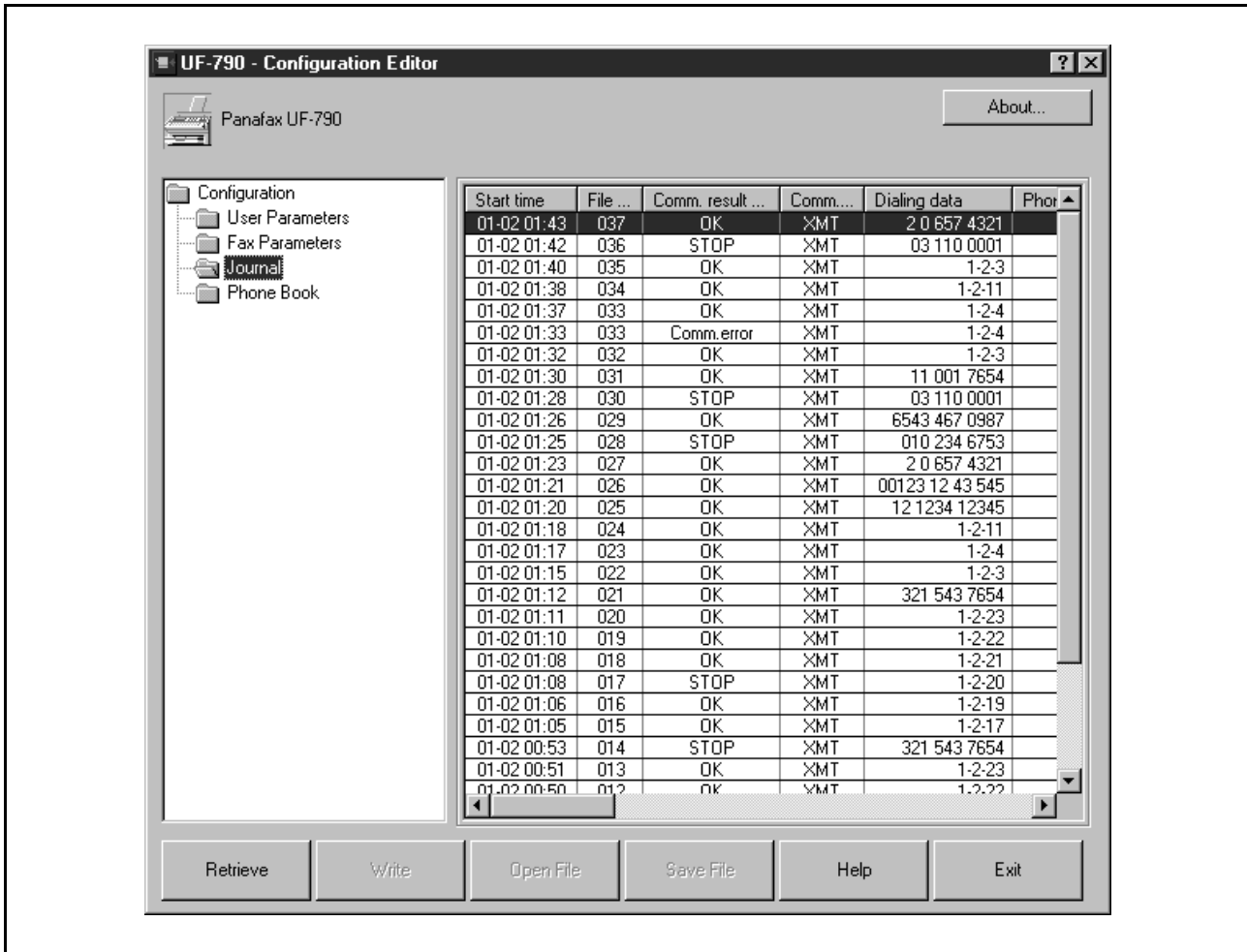
Phone Book Setting Shortcut Activation Folder

When the Phonebook Folder is selected the Phone Book Editor utility will be started.
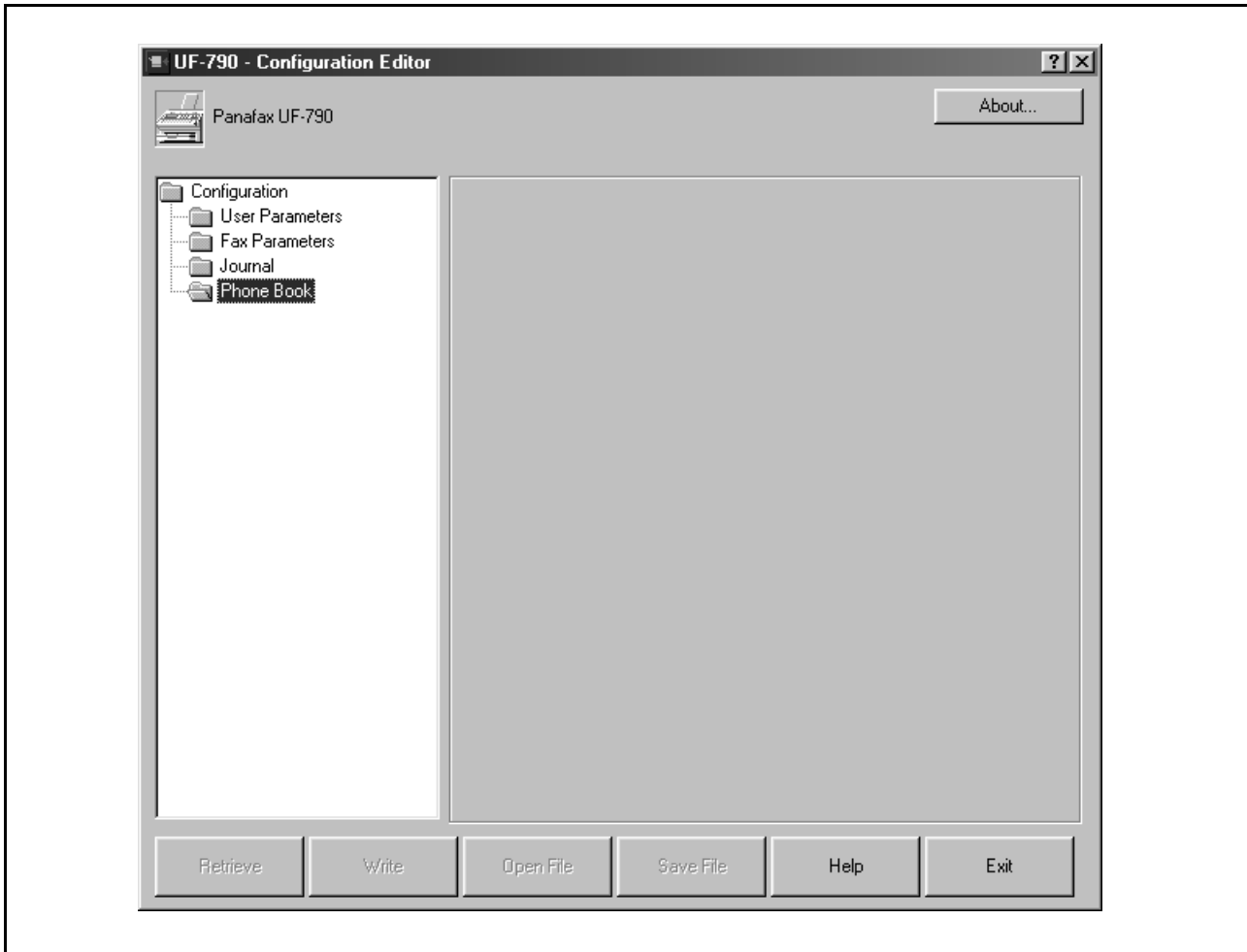
Phonebook Editor

Features

This function allows registering, deleting, and modifying fax phone numbers in the main unit from a connected PC.

Registering, deleting, modifying fax numbers can be operated on the control panel of the machine.

The operation described on the left is controllable on a connected PC.
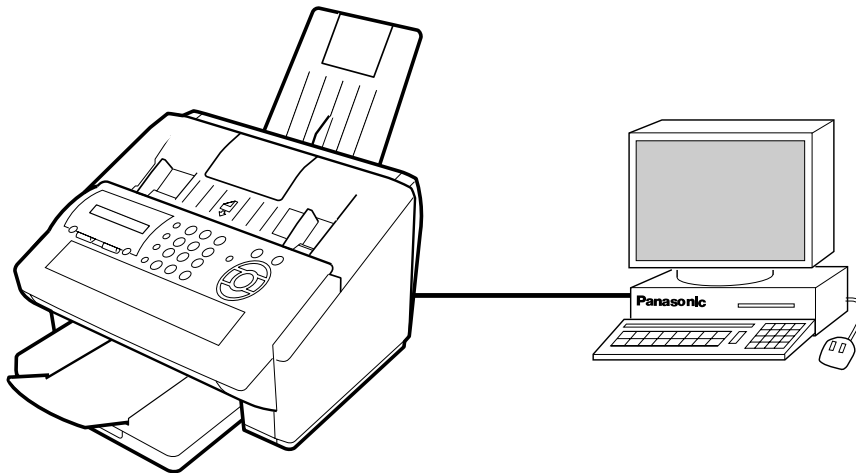
Features provided by the Phonebook Editor function are as follows:

Retrieve/Write	Retrieve fax numbers in main unit to the PC, or send fax numbers from the PC to the main unit.	Page 116
Open/Save File	Open or save fax numbers stored the PC.	Page 117
Insert/Delete Entry	Insert or delete lines in the fax number list.	Page 119 Page 120

If the device is turned "Off" or not connected, a dialog box appears as below. You may select.
- **Retry**
  After turned "On" the power or connected the device.
- **Work Off-Line**
  Edit the data from an existing file.
- **Exit**
  Exit the program.

When there is more than 1 supported model series installed, a "Browse for Folder" dialog box appears as below.
- Select the model series folder and click **OK**.
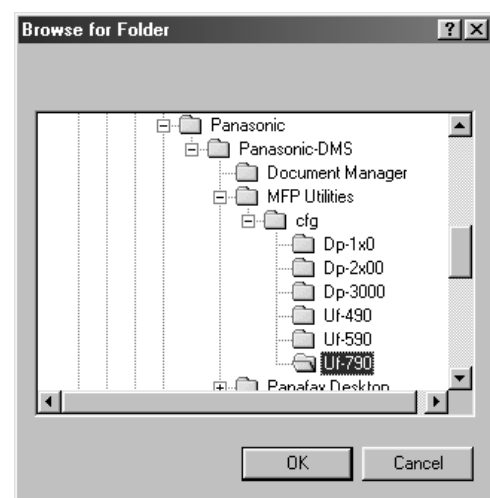
NOTE   *1. UF-890/990 is not available with this feature.*

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Activation Procedure

Take the following steps to activate the phonebook editor software.

① Click **Start** at the bottom left of the PC screen.

Start
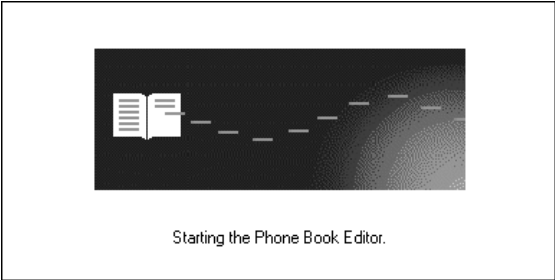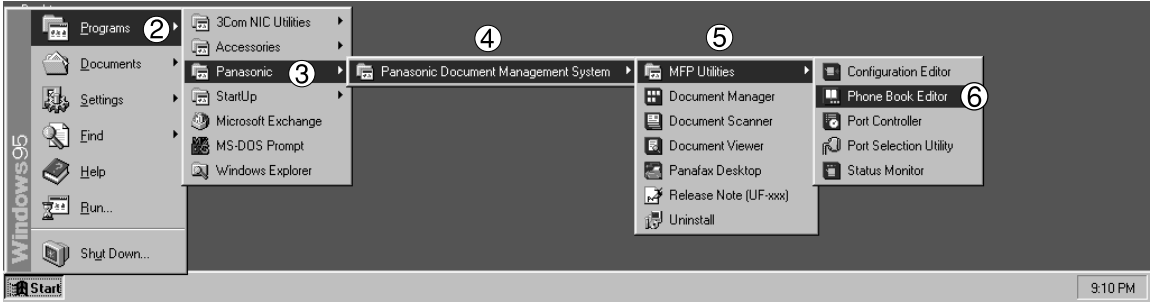
② Select **Programs**.

③ Select **Panasonic**.

④ Select **Panasonic Document Management System**.

⑤ Select **MFP Utilities**.

⑥ Select **Phone Book Editor**.

⑦ Phone Book Editor splash screen appears and the Phone Book Editor program is activated.

Starting the Phone Book Editor.

Phonebook Editor

Main Window

The screen shown below appears on the PC:
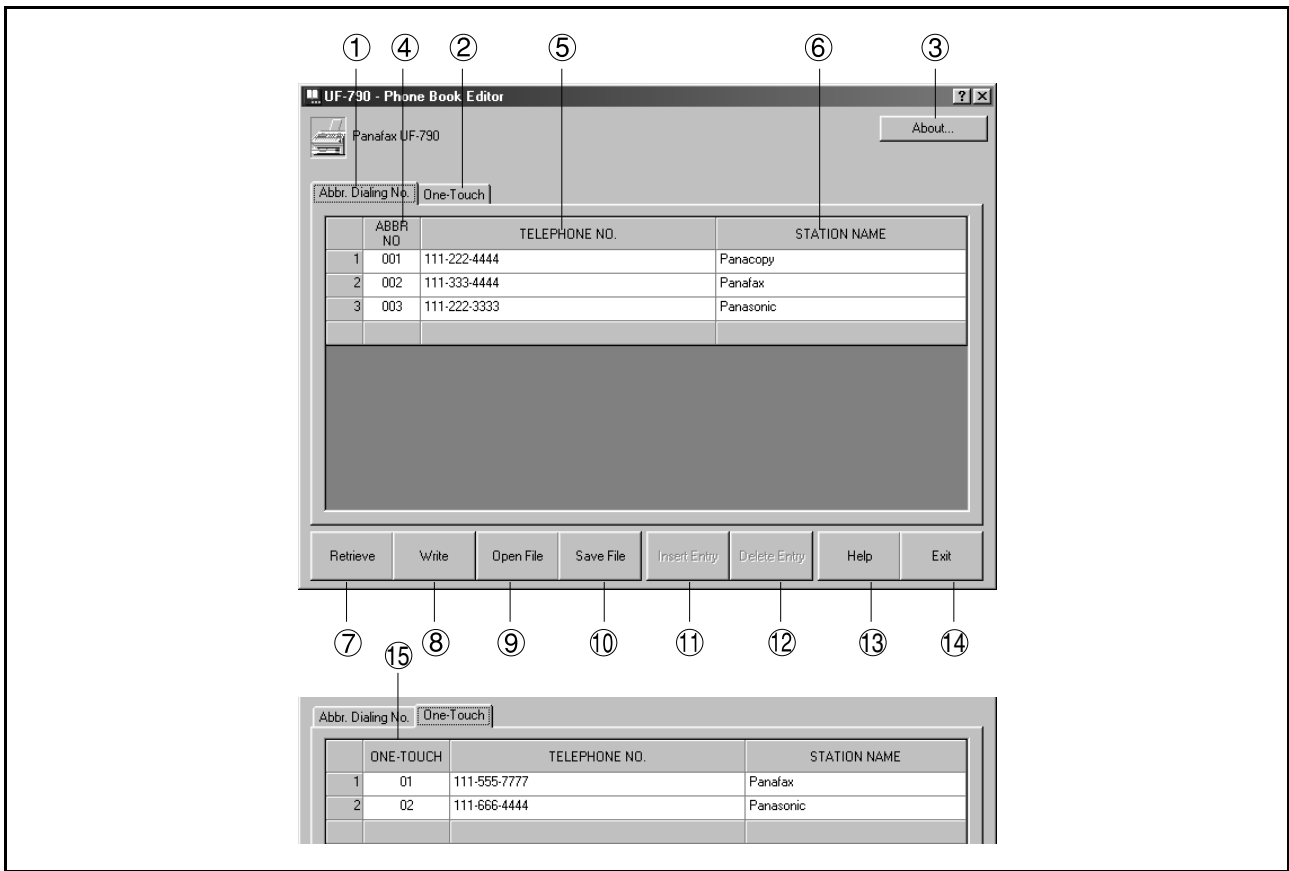
No.	Indication	Description	Reference
①	Abbr. Dialing No. Tab	Contains the abbreviated dialing number entries	
②	One-Touch Tab	Contains the One-Touch Key entries	
③	About	Version information of software	
④	ABBR. NO.	Abbreviated Dialing Number	
⑤	Telephone No.	Telephone number (Up to 36 digits)	
⑥	Station Name	Station name (Up to 15 characters)	
⑦	Retrieve	Retrieve phonebook information from the connected Page device.	Page 116
⑧	Write	Send phonebook information to main unit	Page 116
⑨	Open File	Read phonebook information in PC	Page 117
⑩	Save File	File Save phonebook information onto PC	Page 117
⑪	Insert Entry	Insert a line in the phonebook list	Page 119
⑫	Delete Entry	Delete a line in the directory dialing list	Page 120

Main Window

No.	Indication	Description	Reference
⑬	Help	Display an on-line help screen	
⑭	Exit	Close the phonebook editor software	
⑮	ONE-TOUCH	One-Touch Key	

Document Management System Section

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Phonebook Editor

Retrieve/Write

This function retrieves the fax numbers in the connected device by PC and writes fax numbers from the PC to main unit.

