Panasonic®

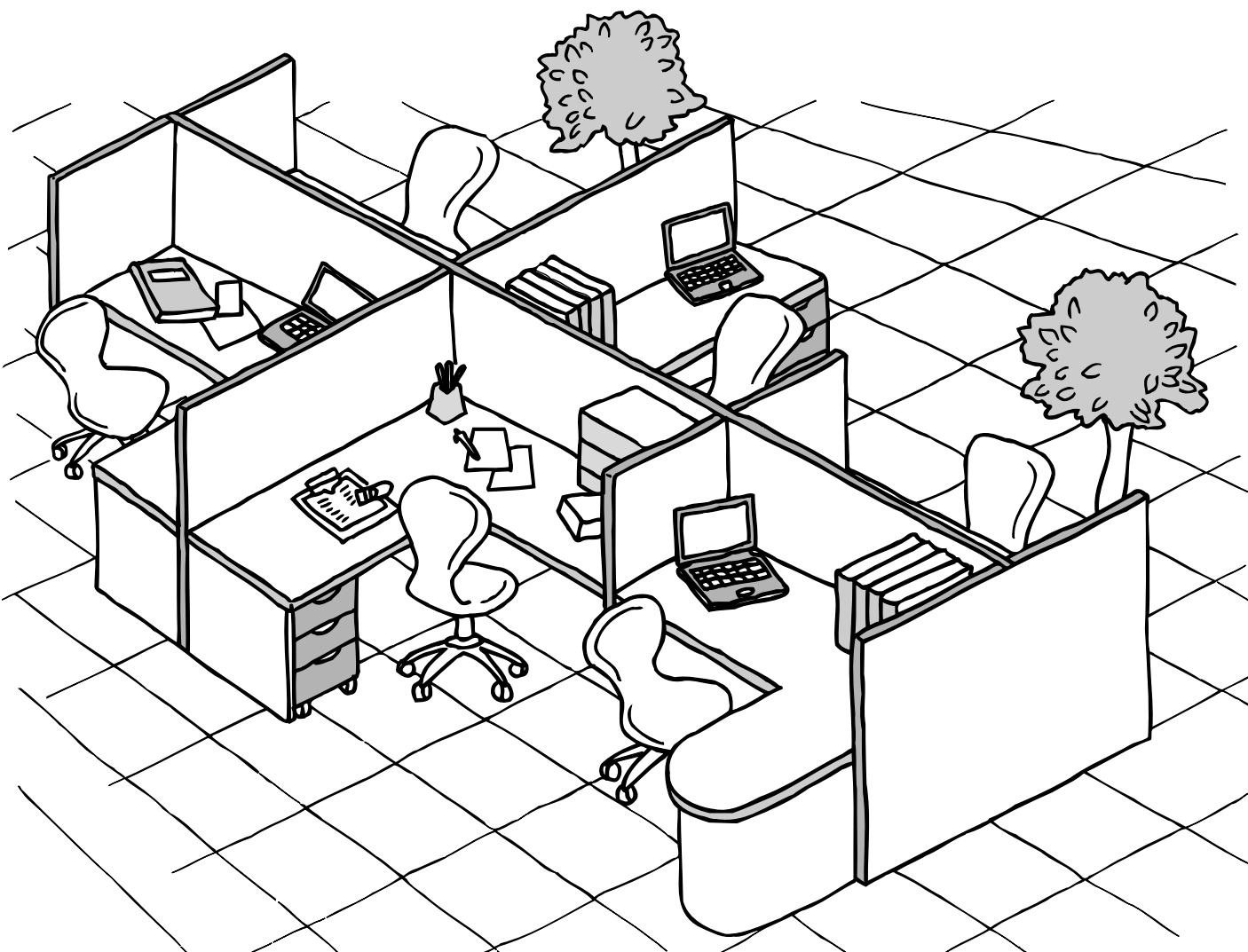## Software
Operating Instructions
(For Document Management System and Printer)

Model No. **UF-7000/7100/8000/8100/9000**

Panafax

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

English

The **UF-9000** model used throughout this manual for the PC screens is for
illustration purpose only. The operation is the same for other models as well, therefore,
when reading this manual substitute with your machine model instead.

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Before Starting

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Table of Contents

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4

Document Management System Section

Troubleshooting

Appendix

External View and Control Panel

External View

■ UF-7000/7100/8000/8100
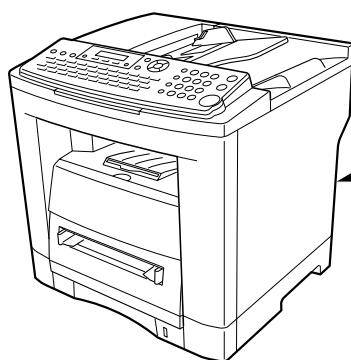
USB Cable
(USB cable is not included with the product)
● For peak performance and optimal data transmission, purchase an Universal Serial Bus (USB) Hi-Speed Cable. Consult with your service provider for further details.
Note: The USB port is only available for printing.
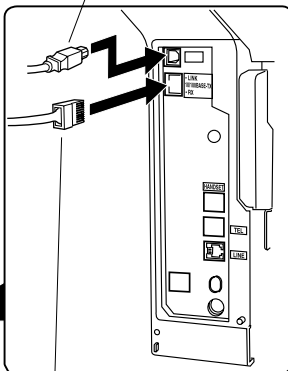
LAN Cable (10Base-T/100Base-TX Cable)
(LAN cable is not included with the product)
● Purchase a Category 5 (CAT 5) Cable, compliant with EIA/TIA 568-A-5 standard.
Connect to your 10Base-T/100Base-TX Ethernet Network.

■ UF-9000
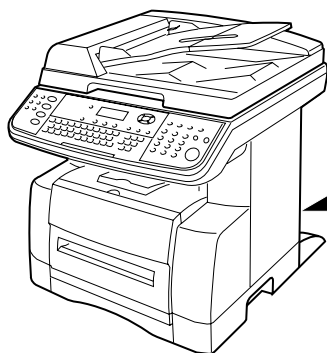
USB Cable
(USB cable is not included with the product)
● For peak performance and optimal data transmission, purchase an Universal Serial Bus (USB) Hi-Speed Cable. Consult with your service provider for further details.
Note: The USB port is only available for printing.

LAN Cable (10Base-T/100Base-TX Cable)
(LAN cable is not included with the product)
● Purchase a Category 5 (CAT 5) Cable, compliant with EIA/TIA 568-A-5 standard.
Connect to your 10Base-T/100Base-TX Ethernet Network.

6

Control Panel

■ UF-7000/8000


```
PRINTER ON LINE
```

■ UF-7100/8100


```
PRINTER ON LINE
```
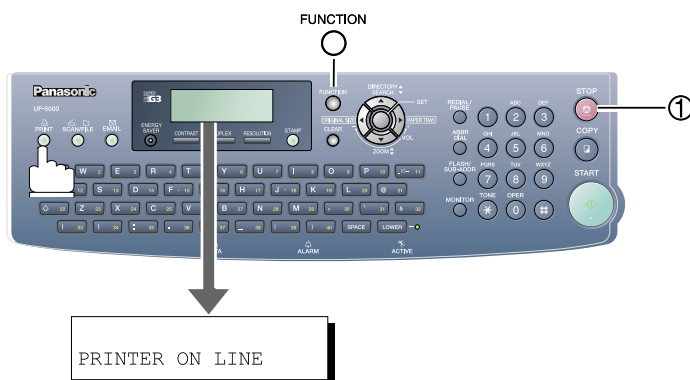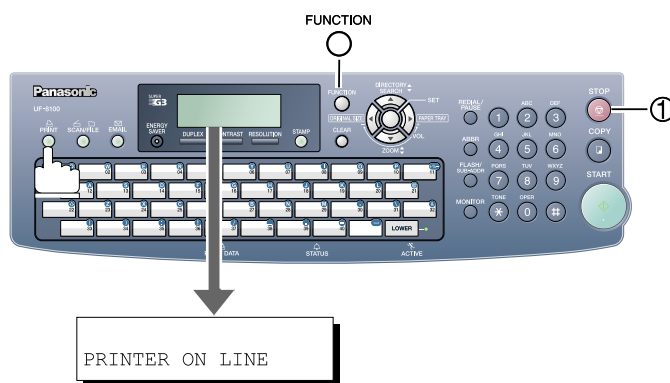
No.	Name	Function
①	STOP Key	Used to cancel the print job. **Note:** Make sure that the PRINT lamp is ON and printer is on line. If not, press [PRINT] button in advance to cancel the print job.

1 Mailbox (See page 77)

2 Secure Mailbox (See page 80)

3 Job Control
    1. Printer Status
      • Online
      • Offline
    2. Print Cancel
      Note: Make sure that the PRINT lamp is ON and the printer is on line to cancel the print job.

4 Printer Settings (See page 84)

NOTE   *1. Function setting is accessible only when the machine is in the Ready Mode.*

External View and Control Panel

Control Panel

■ UF-9000
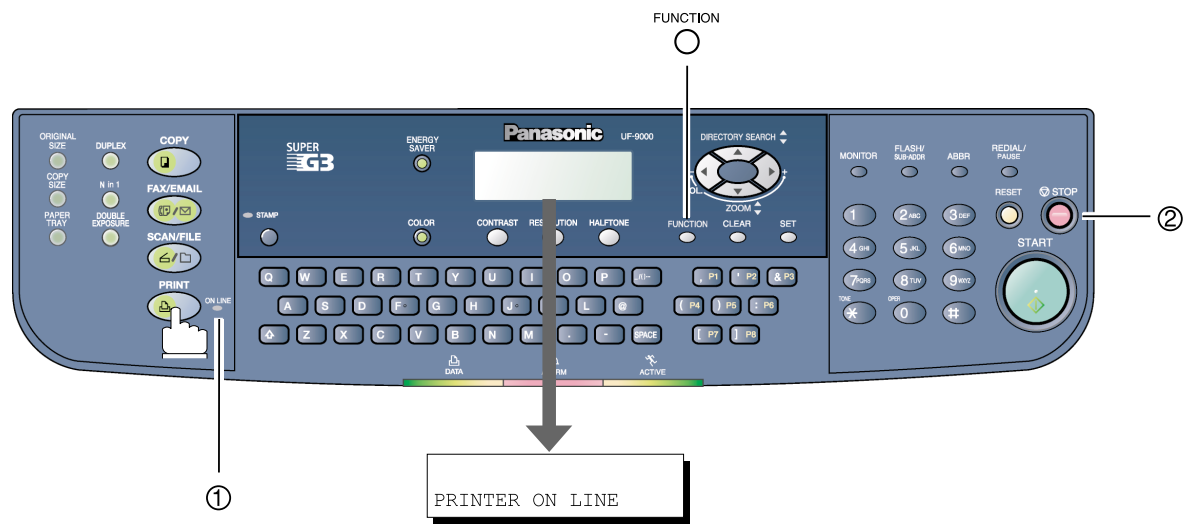
PRINTER ON LINE

No.	Name	Function
①	ON LINE LED	Lit : Printer is Online. Off : Printer is Offline.
②	STOP Key	Used to cancel the print job. **Note:** Make sure that the PRINT lamp is ON and printer is on line. If not, press ⬛ PRINT ⬛ button in advance to cancel the print job.

1 Mailbox
 (See page 77)

2 Secure Mailbox
 (See page 80)

3 Job Control
   1. Printer Status
      • Online
      • Offline
   2. Print Cancel

   Note: Make sure that the PRINT lamp is ON and the printer is on line to cancel the print job.

4 Printer Settings (See page 84)

NOTE

1. Function setting is accessible only when the machine is in the Ready Mode.

8
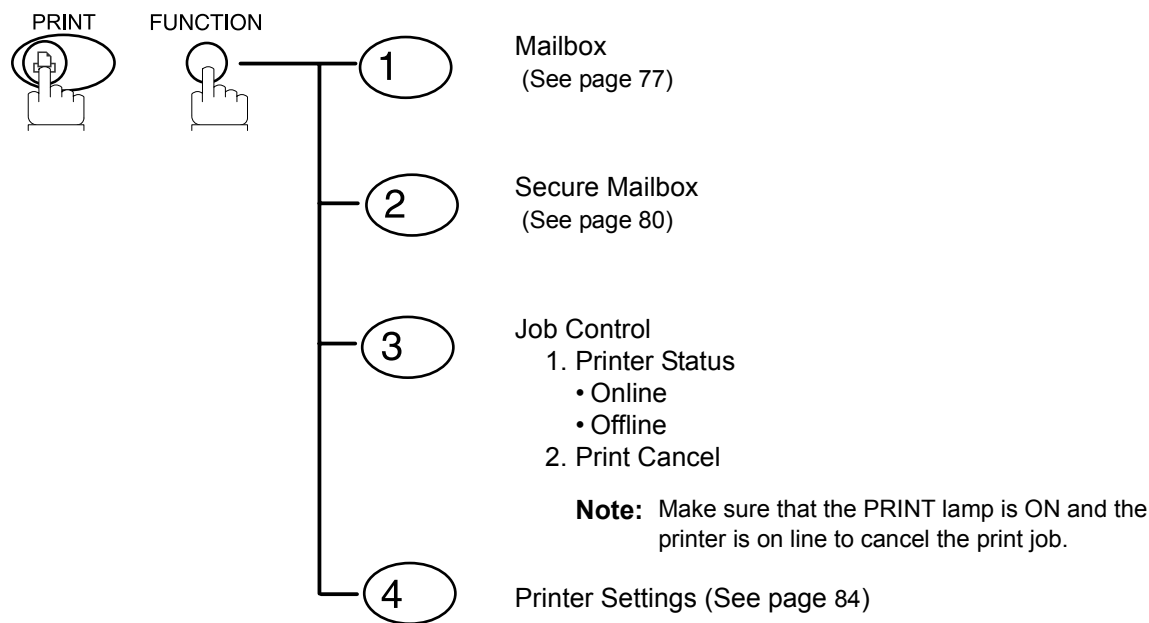
System Requirements

- Personal Computer : IBM PC/AT and compatibles (CPU Pentium II or greater)
- Operating System : Windows 98*1, Windows Me*2, Windows NT 4.0*3 (With Service Pack 3 or later is required), Windows 2000*4, Windows XP*5, Windows Server 2003*6
- System Memory : The minimum recommended Memory for each OS is as follows:

Windows 98, Windows Me	: 64 MB or greater
Windows 2000, Windows XP, Windows NT 4.0, Windows Server 2003	: 128 MB or greater

- Free Disk Space : 100 MB or more.
- CD-ROM Drive : Used for installing the software and utilities from the CD-ROM.
- Interface : 10Base-T/100Base-TX Ethernet port, USB port

* 1 Microsoft® Windows® 98 operating system (hereafter Windows 98)

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

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

* 4 Microsoft® Windows® 2000 operating system (hereafter Windows 2000)

* 5 Microsoft® Windows® XP operating system (hereafter Windows XP)

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

Installing the Printer Driver

Installation Procedures

This manual provides examples of instructions for installing, configuring and using the printer driver for your version of Windows OS.

To use as a USB Printer:

Windows 98	: Follow the procedures on pages 17 to 20. (Connecting with a USB Cable)
Windows Me	: Follow the procedures on pages 21 to 23. (Connecting with a USB Cable)
Windows NT	: This Windows OS does not support a USB Printer.
Windows 2000	: Follow the procedures on pages 24 to 26. (Connecting with a USB Cable)
Windows XP/ Windows Server 2003	: Follow the procedures on pages 27 to 28. (Connecting with a USB Cable)

To use as a Network Printer:

Windows 98	: Follow the procedures on pages 11 to 16 (Installing the Printer Driver) and then pages 29 to 32 (Installing the LPR Monitor).
Windows Me	: Follow the procedures on pages 11 to 16 (Installing the Printer Driver) and then pages 29 to 32 (Installing the LPR Monitor).
Windows NT	: Follow the procedures on pages 11 to 16 (Installing the Printer Driver) and then pages 33 to 36 (Installing the LPR Monitor).
Windows 2000	: Follow the procedures on pages 11 to 16 (Installing the Printer Driver) and then pages 37 to 40 (Installing the LPR Monitor).
Windows XP/ Windows Server 2003	: Follow the procedures on pages 11 to 16 (Installing the Printer Driver) and then pages 37 to 40 (Installing the LPR Monitor).

1

Insert the Panasonic Document Management System CD-ROM.

2

Click on the desired language.

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

3

Click the | Next | button.

4

Click **Printer Driver**.

5

Note for Windows 98/Windows Me users:
If your computer does not have the LPR Port Monitor installed, please proceed to "Installing the LPR Monitor" on page 29 before continuing this installation.

Click **Install Printer Driver**.

11

Installing the Printer Driver
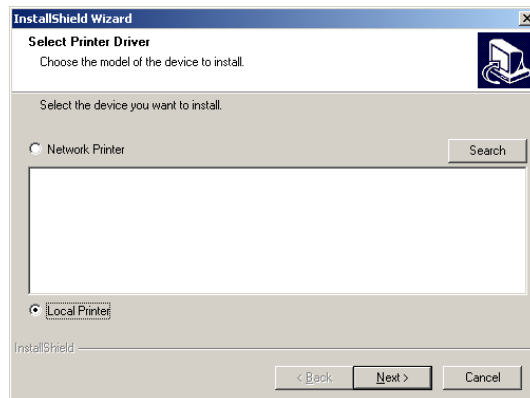
6 Select **Local Printer** and click the [Next] button.
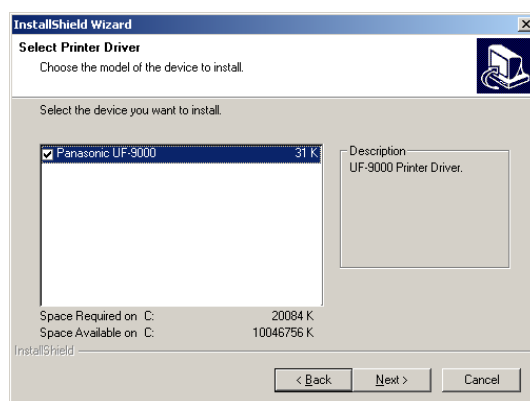
7 Select your machine's model(s) check box and click the [Next] button.
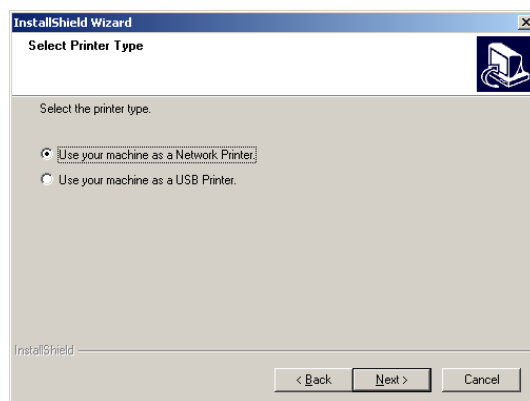
8 Select how your machine will be used, either as a Network Printer or as a USB Printer.

If USB Printer is selected, click the [Next] button and skip to Step 13.

> **Note:** *Make sure that the Power Switch of your machine is OFF and the USB cable is not connected to your computer.*
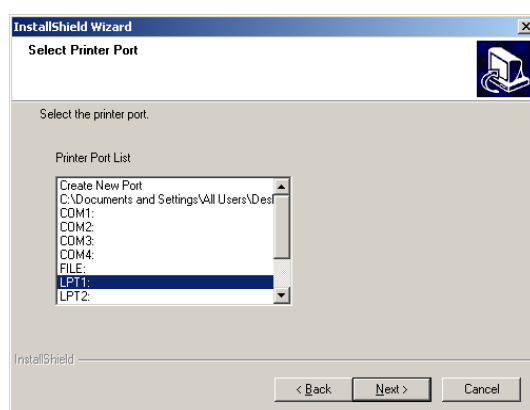
9 Check **LPT1:** and click the [Next] button.

10
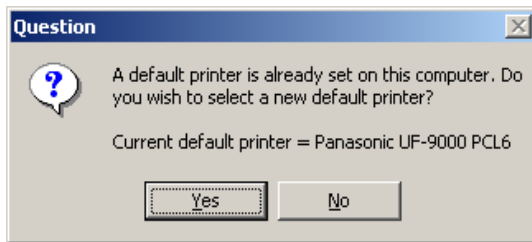
Click the [Yes] button if you would like to change your current default printer to the one that you are installing.

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

11
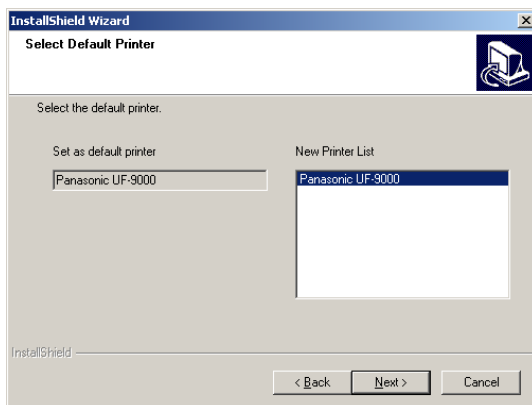
Select your new default printer from the New Printer List and click the [Next] button.

12
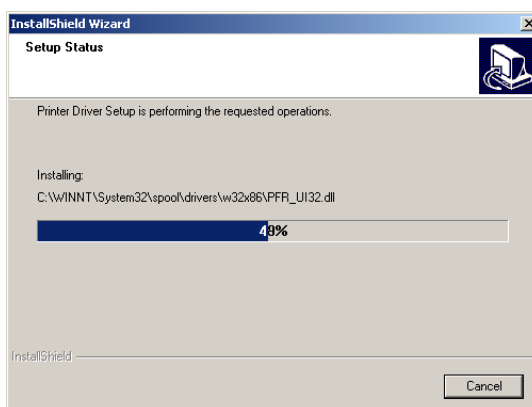
The required files are copied.

13a
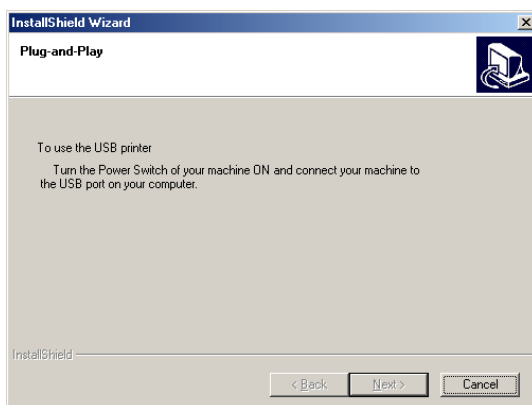
USB Printer Only
<Windows 98, Windows Me>
When this message appears, turn the Power Switch of your machine ON and connect your machine to an available USB Port on your computer.

> **Note: (For Windows 98 users)**
>
> *If your PC does not detect the device, and a dialog box does not appear confirming its detection after the USB cable is connected, proceed as follows:*
> 1. *Locate the **DrvIns.exe** file under the **D:\Tools\DrvUnIns** directory on the CD-ROM and execute the file to delete the Printer Driver (where "D:" is your CD-ROM drive).*
> 2. *Follow the procedures on pages 17 to 20 to reinstall the Printer Driver.*

Printer Section

13b
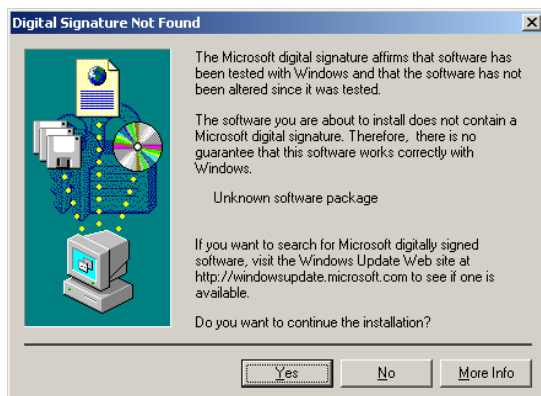
USB Printer Only
<Windows 2000>

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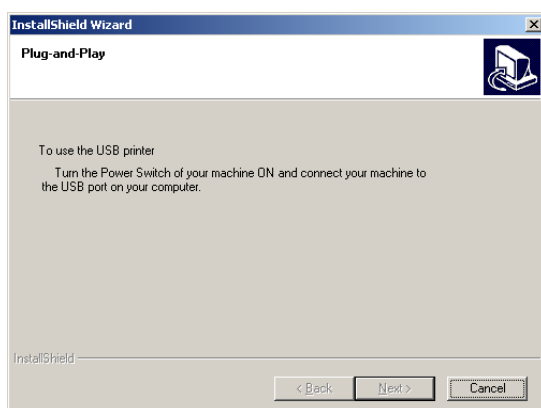
When this message appears, turn the Power Switch of your machine ON and connect your machine to an available USB Port on your computer.
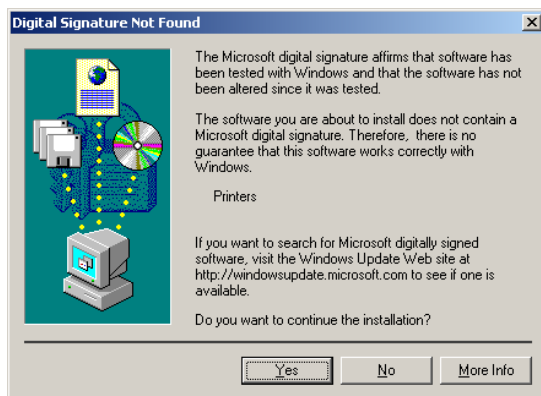
Click the [Yes] button.

13c

USB Printer Only
<Windows XP/Windows Server 2003>

Click the [Continue Anyway] button.
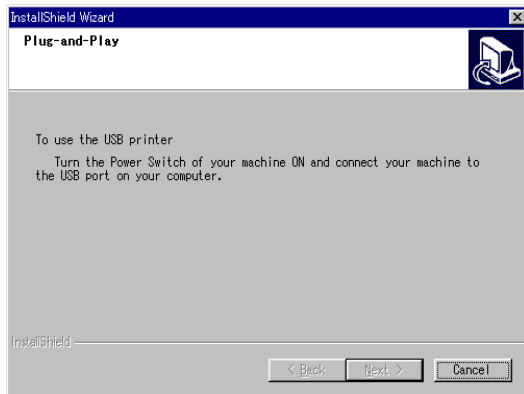
14

13c

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

<Windows XP Service Pack 2>
Select **No, not this time** and click the
| Next | button.
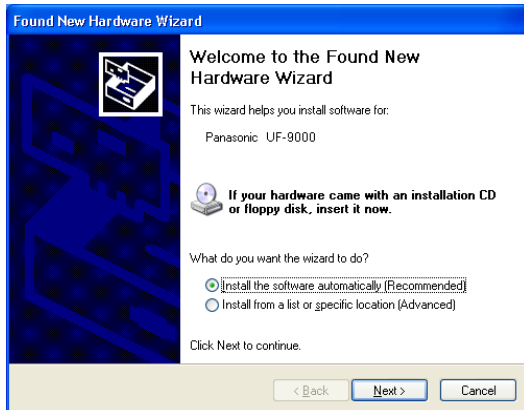
Select **Install the software automatically** and click the | Next | button.
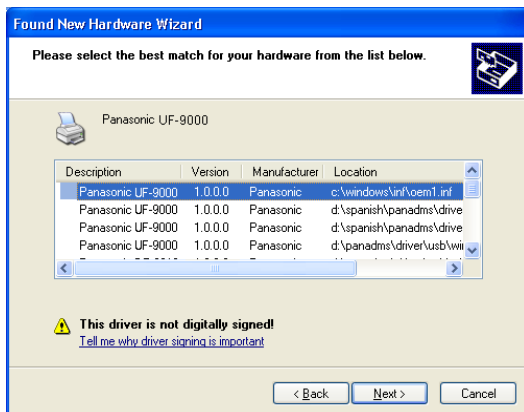
This message may appear if you have a previous version of the printer driver installed. Select the latest version of the ∗.inf file and click the | Next | button.

15

Installing the Printer Driver

13c

Click the [Continue Anyway] button.
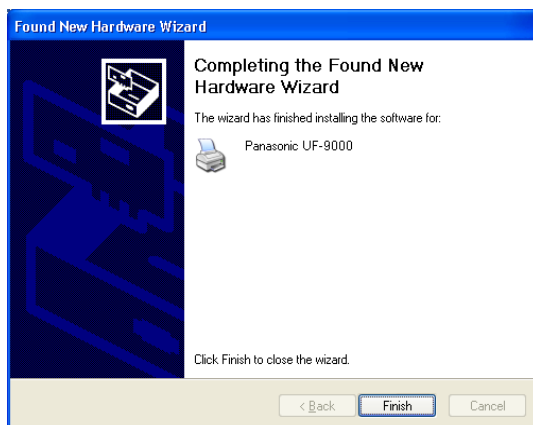
Click the [Finish] button.

14
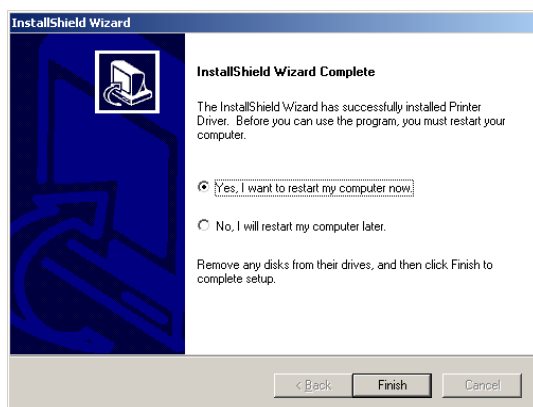
When the setup process is completed, a message is displayed prompting you to restart your computer.

Click the [Finish] button to restart your computer.