1
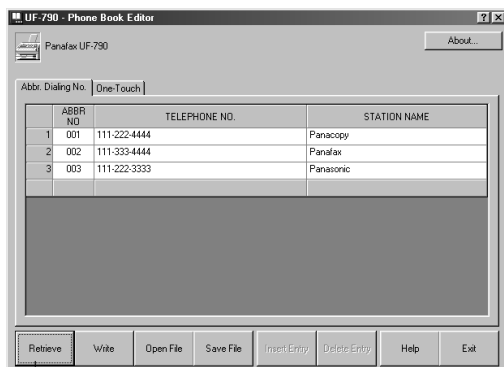
Retrieve

Click **Retrieve**.

2
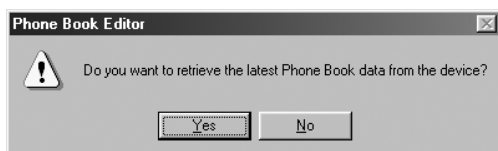
Click the [Yes] button.

3
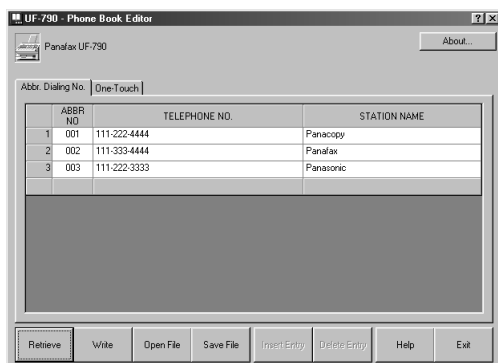
A list of fax numbers in the machine is displayed.

Modify and add destination names and dial numbers on this screen.

4
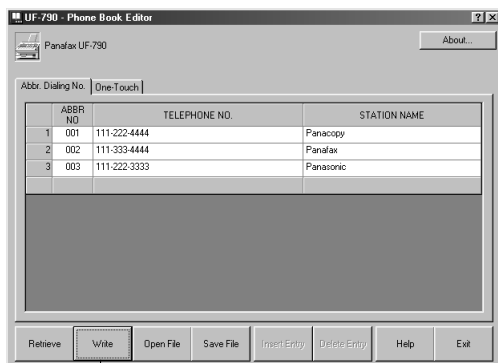
Write

Click **Write** after the editing is completed.

5
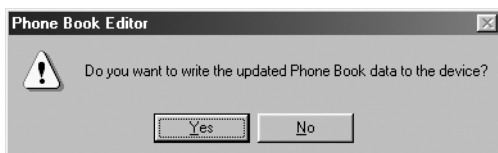
Click the [Yes] button.

The phonebook information is written to the connected device.

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Open/Save File

This function opens the phonebook file in the PC, edits the file and then saves the file in the PC again.

1

Open File

Click **Open File**

2

Click the [Yes] button.

3
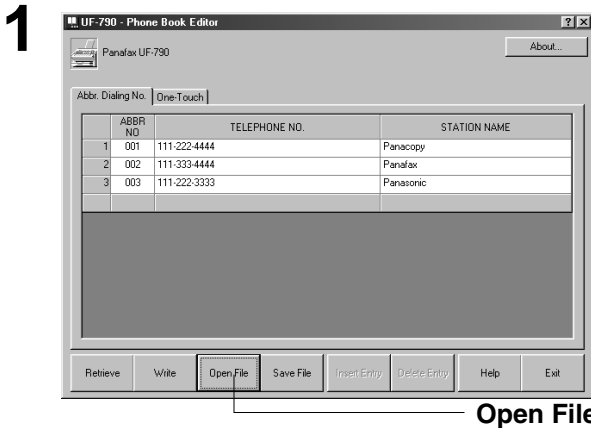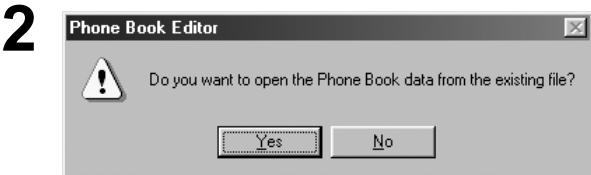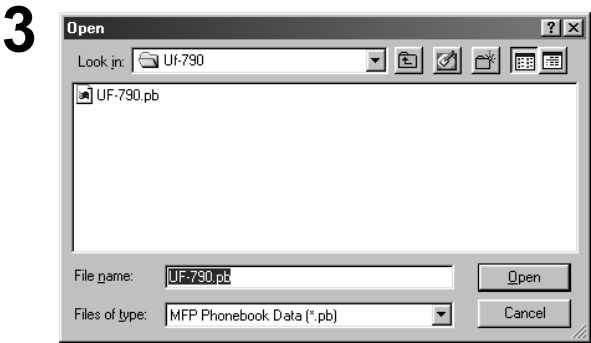
The File Open dialog box appears
1. Select a file from the list (e.g. UF-790.pb)
2. Click the [Open] button.

4
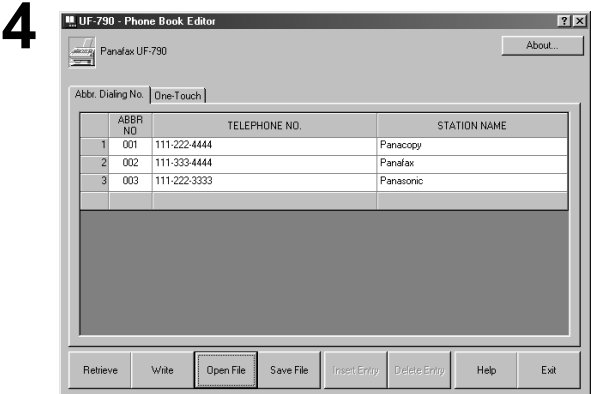
The phonebook information stored in the PC is displayed.

Modify and add destination names and dial numbers on this screen.

Continued on the next page...

Phonebook Editor

Open/Save File

5
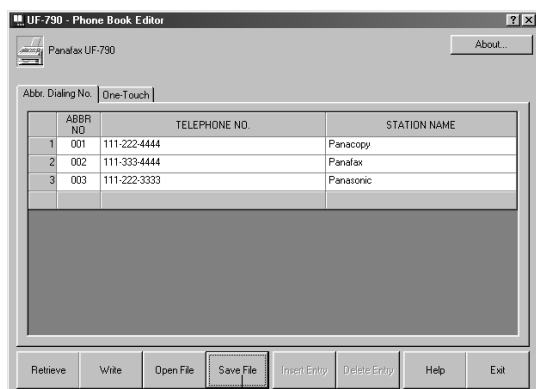
Save File

Click **Save File** after the editing is completed.

6

Click the [Yes] button.
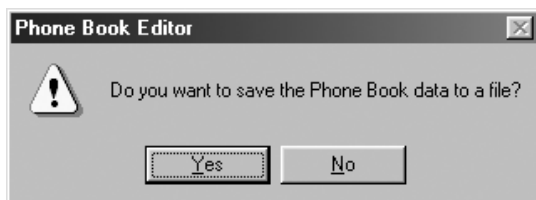
The phonebook information is saved in the PC.

7
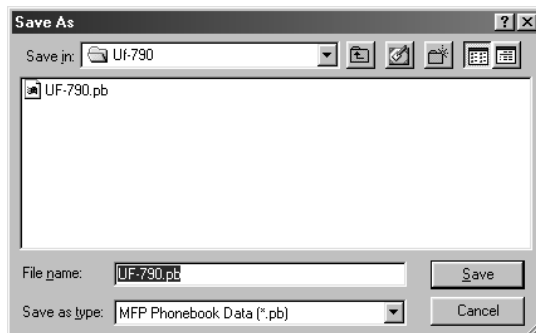
For Save File:
1. Select an existing file from the list or enter a new file name.
2. Click the [Save] button.

Insert Entry

This function adds lines in the list when editing the phonebook.
The steps for inserting lines is as follows:

1
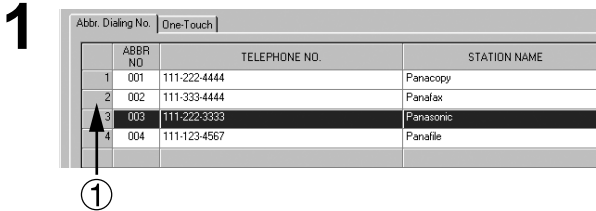
Ex: Insert a line between the 2nd and 3rd lines.

Click the portion indicated as ①.

2
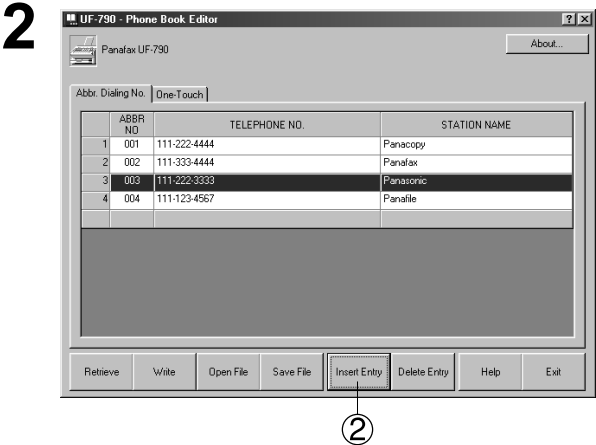
② Click **Insert Entry**.
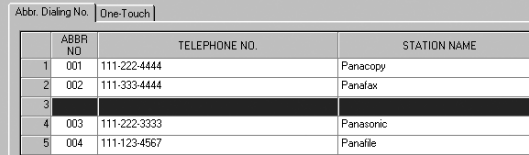
A line is inserted as shown on the left.

3
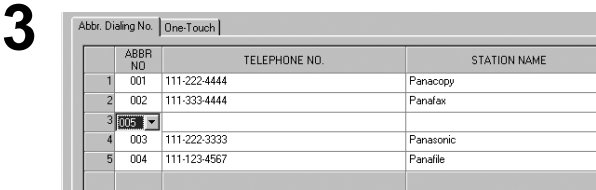
Double-click on the line for data entry.

Phonebook Editor

Delete Entry

The steps for deleting lines is as follows:

1

①

Ex: Delete the 3rd line.
Click the portion indicated as ①.

2
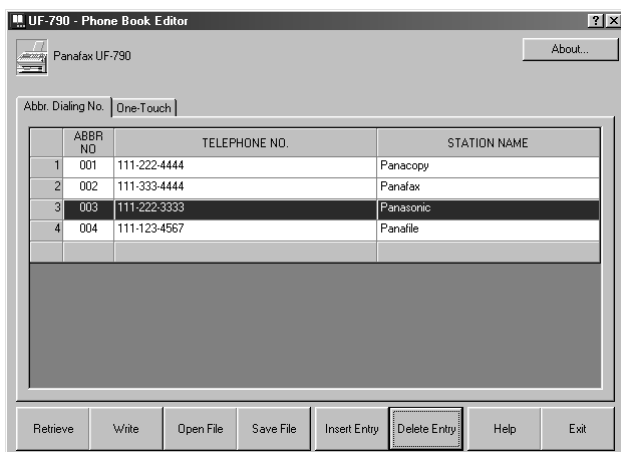
Click **Delete Entry**.

The screen shown on the left appears.

Click ☐ OK ☐ .
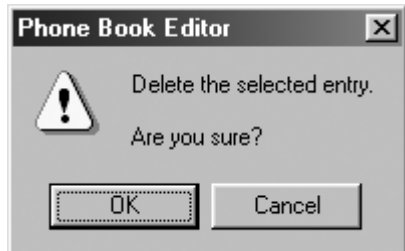
The line is deleted as shown on the left.

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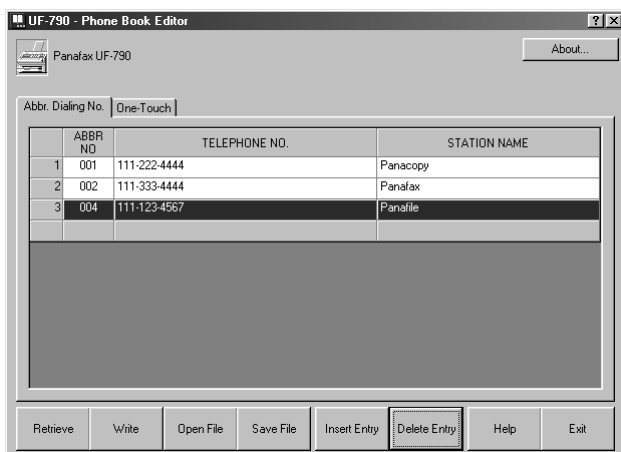
Panafax Desktop

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 / 4510 / 6010 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 (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.

Panafax Desktop

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 • Peer To Peer Connection • Email Server Not Required	• IP Address settings • Relay XMT Password setting • Relay XMT Report = Off setting*1	• Relay XMT Password setting

Send & Receive Network
• Shared Network Connection
• Email Server and RX Email Account Required
	• IP Address settings
	• Relay XMT Password setting
	• Relay XMT Report = Always setting*2
	• I-Fax setting
	• Fax Forward setting
		• For the Server PC
		  - Email Address settings
		  - Relay XMT Password setting
		  - Server setting
		  - POP Receive setting
		  - For the Client PC
		  - 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

Transmit — aaa — bbb — **Send FAX**

Transfer Fax Data
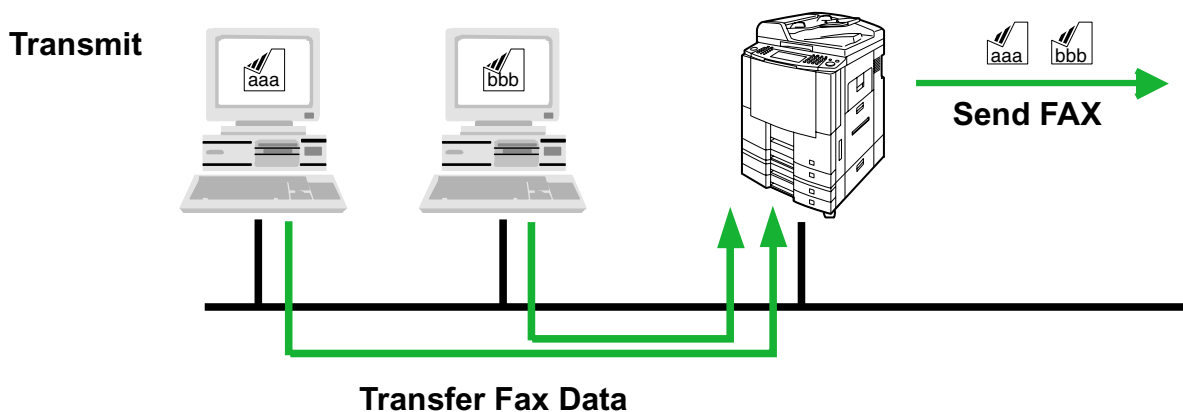
Connection Configurations (For the Network Connected Models)

Send & Receive Shared Network System Connection Diagram
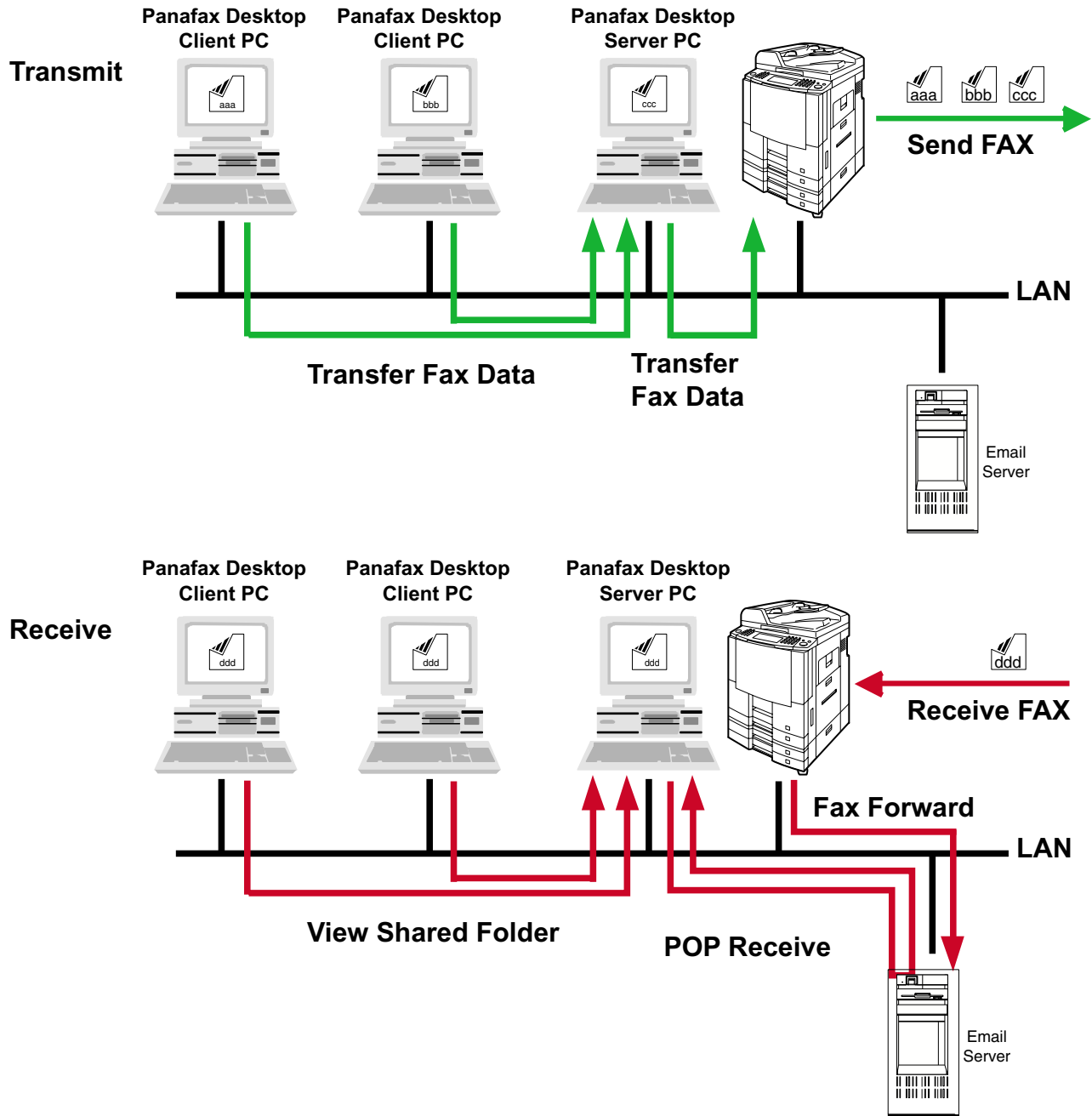
Transmit

Panafax Desktop Client PC   Panafax Desktop Client PC   Panafax Desktop Server PC

Send FAX

LAN

Transfer Fax Data   Transfer Fax Data

Email Server

Receive

Panafax Desktop Client PC   Panafax Desktop Client PC   Panafax Desktop Server PC

Receive FAX

Fax Forward

LAN

View Shared Folder   POP Receive

Email Server

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Panafax Desktop

Connection Configurations (For the Local Connected Models)

For the 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

Send

Parallel cable

Transfer Fax Data

Receive

Parallel cable

Transfer Fax Data
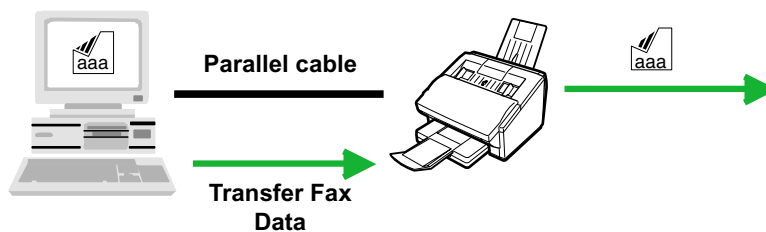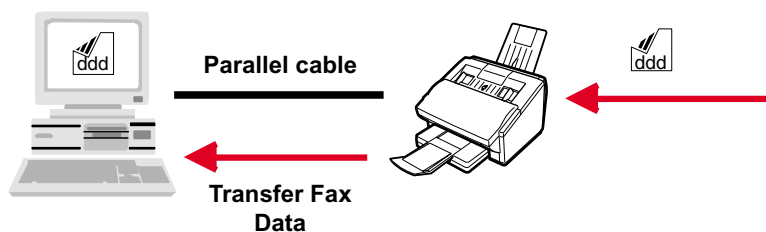
Connection Configurations (For the Local Connected Models)

Network Shared System
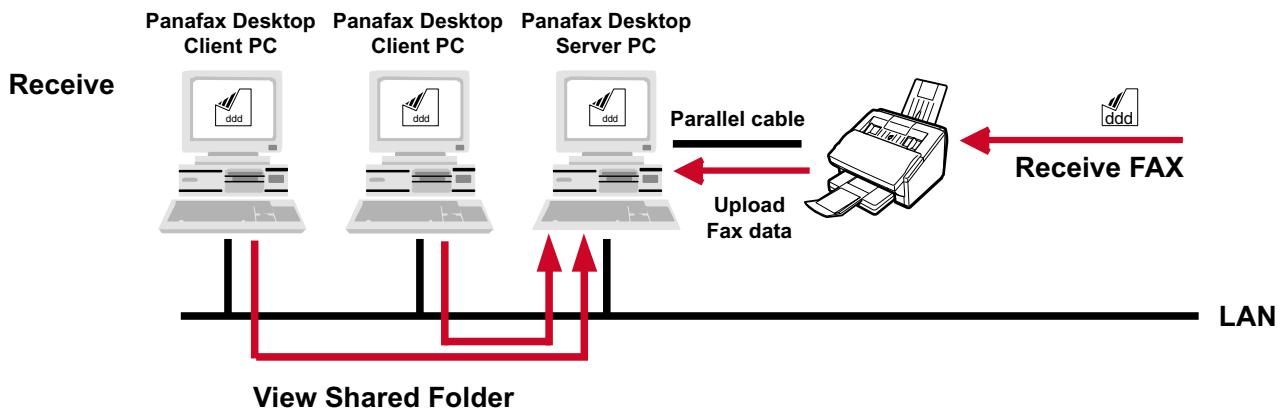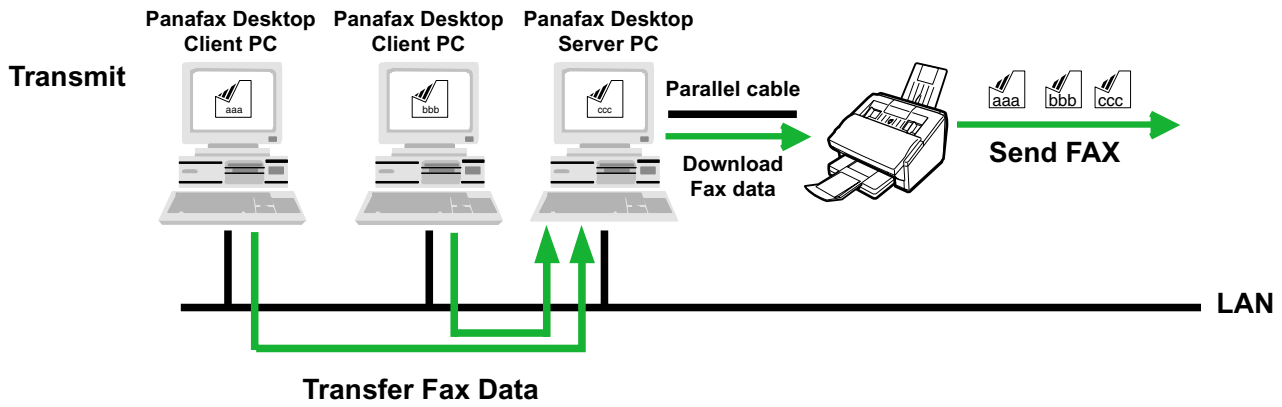
Transmit

Panafax Desktop Client PC   Panafax Desktop Client PC   Panafax Desktop Server PC

Parallel cable

Download Fax data

Send FAX

LAN

Transfer Fax Data

Receive

Panafax Desktop Client PC   Panafax Desktop Client PC   Panafax Desktop Server PC

Parallel cable

Upload Fax data

Receive FAX

LAN

View Shared Folder

Document Management System Section

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Panafax Desktop

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	Confirm the following device settings.
	
	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)
	
	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)

2	Install the Document Management System. Refer to the Installation section of this Operating Instruction. **Note:** 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.

Installation and Setup (For the Network Connected Models)

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

1
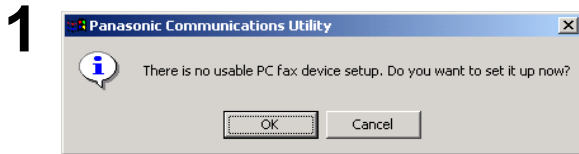
Double-click the icon on the Windows Desktop.

The **Panasonic Communications Utility** appears.

Click the [OK] button.

2
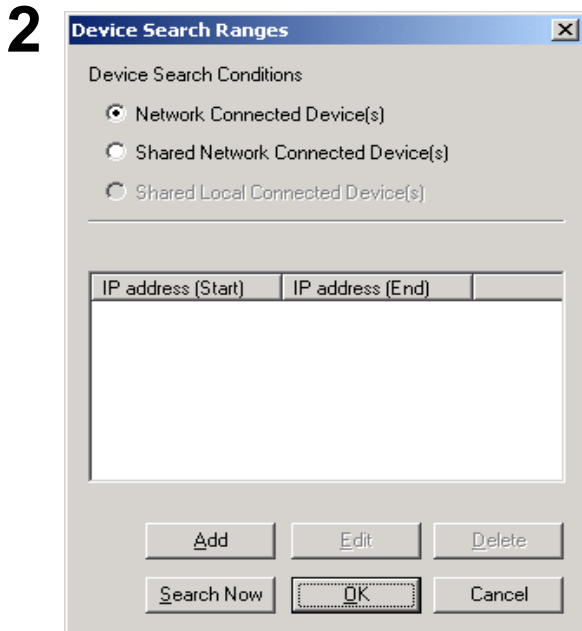
Device Search Ranges appears.

Click the [Search Now] button to start searching for the Network Connected Devices.

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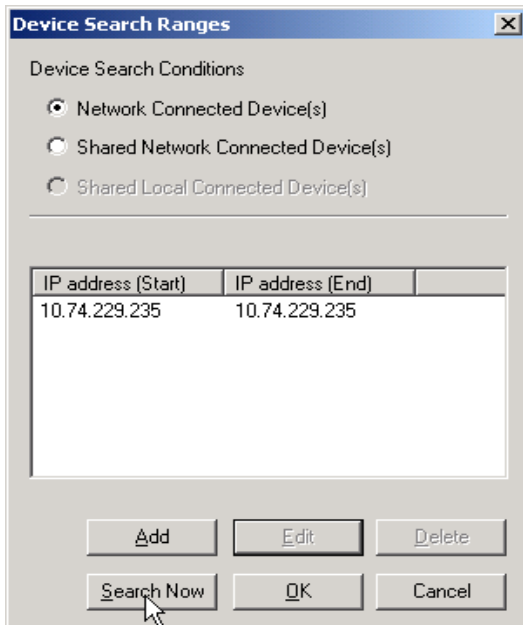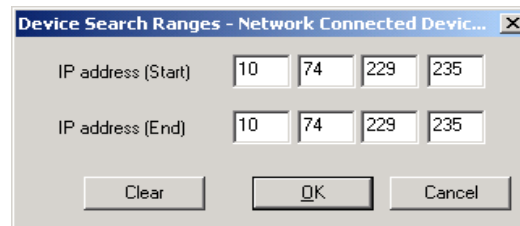
Continued on the next page...

Panafax Desktop

3
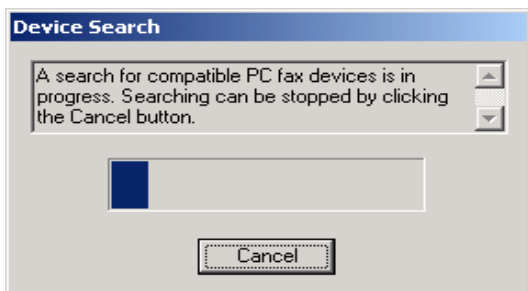
Starts searching for the PC Fax devices on the network.

4
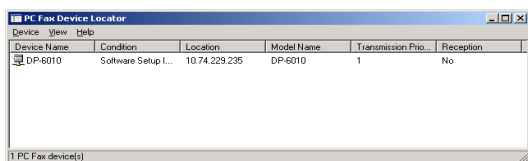
The Network connected PC Fax device(s) are listed in the PC Fax Device Locator.
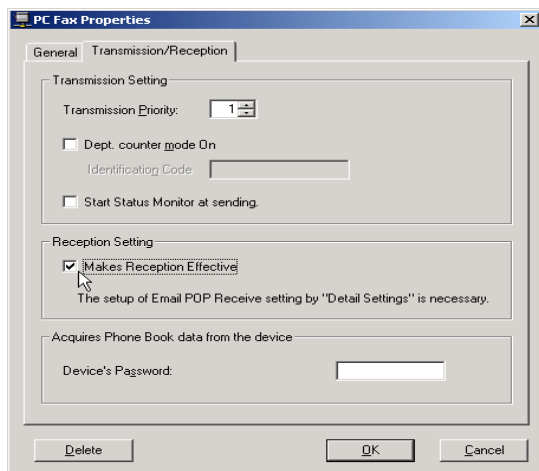Select the desired Device and double-click or Click on **Properties** from the **Device** menu.

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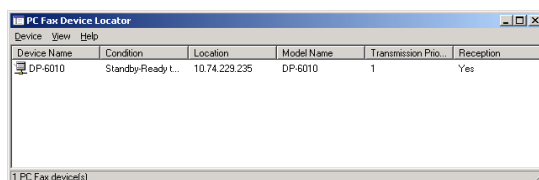## Installation and Setup (For the Network Connected Models)

5
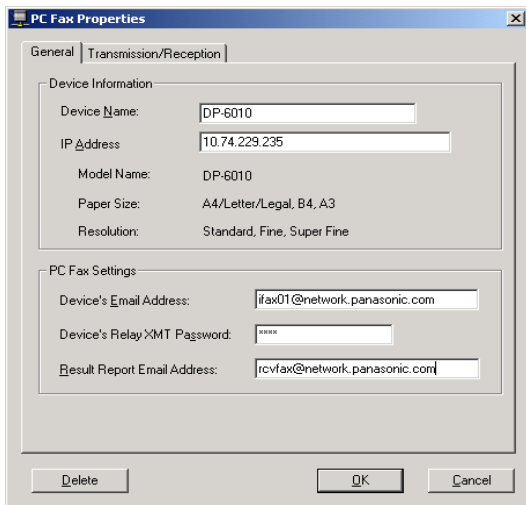
The **PC Fax Properties** appears.