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

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

(**NOTE**)

1. *When installing on Windows NT 4.0, Windows 2000 , Windows XP or Windows Server 2003, logon to the computer/network using an account with administrator rights.*
2. *To remove the Printer Driver, select* **Panasonic UF-XXXX** *in* **Add/Remove Programs**

   Properties *in the Control Panel and click the* [Add...] / [Remove] *button.*

Connecting with a USB Cable (Windows 98)

To use the printer by means of a USB cable connection, install the printer driver by following the steps below.
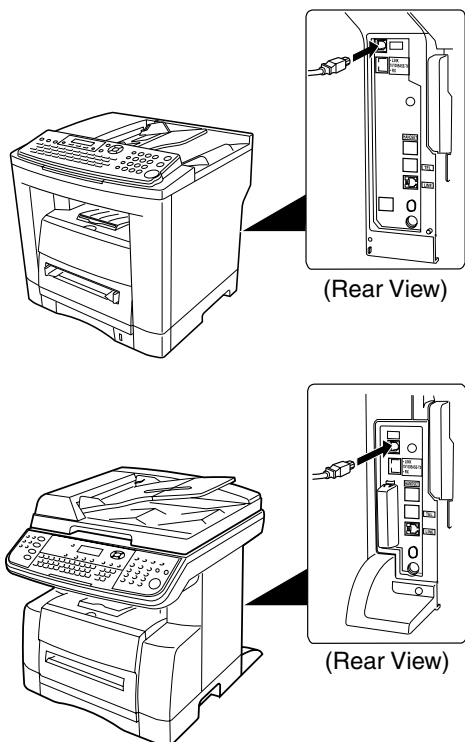
1

(Rear View)

(Rear View)

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

2

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

Click the [Next] button.

3
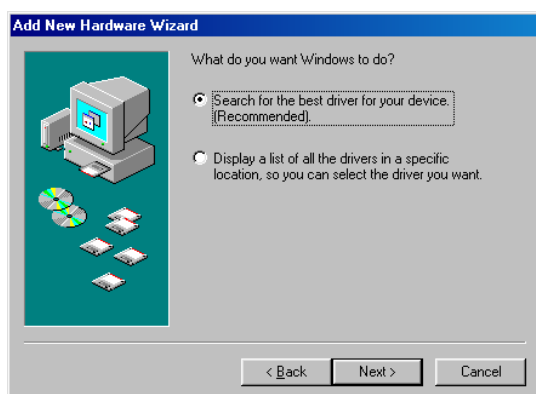
Select **Search for the best driver for your device**.

Click the [Next] button.

4

Insert the CD-ROM included in your machine.

Continued on the next page...

Installing the Printer Driver

Connecting with a USB Cable (Windows 98)

5

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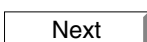
(where "D:" is your CD-ROM drive).

Click the [Next] button.

6

Click the [Next] button.

7
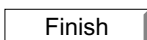
Click the [Finish] button.

8

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

Click the [Next] button.

Connecting with a USB Cable (Windows 98)

9

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

Click the [Next] button.

10

Select **Specify a location** and type **D:\English\PanaDMS\Driver\Win9x**

(where "D:" is your CD-ROM drive).

Click the [Next] button.

11

Click the [Next] button.

12

Enter the Printer name and click the [Finish] button.

Printer Section

19

Connecting with a USB Cable (Windows 98)

13

Add New Hardware Wizard

Panasonic UF-9000

Windows has finished installing the software that your new hardware device requires.

< Back   Finish   Cancel

Click the [Finish] button.

Connecting with a USB Cable (Windows Me)

1

(Rear View)

(Rear View)

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

2
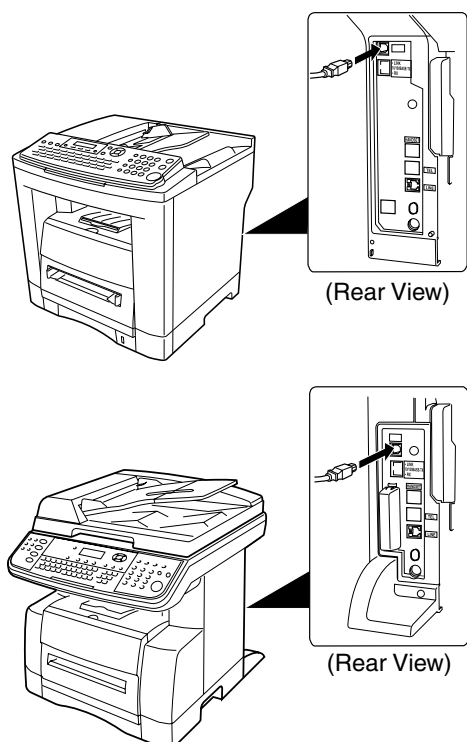
The **New Hardware Found** dialog box appears for a brief moment, followed by the **Add New Hardware Wizard** dialog box.

Select **Specify the location of the driver. (Advanced)**.

Click the Next button.

3

Insert the CD-ROM included in your machine.

4

Select **Specify a location** and type
D:\English\PanaDMS\Driver\UsbDrv\Win9x

(where "D:" is your CD-ROM drive).
Click the Next button.

Printer Section

Continued on the next page...

21

Connecting with a USB Cable (Windows Me)

5

Click the Next button.

6

Click the Finish button.

7

The **New Hardware Found** dialog box appears for a brief moment, followed by the **Add New Hardware Wizard** dialog box.
Select **Specify the location of the driver. (Advanced)**.

Click the Next button.

8

Select **Specify a location** and type
D:\English\PanaDMS\Driver\Win9x

(where "D:" is your CD-ROM drive).

Click the Next button.

Connecting with a USB Cable (Windows Me)

9

Click the [Next] button.

10
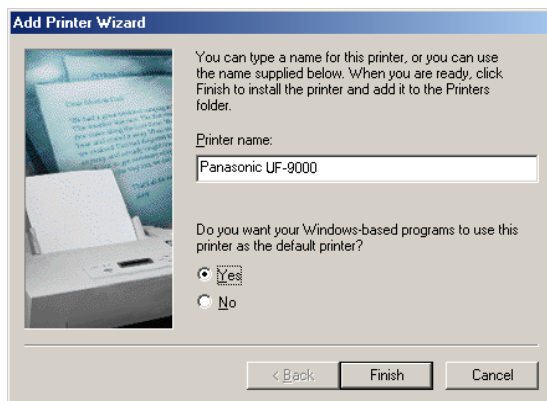
Enter the Printer name and click the [Finish] button.

11

Click the [Finish] button.

Installing the Printer Driver

Connecting with a USB Cable (Windows 2000)

1

(Rear View)

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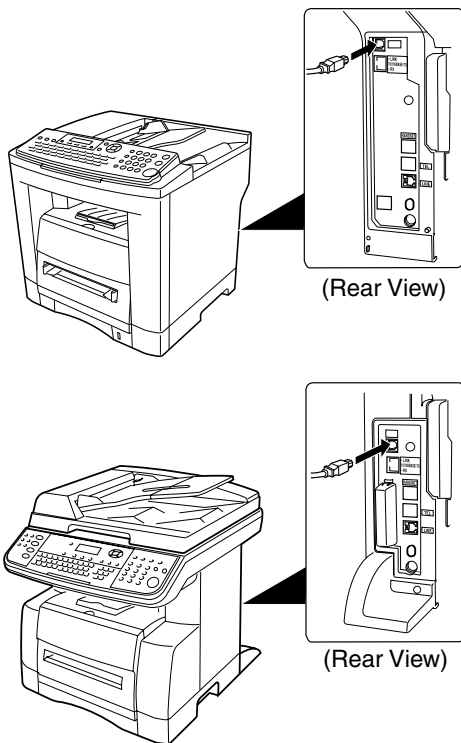
Connect the printer to the PC with an USB cable.
Turn the Power Switch of your machine ON.

2

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

Click the [Next] button.

3
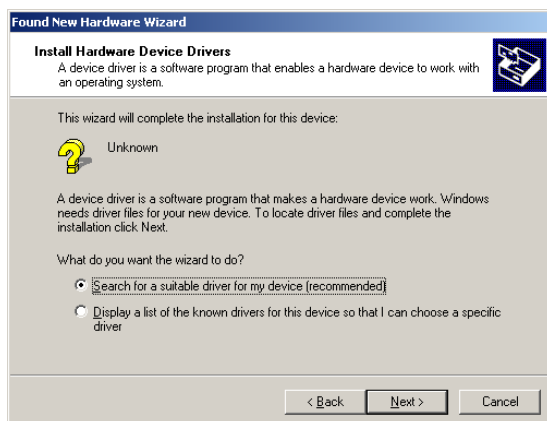
Select **Search for a suitable driver for my device**.

Click the [Next] button.

24

Connecting with a USB Cable (Windows 2000)

Printer Section

4

Insert the CD-ROM included in your machine.

5
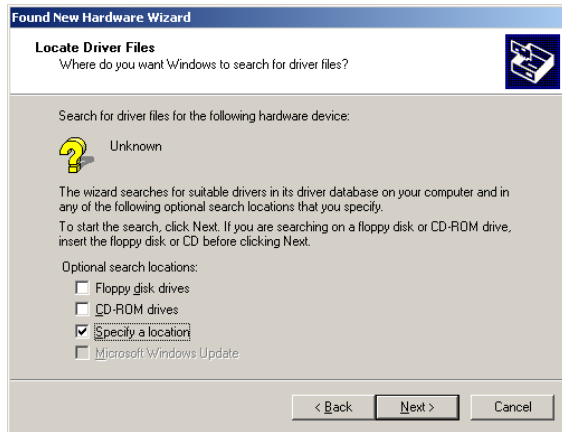
Select **Specify a location**.

Click the [Next] button.

6

Type
D:\English\PanaDMS\Driver\WinXP-2K-2003

(where "D:" is your CD-ROM drive).

Click the [OK] button.

7

Click the [Next] button.

8

Click the [Yes] button.

25

Connecting with a USB Cable (Windows 2000)

9

Found New Hardware Wizard

Completing the Found New
Hardware Wizard

Panasonic UF-9000

Windows has finished installing the software for this device.

To close this wizard, click Finish.

< Back   Finish   Cancel

Click the [Finish] button.

Connecting with a USB Cable (Windows XP/Windows Server 2003)

1

(Rear View)

(Rear View)

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

2

\<Windows XP Service Pack 2\>
Select **No, not this time** and click the

| Next | button.

3

The **Found New Hardware Wizard** dialog box appears.
Select **Install from a list or specific location (Advanced)**.

Click the | Next | button.

Continued on the next page...

Printer Section

Installing the Printer Driver

Connecting with a USB Cable (Windows XP/Windows Server 2003)

4
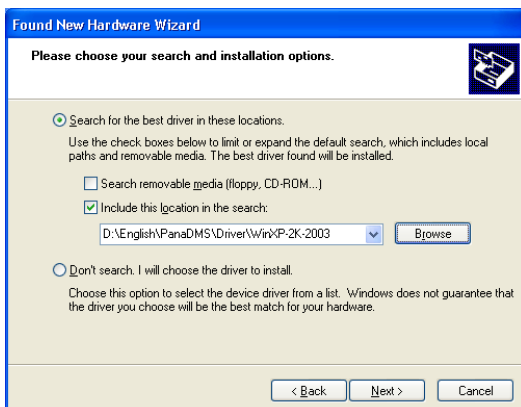
Select **Include this location in the search.**
Type
D:\English\PanaDMS\Driver\WinXP-2K-2003

(where "D:" is your CD-ROM drive).
Insert the CD-ROM included in your machine.

Click the [Next] button.
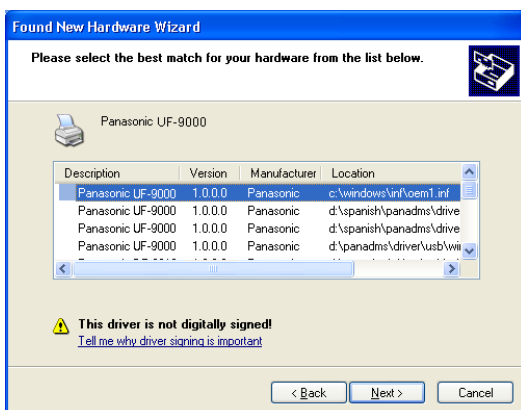
5

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

Select the latest version of the ∗.inf file and click the [Next] button.

6

Click the [Continue Anyway] button.

7

Click the [Finish] button.

28

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Windows Me

1

Insert the Panasonic Document Management System CD-ROM.
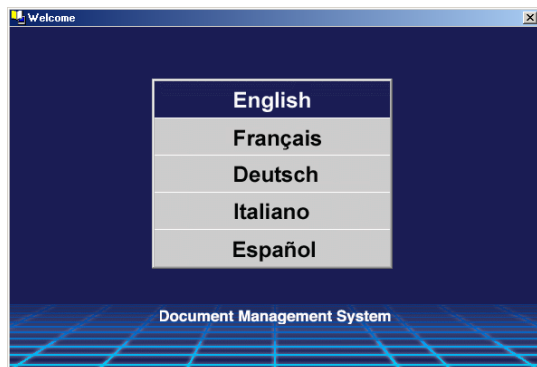
2

Click on the desired language.

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

3

Click the [Next] button.

4
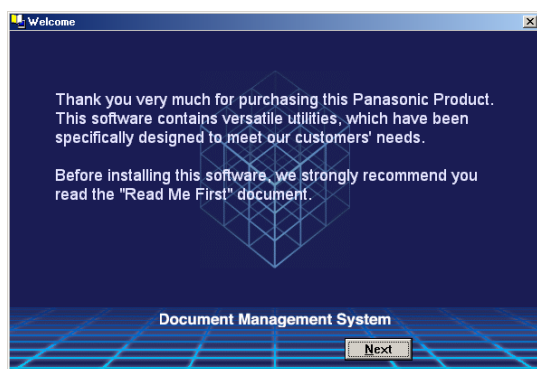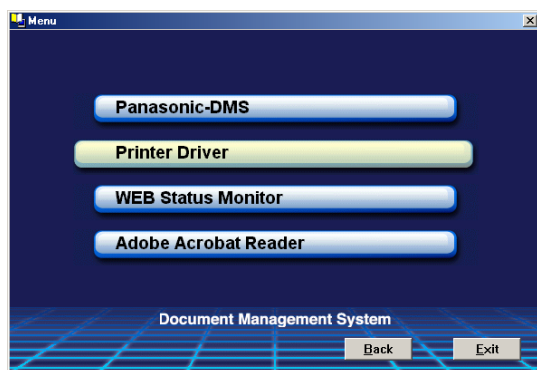
Click **Printer Driver**.

5
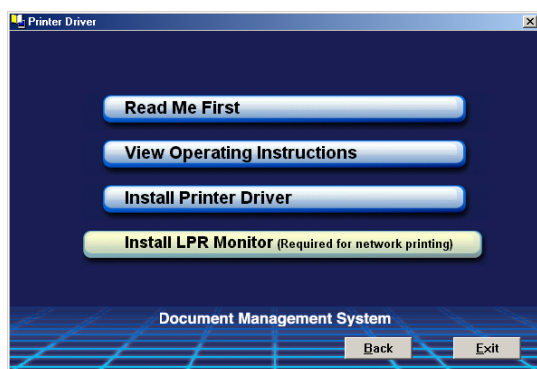
Click **Install LPR Monitor**.

29

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Windows Me

6
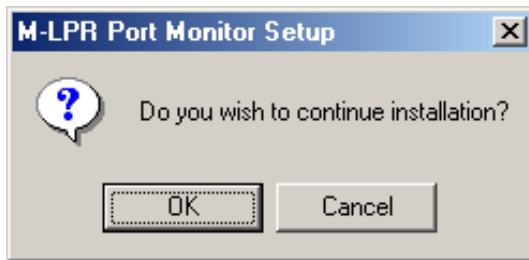
The **M-LPR Port Monitor Setup** dialog box appears.

Click the | OK | button.

7
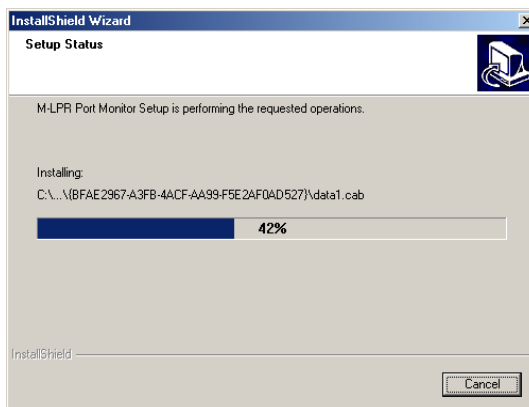
The required files are copied.

8
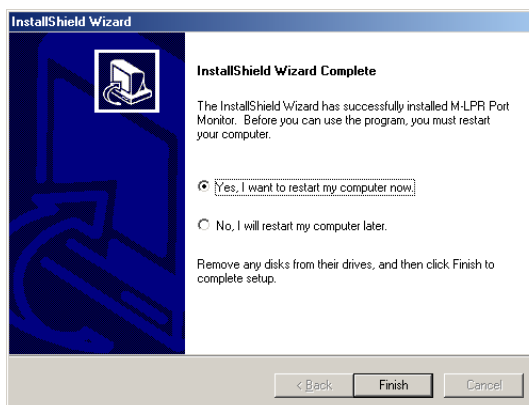
The setup program copies the necessary files onto the hard disk of your PC.

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

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

Click the | Finish | button.

9
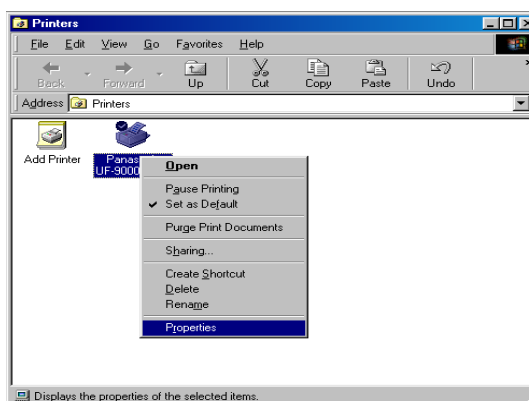
If you have not installed the printer driver yet, please proceed to "Installing the Printer Driver" on page 10.

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

The **Printers** folder appears.

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

30

Windows 98/Windows Me

10

The printer properties dialog box appears.

The following step registers the LPR Port for network printing.

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

11
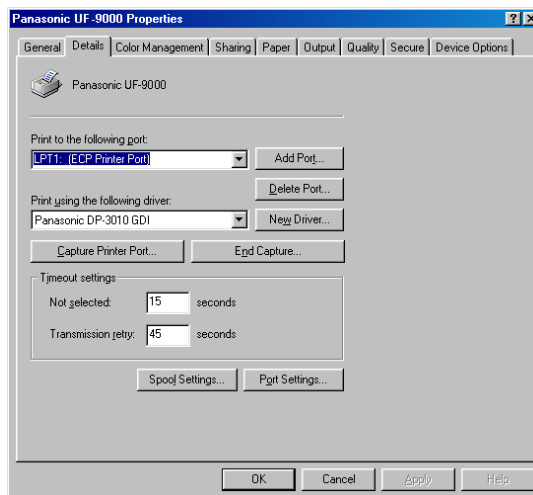
Select the **Details** tab and click the [Add Port...] button.

12
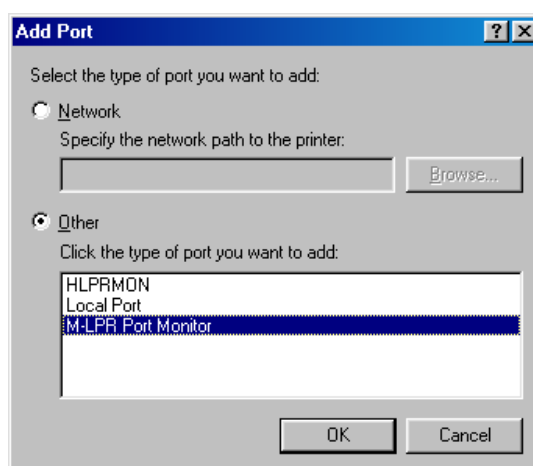
The **Add Port** dialog box appears. Click the **Other** radio button, select **M-LPR Port Monitor** from "Click the type of port you want to add:" list, and click the [OK] button.

31

Printer Section

Windows 98/Windows Me

13
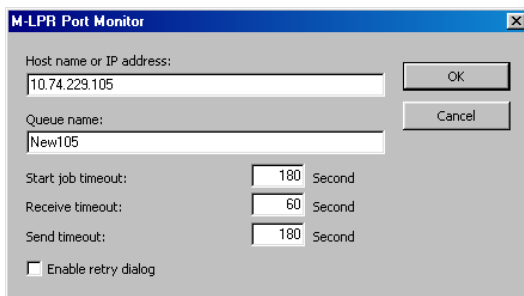
The **M-LPR Port Monitor** dialog box appears.

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

Click the [OK] button. If an error occurs because the queue name had already been used for the same IP Address, select a different unique name such as "New106".

14
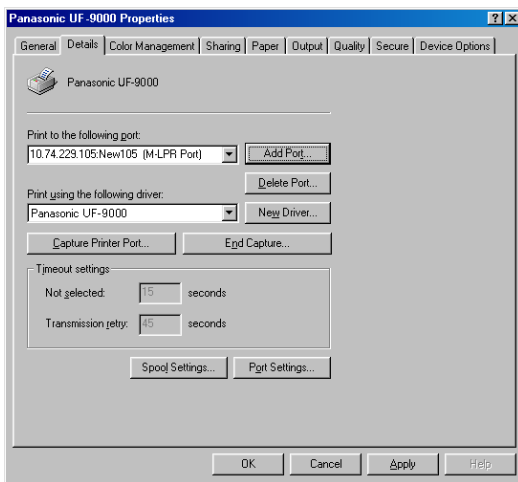
The screen reverts to the Printer Properties.

Check that the "Print to the following port:" has been changed as entered in step 13, and click the

[Apply] button first and then the [OK] button.

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

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

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

Logon using an account with administrator rights.

1
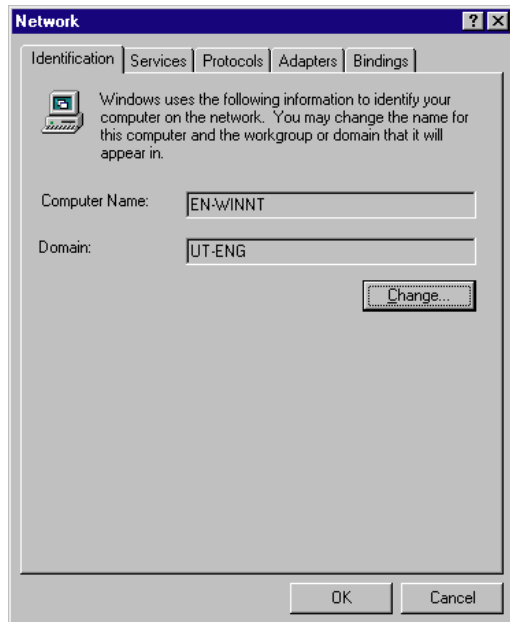
Click the **Start** button, select **Settings**, and click **Control Panel**.

The **Control Panel** window appears.

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

The **Network** dialog box appears.

2
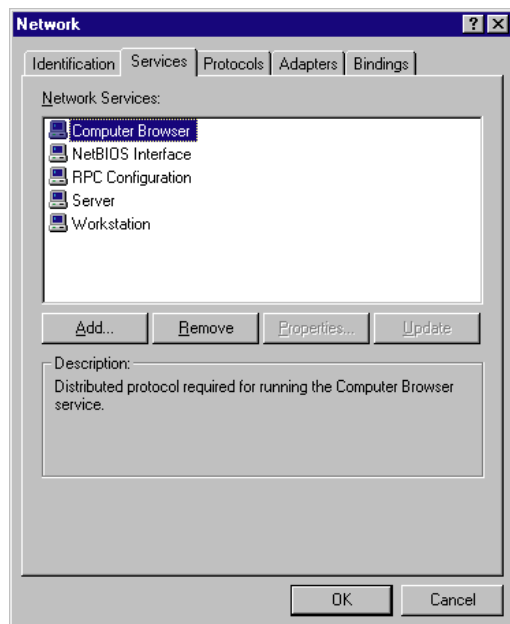
Click the **Services** tab.

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

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

3
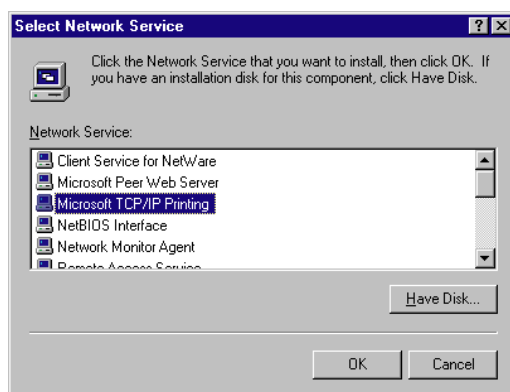
Click the | Add... | button to display the **Select Network Service** dialog box, and select **Microsoft TCP/IP Printing**.

Click the | OK | button.

Continued on the next page...

33

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

4
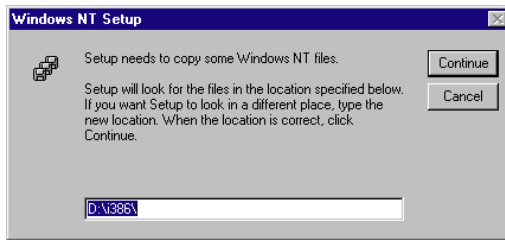
The **Windows NT Setup** dialog box appears.

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

Click the | Continue | button.

5
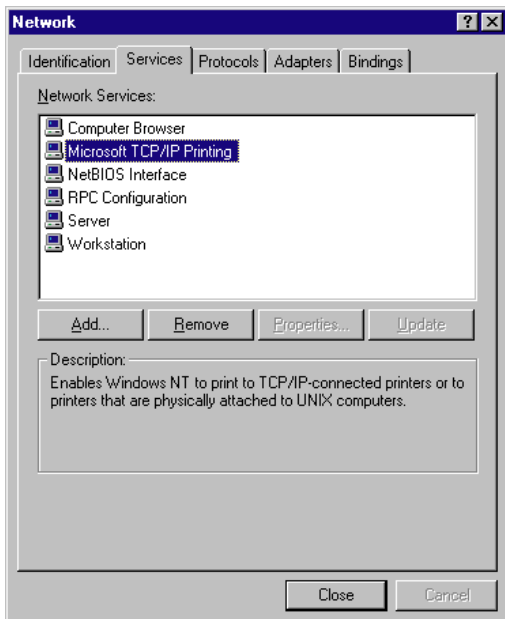
After the files have been copied into the hard drive of your PC, the display returns to the Network dialog box. Confirm that the Microsoft TCP/IP Printing service has been added to Network Services list.

Click the | Close | button.

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

6
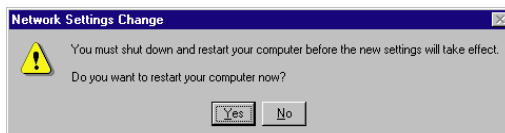
When **Network Settings Change** dialog box is displayed, click the | Yes | button to restart your computer now.

You have now completed the LPR Service installation.

7
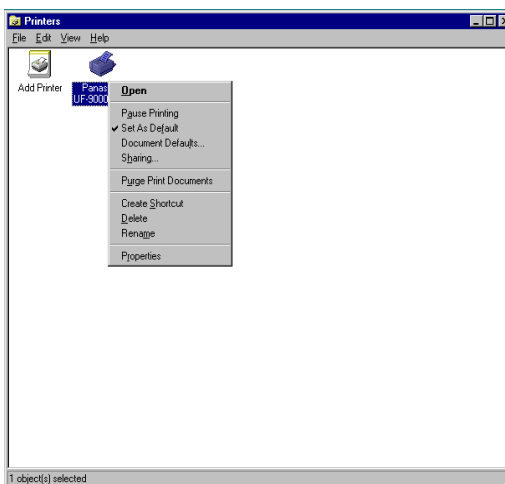
After your computer has rebooted, logon with an account with Administrator Privileges, click the **Start** button, select **Settings**, and then click **Printers**.

The **Printers** folder appears.

Right-click on the desired printer icon and select **Properties** from the pop-up menu.
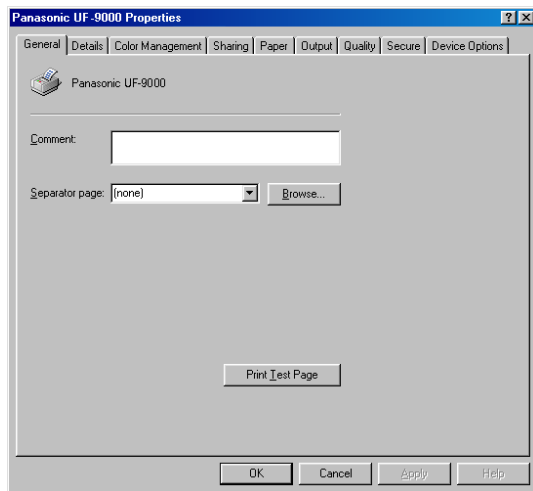
Windows NT 4.0

8
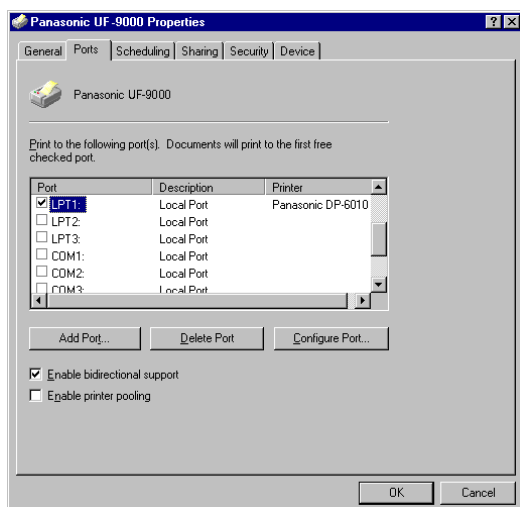
The following step registers the LPR Port for network printing.

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

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

9
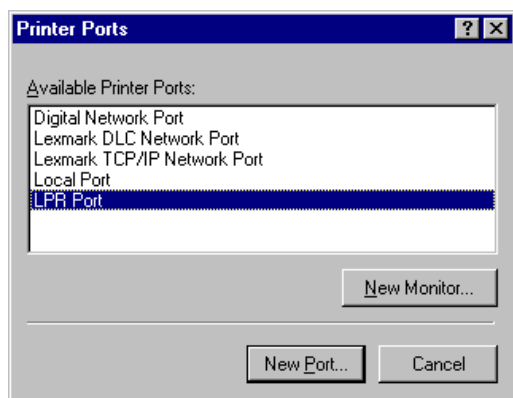
The **Printer Ports** dialog box appears.