<**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-2310/3010/3510/4510/6010 uses the Key Operator Password.
2. The Device Group 2 doesn't have this function.

Click on [OK] when you finish inputting the settings.
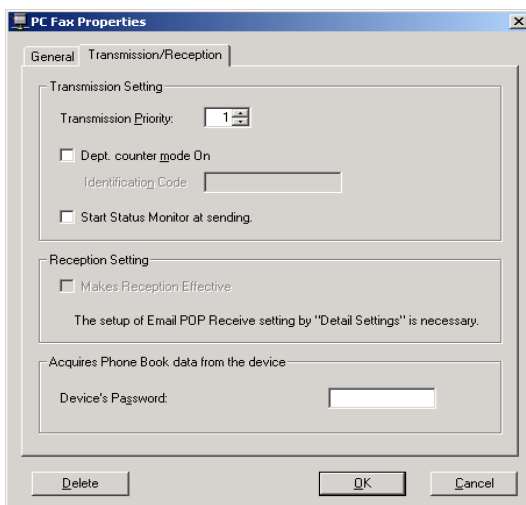
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Panafax Desktop

6
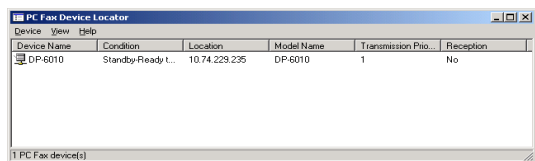
Confirm that the device's Condition is in Standby (It takes a little while) using the PC Fax Device Locator.

Click $\boxed{x}$ 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.

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Panafax Desktop

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 OK .

6

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

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

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

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Installation and Setup (For the Network Connected Models)

Client Setup (Send & Receive System)
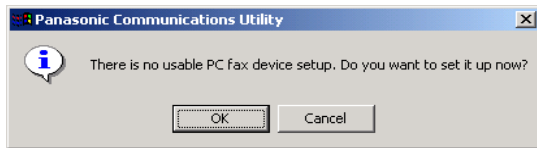
1

Click ![icon] icon on the Windows Desktop.

The **Panasonic Communications Utility** appears.

Click the [OK] button.

2

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

Click the [Search Now] 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.*
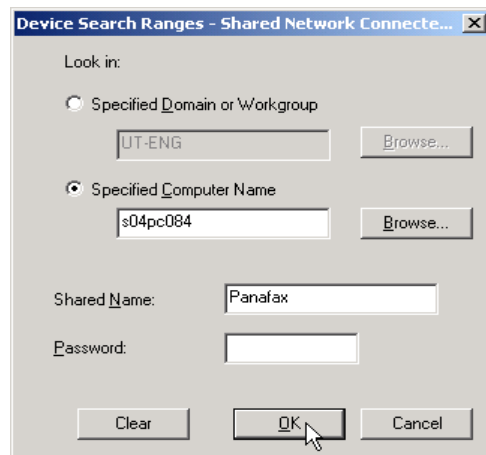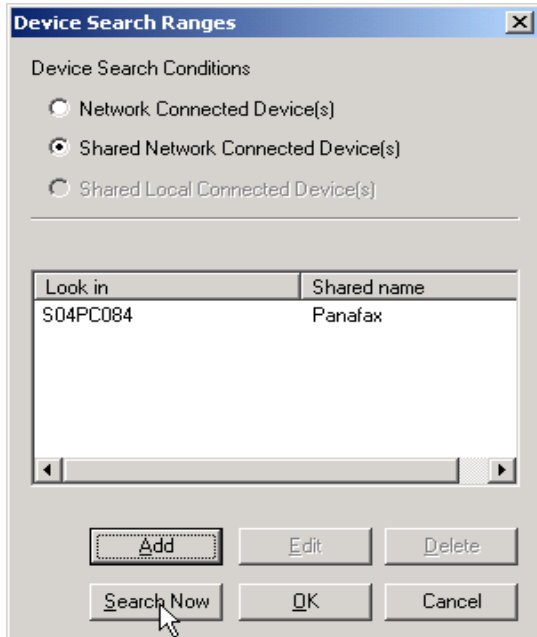
Look in
- Specified Domain or Workgroup
  Input device's Domain or Workgroup.
- Specified Computer Name
  Input the Server Computer Name.
- Shared Name
  Input the Server Shared Name if you changed from the default setting.
- Password
  Input the Server Password if you changed from the default setting.

Document Management System Section

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Installation and Setup (For the Network Connected Models)

3
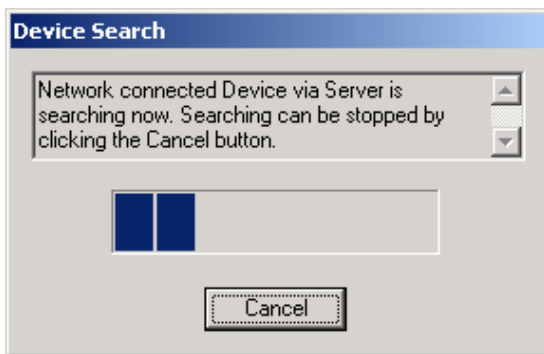
Start searching the Server for Network connected Devices.

4
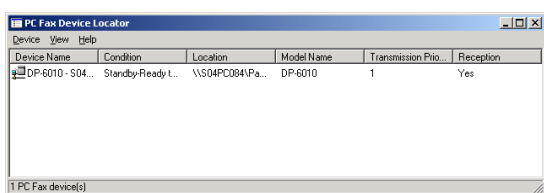
The Network connected device via Server is listed in the PC Fax Device Locator.

Click ⌷x⌷ or select **Device | Exit** from the menu to close the PC Fax Device Locator.
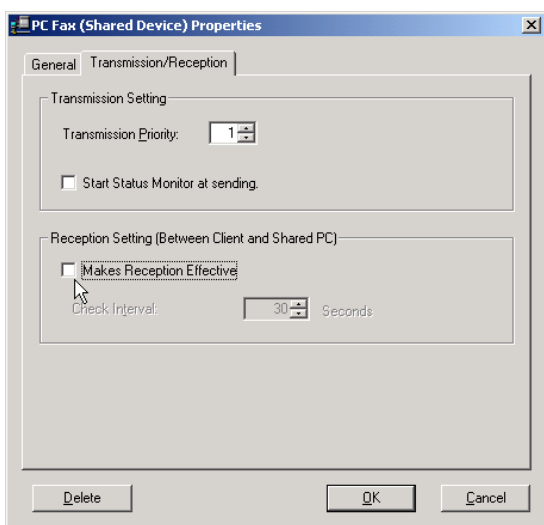
The PC Fax (Shared Device) Properties appears. Click **Transmission/Reception** tab and checkout a box of "Makes Reception Effective".

Click ⌷ OK ⌷.

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*

⌷ OK ⌷

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Installation and Setup (For the Local Connected Models)

For the 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

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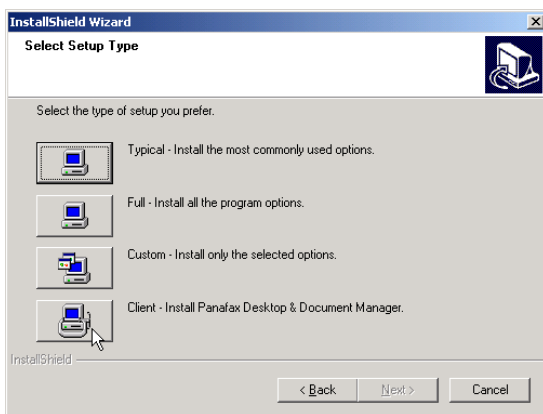
Install the Document Management System.Refer to the Installation section of these Operating Instructions.

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

Client on the Select Setup Type screen during the installation.

135
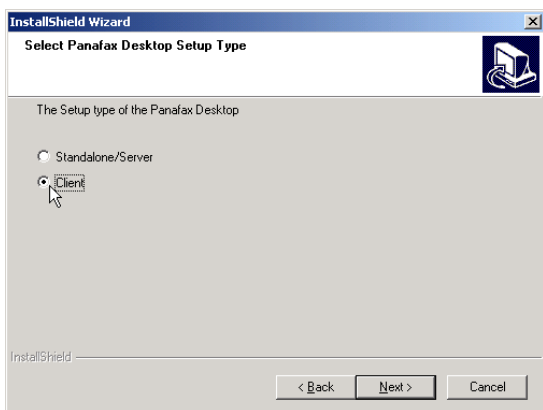
Panafax Desktop

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 massages 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)

1
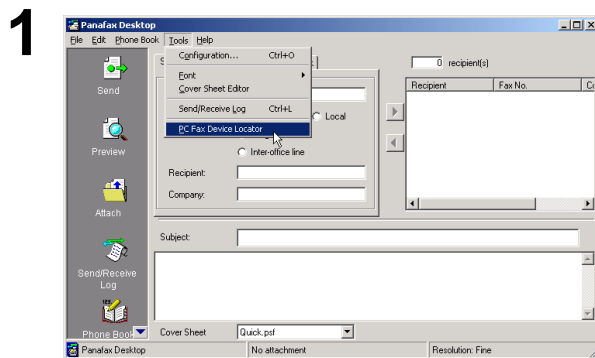
Click ![icon] icon on the Windows Desktop.

The **Panafax Desktop window** appears.

Select **Tools | PC Fax Device Locator** from the main menu.
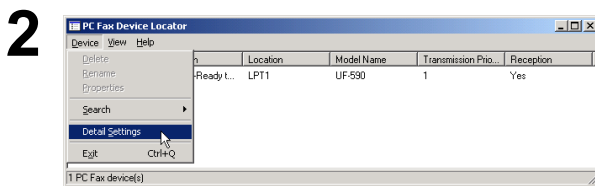
2

The **PC Fax Device Locator** appears.

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

3
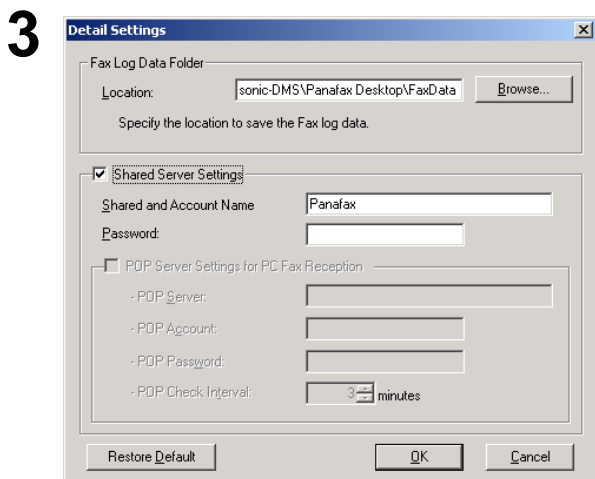
The **Detail Settings window** appears.

Check the box for the "Shared Server Setting".

Click on [OK] 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.

Installation and Setup (For the Local Connected Models)

Client PC

Client Setup (Network Shared System)

1
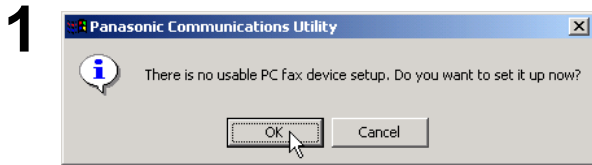
Double-click the [icon] icon on the Windows Desktop.

The **Panasonic Communications Utility** window appears.

Click the [OK] button.
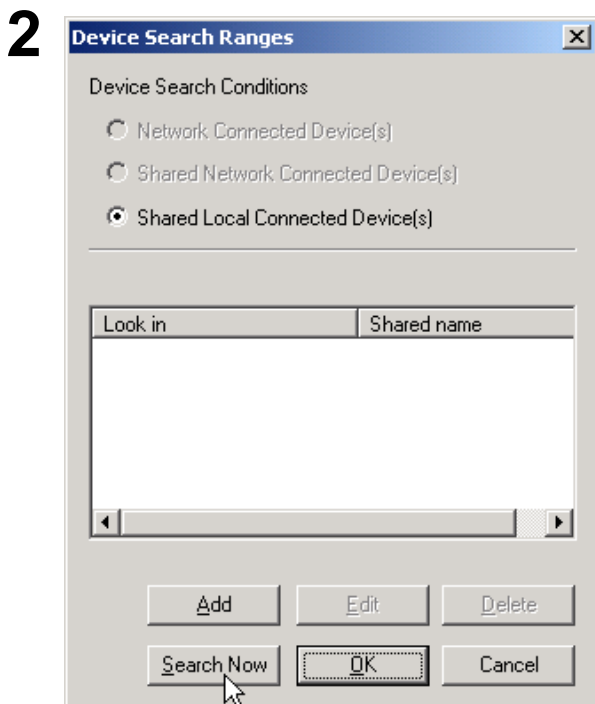
Device Search Ranges appears.

Click the [Search Now] 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 [Add] button and specify the Domain or Workgroup, or specify the Computer Name directory to reduce the searching time.

2
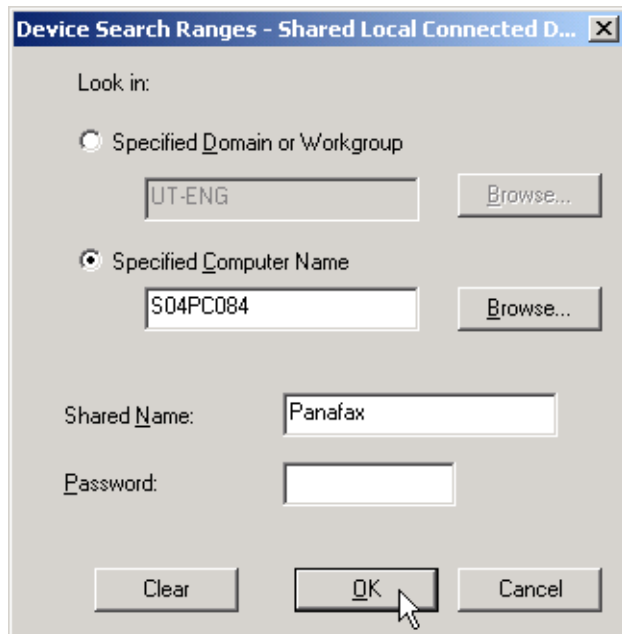
• Look in
  - Specified Domain or Workgroup
    Input the device's Domain or Workgroup.
  - Specified Computer Name
    Input the Server Computer Name.
  - Shared Name
    Input the Server Shared Name if you changed from the default setting.
• Password
  Input the Server Password if it was changed from the default setting.
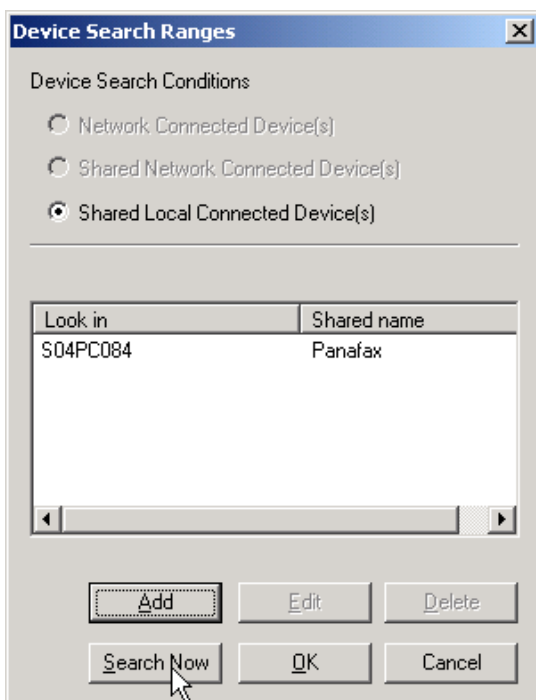
Continued on the next page...

Panafax Desktop

Installation and Setup (For the Local Connected Models)

3
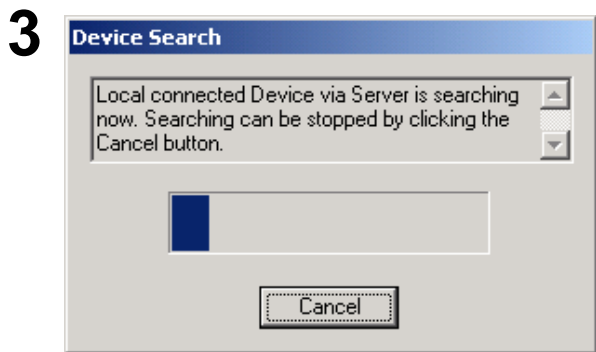
Start searching the Server for Local connected Devices.

4
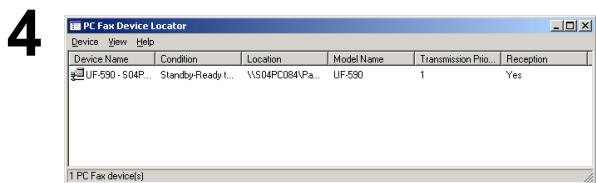
The Local connected devices via Server is listed in the PC Fax Device Locator.

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

5
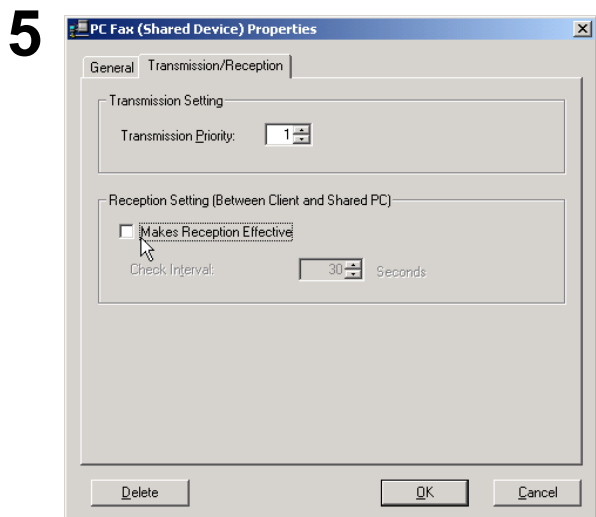
Note: *The reception function is shown as "Yes" if the shared device's reception function is effective. If you do not wish to receive faxes, select the Device and double-click or Click **Device | Properties** from the menu.The **PC Fax (Shared Device)** Properties appears.Click **Transmission/ Reception** tab and checkout a box of "Makes Reception Effective". Click* [OK] .

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.

1
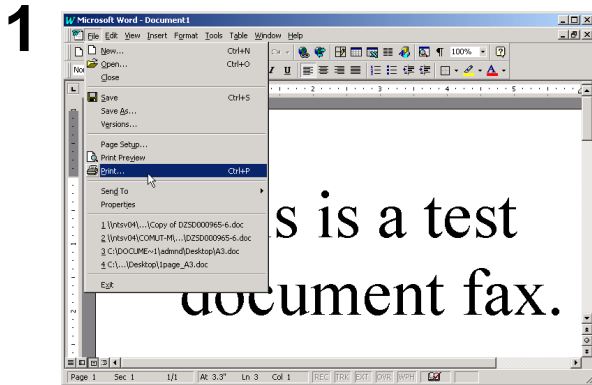
From the current Application select **Print** from the **File** menu.

2
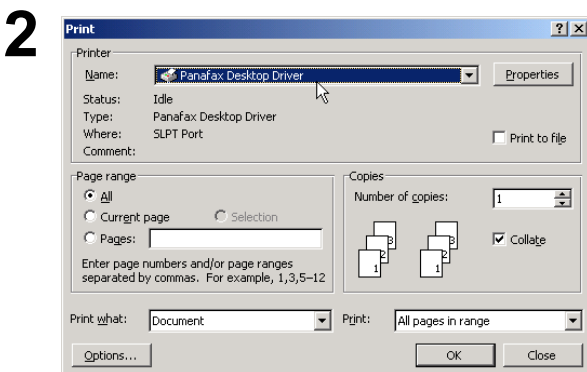
The **Print** dialog box appears.

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

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

3
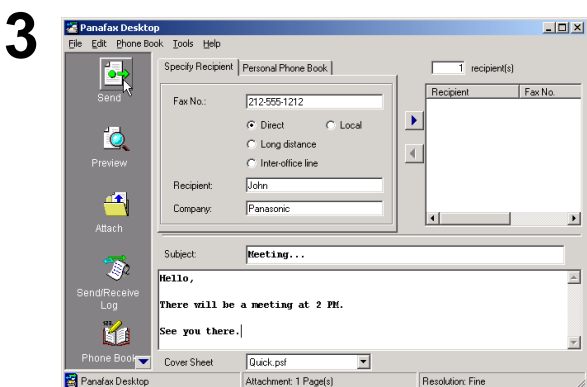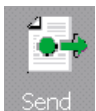
Enter the recipient's Fax No., Name and Company or select your Personal Phone Book.
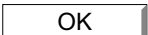
Click the [▶] button to enter the recipient to the recipient list.
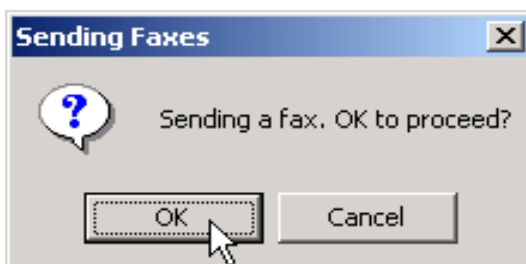Enter/select another recipient if you desire.

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

Click on the [Send] button when ready to send the fax.

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

**4**
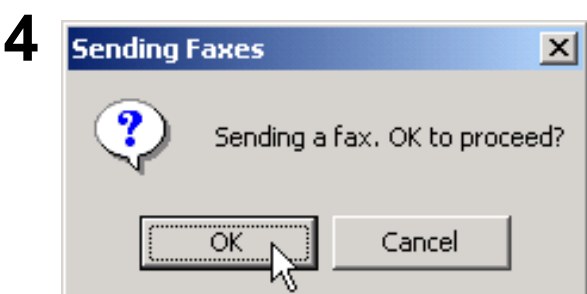
Click on the [OK] button to start the transmission.

Continued on the next page...

Panafax Desktop

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.

1
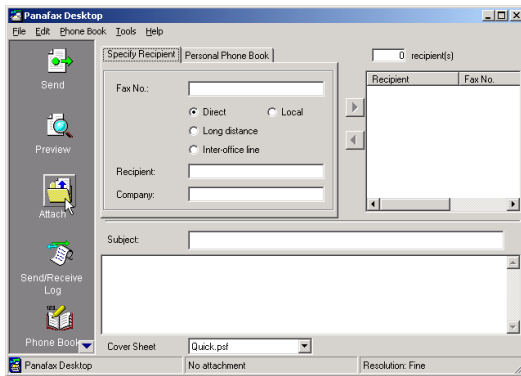
Click ![icon] icon on the Windows Desktop.

The **Panafax Desktop** window appears.

Click on the ![Attach button] button to select a file for the transmission.

2
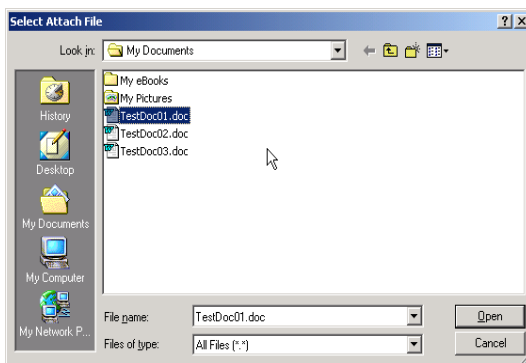
Select the file and click the [Open] button to convert the document into a Fax image.
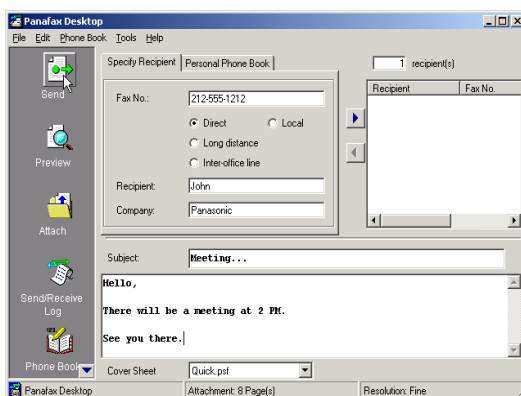
3

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

Click the [▶] button to enter the recipient to the recipient list.

Enter/select another recipient if you desire.

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

Click on the ![Send button] button when ready to send the fax.

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

4

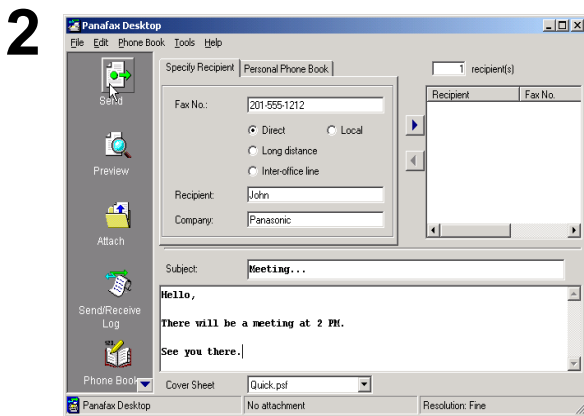Click on the [OK] button to start the transmission.

Sending Document

Sending a fax memo by Panafax Desktop

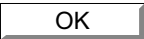You can send a fax memo directly from the Panafax Desktop. This memo can be sent quickly and easily.
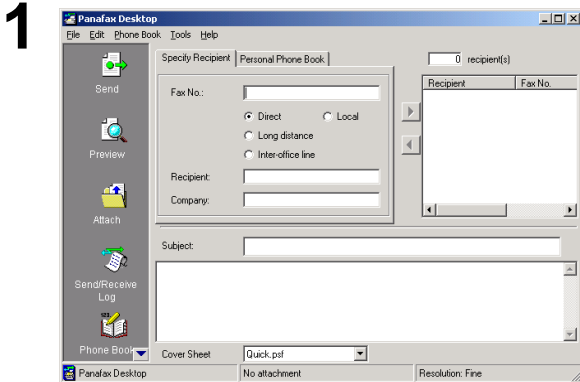
1

Click [icon] 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
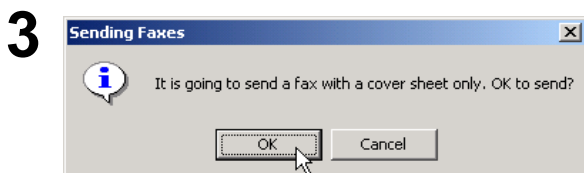
Click on the [OK] button to start the transmission.

Receiving Document

Receive Setting

1

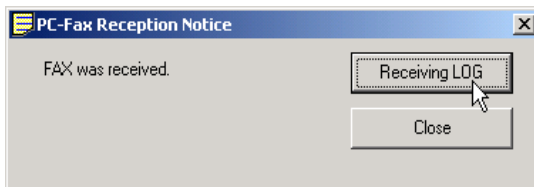Confirm the Panasonic Communications Utility icon is in the taskbar tray.

2
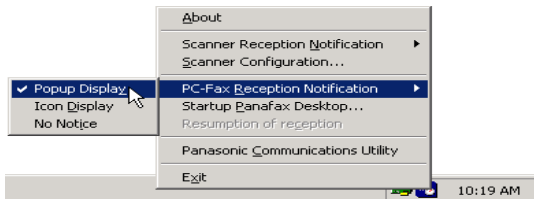
Right-click the Panasonic Communications Utility Icon to show the menu and select the PC-Fax Reception Notification.

- Popup Display
- Icon Display
- No Notice

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

1

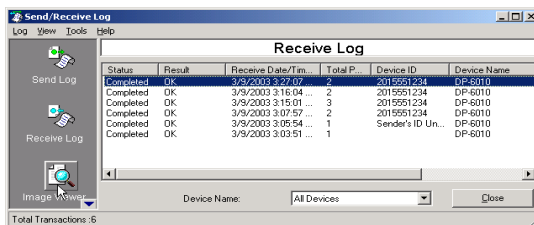A receiving notice appears on the connected PC.

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

[Image Viewer] button to view the received fax.

3
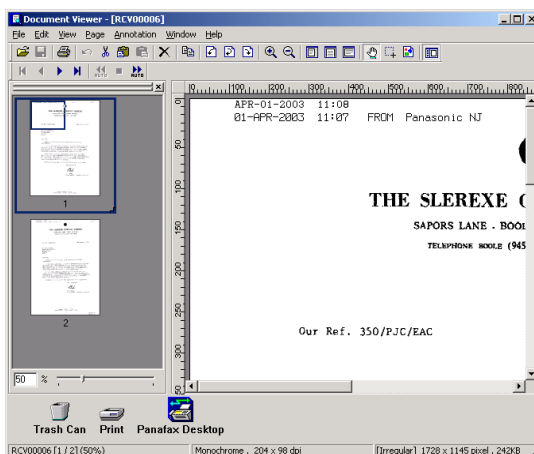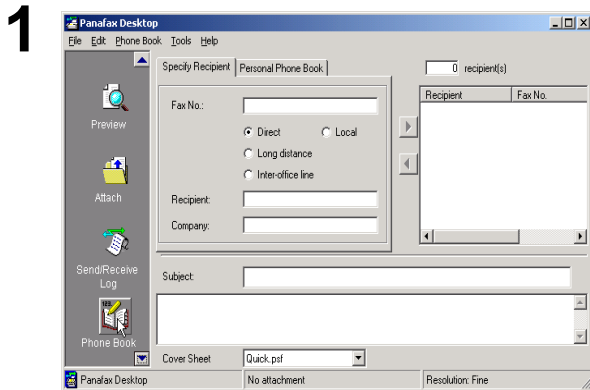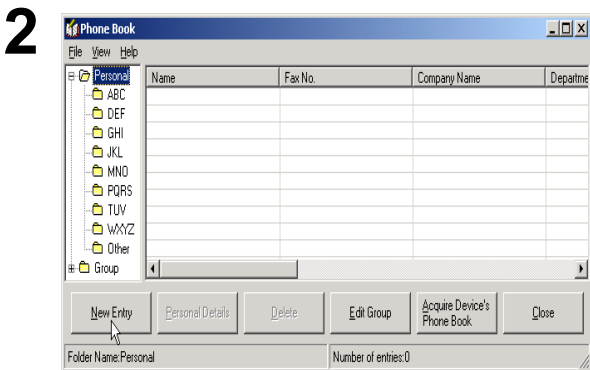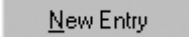
The received fax is displayed on the PC.

Registering the Personal Phone Book

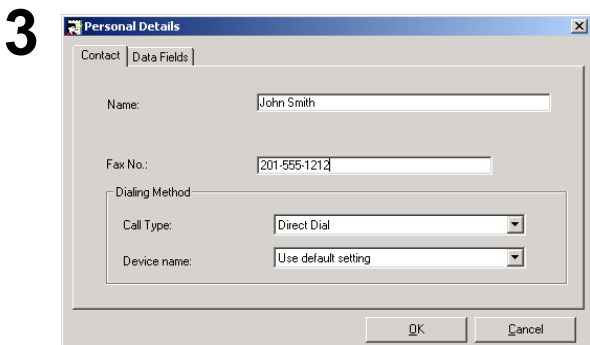**To register a recipient to the Personal Phone Book, follow the steps below:**

1

Click on the [Phone Book] button to open the Phone Book dialog Box.
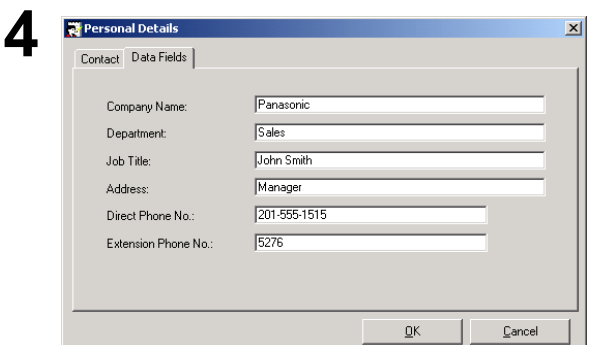
2

Click on the [New Entry] 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 [OK] button to save the entry.