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

10
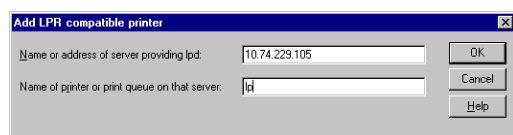
The **Add LPR compatible printer** dialog box appears.

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

Click the [OK] button.

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

Printer Section
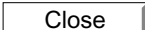
Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

11
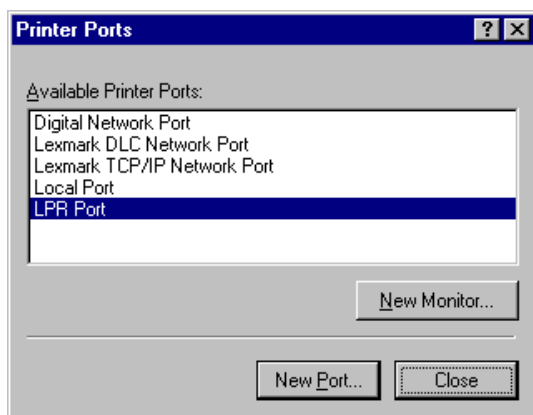
The **Printer Ports** dialog box appears.

Click the [Close] button.

12
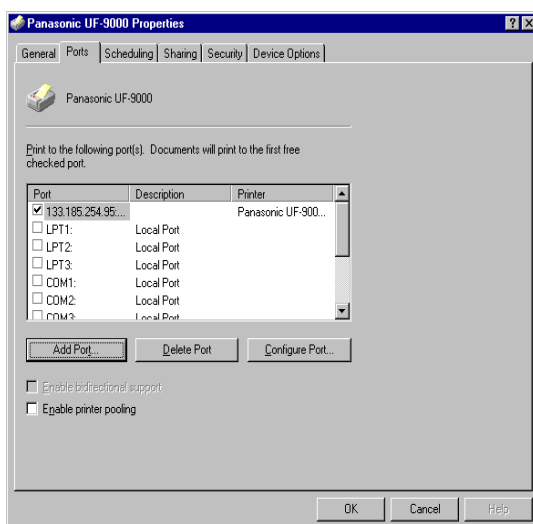
Select the printer port and click the [OK] button.

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

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Installing the LPR (Line Printer Remote) Monitor

Windows 2000/Windows XP/Windows Server 2003

Logon using an account with administrator rights.

1
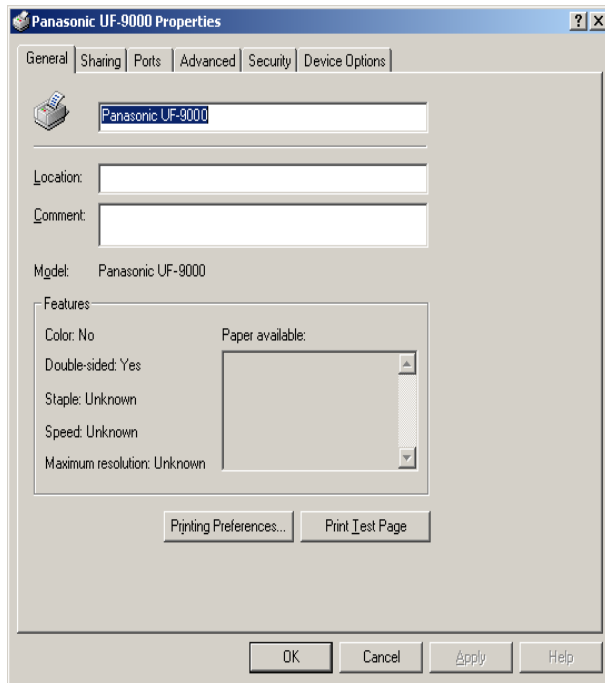
Open the **Printers** (Windows XP/Windows Sever 2003: **Printers and Faxes**) folder.

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

The printer properties dialog box appears.

2
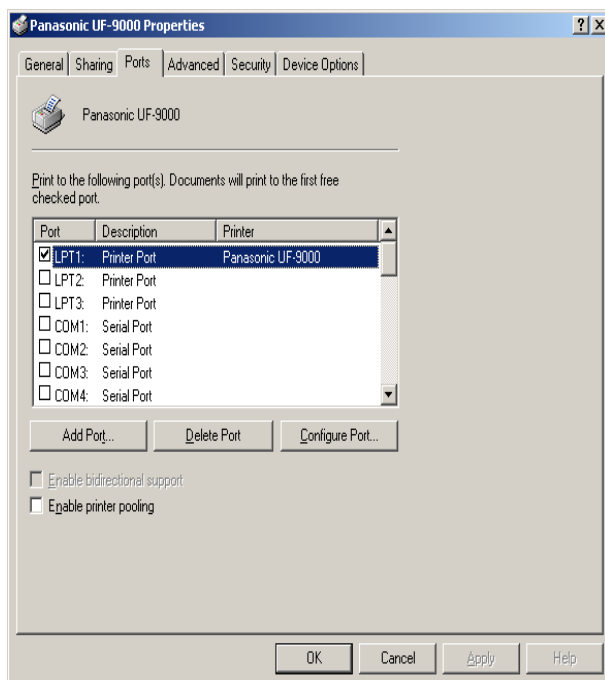
Select the **Ports** Tab and click the

Add Port... button.

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/Windows XP/Windows Server 2003

3
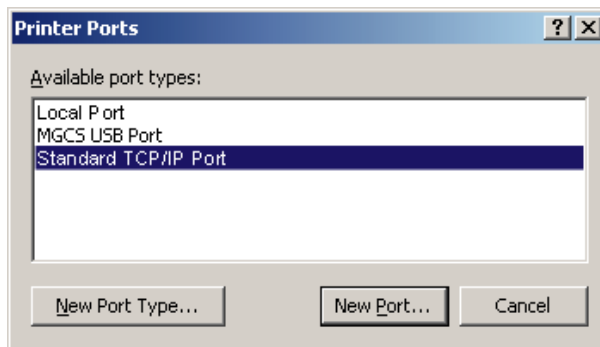
Select **Standard TCP/IP Port** and click the
New Port ... button.

4

Click the Next button.

5
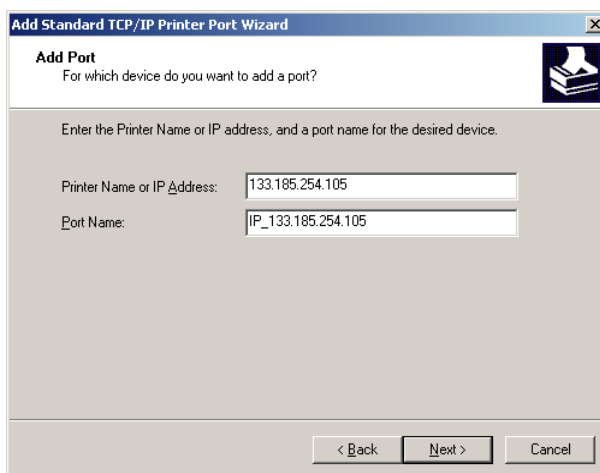
Enter the IP Address and the Port Name and
click the Next button.

Note: *The Port Name is automatically
entered together with the IP Address.
You may need to change it as
required.*

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/Windows XP/Windows Server 2003

6
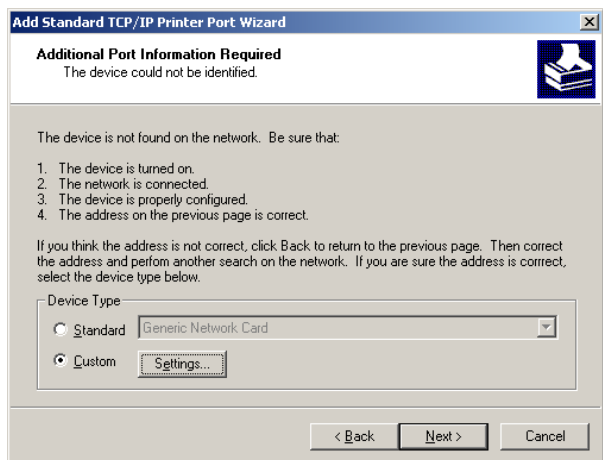
Select **Custom** and click the [Settings...] button.

7
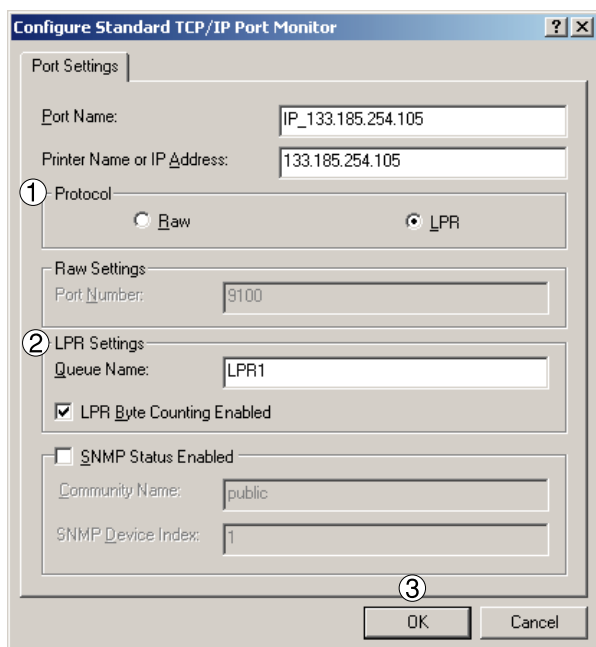
1. In the Protocol section, select **LPR**.
2. In the LPR Settings section, enter the **Queue Name** (e.g. LPR1) and select the **LPR Byte Counting Enabled**.
3. Click the [OK] button.

8
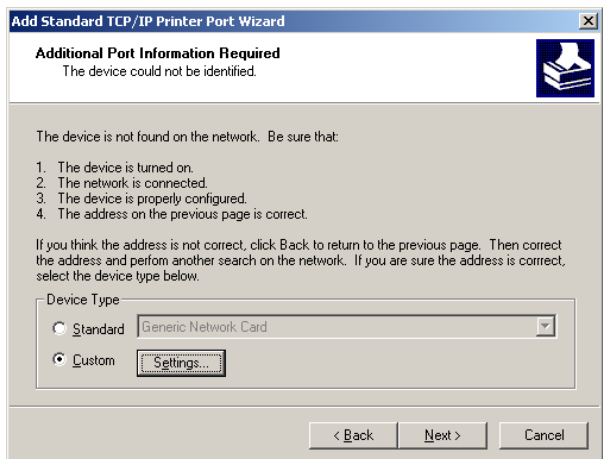
Click the [Next] button.

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Installing the LPR (Line Printer Remote) Monitor

Windows 2000/Windows XP/Windows Server 2003

9
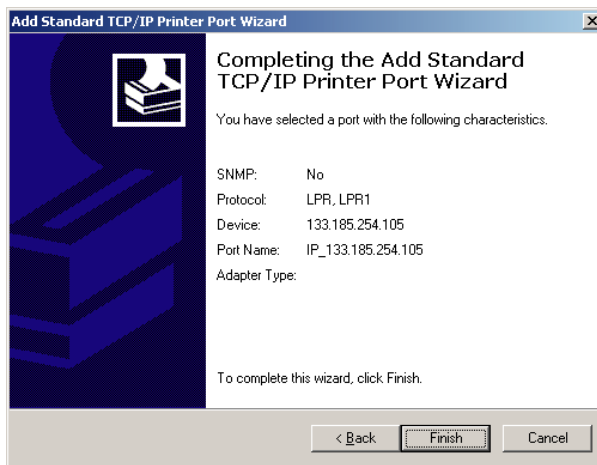
Click the [Finish] button.

10
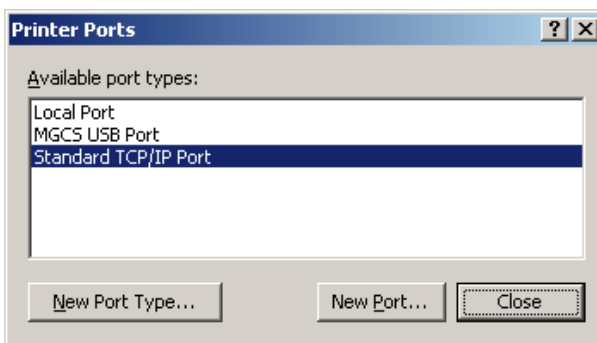
Click the [Close] button.

11
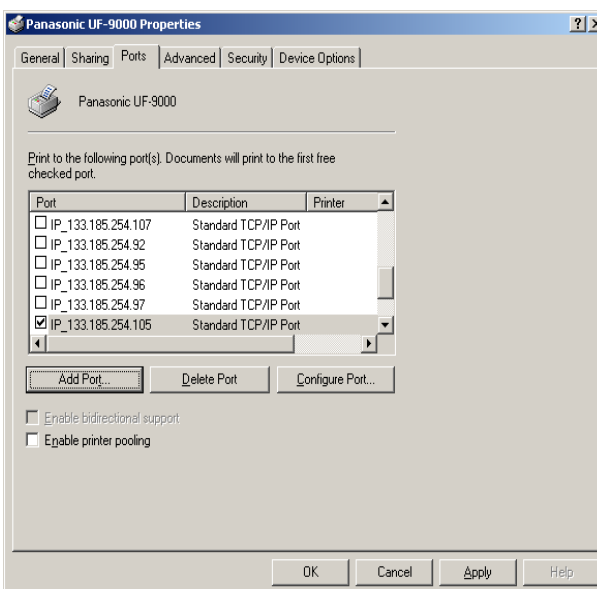
Click the [Apply] button.

Click the [OK] button.

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

40

Configuring the Printer Driver Settings

Windows 98/Windows Me

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

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

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

The printer properties dialog box appears.
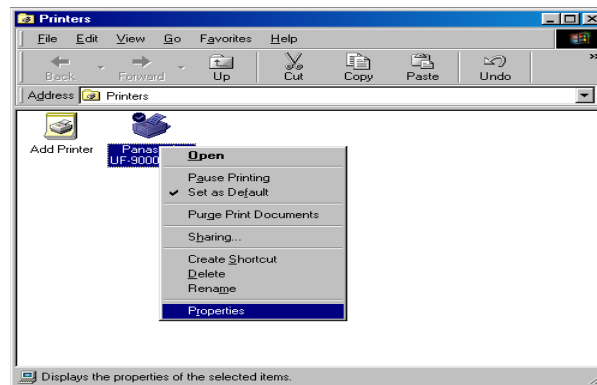
Configuring the Printer Driver Settings

Windows 98/Windows Me

General Tab
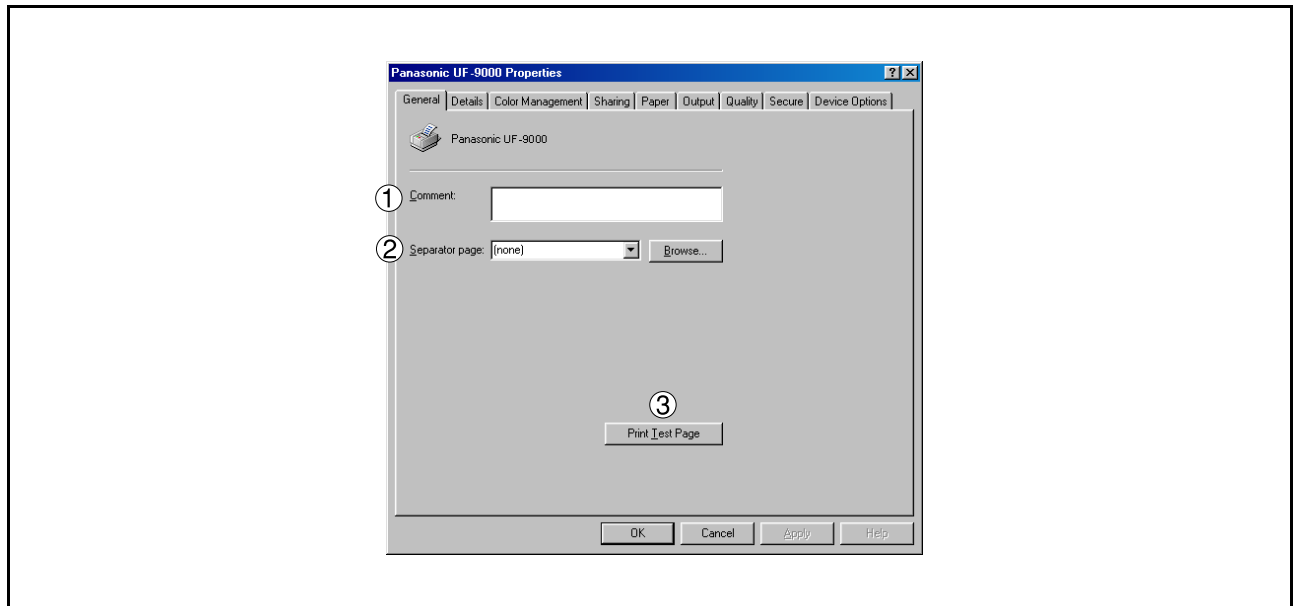
1. **Comment**
   Enter comments to the properties, if any.

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

2. **Separator page**
   This feature does not function properly on your machine. We recommend that you do not use it.

3. Print Test Page **button**
   Prints a test page. This allows the user to verify if the printer is installed properly.

Windows 98/Windows Me

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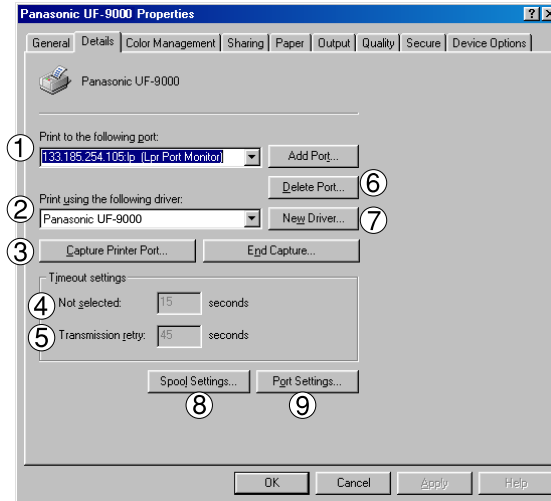
1. **Print to the following port**
   Displays either the port where the printer is connected or the path to the network printer.

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

2. **Print using the following driver**
   Displays the type of the printer driver. Specify the printer being used or a printer model which can be emulated with the printer being used.

3. Capture Printer Port... **/** End Capture... **button**
   Assigns a local port to the network connected printer or cancels a local port assigned to the network printer.

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

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

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

6. 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.

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Printer Section

Configuring the Printer Driver Settings

Windows 98/Windows Me

8. **Spool Settings...** button

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

9. **Port Settings...** button

   Modifies printer port settings.

Windows 98/Windows Me

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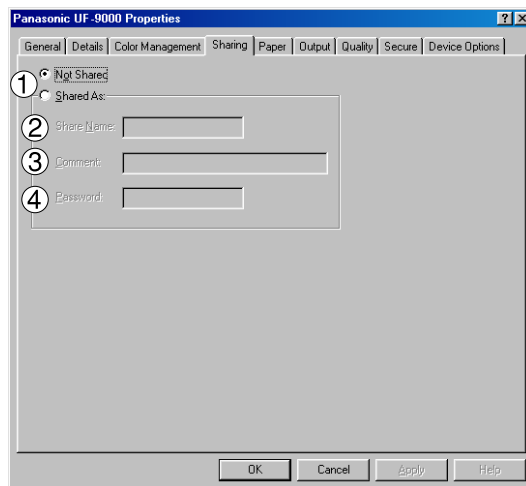
1. **Not Shared/Shared As**
   Select whether to display or share this printer with other computers.

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

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

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

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

Configuring the Printer Driver Settings

Windows 98/Windows Me

Device Options Tab
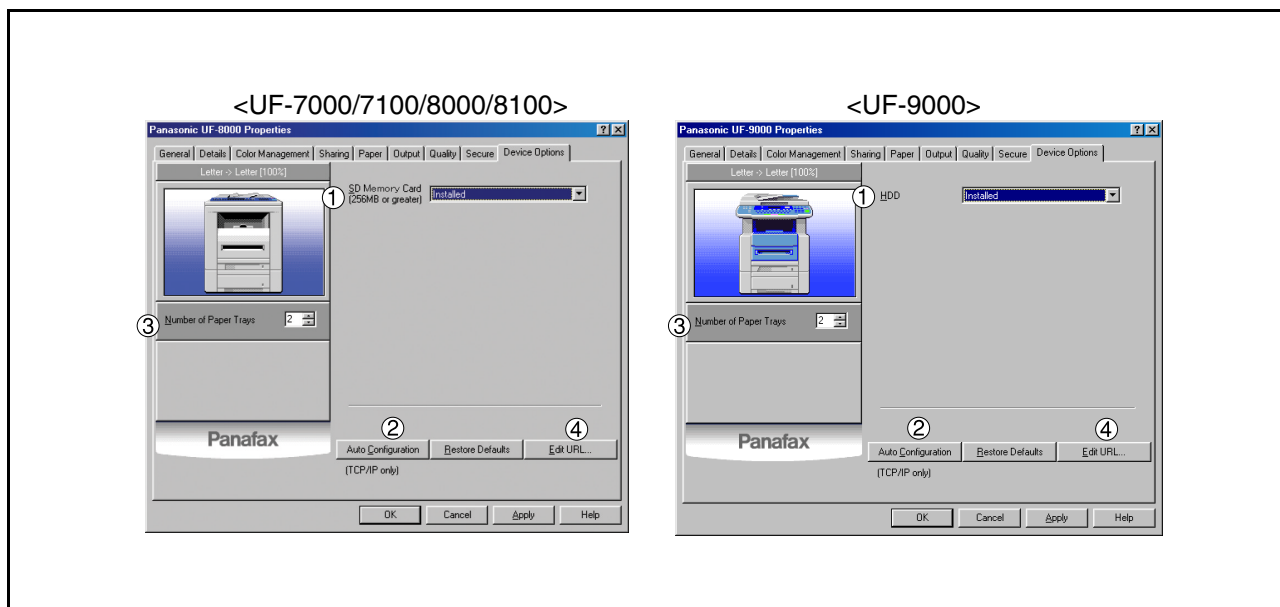
<UF-7000/7100/8000/8100>   <UF-9000>

1. **SD Memory Card (256MB or greater) / HDD**
   Select **Installed** if the SD Memory Card (256MB or 512MB) is installed. (UF-7000/7100/8000/8100)
   Select **Installed** if the HDD Unit is installed. (UF-9000)

2. | Auto Configuration | **button**

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

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

4. | Edit URL... | **button**

   Edit the URL address that will be displayed when clicking the | Support Contacts (W)... | button of the Paper
   Tab (see page 69).

Windows 98/Windows Me

URL Title
Enter an applicable URL title.

URL
Enter the URL address to be associated to the

| Support Contacts (W)... | button of the Paper Tab.
(See page 69)

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

NOTE

1. ***Device Options*** *Tab specifies device-specific settings and settings of optional devices.*
   *Make sure that the **Device Option Tab** is set properly before printing a document, or printing problems may occur.*

Configuring the Printer Driver Settings

Paper/Output/Quality/Secure Tab

Refer to All Windows Common Settings (see pages 68 - 73).

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Windows NT 4.0 (Administrator)

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

1 Logon to the computer/network using an account with administrator rights. (See Note 1)

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

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

The printer properties dialog box appears.
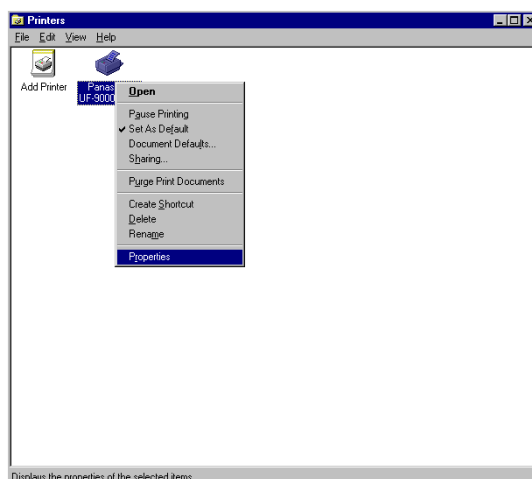
NOTE

1. *In Windows NT 4.0, setting of the properties depends on the logon account. This section describes properties to be specified by the administrator (system manager).*
See "Configuring the Printer Driver Settings (User)" for details on user properties. (See page 57)

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

General Tab
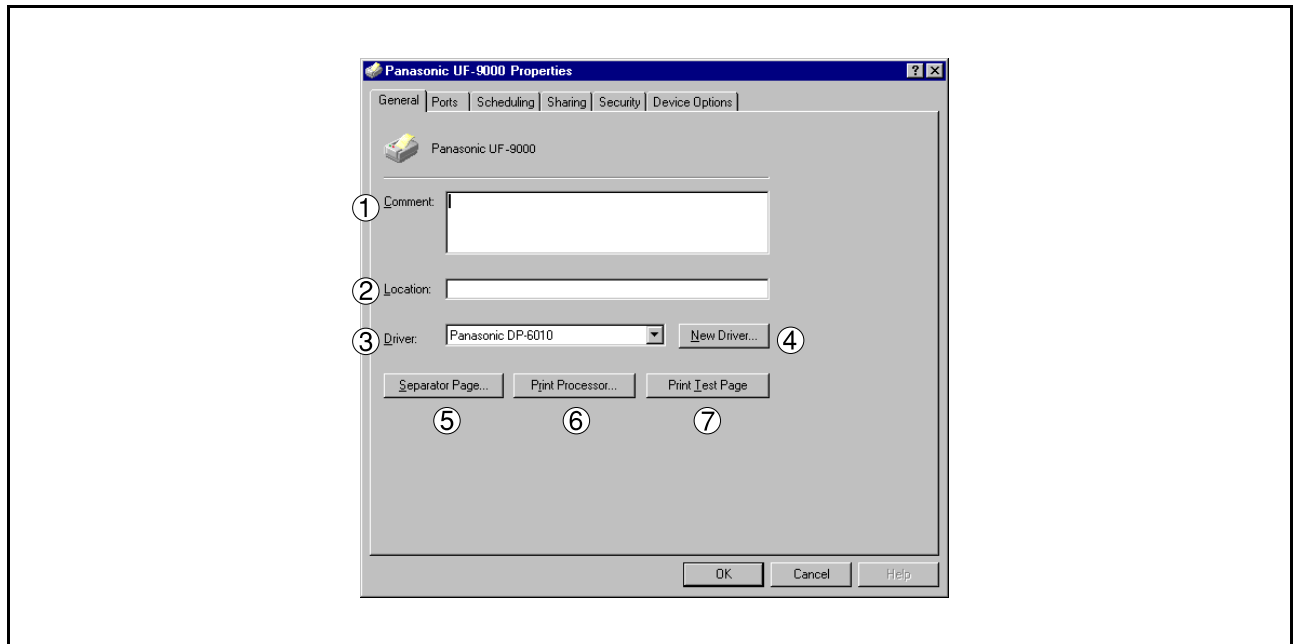
1. **Comment**
   Enter comments to the properties, if any.

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

2. **Location**
   Specifies the printer location.

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

4. [New Driver...] **button**
   Updates or modifies the printer driver.

5. [Separator Page...] **button**
   This feature does not function properly on your machine. We recommend that you do not use it.

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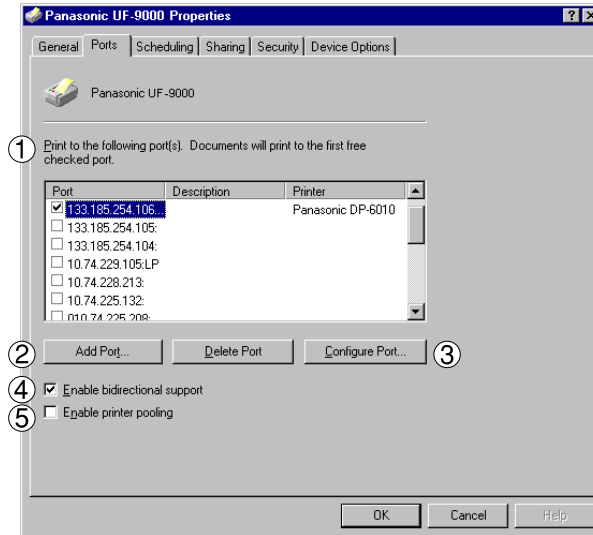
1. **Print to the following port(s)**
   Displays a list of available ports for printing (Port), their status (Description) and printers that are connected to these ports (Printer).

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. (See Note 1 and 2)

4. **Enable bidirectional support**
   This setting enables reception of configuration data and status data from the printer.

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

NOTE

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

Printer Section

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Scheduling Tab

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

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

3. **Spool print documents... / Print directly to the printer**
   Specify how documents should be sent from an application to the printer.

4. **Hold mismatched documents**
   This feature does not function properly on your machine. We recommend that you do not use it.

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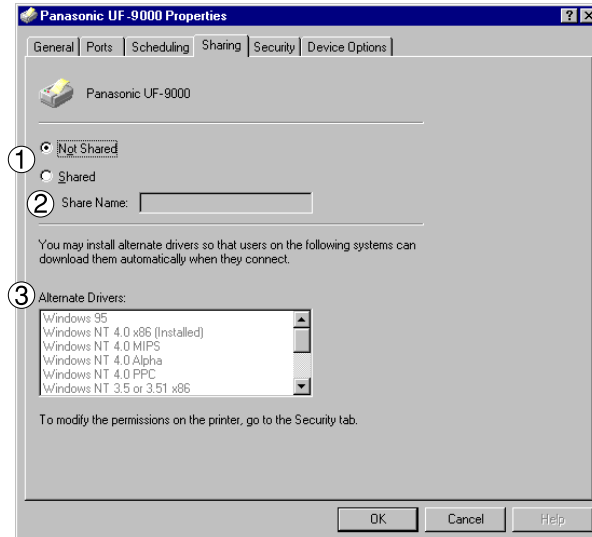
1. **Not Shared/Shared**
   Select whether to display or share this printer with other computers.

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

3. **Alternate Drivers** (See Note 1)
   Allows other operating systems' printer drivers to be loaded. When users of these operating systems connect to the printer, the printer driver is automatically loaded.