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

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Panafax Desktop

Registering the Personal Phone Book

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

1
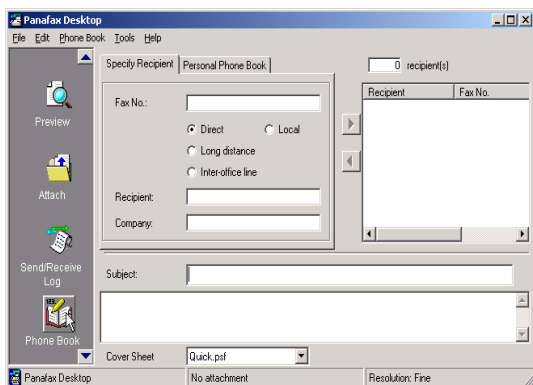
Click the [Phone Book] button.

2
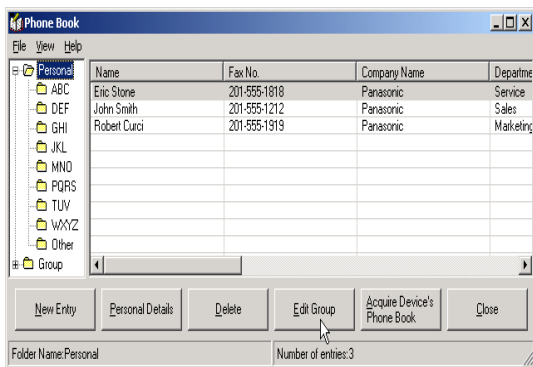
The **Phone Book** dialog box appears.

Click the **Edit Group** button.
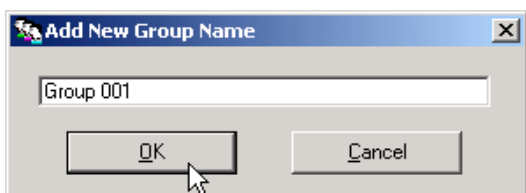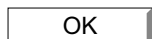
3
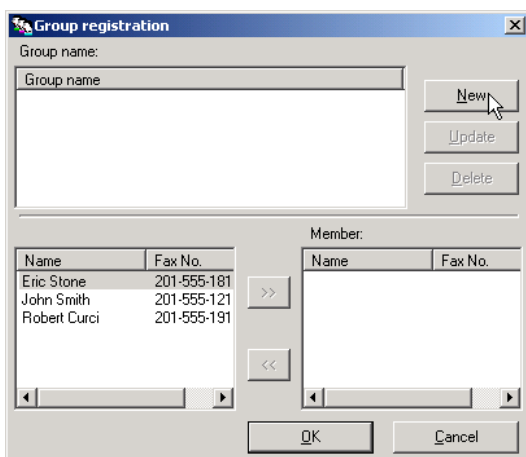
The **Group Registration** dialog box appears.

Click the **New** button.
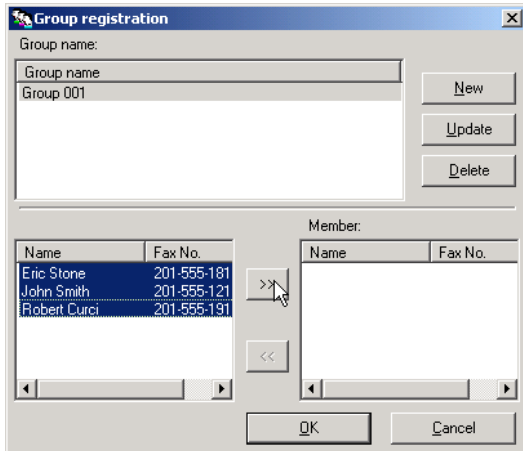
4

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

Enter the group name and click **OK** button.

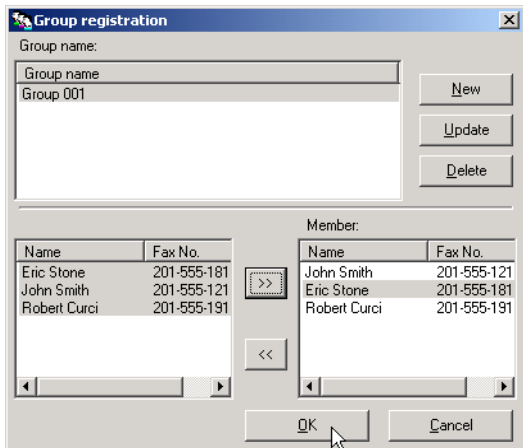## Registering the Personal Phone Book

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.
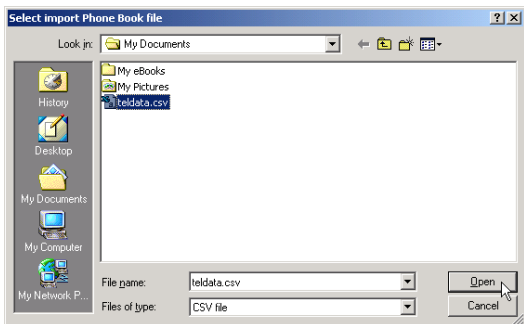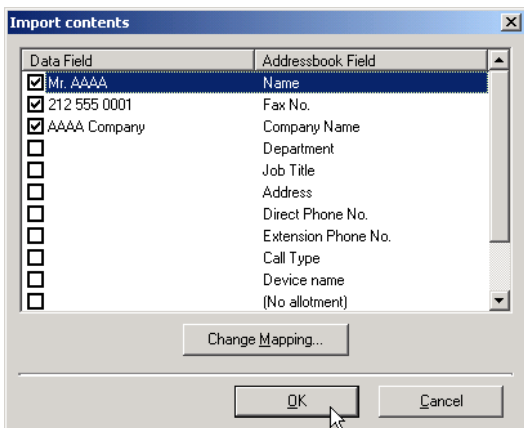
Import from the CSV file

1
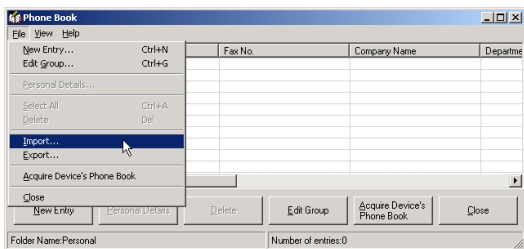
On the Phone Book dialog box,Select **File | Import**... from the menu.

2

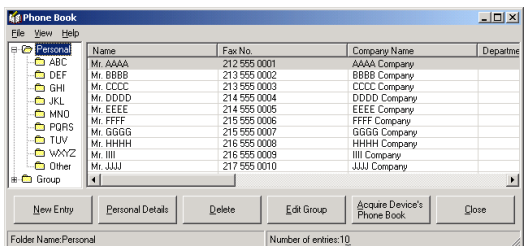Select the file to be imported and click ☐ Open ☐.

3

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 mach.

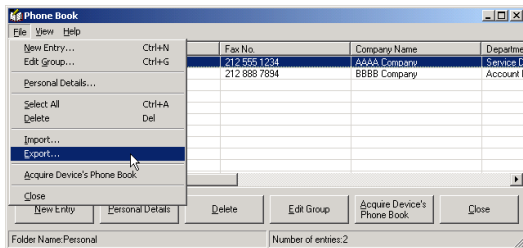Click ☐ OK ☐ if you completed.

4

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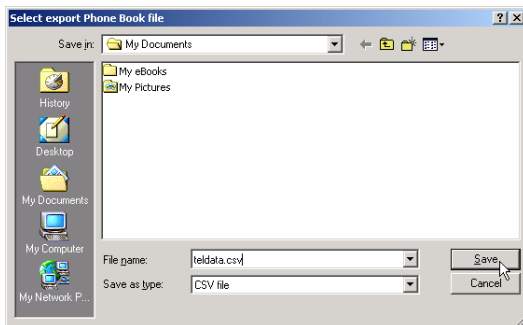
Registering the Personal Phone Book

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 [OK] to save the CSV file.

Panafax Desktop

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
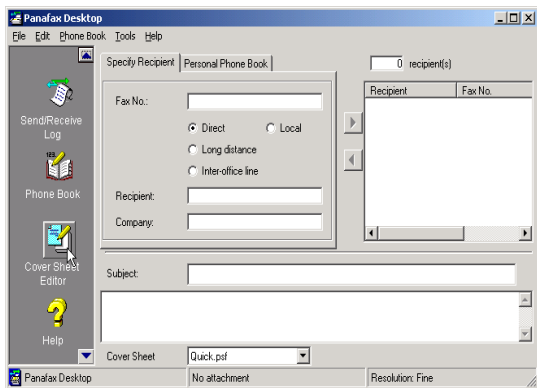
Click the [Cover Sheet Editor icon] button.

2
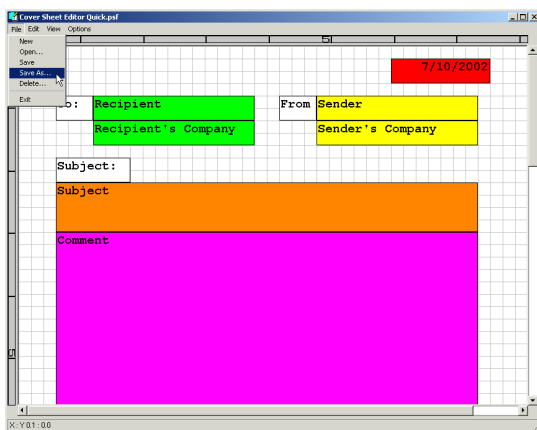
The Cover Sheet Editor window appears.
Edit the Cover Sheet.
Select **Save As** from the **File** menu.

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 [New Folder] button,
enter the New Folder Name,

and then click [OK].

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.

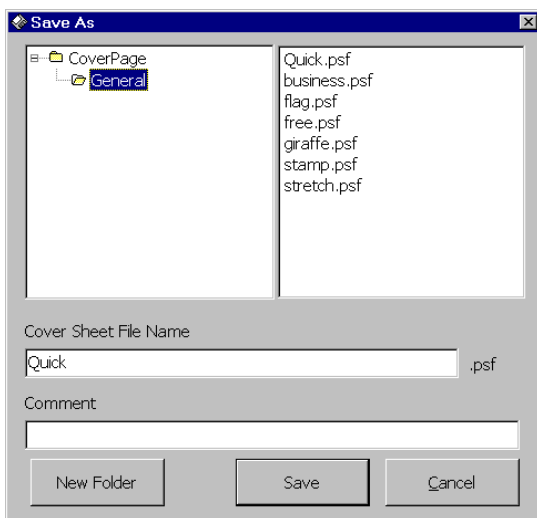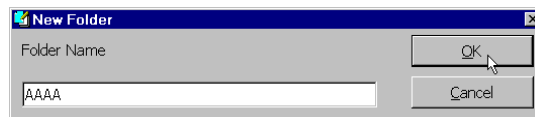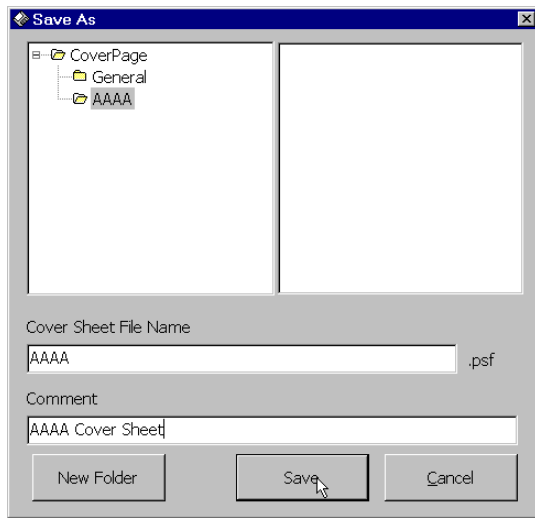Click [Save] button to save the New Cover Sheet.

[Edit] menu

Page Size	:	Sets the size of the cover sheet.
Date Frame	:	Inserts a date field.
Text Frame	:	Inserts a text box.
Line/Box	:	Inserts a line or box.
Image Frame	:	Inserts an existing image file (bmp file).
Recipient Details	:	Inserts the information set in the [Contact] and [Data Fields] tabs on the Personal Address Book.
Sender Details	:	Inserts the information set in the [Sender Details] 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.

Panafax Desktop

Main Window and Toolbar

Main Window
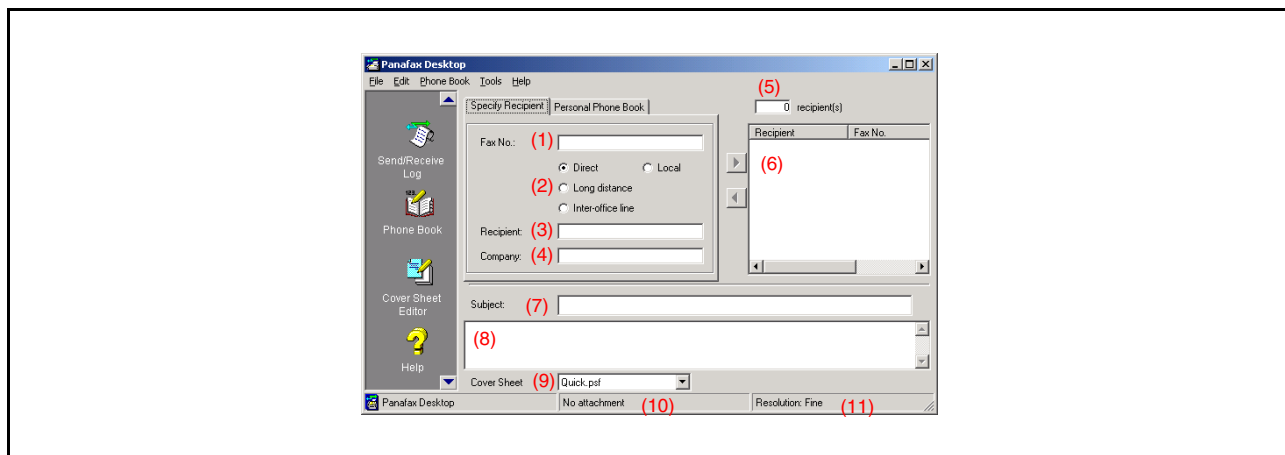
(1)	Fax No.	Enter the destination fax number.
(2)	Line Select	Check the line type to dial the preset code before the telephone number. See the Dialing Setting Tab of Configuration Menu.
(3)	Recipient	When this is entered, reflected on the cover sheet.
(4)	Company	When this is entered, reflected on the 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.

Main Window and Toolbar

Toolbar

Send	Used to start the transmission.
Preview	Used to view the cover sheet or transmission file.
Attach	Used to select the file to be sent.
Send/Receive Log	Used to show the Send/Receive Log Manager.
Phone Book	Used to open your personal Phone Book.
Cover Sheet Editor	Used to create or edit a Cover Sheet.
Help	Used to show the On-line help.

# Panafax Desktop

Configuration Menu

Configuration setting
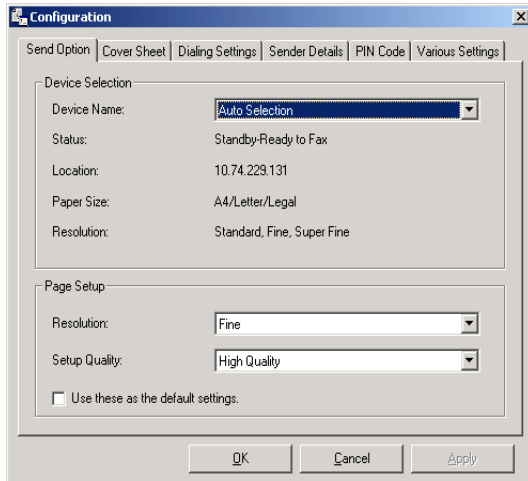
Send Option Tab
Device Selection
- Device Name:
  A device can be chosen here when more than one device is connected with network connected type devices.
- Auto Selection:
  Effective device is selected automatically by the priority setting order.
- Rotation:
  Effective device is selected automatically 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.
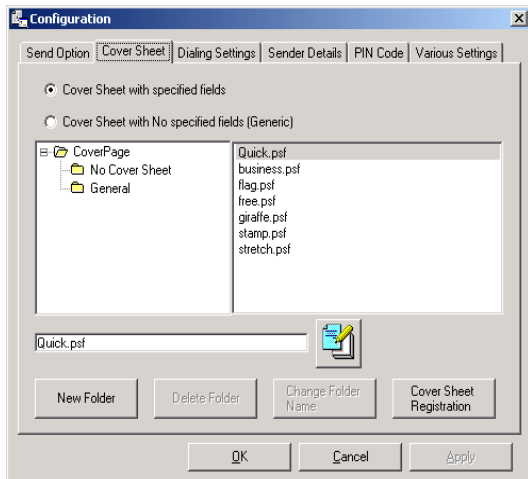
Cover Sheet Tab
Setting the usage of the Cover Sheet.
- Cover Sheet with specified fields
  The address information is inserted into the TO field of the Cover Sheet.
  The transfer time to the device sometimes becomes long because the image data is sent to the device multiple times in the case of multi-station 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

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

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

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

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.
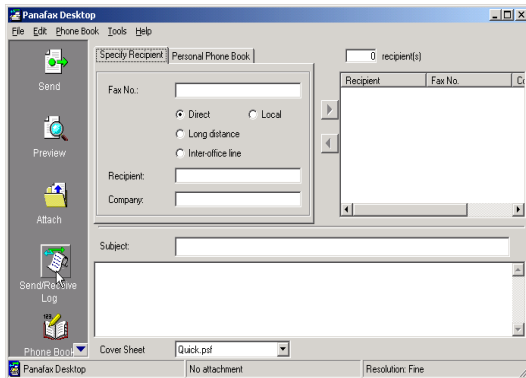• Notification Message
Various notices can be set up.
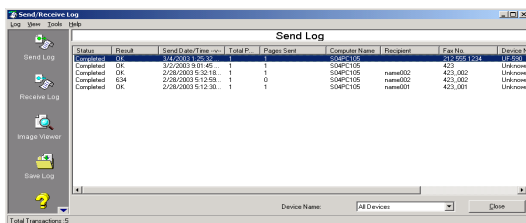
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Send Log/Receive Log

Send/Receive Log

The transmission and the reception can be confirmed.

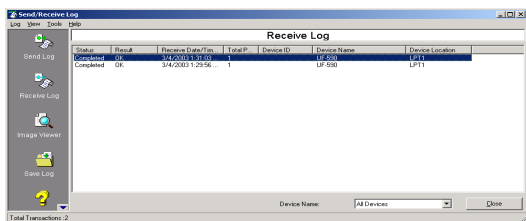**1**

Click the [button icon] button.

2

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

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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

1

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

2

Select the Folder that you want to save and click

OK .

You can make a new folder by clicking New Folder .

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

3

Select if you wish to Delete the Logs after saving.

4

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).

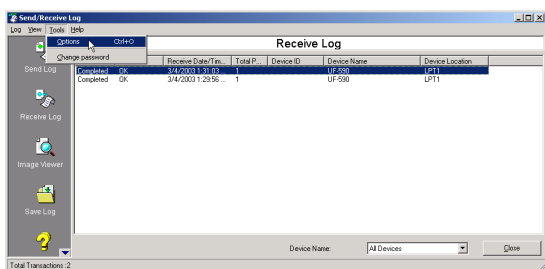**Document Management System Section**

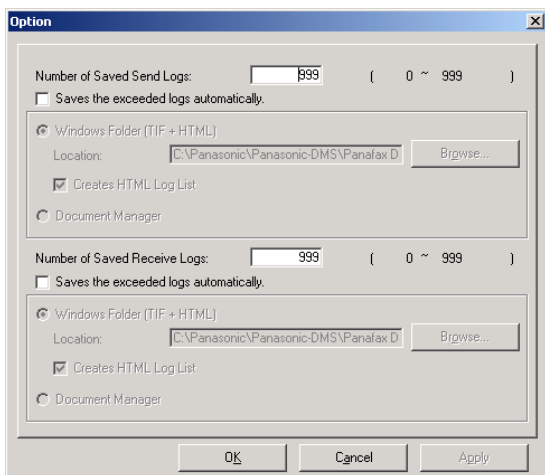## Send Log/Receive Log

Automatic Save Log

1

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

2

Option window appears.
Set the Save Log settings accordingly.

Troubleshooting

Printing operation fails

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

• Connection cables are properly connected.
• Length of connection cables is not longer than 20 ft. (6 m).
• Power of devices is turned on.
• Paper is loaded on the device properly.
• Error message is not displayed on device.

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

Windows 98/Me   [General Tab]   (See page 13)

Windows NT 4.0   [General Tab]   (See page 22)

Windows 2000/XP   [General Tab]   (See page 35)

NOTE

1. The status of the devices can be verified by the status monitor (See page 101).

Troubleshooting

Document is not printed correctly

Problem	Action
Printing position is wrong or print is misses on the edge	Paper size or printing orientation is different between the application settings and the printer driver settings. Specify the settings again. The specified paper has not been loaded on the device. Specify the settings again or load the appropriate paper. The document margin is not sufficient. On the machine, a margin of approx. 5 mm or more is required at the sheet edge. (Recommended printing margin) Adjust the margin correctly.
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	The wait time for printing operations depends on the spool settings.
	Select **Spool print jobs so program finishes printing faster** in spool settings.
	  • Reference :
	  Windows 98/Me [Details Tab] (See page 14)
	  Windows NT 4.0 [Scheduling Tab] (See page 24)
	  Windows 2000/XP [Advanced Tab] (See page 38)

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Error messages displayed on the computer

| Problem	Action
Error in writing to LPT1. Unable to write to the Specified device.	Verify that the device is connected to the computer correctly. Verify that the power of the device is turned on. Verify that the paper is properly loaded.

Error in writing to LPT1.
Printer timeout error occurred.
	Verify that the power of the device is turned on.
	Excessive data volume or number of pages may overflow the device's memory, disabling data reception.
	Increase the timeout setting value in properties (for transmission retry).
	  • Reference :
	    Windows 98/Me [Details Tab] (See page 14)
	    Windows NT 4.0 [Port Tab] (See page 23)
	    Windows 2000/XP [Port Tab] (See page 37)

Printing is disabled due to an error in the current printer settings.	Differences in settings such as paper size or printing orientation exists between the application and the printer driver. Specify the correct settings.

Appendix

Printing/Scanning Area

Top

0.1/2.5

0.1/2.5

0.1/2.5

Bottom

(Unit: inches/mm)
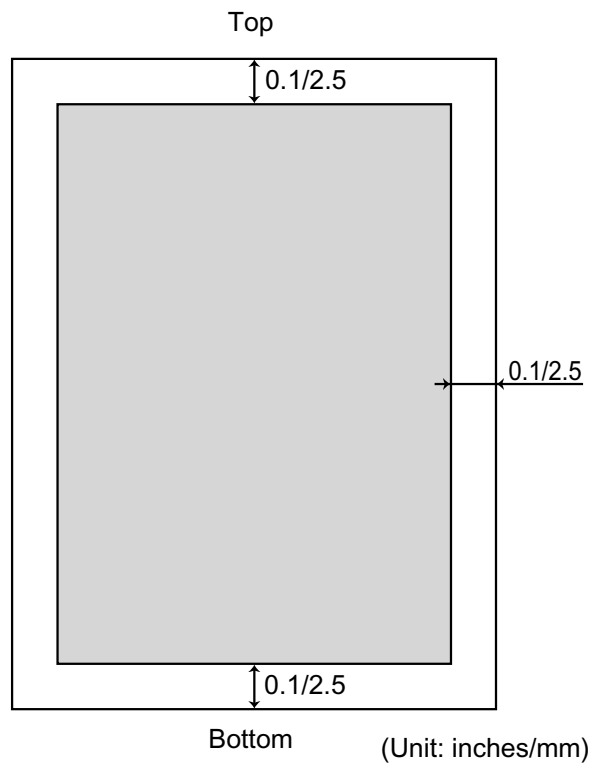
Parallel Interface Connector

The printer has a parallel interface for connecting to PC.

Shape of Connector
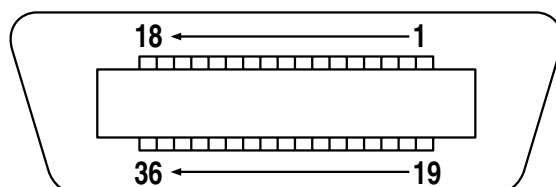
Signal lines and pin arrangement

No.	I/O	Signal name	No.	I/O	Signal name
1	I	STB	19	-	GND
2	I/O	DATA0	20	-	GND
3	I/O	DATA1	21	-	GND
4	I/O	DATA2	22	-	GND
5	I/O	DATA3	23	-	GND
6	I/O	DATA4	24	-	GND
7	I/O	DATA5	25	-	GND
8	I/O	DATA6	26	-	GND
9	I/O	DATA7	27	-	GND
10	O	nACK	28	-	GND
11	O	BUSY	29	-	GND
12	O	PE	30	-	GND
13	I	SELECT	31	I	nNIT
14	O	nAUTOFD*	32	O	nFAULT
15	-	Not Used	33	-	Not Used
16	-	GND	34	-	Not Used
17	-	GND	35	-	Not Used
18	O	PLH	36	I	nSELIN*

*Signal used for bidirectional communication

Signal functions

Signal name	Function
STB	Signal for sending data to printer. Steady-state value is **High**. Printer reads data until this signal becomes from **Low** to **High**.
DATA0 to DATA7	Input signal for receiving 8-bit data. Logic 1 is **High**. **DATA0** is **LSB** and **DATA 7** is **MSB**.

Appendix

Parallel Interface Connector

Signal name	Function
nACK	Signal indicating that printer has read data into device completely. This signal is output in response to **/STB**.
BUSY	Signal indicating that printer is unable to receive data. Printer is able to receive data when this signal is **Low**.
PE	Signal indicating Paper Out of printer. This signal is **Low** when paper is loaded and is **High** when paper is out.
SELECT	Signal indicating that printer is under online status. Printer is capable ofreceiving data when this signal is **High**.
nAUTFD	Signal used for bi-directional communication
GND	Ground
VCC	Signal indicating that the power of printer is on. This signal allows verifying ON/OFF status of power of printer and connection status of printer cable.
nINT	Signal for initializing printer. Steady-state value is **High**. Printer is initialized by **Low**.
nFAULT	Signal indicating that printer is faulty.
nSELIN	Signal used for bi-directional communication.

Installing the Panasonic Class 2 Fax Modem

Installation (Windows 98/Me)

The installation is required for transmitting/receiving of Faxes with a PC using general-purpose PC fax function software (recommended: WinFax PRO 10.0).

Class 2 Fax Modem

1 Install the Com Port Redirector component from the Panasonic-DMS installation using the Custom install if you haven't installed the PDMS software.

2
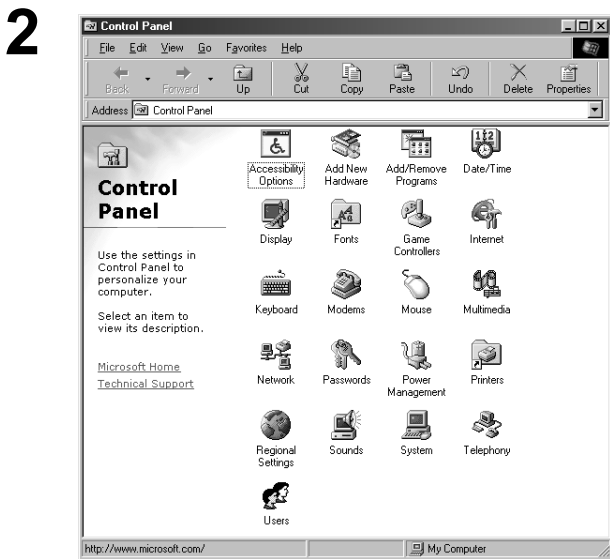
Select **Settings** from the **Start** menu and open the **Control Panel**.

Double-click the **Add New Hardware** icon.

3

Click on the [Next] button.

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Installation (Windows 98/Me)

4

(Windows 98/Me only)

Click on the [Next] button.

5

1. Select **No, the device isn't in the list**.
2. Click on the [Next] button.

   (This screen will only appear if a new device is found.)

(Windows 98/Me only)

3. Select **No, I want to select the hardware from a list**.
4. Click on the [Next] button.

Installation (Windows 98/Me)

6

1. Select **Ports (COM&LPT)**.
2. Click on the [Next] button.

7
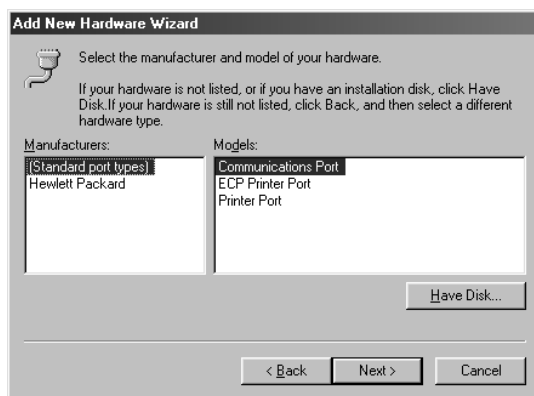
1. Select **Communications Port**.
2. Click the [Have Disk...] button.

8

1. Enter **D:\English\PanaDMS\Setup**.
   (Where "D" is your CD-ROM drive.)
2. Click on the [OK] button.

9

Click on the [Next] button.

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Installation (Windows 98/Me)

10

Click on the [Next] button.

11

Click the [Finish] button.

12
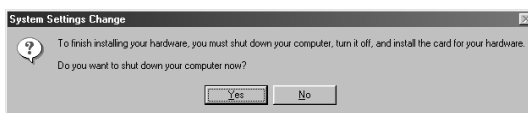
Click the [Yes] button and restart the PC.

13

Repeat steps from "1" to "3."

Installation (Windows 98/Me)

14

1. Select **No, the device isn't in the list**.
2. Click on the [Next] button.

(This screen will only appear if a new device is found.)

3. Select **No, I want to select the hardware from a list**.
4. Click on the [Next] button.

(Windows 98/Me only)

15

1. Select **Modem**.
2. Click on the [Next] button.

Continued on the next page...

Installation (Windows 98/Me)

16
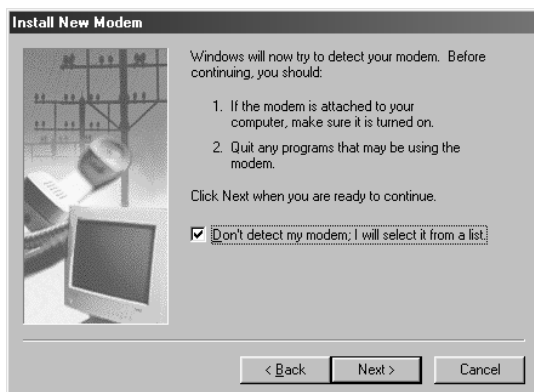
1. Select **Don't detect my modem; I will select it from a list**.
2. Click on the [Next] button.
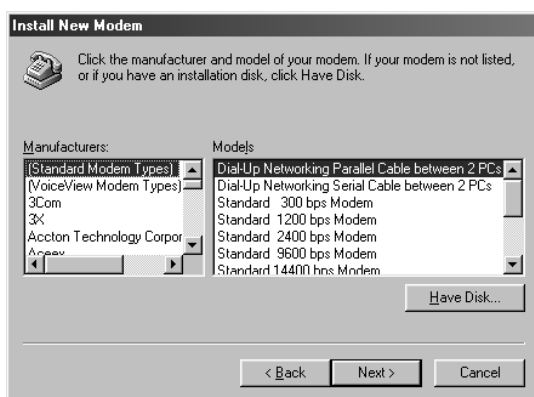
1. Click the [Have Disk...] button.