NOTE

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

Printer Section

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

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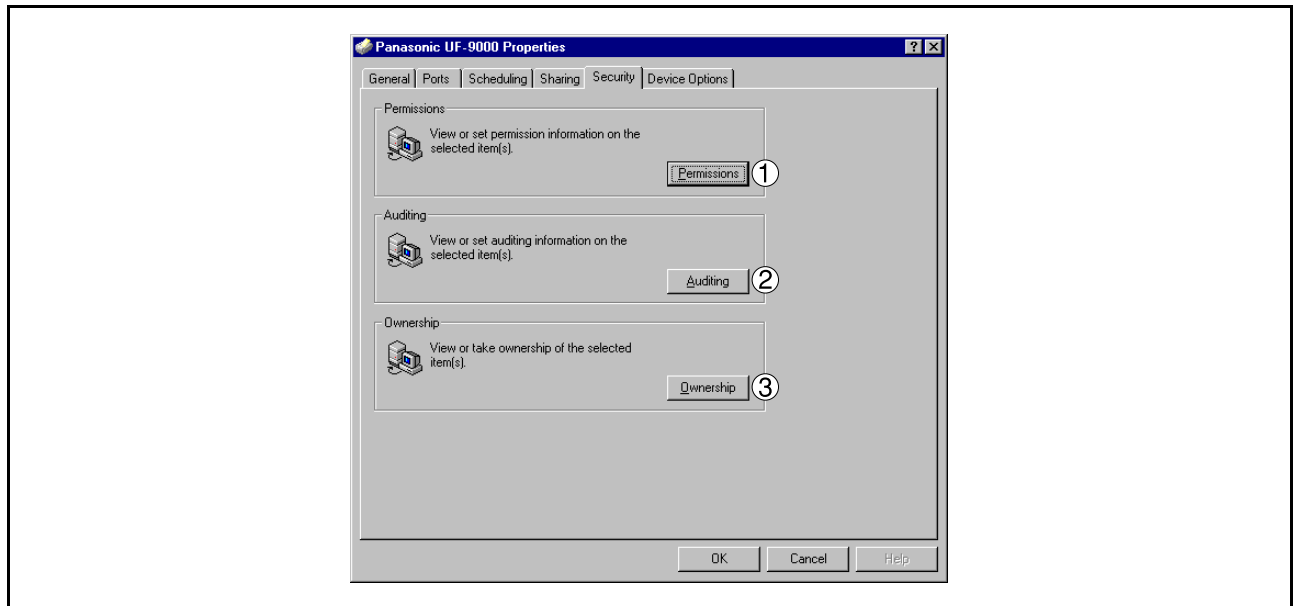
1. | Permissions | **button**
   Set printer access privileges.

2. | Auditing | **button**
   Displays the users who have used this printer and how they used it.

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

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

Windows NT 4.0 (Administrator)

Device Options Tab

<UF-7000/7100/8000/8100>   <UF-9000>

1. **SD Memory Card (256MB or greater) / HDD**
   Select **Installed** if the SD Memory Card (256MB or 512MB) is installed. (UF-7000/7100/8000/8100)
   Select **Installed** if the HDD Unit is installed. (UF-9000)

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

Printer Section

Windows NT 4.0 (Administrator)

- **Device Gamma**
  Adjust the gamma of print images (color intensities).

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

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

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

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

5. ⬜ Edit URL... button

   Edit the URL address that will be displayed when clicking the ⬜ Support Contacts (W)... button of the Paper Tab (see page 69).

URL Title
Enter an applicable URL title.

URL
Enter the URL address to be associated to the

⬜ Support Contacts (W)... button of the Paper Tab.
(See page 69)

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

NOTE

1. **Device Options** *Tab specifies device-specific settings and settings of optional devices. Make sure that the **Device Option Tab** is set properly before printing a document, or printing problems may occur.*

Windows NT 4.0 (User)

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

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

2 Select the printer model in the name list box.

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

4 The printer properties dialog box appears. Click the desired tabs of the dialog box and specify the properties.
(See Note 1)
(See pages 68 - 73)

NOTE

1. In Windows NT 4.0, setting properties depends on the logon account. This section describes properties to be specified by a user, upon executing a print operation in an application. See "Configuring the Printer Driver Settings (Administrator)" for details on administrator properties. (See page 49)

Configuring the Printer Driver Settings

Windows 2000/Windows XP/Windows Server 2003 (Administrator)

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

1   Logon to the computer/network using an account with administrator rights.

2   Click the **Start** button, select **Settings**, and then click the **Printers** (Windows XP/Windows Server 2003: **Printers and Faxes**) icon.

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

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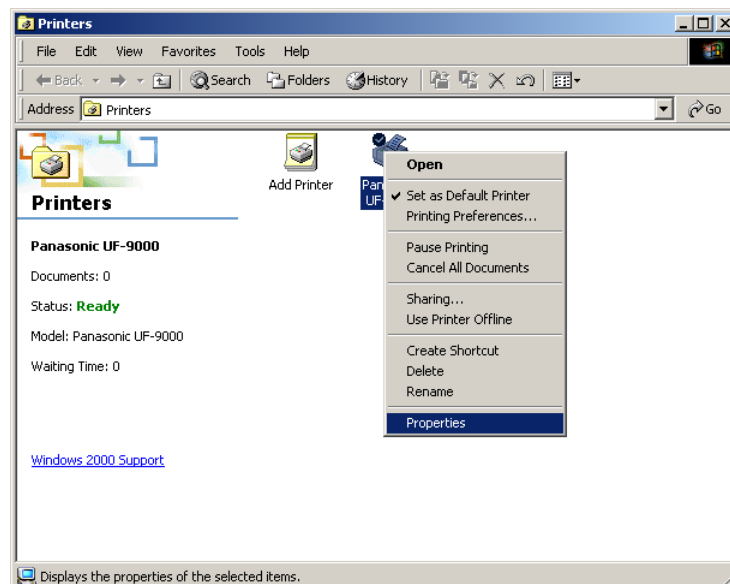
NOTE

1. *In Windows 2000/Windows XP/Windows Server 2003 , setting of the properties depends on the logon account. This section describes properties to be specified by the administrator (system manager). See "Configuring the Printer Driver Settings" for details on user properties. (See page 67)*

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Configuring the Printer Driver Settings

Windows 2000/Windows XP/Windows Server 2003 (Administrator)

General Tab
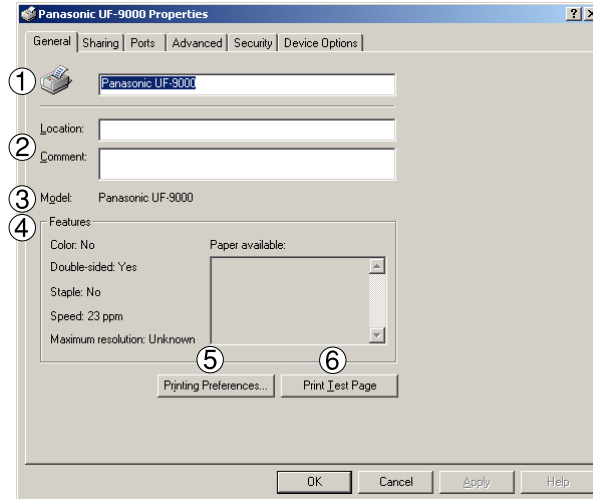
1. **Printer Name**
   Name of the printer specified upon installation is displayed.

2. **Location and Comment**
   Enter a comment about the location of the printer and information about the printer.

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

3. **Model**
   Model name of the printer is displayed.

4. **Features**
   Functions and settings of the printer are displayed.

5. **Printing Preferences...** **button**
   Changes properties (print settings) specifiable for each user.
   Refer to "Configuring the Printer Driver Settings (User)" for details on settings (see page 67).

6. **Print Test Page** **button**
   Prints a test page. This allows the user to verify if the printer is installed properly.

Configuring the Printer Driver Settings

Windows 2000/Windows XP/Windows Server 2003 (Administrator)

Sharing Tab

<Windows 2000>

<Windows XP/Windows Server 2003>
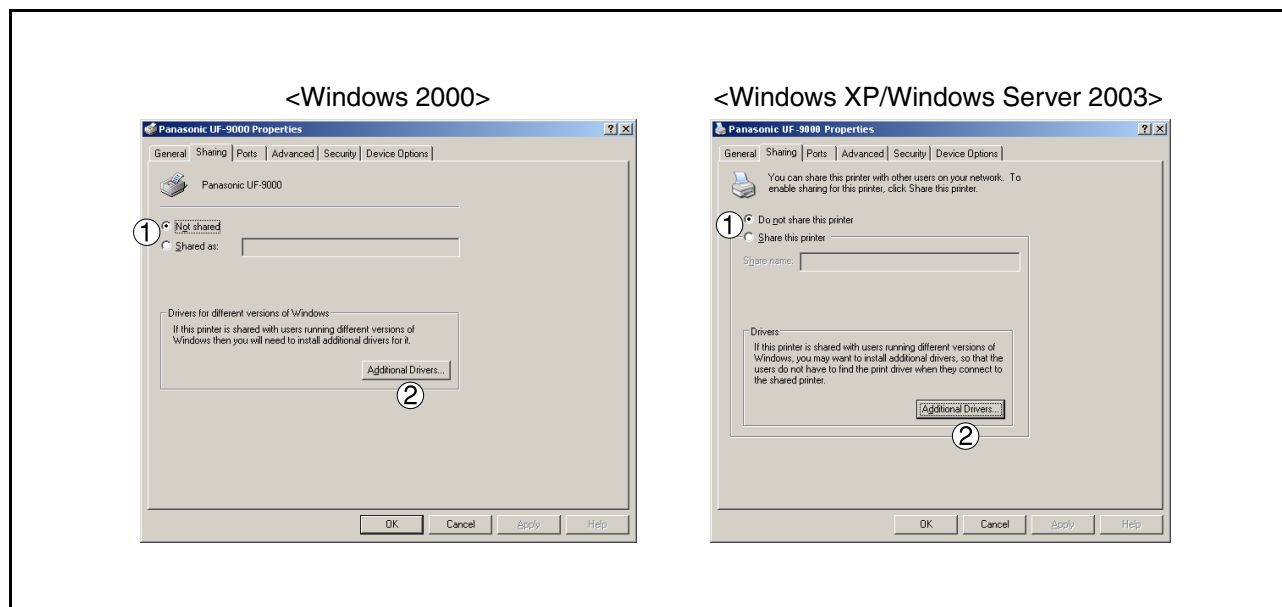
1. **Not Shared/Shared As (Do not share this printer/Share this printer)**
   Specify if this printer is displayed or shared with other computers.

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

2. Additional Drivers... **button**
   Install additional printer drivers on the system. (See Note 1)

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

NOTE

1. *When sharing a printer on the network, the print driver needs to be installed on the print server only, and other computers will automatically copy and use that driver.*
   For this reason, the print server must be ready with printer drivers for all the operating systems of all the computers that will be sharing the printer.
2. *If the Windows is set to disable remote access to your PC for the security purpose, the Windows ask you to activate the Network Setup Wizard. Follow the messages to enable the Sharing Tab.*

Windows 2000/Windows XP/Windows Server 2003 (Administrator)
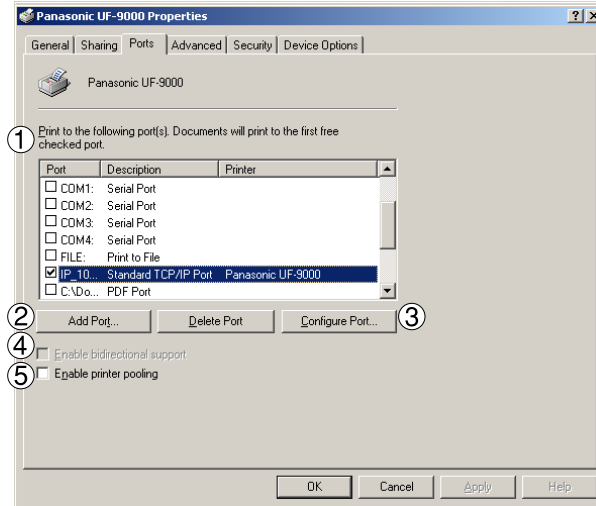
Ports Tab

1. **Print to the following port(s)**
   Displays a list of ports that allow printing, their status (description), and printers connected to the ports.

2. [Add Port...] / [Delete Port] **button**
   Adds/deletes a new port or a new network path.

3. [Configure Port...] **button**
   Configure the port that is selected. On a parallel port, wait time (in seconds) for retransmission is specified. (See Notes 1 and 2)

4. **Enable bidirectional support**
   This setting enables reception of configuration data and status data from the printer.

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

NOTE

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

Configuring the Printer Driver Settings

Windows 2000/Windows XP/Windows Server 2003 (Administrator)

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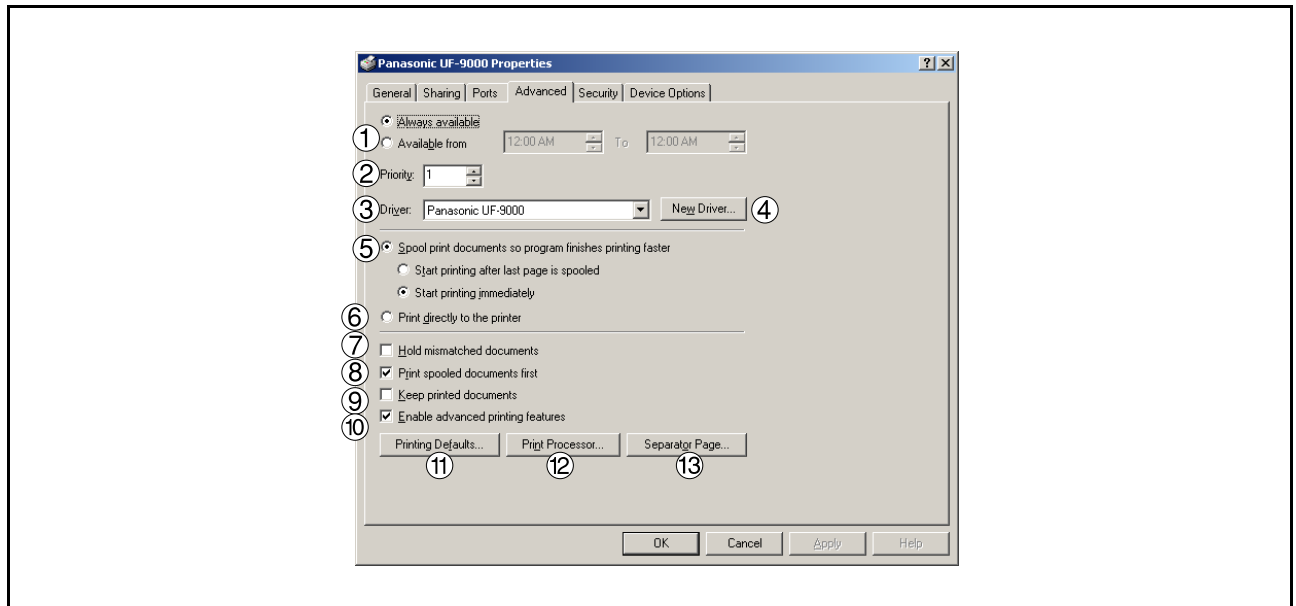
1. **Always available/Available from**
   Specify the operating schedule for a printer. Selecting **Available from** allows specifying an available operation time.

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

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

4. | New Driver... | **button**
   Updates or modifies the printer driver.

5. **Spool print documents so program finishes printing faster**
   Specify the method of sending a document from the program to the printer.

6. **Print directly to the printer**
   Specify that the document should be sent directly to the printer device and not spooled. Use this if you cannot print using either of the print spooling options.

7. **Hold mismatched documents**
   This feature does not function properly on your machine. We recommend that you do not use it.

8. **Print spooled documents first**
   Always prints spooled documents first regardless of printing priority.

9. **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.

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

11. [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 (User)" for detailed settings. (See page 67)

12. [Print Processor...] **button**
   Specify a print processor and data type to be used for printing.

   The processor and data type define operations of printers under Windows 2000/Windows XP/Windows Server 2003.

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

13. [Separator Page...] **button**
   This feature does not function properly on your machine. We recommend that you do not use it.

Printer Section

Configuring the Printer Driver Settings

Windows 2000/Windows XP/Windows Server 2003 (Administrator)

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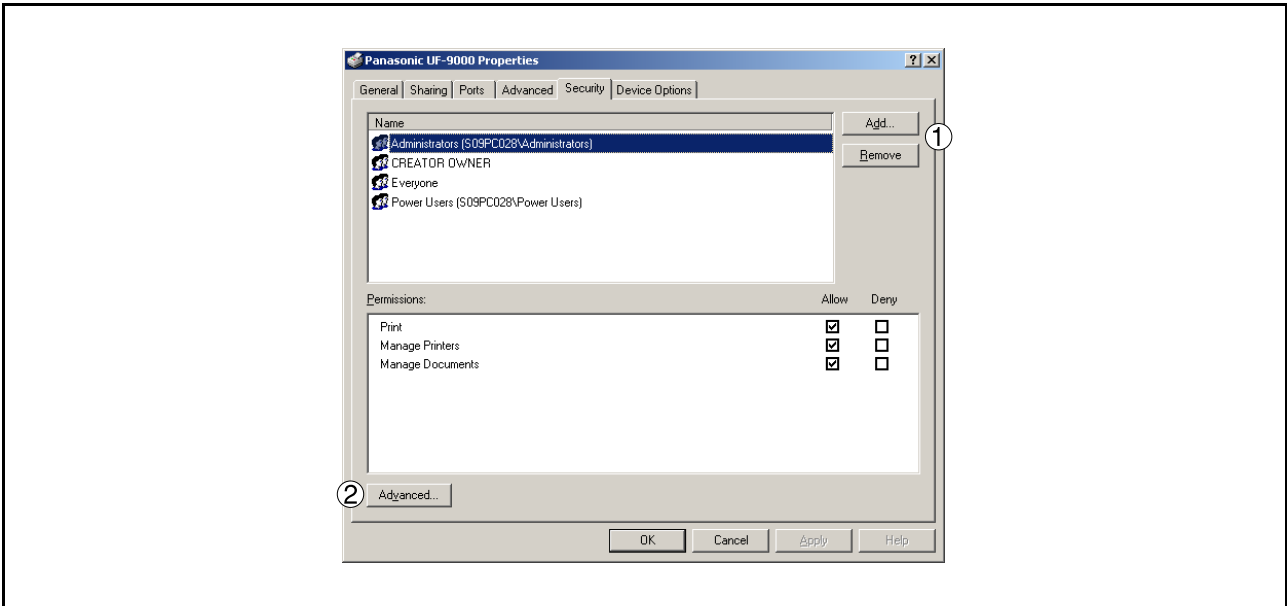
Displays a list of users and groups to whom printer access is assigned to. A list of standard permissions for each group or user is displayed. Check or uncheck the checkboxes for permitting or prohibiting access. Gray checkbox indicates the permission inheritance.

1. | Add... | / | Remove | **button**
   Add or delete a user or group from the list.

2. | Advanced... | **button**
   Specify access to a printer, audit, and owner. (See Note 1 and 2)
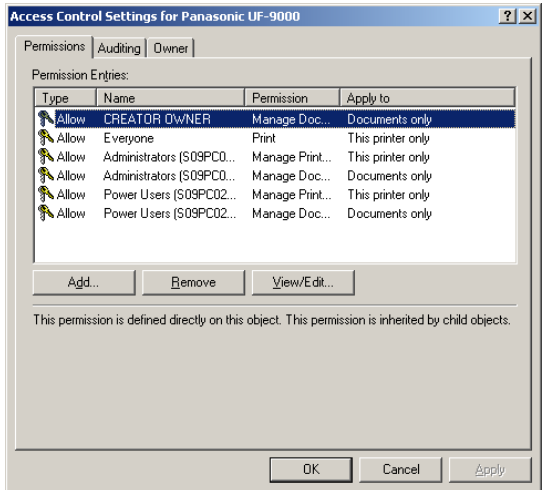
NOTE

1. *Windows 2000 provides the capability of managing access to various objects (e.g. printers) by users.*
2. *Refer the Windows 2000 documentation for details on access permission, audit, and owner.*
3. *Windows XP/Windows Server 2003 users should refer to the documentation to enable the Security Tab if this tab is not shown on your PC.*

Windows 2000/Windows XP/Windows Server 2003 (Administrator)

Device Options Tab

1. **SD Memory Card (256MB or greater) / HDD**
   Select **Installed** if the SD Memory Card (256MB or 512MB) is installed. (UF-7000/7100/8000/8100)
   Select **Installed** if the HDD Unit is installed. (UF-9000)

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

   • **Device Gamma**
   Adjust the gamma of print images (color intensities).

Continued on the next page...

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Printer Section

Configuring the Printer Driver Settings

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

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

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

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

5. Edit URL... button

   Edit the URL address that will be displayed when clicking the Support Contacts (W)... button of the Paper Tab (see page 69).

URL Title
Enter an applicable URL title.

URL
Enter the URL address to be associated to the

Support Contacts (W)... button of the Paper Tab.
(See page 69)

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

NOTE

1. **Device Options** *Tab specifies device-specific settings and settings of optional devices. Make sure that the* **Device Option Tab** *is set properly before printing a document, or printing problems may occur.*

Windows 2000/Windows XP/Windows Server 2003 (User)

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

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

2   Select the printer model in the name list box.

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

4   The printer properties dialog box appears. Click the desired tabs of the dialog box and specify the properties.
(See Note 1)
(See pages 68 - 73)

Printer Section

NOTE

1. *In Windows 2000/Windows XP/Windows Server 2003, setting of the properties depends on the logon accounts. This section describes properties to be specified by a user, upon executing a print operation in an application. See "Configuring the Printer Driver Settings (Administrator)" for details on administrator (system manager) properties. (See page 58)*

Configuring the Printer Driver Settings

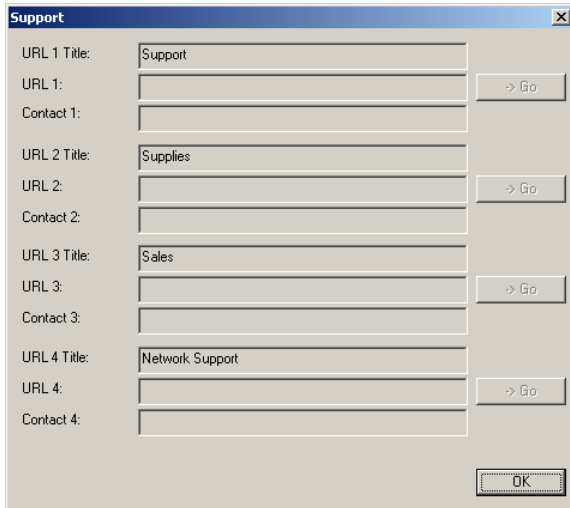## All Windows Common Settings

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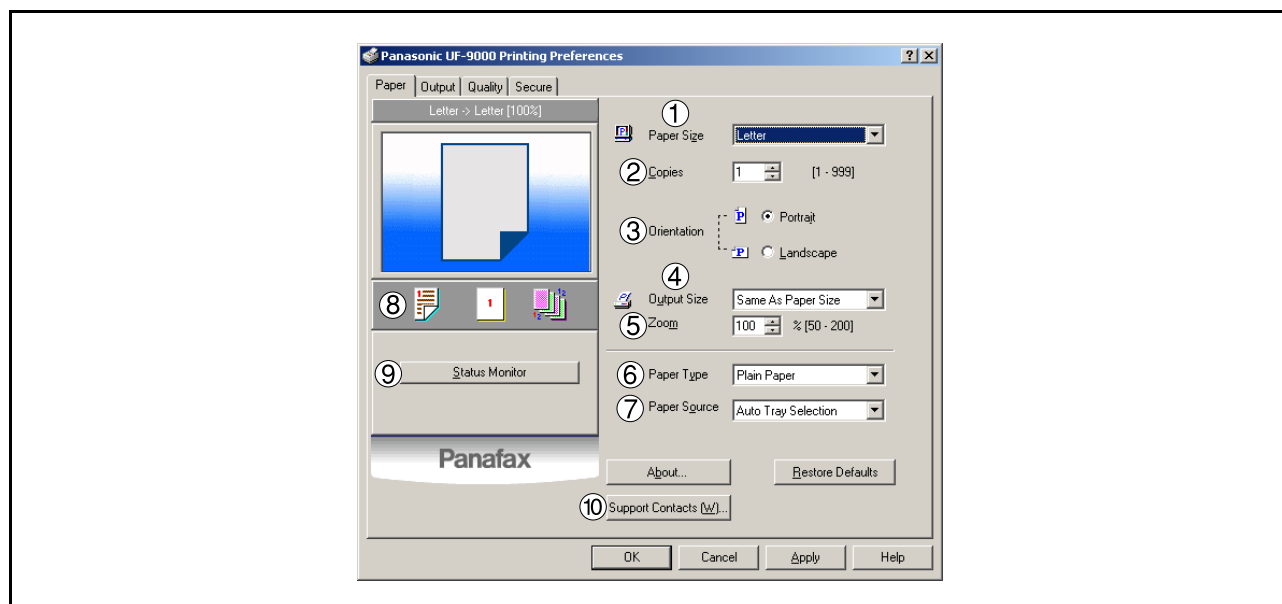
1. **Paper Size**
   Select a document size.

2. **Copies (1-999)**
   Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

3. **Orientation**
   Specifies how the document is positioned on the page. Portrait orients the print vertically. Landscape orients the print horizontally.

4. **Output Size**
   Specifies the paper size to use. The various paper sizes listed match those supported by your printer.

5. **Zoom (50-200)**
   Specify an enlargement or reduction percentage when printing documents. If enlargement/reduction can be set within the application, indicate 100% here and specify the enlargement/reduction percentage in the Print dialog box of the application.

6. **Paper Type**
   Select the Paper Type you want to use.

7. **Paper Source**
   Specify where the paper you want to use is located in the device. If you choose **Auto Tray Selection**, the printer driver will automatically select an appropriate tray according to the Paper Size selected.
   If the matching paper size is not found, the printer driver will select the Tray 1.

8. **Print Properties Status Icons**
   Show the print status for the following properties.
   • Paper Style (Output Tab)
   • N in 1 (Output Tab)
   • Sort (Output Tab)

9. **Status Monitor**
   Recalls Network Status Monitor. (See page 187)

All Windows Common Settings

10. Support Contacts (W)... button

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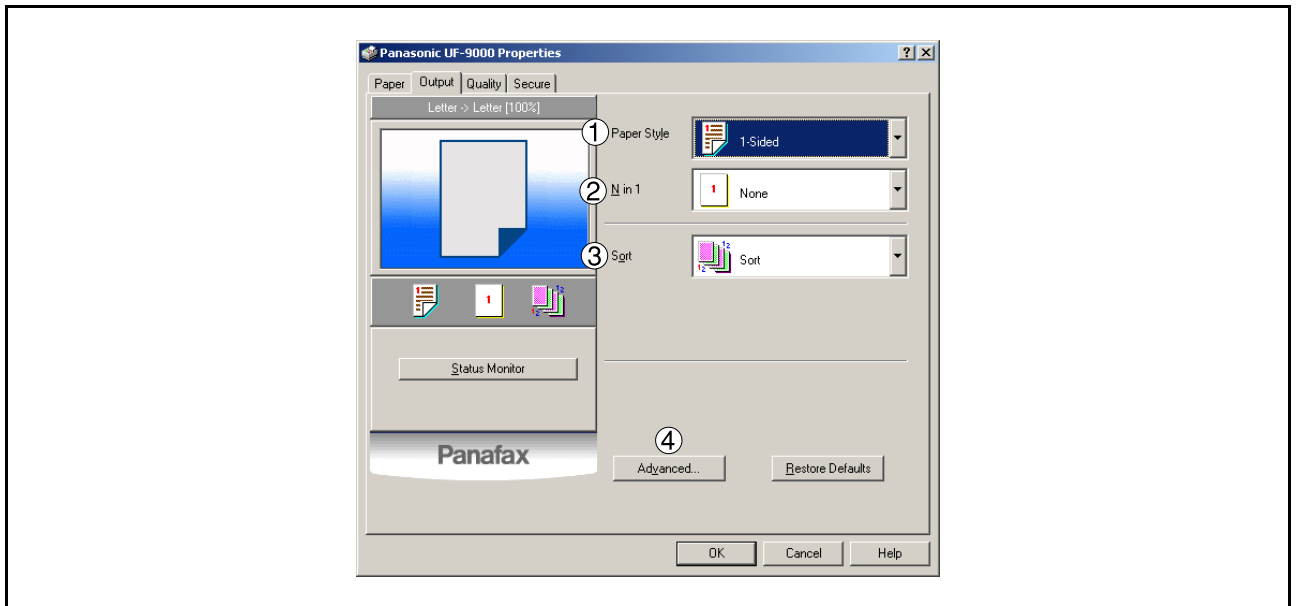
Configuring the Printer Driver Settings

All Windows Common Settings

Output Tab

1. **Paper Style**
   Select duplex printing for printing on both sides of the paper.
   You can select the printing style among 1-Side/2-Sided (Long Edge) /2-Sided (Long Edge Margin) /2-Sided (Short Edge) /2-Sided (Short Edge Margin).

   • **Binding Position**
     Select the binding side (Long Edge/Short Edge) for duplex printing.

   • **Binding Margin**
     Select the binding margin upon duplex printing.

2. **N in 1**
   Specify the layout pattern for printing multiple documents on a single sheet of paper.

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

   Note: Sort settings made on the printer driver screen have priority.
   It is not recommended to make them on the application screen.

All Windows Common Settings

4. [Advanced...] **Button**
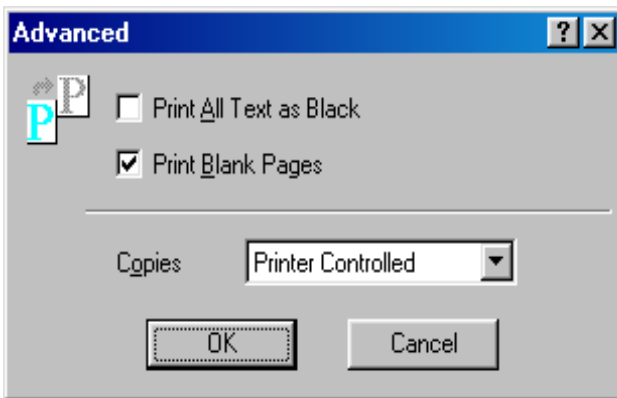
• **Print All Text as Black (Windows 98/Windows Me only).**
All colored text is printed as solid black

• **Print Blank Pages**
Select whether the blank pages are printed.

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

In this case, select **Printer Driver Controlled**, as sorting is processed by the printer driver. However, this mode may take more time to print.

Configuring the Printer Driver Settings

All Windows Common Settings

Quality Tab

<Windows 98/Windows Me>

<Windows NT/Windows 2000/
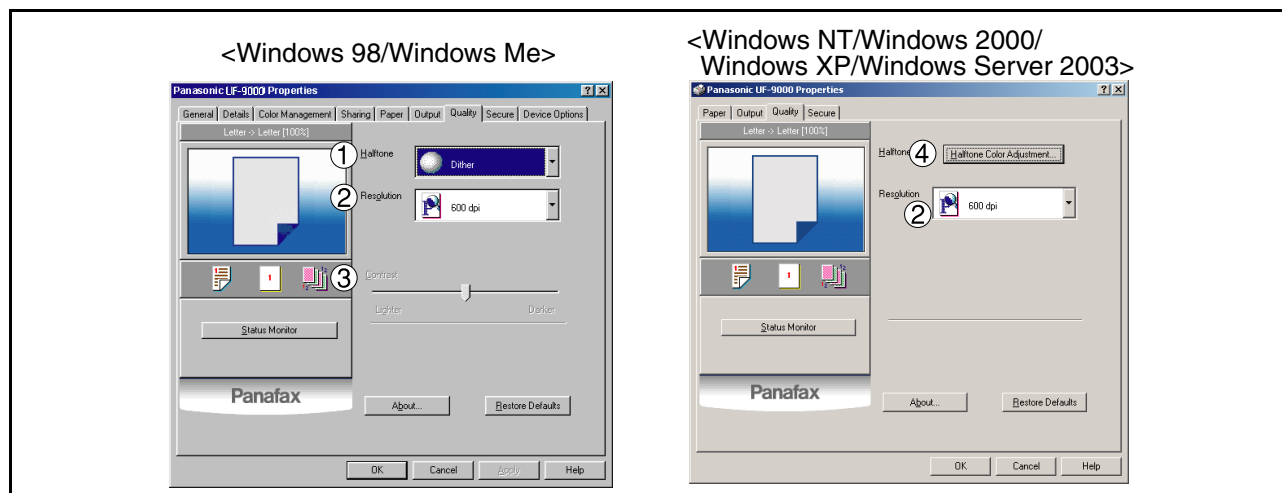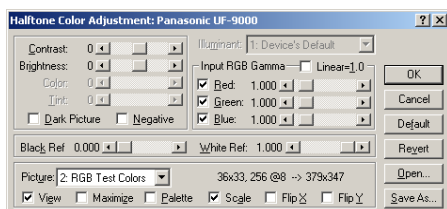Windows XP/Windows Server 2003>

1. **Halftone** (For Windows 98/Windows Me only)
   Select either None or Dither.

2. **Resolution**
   Select the print resolution (300 dpi / 600 dpi). (See Note 1)

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

4. Halftone Color Adjustment... button (For Windows NT/Windows 2000/Windows XP/Windows Server 2003 only)

- **Contrast**
  Adjust the contrast of print images.
- **Brightness**
  Adjust the brightness of print images.
- **Dark Picture**
  Select this option in order to print dark images brighter.
- **Negative**
  Select this option in order to print images with black and white reversed.
- **Input RGB Gamma**
  Adjust the gamma of print images (color intensities). Red, Green and Blue can also be adjusted individually.
- **Black Ref/White Ref**
  Adjust the difference between the darkest and lightest colors of an image. Increasing the Black Ref value or decreasing the White Ref value will intensify the contrast of the image but reduces the range of colors in between.
- **Picture**
  Select a test pattern type.
  Selecting the View check box will display halftone adjustment results in the test pattern.
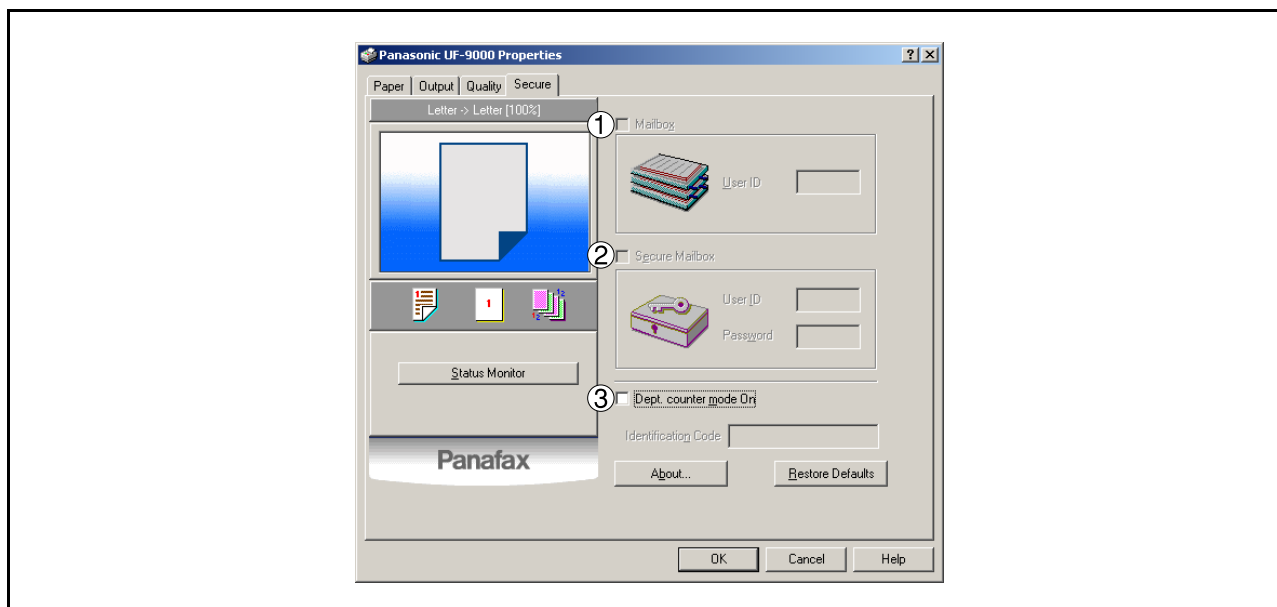
NOTE   *1. dpi (dots per inch) represents the number of dots contained in one inch. The larger the value, the higher the resolution would be.*

All Windows Common Settings

Secure Tab

1. **Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD19) or an SD Memory Card (256MB or 512MB) is installed.)**
   Check this checkbox and enter the User ID (up to 8 digits) when storing the print data into the mailbox of the machine.

   Note: Turning the Power Switch OFF while a print file is being stored (DATA indicator lamp flashing) into the Mailbox may cause all files in it to be lost.

2. **Secure Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD19) or an SD Memory Card (256MB or 512MB) is installed.)**
   Check this checkbox and enter the User ID (up to 8 digits) and the password (4 digits) when storing the print data into the secure mailbox of the machine.

   Note: Turning the Power Switch OFF while a print file is being stored (DATA indicator lamp flashing) into the Secure Mailbox may cause all files in it to be lost.

3. **Dept. Counter Mode On**
   Check this checkbox and enter the department code if your administrator requires departmental codes in order to print a file.

Print Operation

Printing from Windows Applications

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

To print from most Windows applications, use the **Print...** command in the **File** menu. Selecting the **Print...** command typically displays the following Print dialog box:
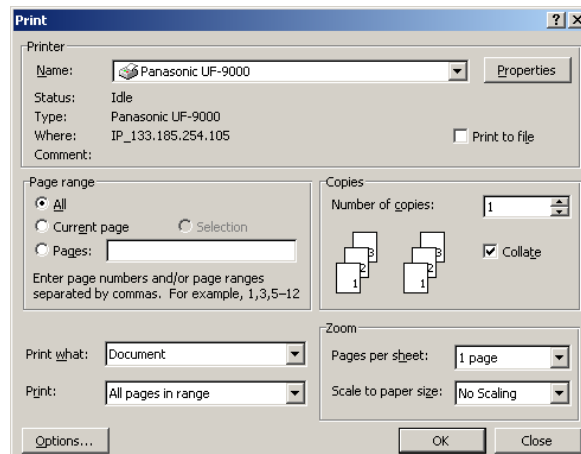
After selecting the print range to be printed and the number of copies, click the [OK] button to start printing.

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

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

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

Printing on Network

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

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

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

Printer server (PC connected to a printer)

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

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

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

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

5 Click the ☐ OK ☐ button.

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

NOTE

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

Printer Section

Print Operation

Printing on Network

Remote (PC that uses another computer's printer)

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

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

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

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

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

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

Mailbox and Secure Mailbox

General Description

Your machine has mailboxes that enable you to store print file(s) into them with a User ID (UF-7000/7100/8000/8100 up to 10 users or UF-9000 up to 100 users). To secure the file, a Password is required when printing the file (Secure Mailbox). Available if the optional Hard Disk Unit (DA-HD19 for UF-9000) or an SD Memory Card (256MB or 512MB for UF-7000/7100/8000/8100) is installed.

To configure the mailbox or secure mailbox to accept print file storage, see page 73.

Note: 1. Turning the Power Switch OFF while a print file is being stored (DATA indicator lamp is flashing) into the Mailbox or Secure Mailbox may cause all files to be lost.
2. When using the Mailbox or Secure Mailbox feature, there is a limitation of 20 mailboxes per User ID. If more than 20 print jobs are sent to an User ID, jobs will be deleted from the memory. Jobs will also be deleted if the optional Hard Disk Unit or SD Memory Card is full.

Mailbox and Secure Mailbox

Printing a File from the Mailbox

Follow the procedure below to print a file from a Mailbox on your machine.

1 Print a file to the Mailbox (up to 20 mailboxes for each User ID) with the User ID (see page 73).

2

UF-9000 ▼
PRINT

UF-7000/7100/8000/8100 ▼
PRINT

```
PRINTER ON LINE
```

3

FUNCTION   1   SET

FUNCTION   1   SET

```
ENTER USER ID
■
```

4 Enter the User ID (up to 8 digits) from the keypad (i.e. 12345678)

```
ENTER USER ID
12345678
```

5

SET

SET

```
USE ∨ OR ∧ TO SCROLL
        TOTAL DOC=nn
```

6 ▲ or ▼ repeatedly until the display shows the file you want to print.

```
(Panasonic)   10:11
(Pana.doc)
```

Sample display

Name of the file owner
(Up to 10 characters)

Received time

Number of copies to be printed

```
(Panasonic)   10:11
(Pana.doc)
```

DIRECTORY SEARCH
VOL
ZOOM

```
NO. OF SETS=nnn
PAGE=nnn 001min
```

File name
(Up to 10 characters)

Number of pages

Job time
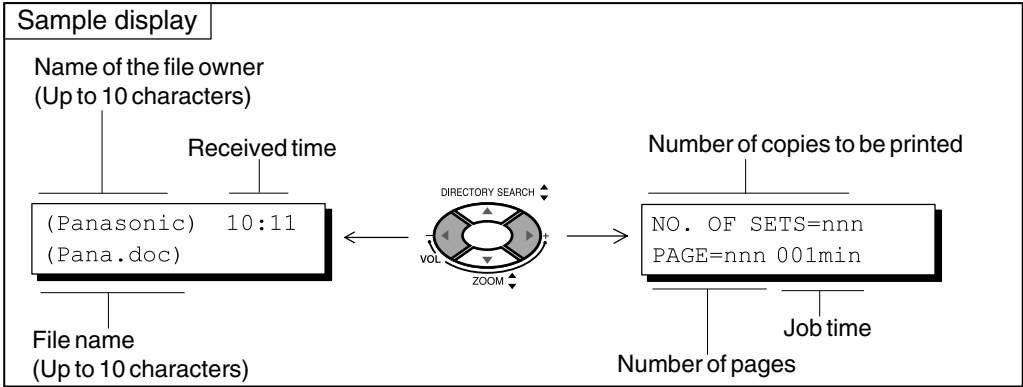
7

SET

SET

```
1:PRINT  2:ALL PRINT
3:DELETE 4:ALL DEL.
```

8 ① to print the displayed file.

② to print all files for the User ID.

```
* PRINTING *
PC DATA
```

9 Your machine will print the file. The file is automatically deleted after printing.

```
PRINTER ON LINE
```

Deleting a File from the Mailbox

Follow the procedure below to delete a file on the Mailbox.

1

UF-9000 ▼

PRINT

UF-7000/7100/8000/8100 ▼

PRINT

```
PRINTER ON LINE
```

2

FUNCTION 1 SET

FUNCTION 1 SET

```
ENTER USER ID
■
```

3 Enter the User ID (up to 8 digits) from the keypad (i.e. 12345678)

```
ENTER USER ID
12345678
```

4

SET

SET

```
USE ∨ OR ∧ TO SCROLL
        TOTAL DOC=nn
```

5 ▲ or ▼ repeatedly until the display shows the file you want to delete.

```
(Panasonic)  10:11
(Pana.doc)
```

6

SET

SET

```
1:PRINT  2:ALL PRINT
3:DELETE 4:ALL DEL.
```

7 ③ to delete the displayed file.

④ to delete all files for the User ID.

```
DELETE DOCUMENT?
1:YES 2:NO
```

8

STOP 1

STOP 1
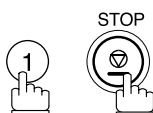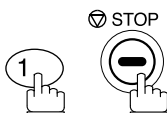
```
PRINTER ON LINE
```

Mailbox and Secure Mailbox

Printing a File from the Secure Mailbox

Follow the procedure below to print a file from a Secure Mailbox on your machine.

1   Print a file to the Secure Mailbox (up to 20 mailboxes for each User ID) with the User ID and a Password (see page 73).

2

UF-9000	UF-7000/7100/8000/8100
▼	▼
PRINT	PRINT

```
PRINTER ON LINE
```

3

FUNCTION   2 ABC   SET   FUNCTION   2   SET

```
ENTER USER ID
■
```

4   Enter the User ID (up to 8 digits) from the keypad (i.e. 12345678)

```
ENTER USER ID
12345678
```

5   SET   SET

```
USE ∨ OR ∧ TO SCROLL
        TOTAL DOC=nn
```

6   ▲ or ▼ repeatedly until the display shows the file you want to print.

```
(Panasonic)  10:11
(Pana.doc)
```

7   SET   SET

```
ENTER PASSWORD
■
```

8   Enter the Password (4 digits) from the keypad (i.e. 1234)

```
ENTER PASSWORD
****
```

9   SET   SET

```
SECURE MAILBOX
1:PRINT 2:DELETE
```

10   1   1

```
* PRINTING *
PC DATA
```

11   Your machine will print the file. The file is automatically deleted after printing.

```
PRINTER ON LINE
```

Deleting a File from the Secure Mailbox

Follow the procedure below to delete a file from a Secure Mailbox on your machine.

1

UF-9000	UF-7000/7100/8000/8100
▼	▼
PRINT	PRINT

```
PRINTER ON LINE
```

2

FUNCTION 2 ABC SET   FUNCTION 2 SET

```
ENTER USER ID
■
```

3 Enter the User ID (up to 8 digits) from the keypad (i.e. 12345678)

```
ENTER USER ID
12345678
```

4 SET   SET

```
USE ∨ OR ∧ TO SCROLL
         TOTAL DOC=nn
```

5 ▲ or ▼ repeatedly until the display shows the file you want to delete.

```
(Panasonic)  10:11
(WORKiO.doc)
```

6 SET   SET

```
ENTER PASSWORD
■
```

7 Enter the Password (4 digits) from the keypad (i.e. 1234)

```
ENTER PASSWORD
****
```

8 SET   SET

```
SECURE MAILBOX
1:PRINT 2:DELETE
```

9 2 ABC   2

```
DELETE DOCUMENT?
1:YES 2:NO
```

10 1 STOP   1 STOP

```
PRINTER ON LINE
```

Setting Your Machine

Network Parameters
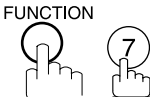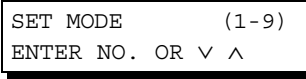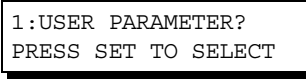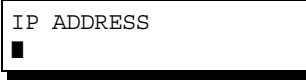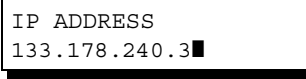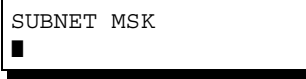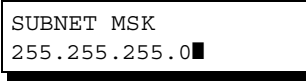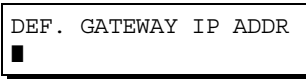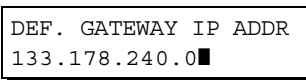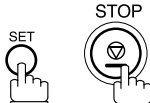
When your machine is used as a Network Printer, the following parameters should be set properly in advance.

• IP Address
• Subnet Mask
• Default Gateway IP Address

■ UF-7000/7100/8000/8100

If your network has already been setup with DHCP service, set the Fax Parameter No. 169 **(DHCP CLIENT)** to Valid so that the parameters are set automatically. (For details, see the Operating Instructions for Facsimile and Copy Functions)
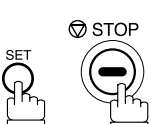
Follow the procedures below if you need to set the parameters manually.

1 Make sure that the PRINT , SCAN/FILE and EMAIL lamp is OFF.

2 FUNCTION 7

```
SET MODE       (1-9)
ENTER NO. OR ∨ ∧
```

3 1

```
1:USER PARAMETER?
PRESS SET TO SELECT
```

4 SET repeatedly until the display shows;

```
IP ADDRESS
■
```

5 Enter the IP Address. Use the ✱ key to enter a period.

```
IP ADDRESS
133.178.240.3■
```

6 SET

```
SUBNET MSK
■
```

7 Enter the Subnet Mask. Use the ✱ key to enter a period.

```
SUBNET MSK
255.255.255.0■
```

8 SET

```
DEF. GATEWAY IP ADDR
■
```

9 Enter the Default Gateway IP Address. Use the ✱ key to enter a period.

```
DEF. GATEWAY IP ADDR
133.178.240.0■
```

10 SET STOP

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■ UF-9000

If your network has already been setup with DHCP service, set the General Settings for Key Operator No. 22 (**DHCP CLIENT**) to **Valid** so that the parameters are set automatically. (For details, see the Operating Instructions for Facsimile and Copy Functions)

Follow the procedures below if you need to set the parameters manually.

1 Make sure that the ⎡ COPY ⎤ lamp is ON.

2 FUNCTION 1 SET

```
GENERAL PARAM. (1-9)
ENTER NO. ▮ OR ∨ ∧
```

3 9 WXYZ

```
09 KEY OPERATOR MODE
ENTER PASSWORD=▮▮▮
```

4 Enter the Key Operator Password.

```
09 KEY OPERATOR MODE
ENTER PASSWORD=***
```

5 SET

```
KEY OPR.MODE (00-31)
ENTER NO. ▮ OR ∨ ∧
```
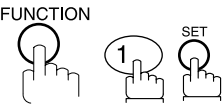
6 1 9 WXYZ

```
19 TCP/IP ADDRESS
▮
```

7 Enter the IP Address. Use the ⎡ * ⎤ key to enter a period.

```
19 TCP/IP ADDRESS
133.178.240.3▮
```

8 SET

```
20 TCP/IP SUBNET MSK
▮
```

9 Enter the Subnet Mask. Use the ⎡ * ⎤ key to enter a period.

```
20 TCP/IP SUBNET MSK
255.255.255.0▮
```

10 SET

```
21 TCP/IP G/W ADDR.
▮
```

11 Enter the Default Gateway IP Address. Use the ⎡ * ⎤ key to enter a period.

```
21 TCP/IP G/W ADDR.
133.178.240.0▮
```

12 SET ⊘ STOP

Printer Settings

Make sure that the | PRINT | lamp is ON.

Press | FUNCTION |, | 4 | and | SET | to set the Printer Settings.

No.	Modes	Function	Initial Setting
00	NUMBER OF PRINTS	Sets the initial number of prints 1-999	1
01	PAPER SIZE	Sets the paper size setting. LETTER / INVOICE / FLS1 / FLS2 / A4 / B5 / A5 / LEGAL	--
02	PAPER TRAY	Sets the default Paper Tray setting. AUTO / BYPASS / TRAY-1 / TRAY-2 (Option)	AUTO
03	PRINT DIRECTION	Sets the default print direction setting. 1:PORTRAIT / 2:L-SCAPE	PORTRAIT
04	PRINT DATA	Determines the provision of the print data. PRESS SET TO PRINT	
05	2-SIDED PRINT	Selects whether the 2-Sided print setting is enabled. 1:OFF / 2:ON	OFF
06	BIND POSITION	Sets the bind position. 1:LONG EDGE / 2:SHORT EDGE	LONG EDGE
07	RESOLUTION	Sets the resolution setting. 1:300dpi / 2:600dpi / 3:1200dpi	600dpi
08	FONT (PCL)*1	Sets the PCL font. 0-99	0
09	SYMBOL TABLE (PCL)*1	Sets the PCL symbol table. 0-35	11
10	PITCH (PCL)*1	Sets the PCL pitch. 0.44-99.99	10.00
11	POINT SIZE (PCL)*1	Sets the PCL point size. 4.00-999.75	12.00
12	LINES/PAGE (PCL)*1	Sets the PCL lines/page. 5-128	60
13	RETURN CHARACTER (PCL)*1	Sets the PCL return character. 1:CR / 2:CR+LF	1:CR
14	MUTUAL A4/LETTER	Selects whether the mutual size A4/LETTER is enabled. 1:OFF / 2:ON	1:OFF
15	MAILBOX MEMORY STATUS*2	Indicates the mailbox memory status.	
19	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD =■■■	

*1 Available only when the optional Printer Controller Module is installed.
*2 Available only when the optional Hard Disk Drive Unit or an SD Memory Card is installed.

Printer Settings

The following Parameter Settings require to input the Key Operator Password.

No.	Modes	Function	Initial Setting
00	PRINTER SETTINGS	Prints the printer settings. PRESS SET TO PRINT	
01	COMPLETION TIME	Sets the job completion time. 1-999SEC (seconds)	180SEC
02	PAGE PROTECTION	Selects whether to enable automatic compression when the received data exceeds the page memory capacity. (This is accomplished by reducing resolution, and/or deleting pixels to fit the data onto the available page memory, then print it out.) When the setting is in the "OFF" position, upon exceeding the page memory capacity, the print job is deleted and an Error message is displayed. 1:OFF / 2:ON	1:OFF
03	ERROR PAGE PRINT	Selects whether to print the error page. 1:OFF / 2:ON	2:ON
04	SPOOL FUNCTION *4	Selects whether to enable the spool function. 1:OFF / 2:ON	2:ON
05	TEXT PRINT	Selects whether to print the text page only. 1:OFF / 2:ON	2:ON
06	PS CONFIGURATION*1	Prints the PS configuration page. PRESS SET TO PRINT	
07	FONT LIST PRINT (PCL)*2	Sets the PS printing font list. PRESS SET TO PRINT	
08	FONT LIST PRINT (PS)*1	Sets the font list print of PS. PRESS SET TO PRINT	
09	MAILBOX DATA HOLD*3	Selects the automatic holding time frame for the mailbox data. Infinity / 1 DAY / 2 DAYS / 3 DAYS / 4 DAYS 5 DAYS / 6 DAYS / 7 DAYS	7 DAYS
10	DELETE MAILBOX*3	Selects whether to delete the mailbox data. 1:ALL / 2:BEFORE	2:BEFORE
12	APPLETALK ZONE*1	Inputs a AppleTalk zone name.	

*1 Available only when the optional Multi Page Description Language Controller Module is installed. (UF-9000 only)

*2 Available only when the optional Printer Controller Module is installed.

*3 Available only when the optional Hard Disk Drive Unit or an SD Memory Card is installed.

*4 Available only when the optional Hard Disk Drive unit is installed. (UF-9000 only)

Printer Section

Specification

Available Paper Type and Paper Size

Paper Type	Paper Size	Print from Paper Tray	Print from Sheet Bypass	Print from 2nd Paper Tray (Optional)	Print by 2-Sided Print Mode
Plain Paper	Letter	**Yes**	**Yes**	**Yes**	**Yes**
	Legal	**Yes**	**Yes**	**Yes**	**Yes**
	Invoice	*No*	**Yes**	*No*	*No*
	FLS1	*No*	**Yes**	*No*	*No*
	FLS2	*No*	**Yes**	*No*	*No*
	A4	**Yes**	**Yes**	**Yes**	**Yes**
	B5	**Yes *1**	**Yes**	**Yes *1**	**Yes *1**
	A5	**Yes *1**	**Yes**	*No*	*No*
Thick Paper	Letter	*No*	**Yes**	*No*	*No*
	Legal	*No*	**Yes**	*No*	*No*
	Invoice	*No*	**Yes**	*No*	*No*
	FLS1	*No*	**Yes**	*No*	*No*
	FLS2	*No*	**Yes**	*No*	*No*
	A4	*No*	**Yes**	*No*	*No*
	B5	*No*	**Yes**	*No*	*No*
	A5	*No*	**Yes**	*No*	*No*
Cotton Paper	Letter	**Yes**	**Yes**	*No*	*No*
	Legal	**Yes**	**Yes**	*No*	*No*
	Invoice	*No*	**Yes**	*No*	*No*
	FLS1	*No*	**Yes**	*No*	*No*
	FLS2	*No*	**Yes**	*No*	*No*
	A4	**Yes**	**Yes**	*No*	*No*
	B5	**Yes *1**	**Yes**	*No*	*No*
	A5	**Yes *1**	**Yes**	*No*	*No*
Transparency	Letter	**Yes**	**Yes**	*No*	*No*
	A4	**Yes**	**Yes**	*No*	*No*
Label	Letter	*No*	**Yes**	*No*	*No*
	A4	*No*	**Yes**	*No*	*No*
Envelope	#9	*No*	**Yes**	*No*	*No*
	#10	*No*	**Yes**	*No*	*No*
	Monarch	*No*	**Yes**	*No*	*No*
	DL	*No*	**Yes**	*No*	*No*
	C5	*No*	**Yes**	*No*	*No*

*1: For UF-7100/8100 only

Available Paper Weight and Capacity

	Paper Type	Print from Paper Tray	Print from Sheet Bypass	Print from 2nd Paper Tray (Optional)
Paper Weights	Plain Paper	16 – 28 lb (60 – 105 g/m^2)	16 – 28 lb (60 – 105 g/m^2)	16 – 28 lb (60 – 105 g/m^2)
	Thick Paper	*No*	29 – 44 lb (106 – 165 g/m^2)	*No*
	Envelope	*No*	24 lb (90 g/m^2)	*No*
Paper Capacity	Plain Paper 20 lb (75 g/m^2)	250 sheets	1 sheet	550 sheets
	Transparency	20 sheets	1 sheet	*No*
	Label	*No*	1 sheet	*No*
	Envelope	*No*	1 sheet	*No*

Printer Section

Specification

Transparencies and Labels

You may also print on high quality labels and transparencies that are made specifically for Laser printers. We recommend using the following types.

Paper Type	Paper Size	Recommended Type
Transparency	Letter/A4	3M CG3300
Label	Letter	Avery 5160 – 5163, Avery 5660 – 5663
	A4	Avery L7159 –L7164

- To avoid damaging the printer, do not use transparencies made for Inkjet printers.
- Do not use transparencies that have already been fed through the printer once.

Note: The labels must completely cover the backing material as shown below.
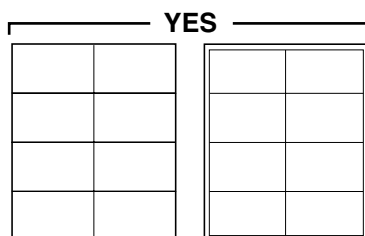
Labels cover the entire backing material
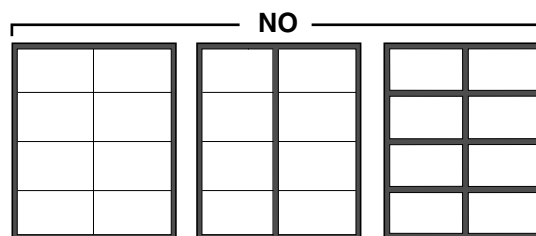
The backing material is exposed.

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Envelopes

It is recommended that you purchase only high quality envelopes with diagonal seams as shown below.
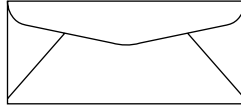
High quality envelopes have the following characteristics:
- A thin, sharply creased leading edge.
- Paper weight of 24 lb (90 g/m^2).
- Flat, free of curls, wrinkles, nicks, etc.

It is not recommended that you use envelopes with any of the following characteristics (using these may result in paper jams).
- Irregularly shaped envelopes
- Envelopes with curls, wrinkles, nicks, twists, dog-ears or other damage
- Envelopes with side seam construction
- Highly textured envelopes, or with extremely shiny surfaces
- Envelopes that seal by removing a peel-off strip
- Envelopes with more than one flap to be sealed
- Self-adhesive envelopes
- Envelopes that are baggy or not sharply creased
- Embossed envelopes
- Envelopes that have previously been printed with a laser printer
- Envelopes that have been previously printed inside

Printer Section
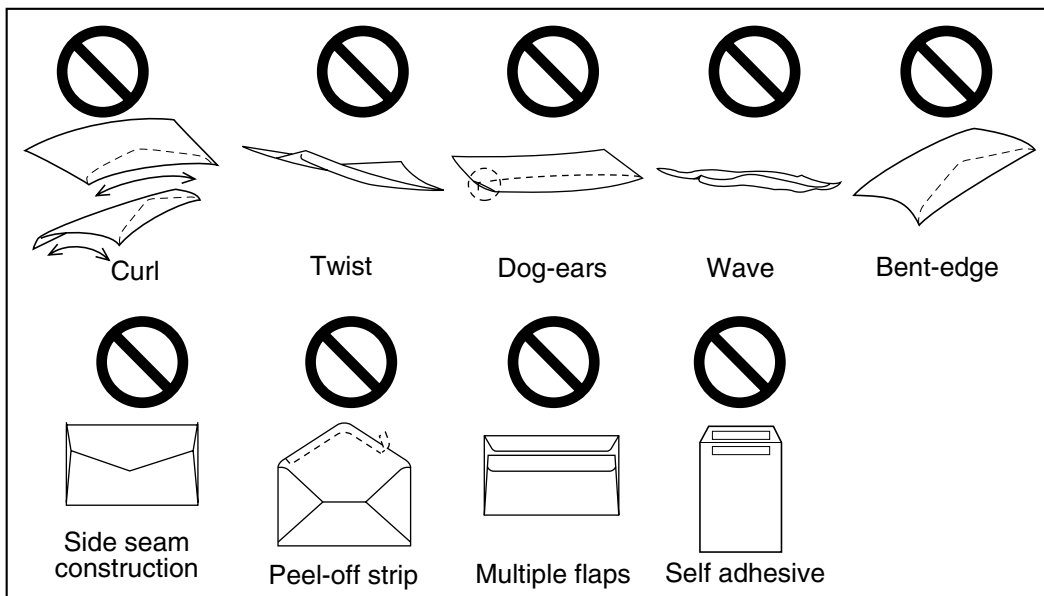
Specification

Envelopes

Do not attempt to print on any of the following types of envelopes. These may cause damage to your printer.
- Envelopes with clasps, snaps or tie strings (see Figure 1)
- Envelopes with transparent windows (see Figure 2)
- Envelopes that will melt, discolor, scorch, offset or release hazardous emissions when exposed to 200 °C (392 °F) for 0.1 second
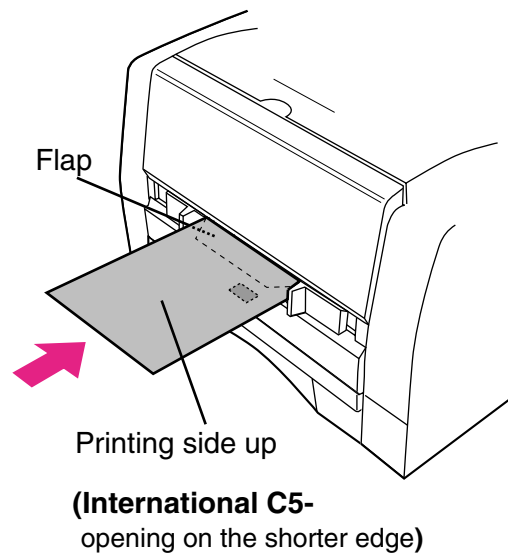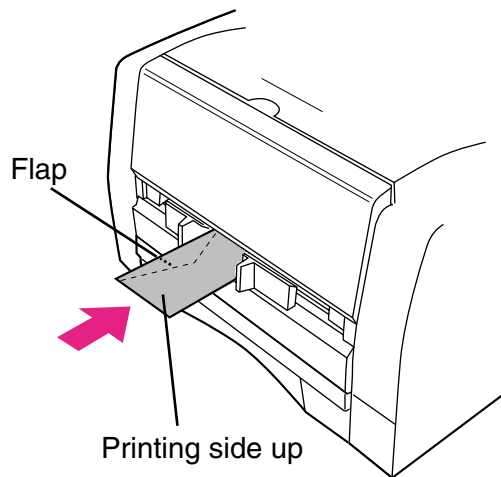- Envelopes that use encapsulated types of adhesive that do not require moistening but rely on pressure to seal them

Figure 1   Figure 2
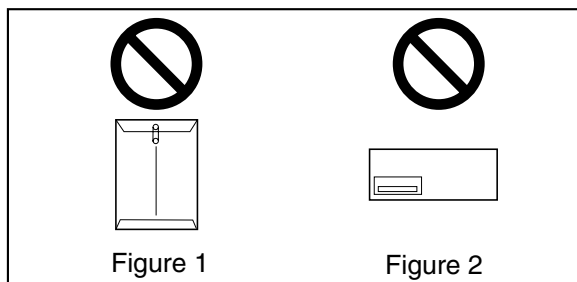
Always test a sample of the envelopes you are thinking of buying. Confirm that the envelope performs acceptably.

For best printing results
- Avoid printing in high humidity.
  High humidity may cause the envelope to curl and pick up excess toner.
  High humidity may also cause the envelope to seal.
- Envelope storage is very important. Store them away from moisture and humid air, where they can lay flat and their edges will not be bent or damaged. The humidity should not exceed 70%RH.

Loading the Envelopes

Sheet Bypass only

Flap

Printing side up

Flap

Printing side up

(International C5-
opening on the shorter edge**)**

Specification

Printer Specifications

Printing Speed	**<UF-7000/7100>** 15 sheets/minute (Letter size plain paper, simplex printing) 14 sheets/minute (A4 size plain paper, simplex printing) **<UF-8000/8100/9000>** 19 sheets/minute (Letter size plain paper, simplex printing) 18 sheets/minute (A4 size plain paper, simplex printing)
Resolution (dots per inch)	300 x 300, 600 x 600
Interface	USB 1.1 Ethernet (10Base-T/100Base-TX)
Applicable OS	Windows 98, Windows Me, Windows NT 4.0 (With Service Pack 3 or later is required), Windows 2000, Windows XP, Windows Server 2003
Printer Working Memory	20 MB

memo

Installing the Document Management System

1

Insert the Panasonic Document Management System CD-ROM. (See Note 1 on page 97)

2
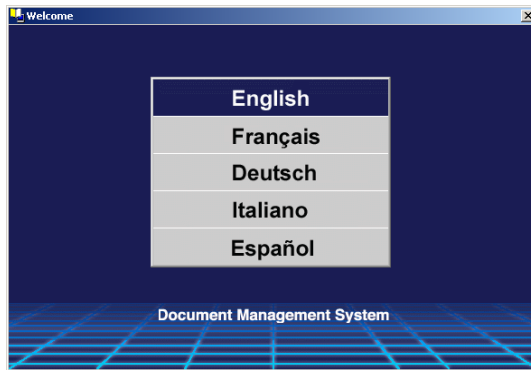
Select the language.

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

3
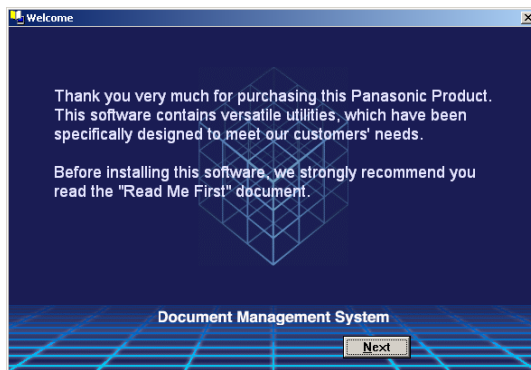
Click the [Next] button.

4
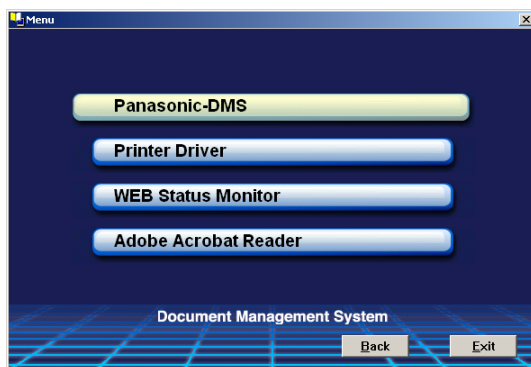
Click **Panasonic-DMS**.

5
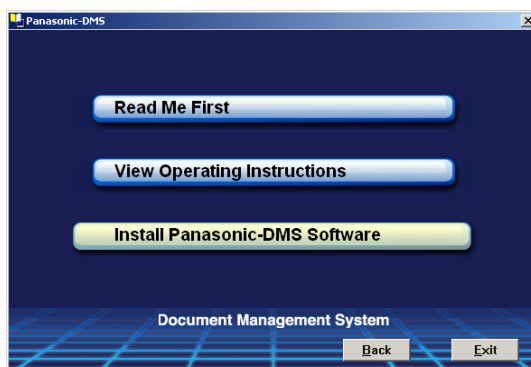
Click **Install Panasonic-DMS Software**.

Installing the Document Management System

6
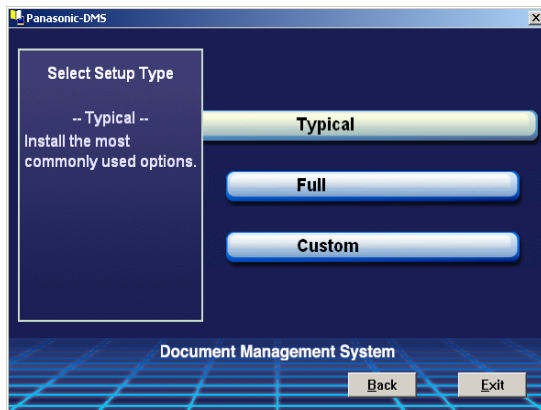
Click **Typical**.

> **Note:** *(For UF-7000/7100/8000/8100 users) The Panafax Desktop is not installed with the Typical Installation selection. If you wish to install it, choose Custom Installation and check the Panafax Desktop selection box.*

7
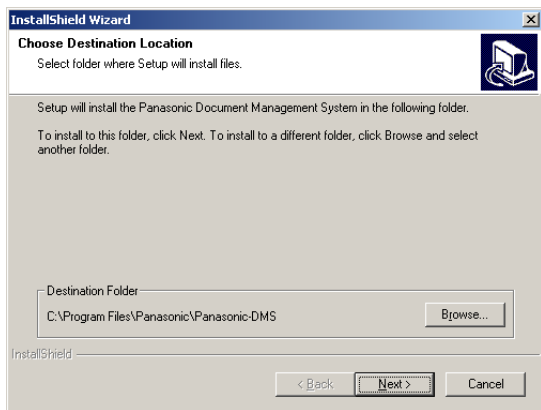
Verify the installation destination and click the [Next] button.

8
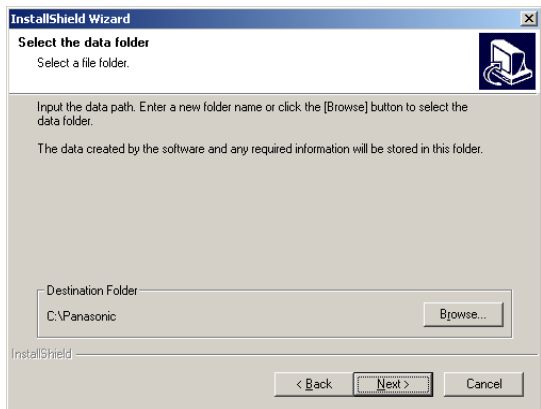
Verify the data folder destination and click the [Next] button.

9
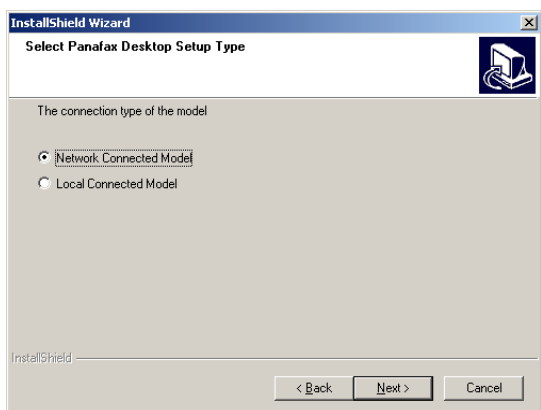
(When the Panafax Desktop is installed)
Select **Network Connected Model** and click the [Next] button.

Continued on the next page...

10
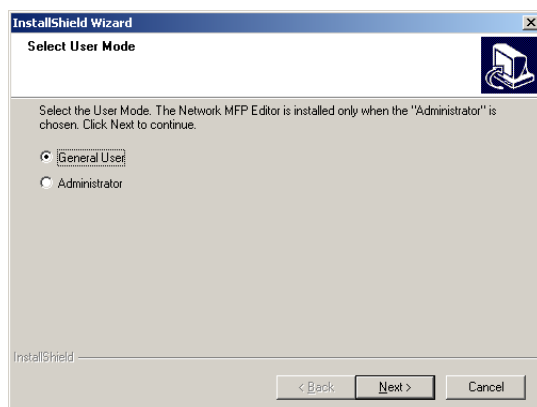
Select **General User** and click the [Next] button.

> **Note:** *If selecting **Administrator**, the network configuration editor and network address book editor will also be installed on your PC. (See page 198)*
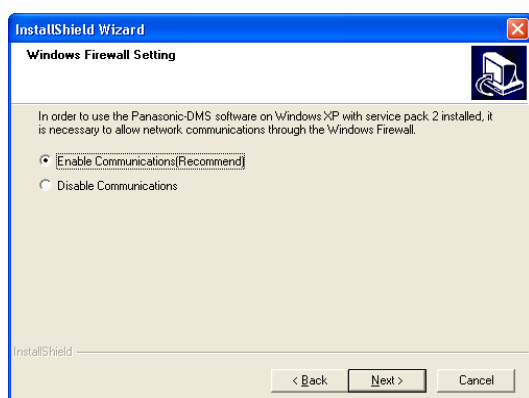
11
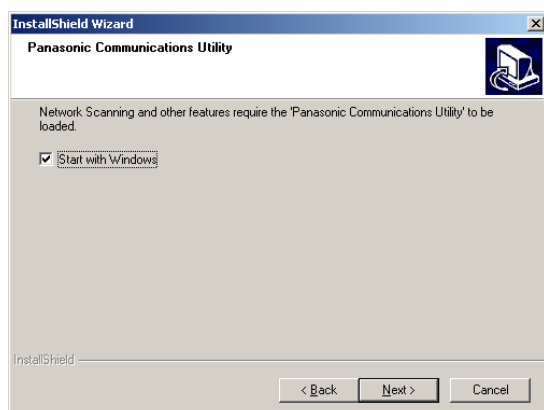
Select **Start with Windows** and click the [Next] button if you want to register the Panasonic Communications Utility to start with Windows.

12
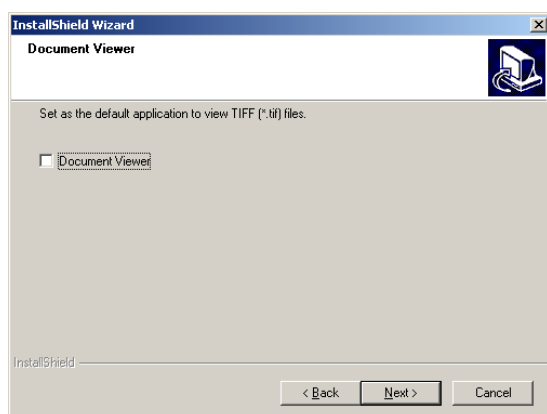
Select **Document Viewer** and click the [Next] button if you want to set the Document Viewer as the default application to view TIFF files.

13

<Windows XP Service Pack 2>
Select **Enable Communications[Recommend]** and click the [Next] button.
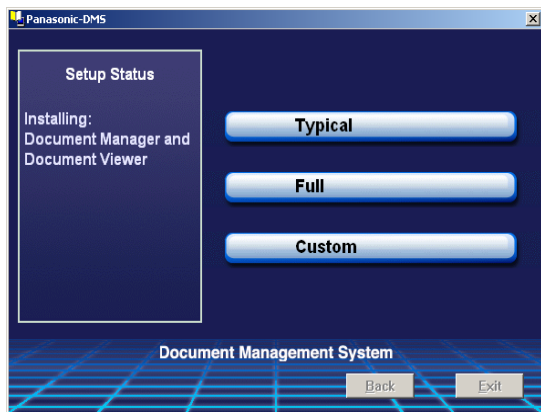
14
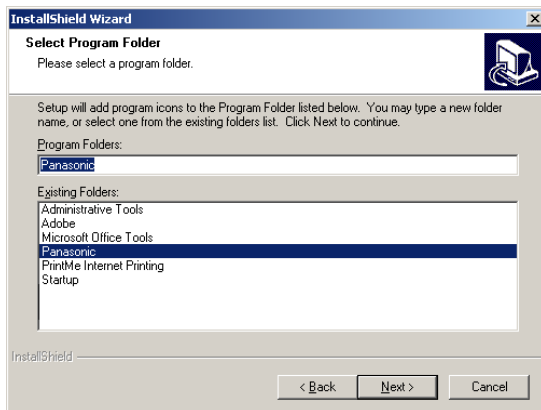
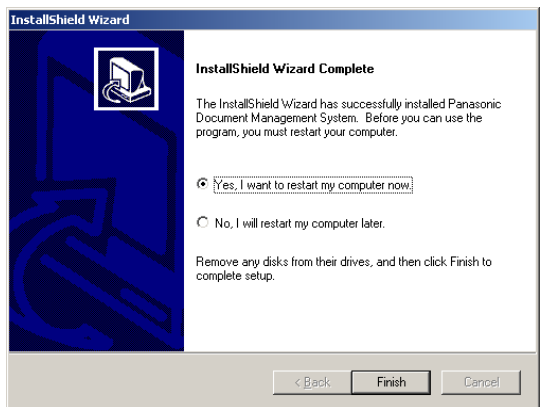Enter the program folder name and click the [Next] button.

15

The required files are copied.

16

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/Windows NT, after rebooting your PC, the Microsoft Data Access Components are automatically installed. Install it in accordance with the directions of the screen.

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

Document Management System Section

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Document Manager

Main Window

Document Manager is an application for managing documents (image files). By utilizing the Document Manager and Document Viewer (see page 118) in combination, a number of documents (image files) can be classified, managed, browsed, and edited.

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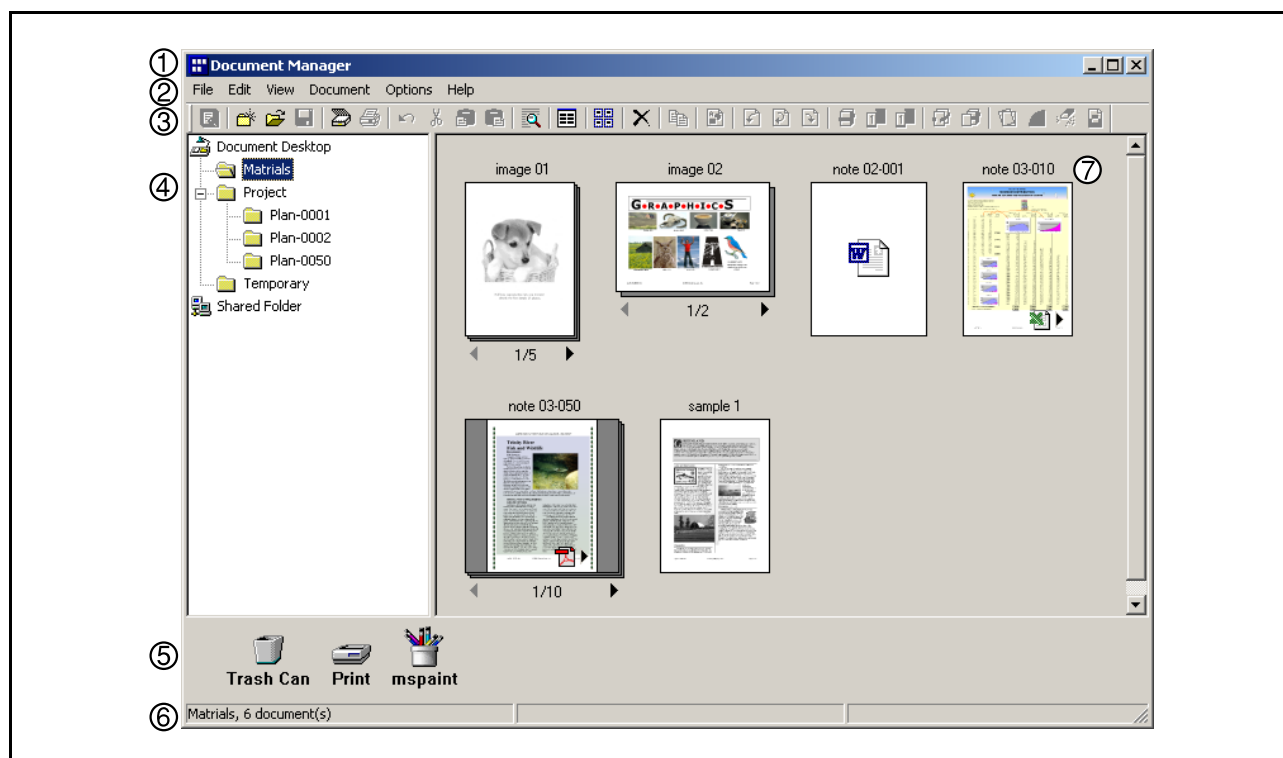
1. **Title Bar**
   Displays the title of the screen.

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

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

4. **Folder Window**
   Displays the folders containing the documents in tree form.

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

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

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Main Window

7.**Document Window**

Displays a list of documents in the selected folder.

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

•Image data files
A thumbnail image of the document is displayed.

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

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

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Document Manager

Basic Operations

The Document Manager allows editing and managing documents displayed in thumbnail images by dragging and dropping. The function enables various operations as described below:
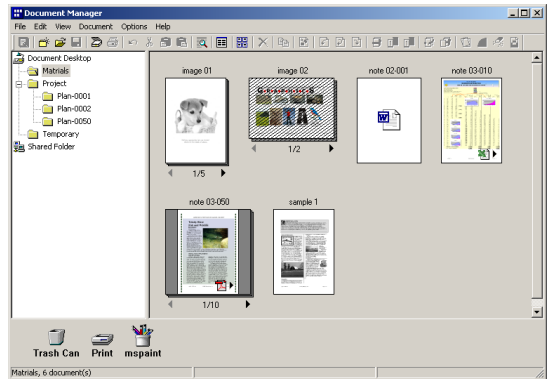
• **Selecting Documents**
Clicking thumbnail images in the document window allows selection of documents. Dragging a mouse pointer on the screen or clicking with the Shift key held down allows selecting two or more documents at one time.
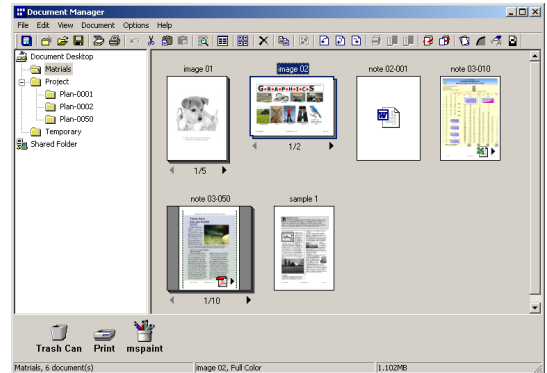
• **Editing Documents**
Double-clicking thumbnail images in the document window activates the Document Viewer. In addition, see page 118 for details on opening and editing documents.

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

Basic Operations

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

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

Dragging a document and dropping it on a link icon activates an application corresponding to the function of each icon. Link icons are registered and deleted by selecting **Launch To Another Application** → **External Application Setup** from the **File** menu.

• Dragging a document and dropping it onto "**Shared Folder**" allows other computers connected to the same network to access it.
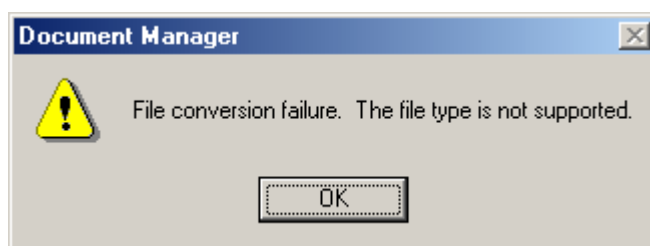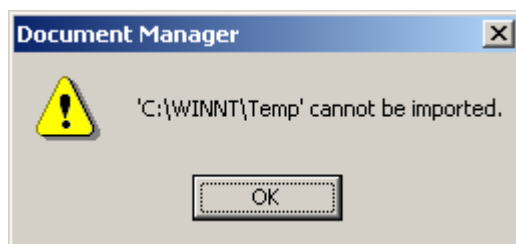Browse "Shared Folder" for how to create shared folders.

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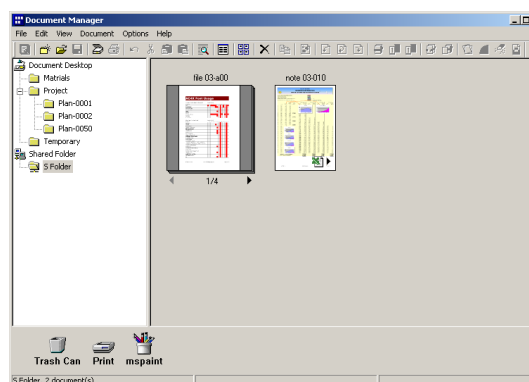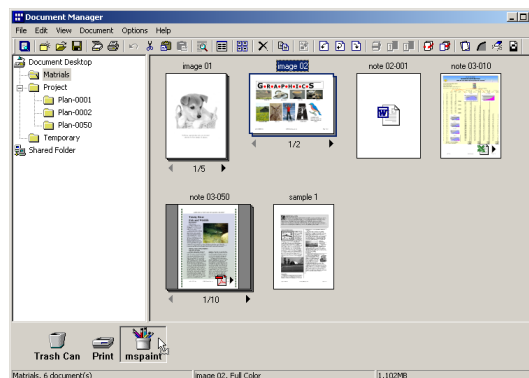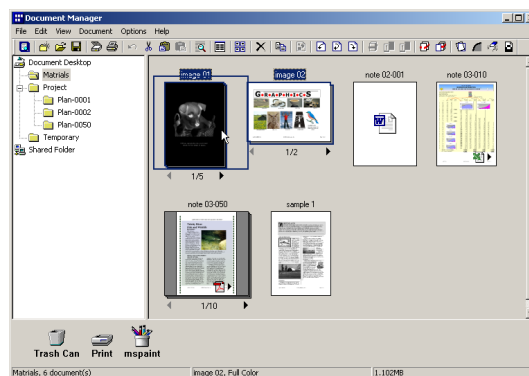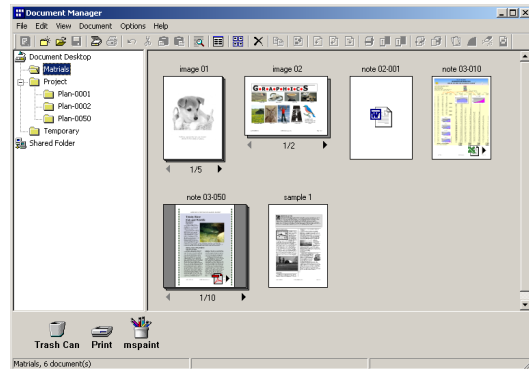
Document Manager

Setting Plug-in

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

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

Document Manager

⚠ 'C:\WINNT\Temp' cannot be imported.

[OK]

Document Manager

⚠ File conversion failure. The file type is not supported.

[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 by selecting **Launch To Another Application** → **External Application Setup** in the **File** menu.

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

- Draw/Graphics software (applications such as MS-Paint, Photoshop etc.)
- OCR software (application such as e-Typist, etc.)
- PC-FAX/Printer
- E-Mail software (MAPI-compatible mail application such as MS-Outlook, Netscape Messenger etc.)
- Others
 (Other application software that enables to import an image file.)

(NOTE)   *1. Document Viewer provides a function to add various graphics and text to an image.*
The graphics and text added to an image are called "Annotation." See "Annotation Menu" on page 132 for additional details.

File Menu

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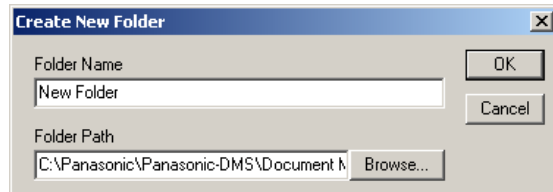
• **Shared Folder**
  Create a new shared folder. Documents in the shared folder
  can be shared through the network from different computers.

  Note: Set a different folder path for each shared folder if
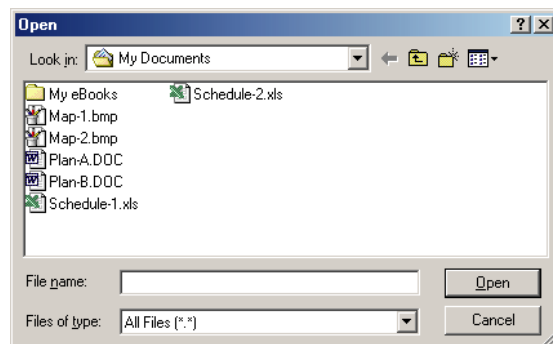   multiple shared folders are created on your PC.
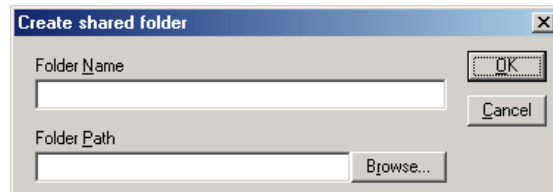
• **Released Shared Folder**
  Release the shared folder. Documents in the shared folder
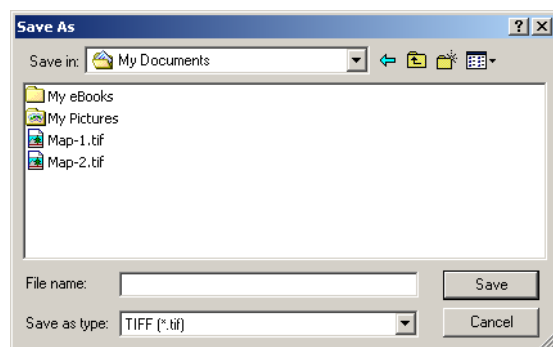 will be released from a network.

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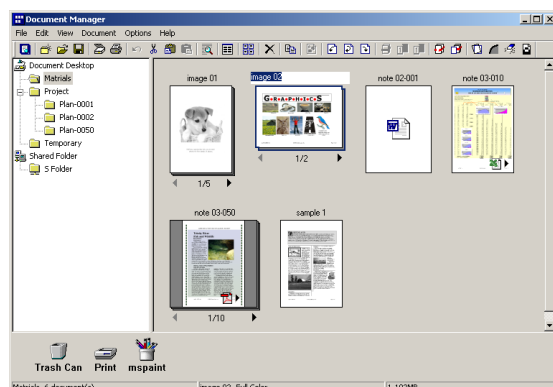 A file saved in the computer can be imported into the folder as
  a document.

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

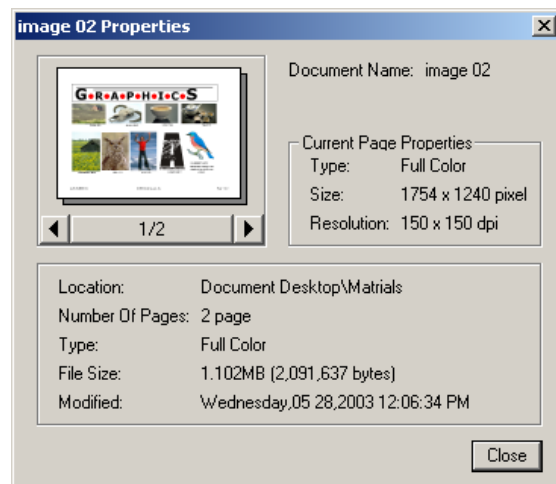• **Rename**
  Change the name of a document.

Document Manager

File Menu

- **Properties**
  Displays the file properties.

- **Backup**
  Creates a back up of the documents stored in the selected folder.
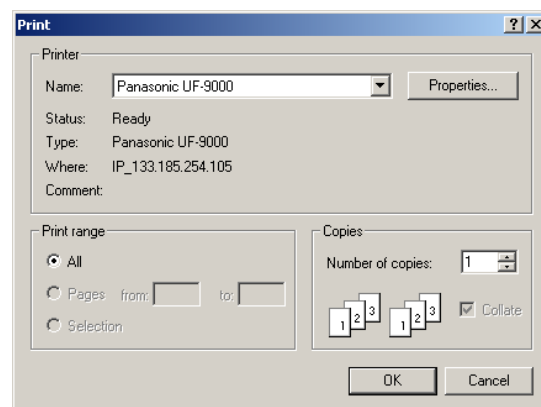
- **Acquire Image**
- **Select Source**
  These menus are not available for the UF-7000/7100/8000/8100/9000.

- **Print**
  Prints the document selected in the document window.

File Menu

• **Print Setup** (See Note 1)
Specify layout and printing size for a document to be printed.

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

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

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

4. **Multiple File Print**
Select whether to merge the files when printing if multiple files are selected on the Document Manager.

5. **Print Annotation**
Select to print with annotations.

6. **Print Label**
Select to print with labels.

7. **Print Page Frame**
Select to print with page frame.
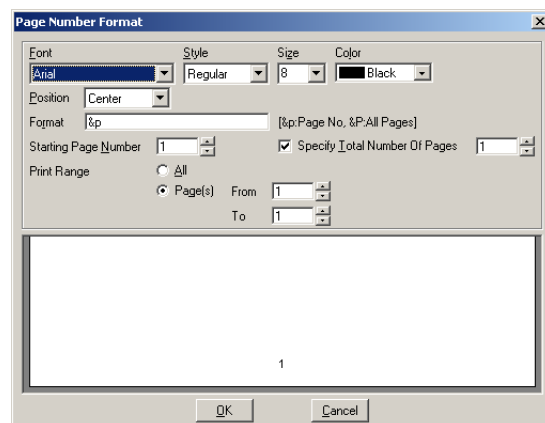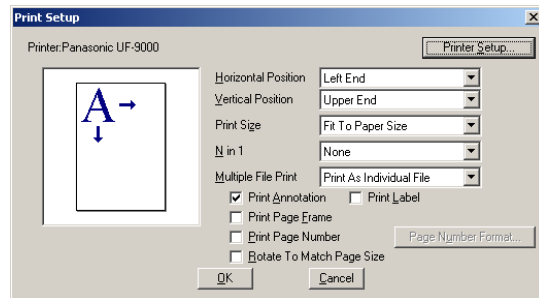
8. **Print Page Number**
Select to print with page number.

9. **Page Number Format.**
Set the page number format.

10. **Rotate To Match Page Size**
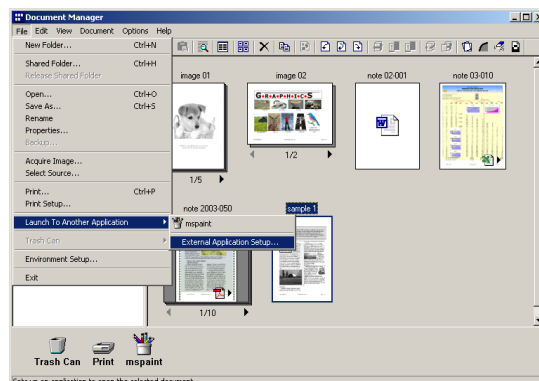Select to rotate to match with the page size.

NOTE

*1. **Print Setup** specifies printing or not printing annotations edited in the Document Viewer. See "Annotation Menu" on page 132 for additional details.*
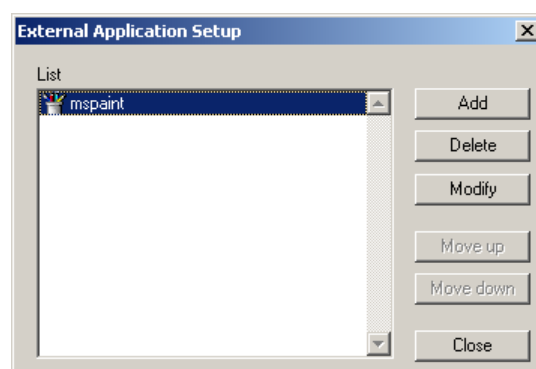
File Menu

- **Launch To Another Application**
  Opens the document selected in the document window with a specified application.

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

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

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

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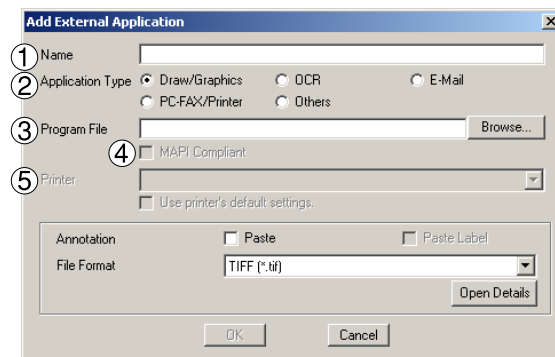   Specify the application type.

3. **Program File**
   Specify the execution file and the path of the application.

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

5. **Printer**
   Specify the printer driver if selecting PC-FAX/Printer on the Application Type.

NOTE   *1. See "Setting Plug-in" (page 102) to specify an external application.*

File Menu

Click the Open Details button to set the detail parameters when launching with an application.

1. **Annotation**
   Select **Paste** when launching with annotations.
   Select **Paste Label** if launching with Label Annotation.

2. **File Format**
   Set the file format when launching with an application.

3. **Compression**
   Set the compression mode when launching with an application.

4. **Image Quality**
   Adjust the image quality when the **JPEG** file format is selected.

5. **Image Type**
   Set the image type.

6. **Halftone**
   Set the halftone mode when the Internet Fax **TIFF** file format is selected.

7. **Resolution**
   Set the data resolution when launching with an application.

8. **Paper Size**
   Set the paper size when the Internet Fax **TIFF** file format is selected.

9. **Correct**
   Select **Eliminate Noise** or **Correct Skew**.

10. **Original Document**
    Select whether to update the attached original file if the file is edited within the application,
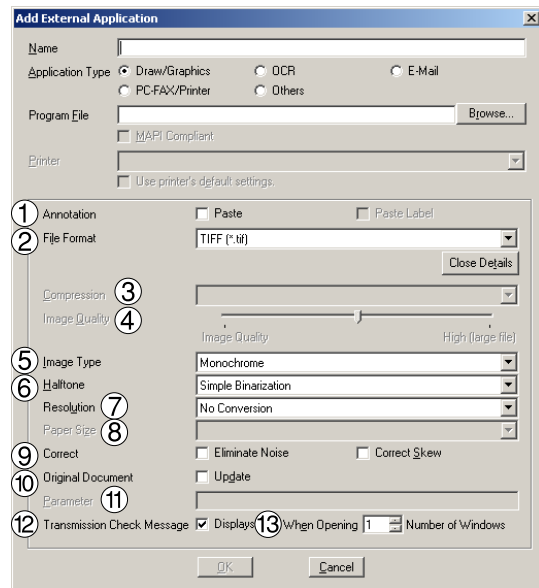
11. **Parameter**
    Set the parameter when opening an application.

12. **Transmission Check Message**
    Select whether to show a verification message when sending a data to the application.

13. **When Opening "xx" Number of Windows**
    Set the number of application windows to open. If the file requires a number of the application windows to open, a verification message is displayed before the file is opened.

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Document Manager
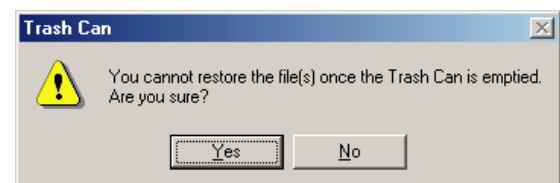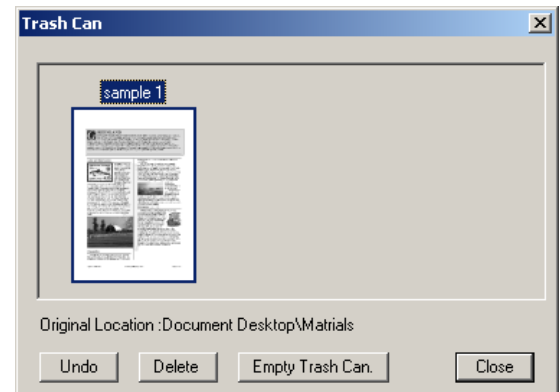
File Menu

• **Trash Can**
- **Open Trash Can**
Opens the Trash Can and displays files in it. Selecting

documents and clicking the [Undo] button restores

documents that have been discarded.

> **Note:** Ensure that your PC has access to the Shared
> Directory before restoring the files onto the shared
>
> folder by using the [Undo] button, otherwise,
>
> the files will be restored into the Network Scanner
> Image folder.

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.
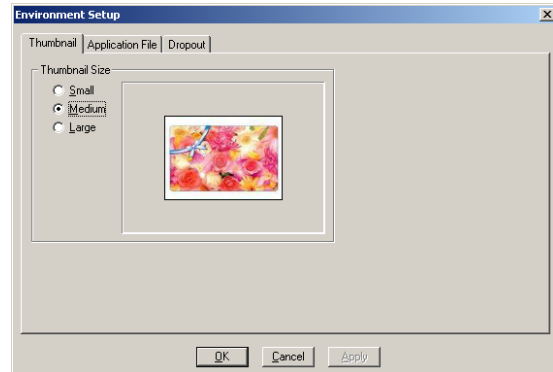They are **Not** stored in the Recycle Bin.
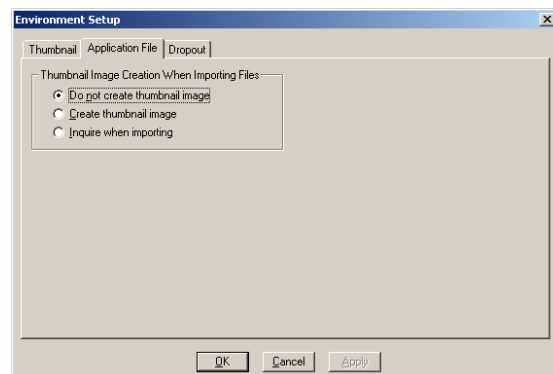
File Menu

• **Environment Setup**
  - **Thumbnail**
    Set the thumbnail size on the Document Manager.


  - **Application File**
    Set the thumbnail image creation course of action when importing a file.

  - **Dropout**
    Set the file format when moving/copying the file on the Document Manager to another directory.
   1. **Use same format as Document Manager**.
       The file is saved in the same format (PNG, BMP, TIFF, JPG).
    2. **File Format/Compression Format/Annotation**.
       Select the file format and select whether the annotations are saved.
    3. **Save the attached file**
   Set to save the attached file.
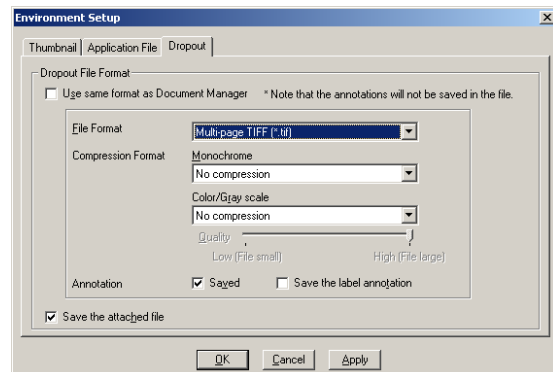
Document Manager

Edit Menu

- **Undo**
  Undoes the operation edited lastly.

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

- **Copy**
  Copies a selected document to the clipboard.

- **Paste**
  Pastes a document from the clipboard into the selected folder.

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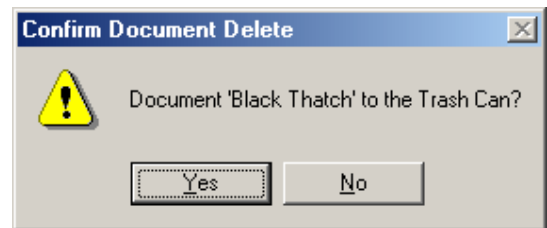
- **Select All**
  Selects all documents in the folder.

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

  Note: The DD Code Tab is available when the Options Menu is set to enable the DD Function (see page 114).
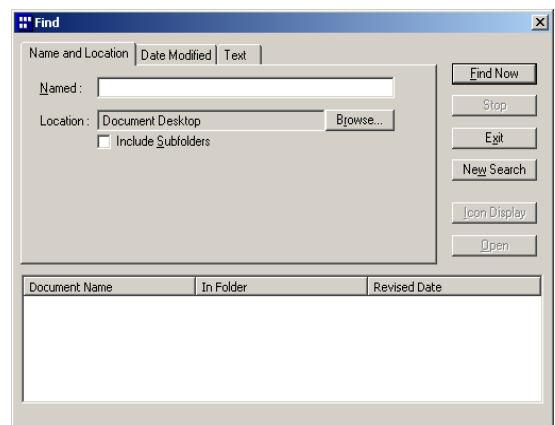
View Menu

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

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

• **List Format/Thumbnail Format**
Switches between list display and thumbnail display in the
document window.

• **Show Annotation**
Switches between displaying and hiding annotation.
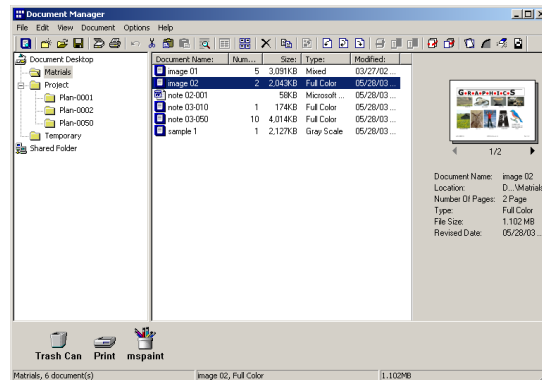
• **Arrange Folders**
Sorts the document folders by name or date.

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

  - **Auto Arrange**
  Lines up the Documents automatically in Thumbnail Format.
  - **Line Up Documents**
  Line up the documents in the document window.

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

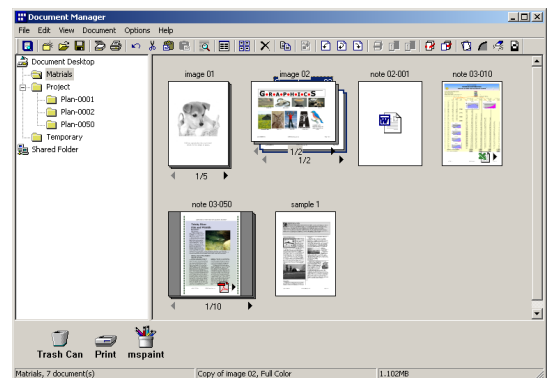# Document Manager

Document Menu

- **Open**
  Opens a selected document, activates the Document Viewer
  (see page 118), and opens the document for editing.
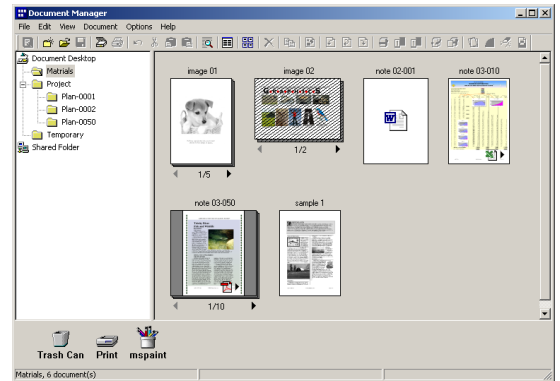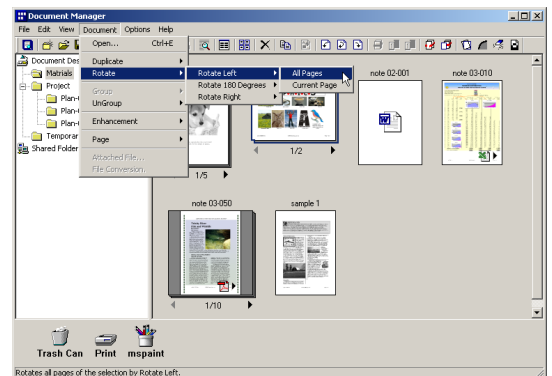

- **Duplicate**
  Makes a copy of the selected document in the folder.

- **Rotate**
  Rotates the selected document.
  - Rotate Left
  - Rotate 180 Degrees
  - Rotate Right

- **Group**
  Makes a group of two or more selected documents. The

  grouped documents are indicated by page number and ◀

  and ▶ buttons at the bottom of a thumbnail image.

  - **Every Document**
    The selected documents are grouped.

  - **Every Page Alternately**
    Groups pages alternately.

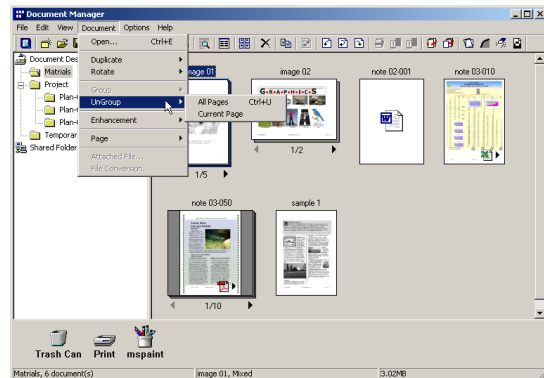 - **Every Page Reverse Alternately**
    Groups pages alternately by reversing the pages.

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Document Menu

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


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

- **Correct Skew**
Detects any inclination of the document and automatically correct it.

- **Enhance Edge**
Enhances edges (borders) of images.

- **Eliminate Noise**
Removes noise on the document.
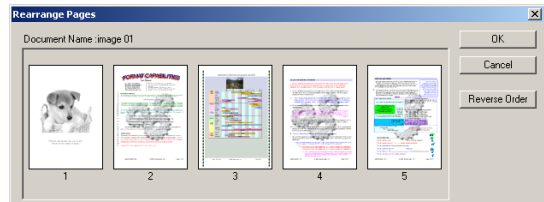
- **Reverse Gradation**
Displays images in reverse.

• **Page**
Selects pages to be displayed in thumbnail among grouped documents.
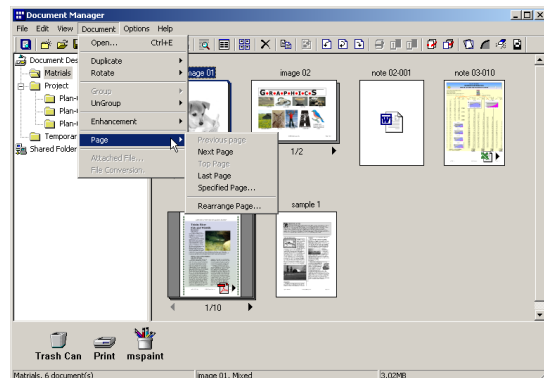
Selecting **Rearrange Page** displays the Rearrange Pages dialog box. The order of the pages are changed by selecting, dragging and dropping the pages.
Click the **Reverse Order** button to reverse the page order.

• **Attached File**
Opens a dialog box to launch the application associated with the selected attachment.

• **File Conversion**
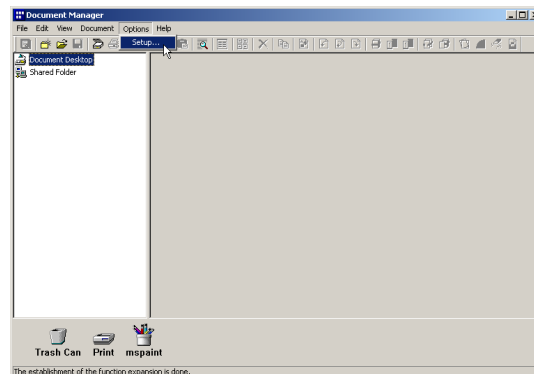Creates an image of the selected attachment.

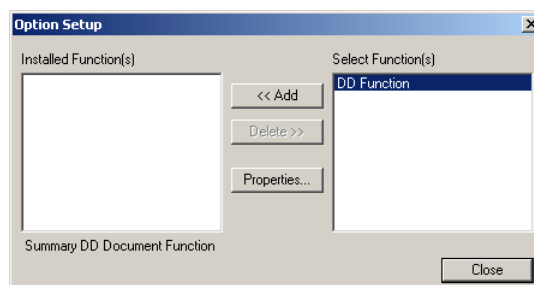# Document Manager

Options Menu

Note: The Options Menu is not available for the UF-7000/7100/8000/8100/9000.
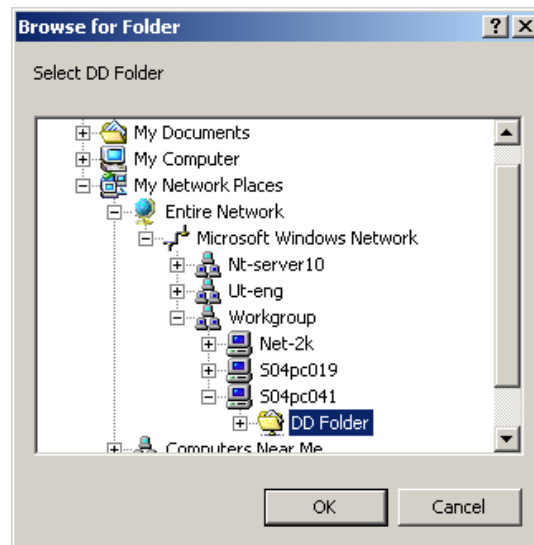
• **Setup**
  Selects the expansion feature(s) available for the Document Manager.

To enable the expansion feature for DD Server Software, select

DD Function and click the [<< Add] button.

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

• **[Options] - [DD Function] - [Print DD Cover]**
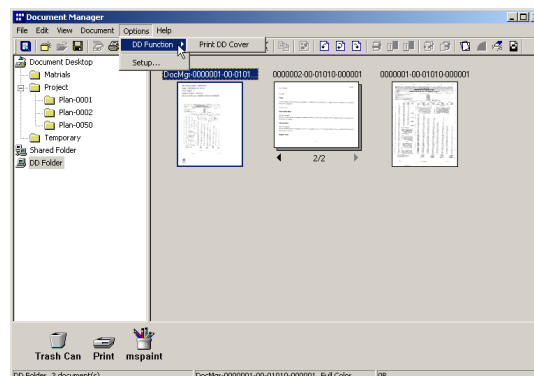 Prints the DD Cover page selected in the document window

Image Converter

General Description

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

Windows 98/Windows Me

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

2. Right-click on **Panasonic Document Manager** and select **Properties** from the popup menu.
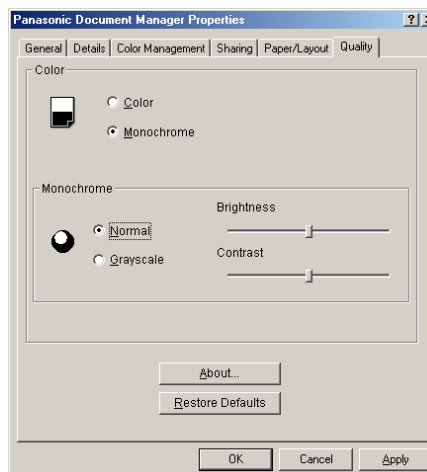   The Properties dialog box appears.

• **Paper/Layout Tab**

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

  - **Orientation**
    Sets the document orientation.

  - **Resolution**
    Sets the document resolution.
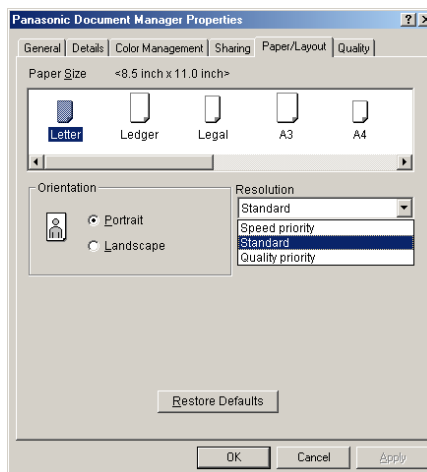
• **Quality Tab**

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

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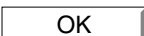
3. Click the [OK] button to save the settings and close the Properties dialog box.

Image Converter

Windows NT 4.0

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

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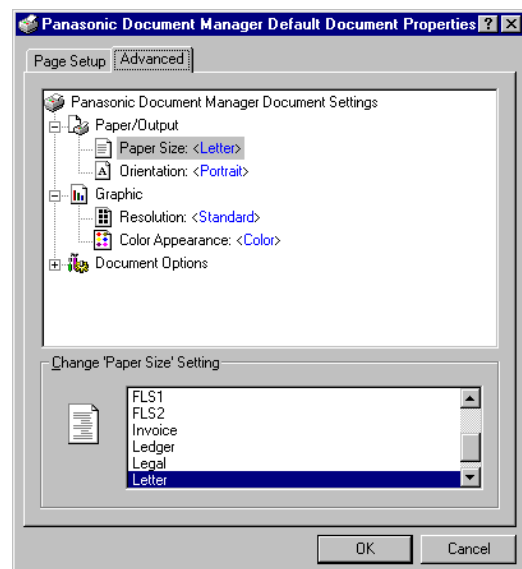
• **Page Setup Tab**

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

- **Orientation**
  Sets the document orientation.

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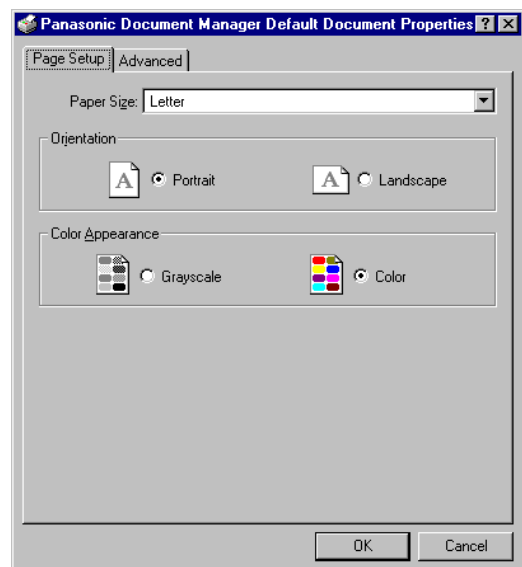
• **Advanced Tab**

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

- **Orientation**
  Sets the document orientation.

- **Resolution**
  Sets the document resolution.

- **Color Appearance**
  Sets the document to color or grayscale.

- **Metafile Spooling**

- **Halftone Color Adjustment**

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

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Windows 2000/Windows XP/Windows Server 2003

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

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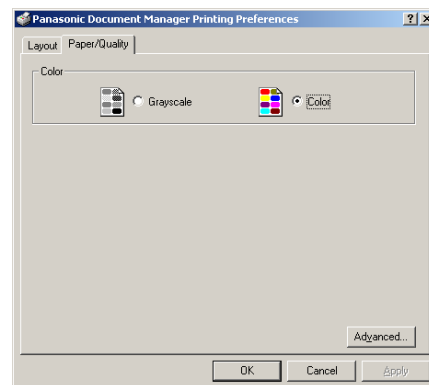   The Printing Defaults dialog box appears.

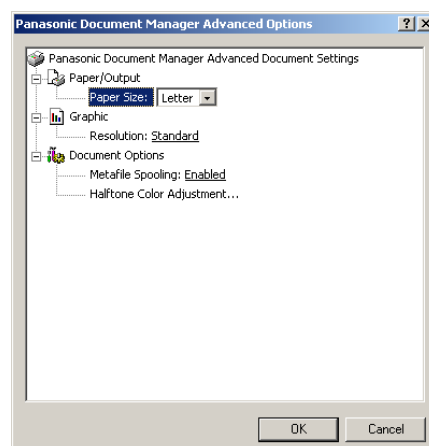   • **Layout Tab**
     Sets the document orientation.
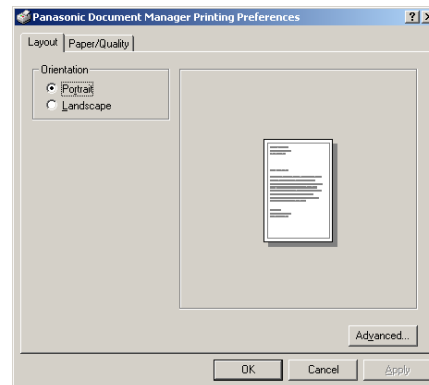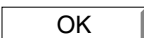
   • **Paper/Quality Tab**
     Sets the document to color or grayscale.

   • **Advanced button**
     Sets the paper size, resolution, and spooling properties.

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

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Document Viewer

Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (see page 98). In addition to usual image editing, the program provides various editing capabilities for documents with a wide selection of annotation functions.

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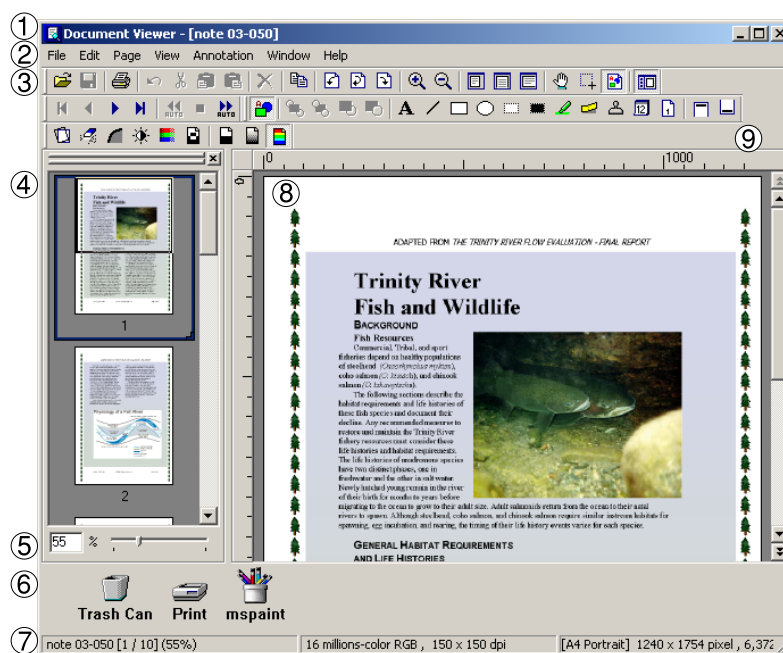
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Main Window

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

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

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

4. **Page List**
   Displays the pages of the documents as thumbnails (reduced image).

5. **Size Bar**
   Adjusts the scaling of the display on the image window.

6. **Link Icon**
   Dragging and dropping a document on a link icon activates the application corresponding to each icon.

7. **Status Bar**
   Displays information such as image file name, image type, and size.

8. **Image Window**
   Displays the image and annotations of the pages being selected.

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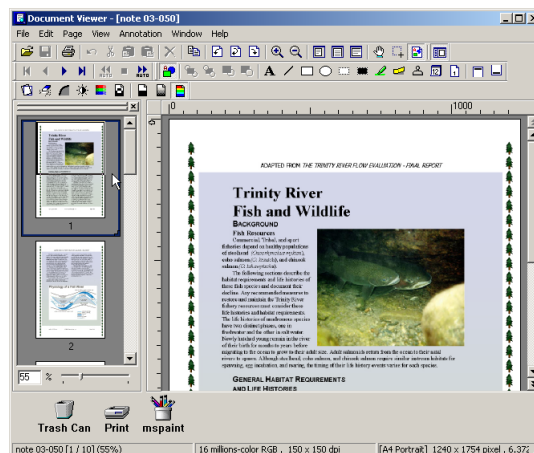
Document Viewer

Basic Operations

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

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

- **Image Editing**
  The image displayed in the image window can be edited with the menu below:
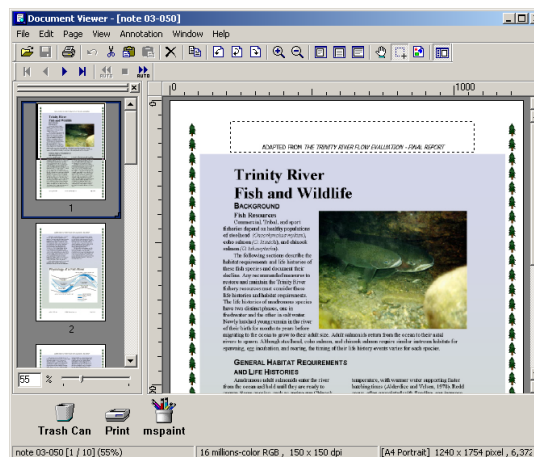
  - **Edit** menu
    Editing operations such as cutting, copying, pasting, and adding annotations.

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

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

Annotation Function

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

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

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

If an image is edited with the Document Viewer, and is exported (sent) to another image editing application, it can be sent with/without the annotation to the image.

Annotation Original image Annotation added to the original image
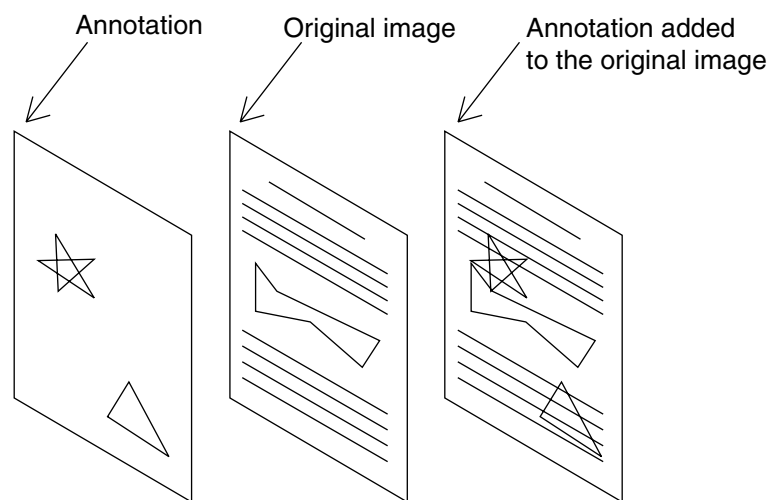
Document Viewer

File Menu

- **Open**
  Opens an image file saved in the computer.
  Files of the following formats can be opened on the Document Viewer.

  - **DDM**
    Document Manager file format.

  - **BMP**
    Windows standard bitmap format.

  - **TIFF**
    Tagged Image File Format (TIFF).

  - **JPEG**
    Joint Photographic Experts Group (JPEG) format.

  - **PNG**
    Portable Network Graphics format.

- **Save** (See Note 1 on page 123)
  Saves a document being edited.

- **Save As** (See Note 1 on page 123)
  A document is saved as an ordinary image file under a specified name.

  - **All Page(s)**
    Saves all pages in the document.

  - **Select Page**
    Saves only the selected page.

  - **Specified Area**
    Saves only the portion specified in the image window.

  Document Viewer saves a file in the following formats:

  - **Multi-page TIFF**
    Multipages Tagged Image File Format (TIFF).

  - **TIFF**
    Tagged Image File Format (TIFF).

  - **BMP**
    Windows standard bitmap format.

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

    Note: This format is available for monochrome image files only. When saving the file that is created by an application software (i.e. Microsoft Word), select the **Monochrome** or **Grayscale** on the **Image Converter** in advance. (See pages 115 to 117)

  - **JPEG**
    Joint Photographic Experts Group (JPEG) format.

    Note: This format is available only when either **Grayscale** or **RGB** file type is selected in the **Page → Adjust Page** menu. (See page 129)
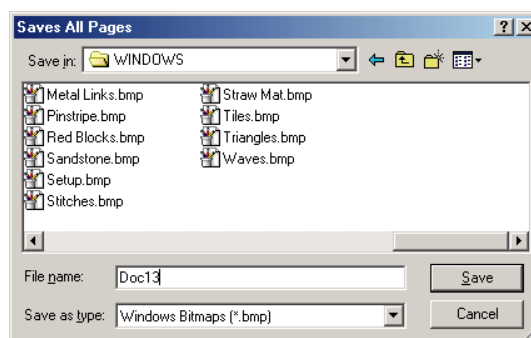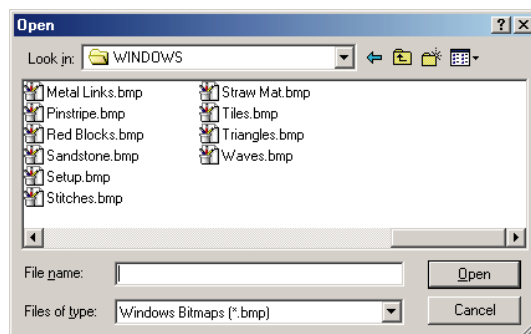
  - **PNG**
    Portable Network Graphics format.

  - **PDF**
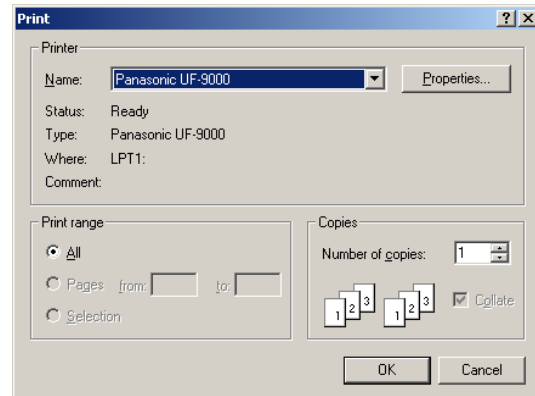   Adobe Portable Document Format (PDF).

  - **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**

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

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

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

3. **N in 1**
   Select for printing two or more reduced pages on one sheet.

4. **Print Annotation**
   Select to print with annotations.
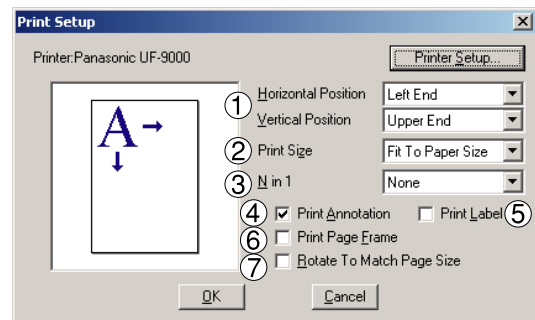
5. **Print Label**
   Select to print with labels.

6. **Print Page Frame**
   Select to print with page frame.

7. **Rotate To Match Page Size**
   Select to rotate to match with the page size.

NOTE

1. *When saving a document with annotations, save the document using 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 using other formats allow further editing, annotations cannot be made. They will be merged within the file.*
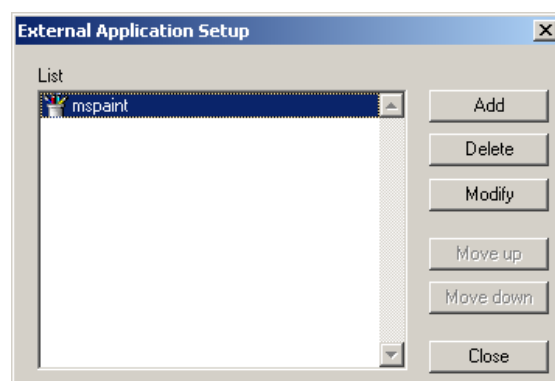
Document Viewer

File Menu

• **Launch To Another Application**
Opens the document selected in the document window with a specified application.
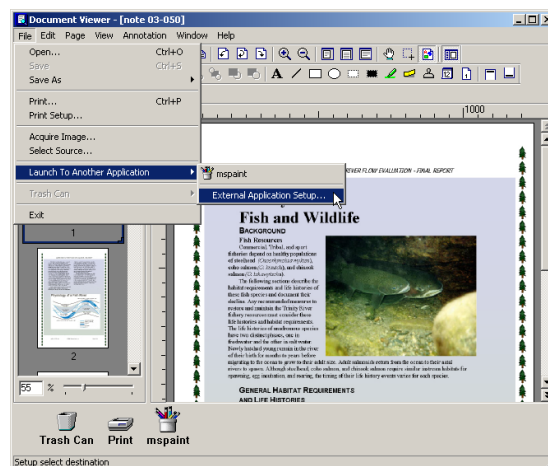
Selecting **External Application Setup** (see Note 1) displays a dialog box for adding/changing/deleting applications.

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

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

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

3. **Program File**
Specify the execution file and the path of the application.

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

5. **Printer**
Specify the printer driver if selecting PC-FAX/Printer on the Application Type.

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File Menu

Click the [Open Details] button to set the detail parameters when launching with an application.

1. **Annotation**
   Select **Paste** when launching with annotations.
   Select **Paste Label** if launching with Label Annotation.

2. **File Format**
   Set the file format when launching with an application.

3. **Compression**
   Set the compression mode when launching with an application.

4. **Image Quality**
   Adjust the image quality when the **JPEG** file format is selected.

5. **Image Type**
   Set the image type.

6. **Halftone**
   Set the halftone mode when the Internet Fax **TIFF** file format is selected.

7. **Resolution**
   Set the data resolution when launching with an application.

8. **Paper Size**
   Set the paper size when the Internet Fax **TIFF** file format is selected.

9. **Correct**
   Select **Eliminate Noise** or **Correct Skew**.

10. **Original Document**
    Select whether to update the attached original file if the file is edited within the application,
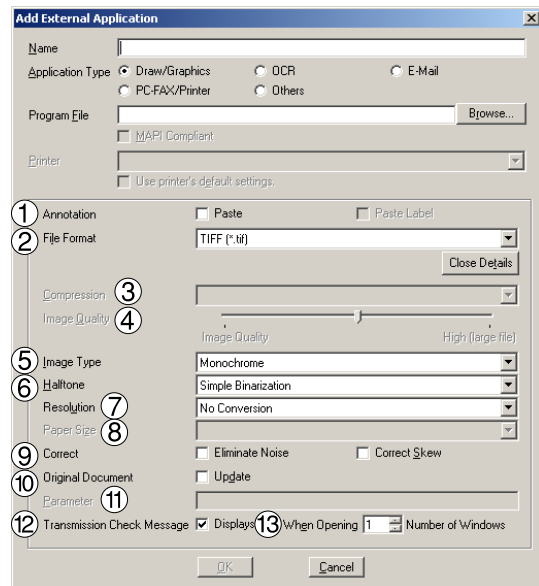
11. **Parameter**
    Set the parameter when opening an application.

12. **Transmission Check Message**
    Select whether to show a verification message when sending a data to the application.

13. **When Opening "xx" Number of Windows**
    Set the number of application windows to open. If the file requires a number of the application windows to open, a verification message is displayed before the file is opened.

Document Viewer

## File Menu

• **Trash Can**
- **Open Trash Can**
  Opens the Trash Can and displays any page in it.

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

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

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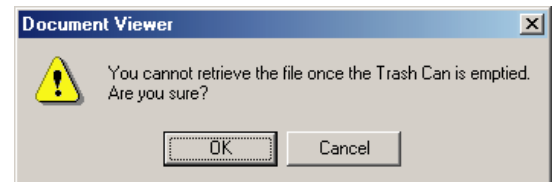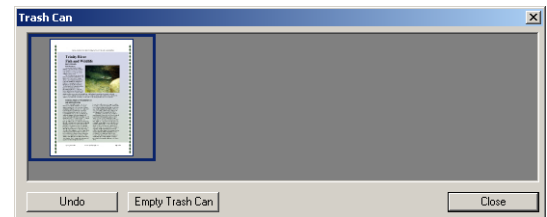
Edit Menu

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

• **Cut**
Deletes a selected annotation and copies it to the clipboard.

• **Copy**
Copies a selected annotation on the clipboard.

• **Paste**
Pastes an annotation from the clipboard into the selected page.

• **Clear**
Clears a selected annotation.

• **Select All**
Selects all annotations on the selected page.

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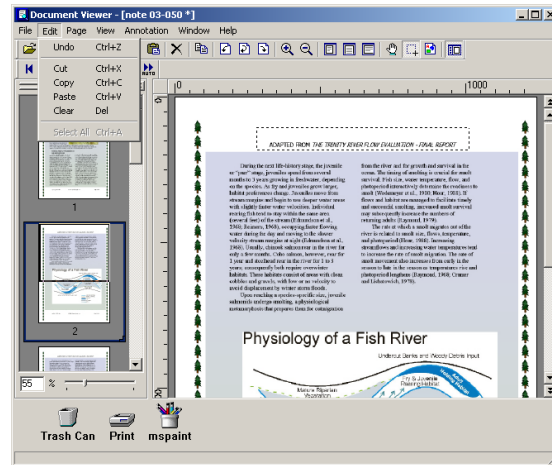
Document Viewer
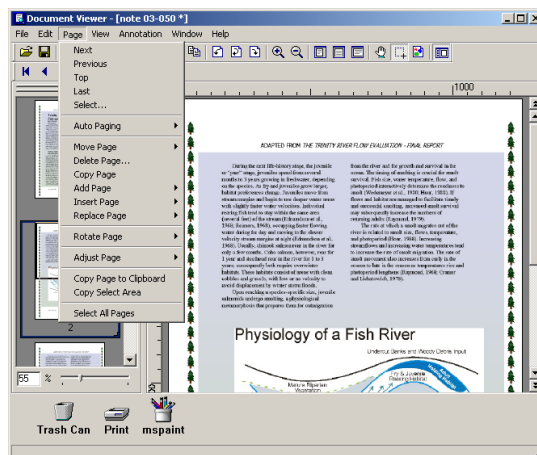
Page Menu

- **Next**
  Displays the next page.

- **Previous**
  Displays the previous page.

- **Top**
  Displays the top page.

- **Last**
  Displays the last page.

- **Select**
  Displays a specified page.
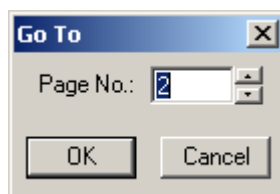
- **Auto Paging**
  Turns the pages automatically.
  - **Move Forward**
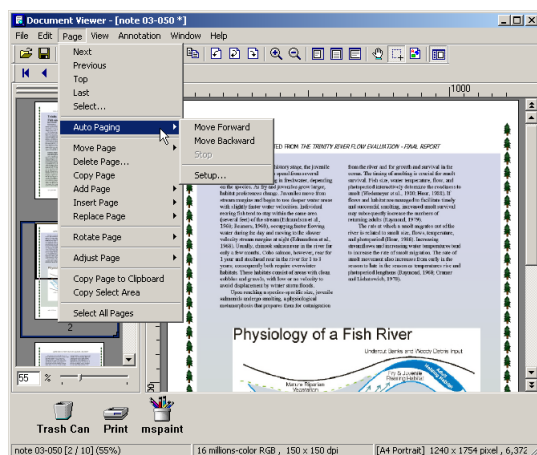   Automatically steps through pages forwards.
  - **Move Backward**
    Automatically steps through pages backwards.
  - **Stop**
    Stops automatic paging.
  - **Setup**
    Sets automatic paging.

- **Move Page**
  Moves pages to the desired position.
  - **Next Page**
    Moves the current page to the next page.
  - **Previous Page**
    Moves the current page to the previous page.
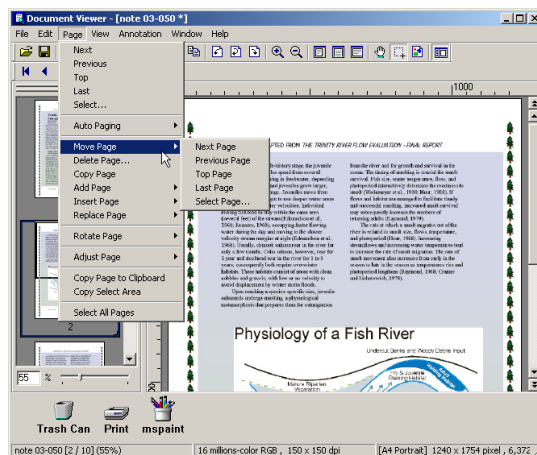 - **Top Page**
    Moves the current page to be the top page.
  - **Last Page**
    Moves the current page to be the last page.
  - **Select Page**
   Moves the current page to the page you specified.

- **Delete Page**
  Deletes the current page.

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Page Menu

- **Copy Page**
  Copies the current page.

- **Add Page**
  Adds new pages from file to documents.
  Adds new pages from TWAIN scanner to documents.
  (The TWAIN Mode is not available in this model.)

- **Insert Page**
  Inserts a page from file to the current position.
  Inserts a page from TWAIN scanner to the current position.
  (The TWAIN Mode is not available in this model.)

- **Replace Page**
  Replaces the current page from file with a new page.
  Replaces the current page from TWAIN scanner with a new page.
  (The TWAIN Mode is not available in this model.)

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

- **Adjust Page**
  - **Correct Skew**
    Adjusts orientation.
  - **Eliminate Noise**
    Eliminates the noise.
  - **Enhance Edge**
    Enhances the edge.
  - **Brightness/Contrast**
    Adjusts brightness or contrast.
  - **Hue/Chroma**
    Adjusts hue or chroma.
  - **Reverse Gradation**
    Reverse Gradation.
  - **Monochrome** (See Note 1)
    Converts to Monochrome.
  - **Grayscale** (See Note 2)
    Converts to Grayscale.
  - **RGB**
   Converts to RGB full color.
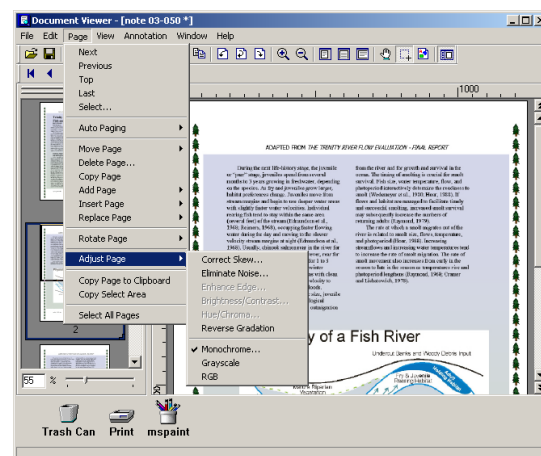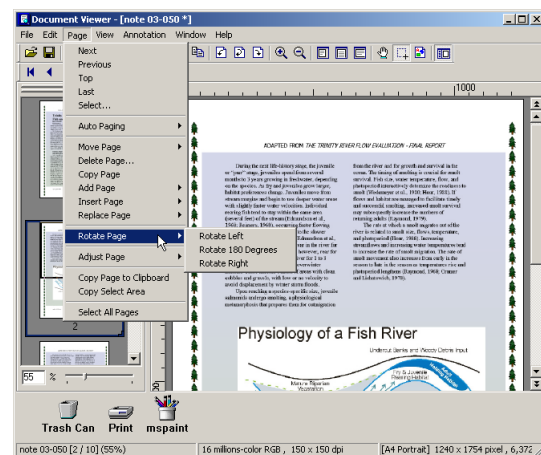
NOTE

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

Document Viewer

Page Menu

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

- **Copy Select Area**
  Copies select area to clipboard.

- **Select All Pages**
  Selects all pages.

View Menu
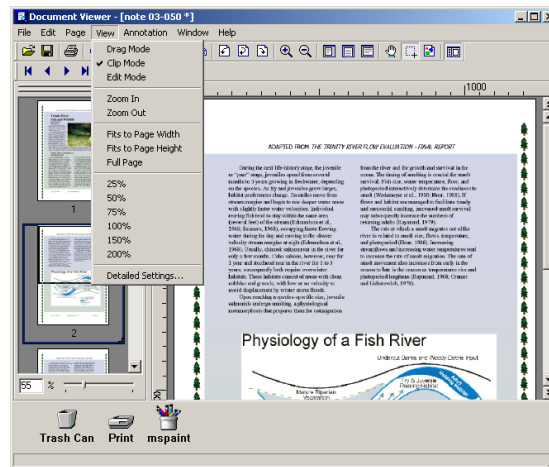
- **Drag Mode**
  Sets to the Drag Mode.

- **Clip Mode**
  Sets to the Clip Mode.

- **Edit Mode**
  Sets to the Edit Mode.

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

- **Zoom Out**
  Zooms out on an image.

- **Fits to Page Width**
  Fits the display to the page width.

- **Fits to Page Height**
  Fits the display to the page height.

- **Full Page**
  Fits the display to the full size page.

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

- **Detailed Settings**
  Sets detailed settings, such as thumbnail or page image settings.

Document Viewer
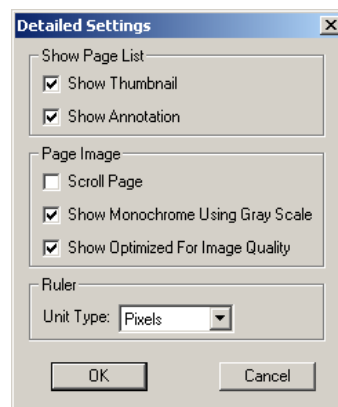
Annotation Menu

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

- **Set Annotation**
  Protects the annotation from reediting.

- **Annotation Order**
  - **Change Annotation Order to the Top**
  - **Change Annotation Order to the Last**
  - **Change Annotation Order to the Previous**
 - **Change Annotation Order to the Next**
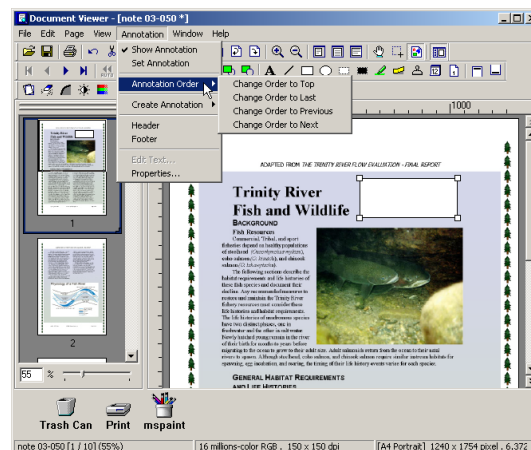
- **Create Annotation**
  - **Text**
    Creates a text annotation and pastes it to a page.
  - **Line**
    Creates a line annotation and pastes it to a page.
  - **Rectangle**
    Creates a rectangular annotation and pastes it to a page.
  - **Ellipse**
    Creates an ellipse annotation and pastes it to a page.
  - **White block**
    Creates a white rectangular (solid white fill color) annotation and pastes it to a page.
  - **Black block**
    Creates a black rectangular (solid black fill color) annotation and pastes it to a page.
  - **Marker**
    Create a marker annotation and pastes it to a page.
  - **Label**
    Creates a label annotation and pastes it to a page.
  - **Stamp**
    Creates a stamp annotation and pastes it to a page.
  - **Date**
    Creates a date annotation and pastes it to a page.
  - **Page No**
    Creates a page number annotation and pastes it to a page.

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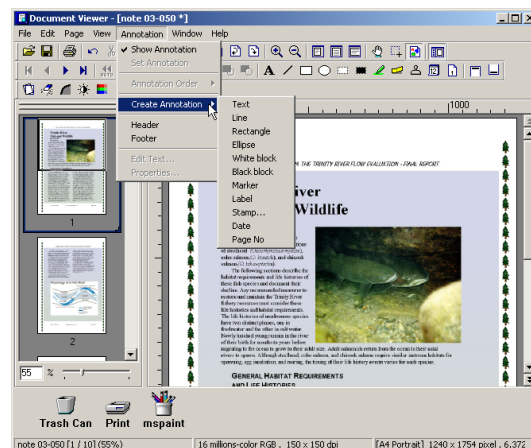
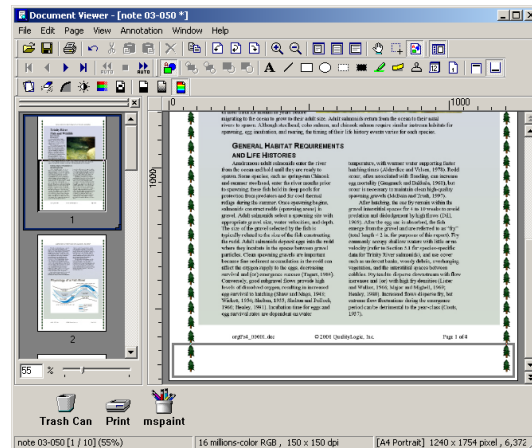## Annotation Menu

- **Header**
  Edits a header common to each page.
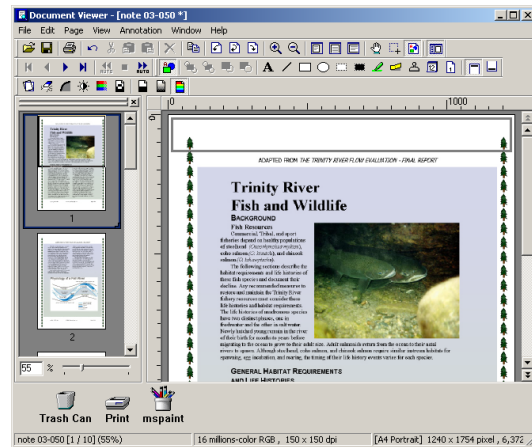
- **Footer**
  Edits a footer common to each page.

- **Edit Text**
 Sets a format of the text in a selected annotation.

- **Properties**
  Displays annotation properties.
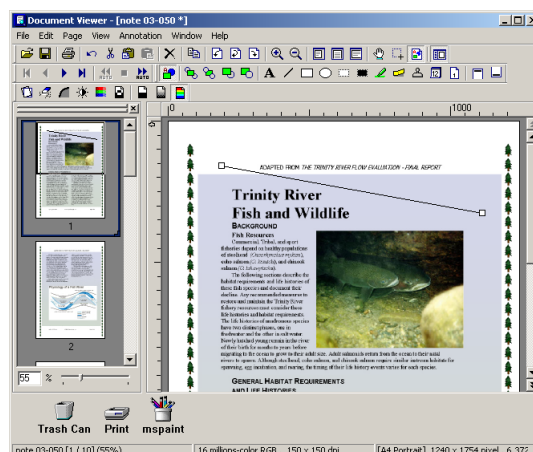
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Document Viewer

Annotation Menu

• **Text**
Creates a text annotation. Select text annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the display position.
A dialog box for text setup will appear.
Enter the text to display, and then specify text color and font. (See Note 1)
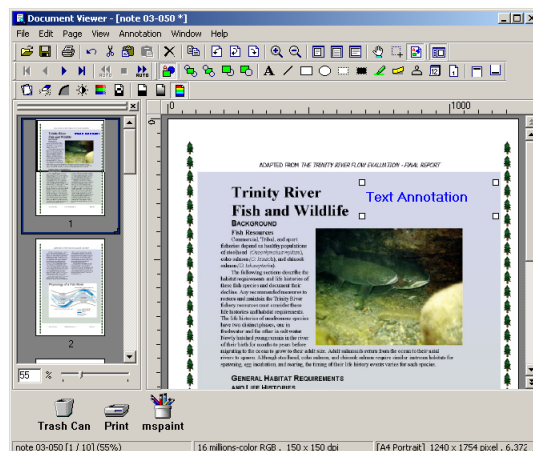
• **Line**
Creates a line annotation.
Select line annotation in the annotation menu (or tool button (see Note 2)), and drag the mouse in the image window to draw lines.

• **Rectangle**
Creates a rectangular annotation.
Select rectangle annotation in the annotation menu (or tool button (see Note 3)), and drag the mouse in the image window to draw a rectangle.