17

1. Enter **D:\English\PanaDMS\Setup**.
   (Where "D" is your CD-ROM drive.)

2. Click on the [OK] button.

18
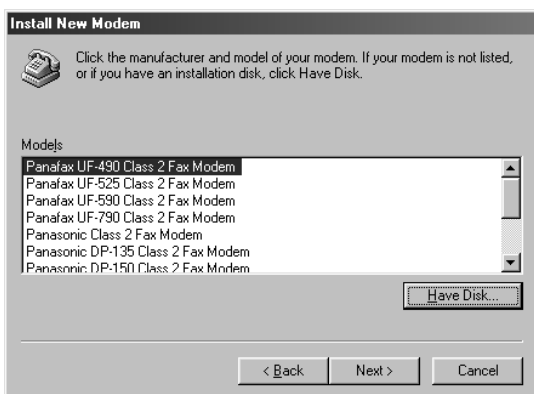
1. Select the **Class 2 Fax Modem** of your machine.
2. Click on the [Next] button.

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Installation (Windows 98/Me)

19
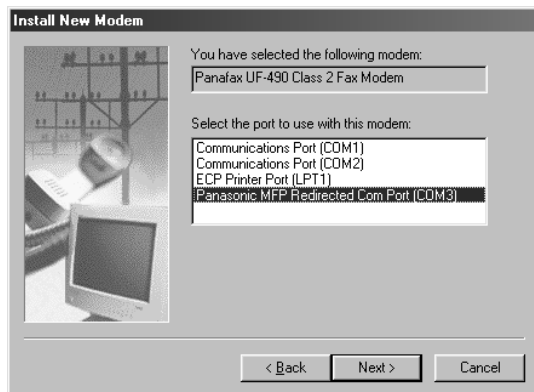
1. Select **Panasonic MFP Redirected Com Port (COM3*)**.
   * COM number depends on the PC.

2. Click on the [Next] button.

20

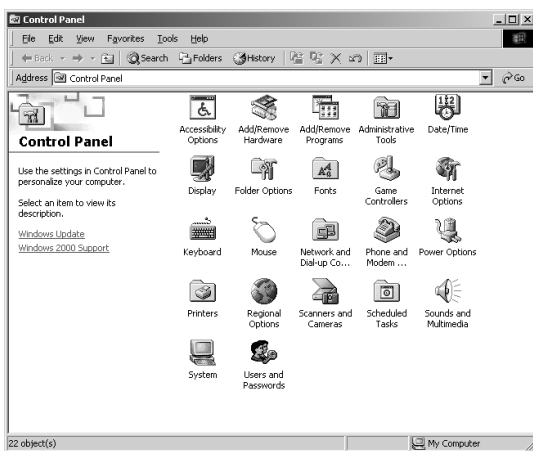Click the [Finish] button.

• Installation of the modem is completed.

Installing the Panasonic Class 2 Fax Modem

Installation (Windows NT 4.0)

Installing the Panasonic Class 2 Fax Modem. The installation is required for transmitting/receiving Faxes with a PC, using general-purpose PC fax function software (recommended: WinFax PRO 10.0).

Class 2 Fax Modem

1 Install the Com Port Redirector component from the Panasonic-DMS installation using the Custom install if you haven't installed the PDMS software.

2 Select **Settings** from the **Start** menu and open the **Control Panel**.

3   Double-click **Modems** icon.

4
1. Select **Don't detect my modem; I will select it from a list**.
2. Click on the [Next] button.
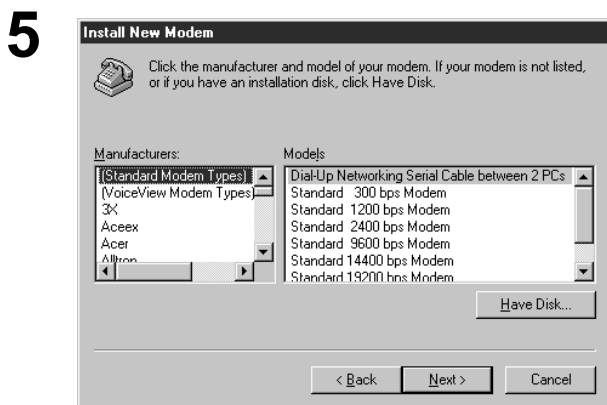
5   Click the [Have Disk...] button.

Installation (Windows NT 4.0)

6
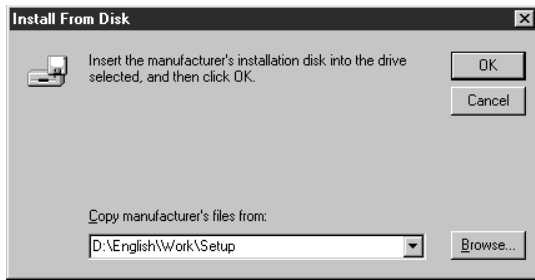
1. Enter **D:\English\Work\Setup**.
   (Where "D" is your CD-ROM drive.)
2. Click on the [OK] button.

7
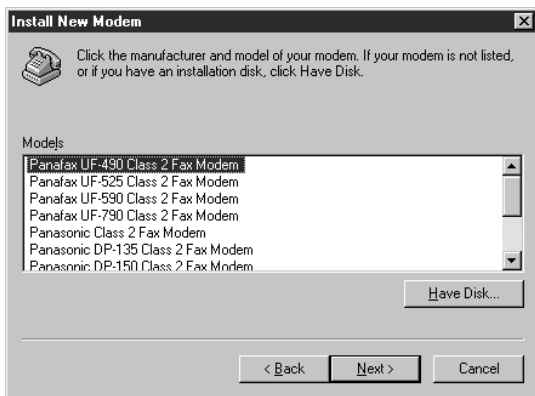
1. Select the **Class 2 Fax Modem** of your machine.
2. Click on the [Next] button.
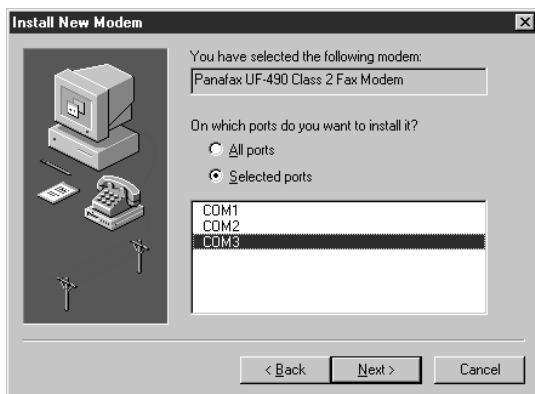
8

1. Select the COM port shown at the bottom of the COM ports list.
2. Click on the [Next] button.

9

Click the [Finish] button.

• Installation of the modem is completed.

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Installation (Windows NT 4.0)

10

Modems Properties screen with General tab. "The following modems are set up on this computer:" Modem: Panafax UF-490 Class 2 Fax Modem, Attached To: COM3. Buttons: Add..., Remove, Properties. Dialing Preferences — Dialing from: Use Dialing Properties to modify how your calls are dialed. Dialing Properties button. Close, Cancel buttons.
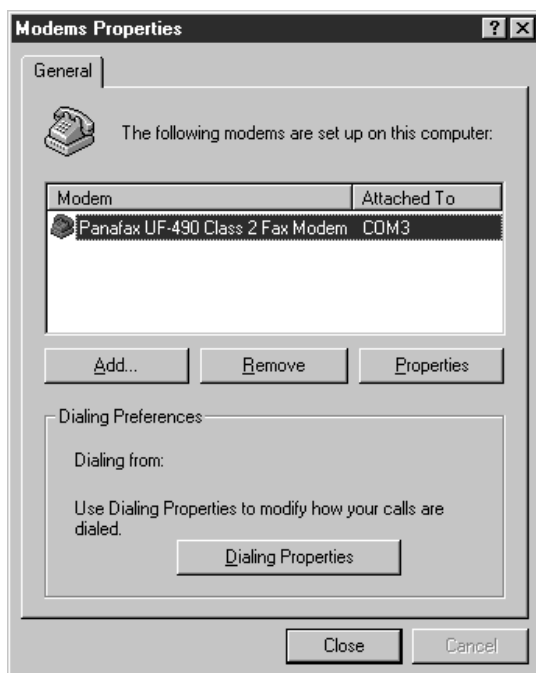
Close the Modems Properties screen.

Installing the Panasonic Class 2 Fax Modem

Installation (Windows 2000/XP)

Installing the Panasonic Class 2 Fax Modem. The installation is required for transmitting/receiving FAX's with a PC, using a general-purpose PC fax function software (recommended: WinFax PRO 10.0).

Class 2 Fax Modem

1 Install the Com Port Redirector component from the Panasonic-DMS installation using the Custom install if you haven't installed the PDMS software.

2 Select **Settings** from the **Start** menu and open the **Control Panel**.

3

Double-click the **Add/Remove Hardware** icon.

4

Click on the [Next] button.

5

1. Select **Add/Troubleshoot a device**.
2. Click on the [Next] button.

Continued on the next page...

Class 2 Fax Modem Section

Installing the Panasonic Class 2 Fax Modem

6
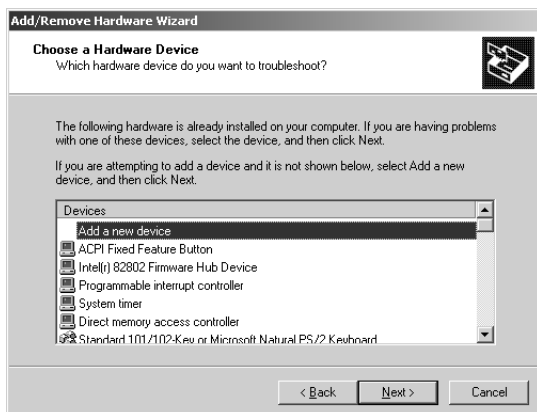
1. Select **Add a new device**.
2. Click on the [Next] button.

7
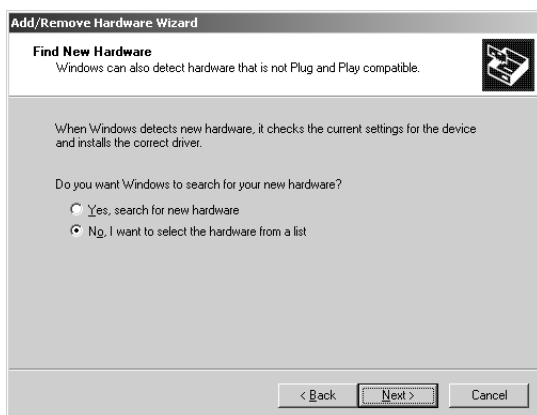
1. Select **No, I want to select the hardware from a list**.
2. Click on the [Next] button.

8
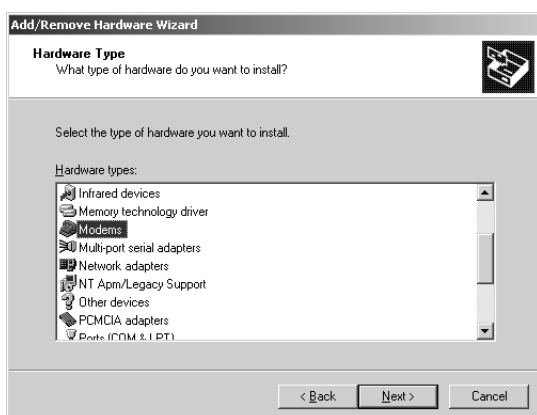
1. Select **Modems**.
2. Click on the [Next] button.

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1. Select **Don't detect my modem; I will select it from a list**.
2. Click on the [Next] button.

Installation (Windows 2000/XP)

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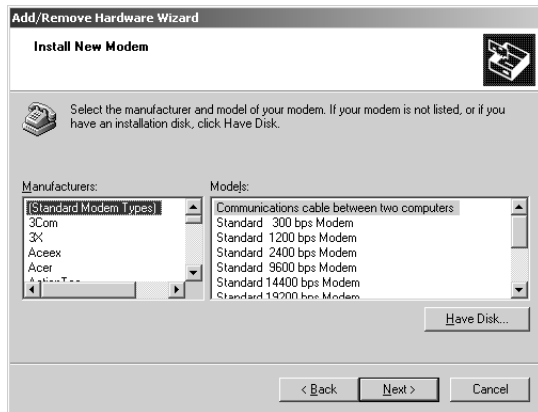
Click the [Have Disk...] button.

11
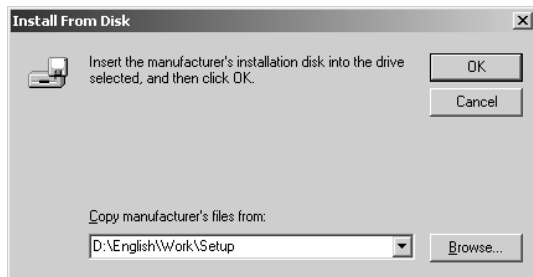
1. Enter **D:\English\PanaDMS\Setup**.
   (Where "D" is your CD-ROM drive.)
2. Click on the [OK] button.

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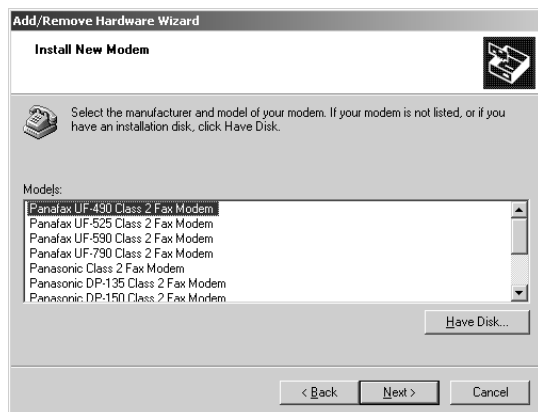
1. Select the **Class 2 Fax Modem** of your machine.
2. Click on the [Next] button.

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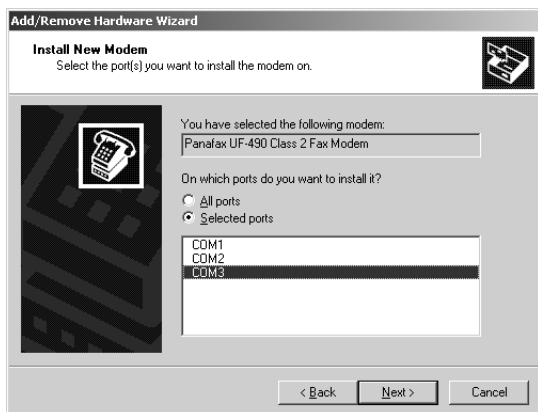
1. Select the COM port shown at the bottom of the COM ports list.
2. Click on the [Next] button.

Continued on the next page...

Installation (Windows 2000/XP)

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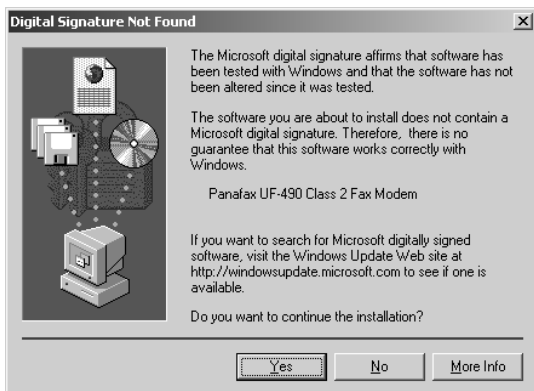
1. If a warning message for logo certification appears, click the [Yes] button and continue installation.

2. Click the [Finish] button.
   • Installation of the modem is completed.

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For Service, Call: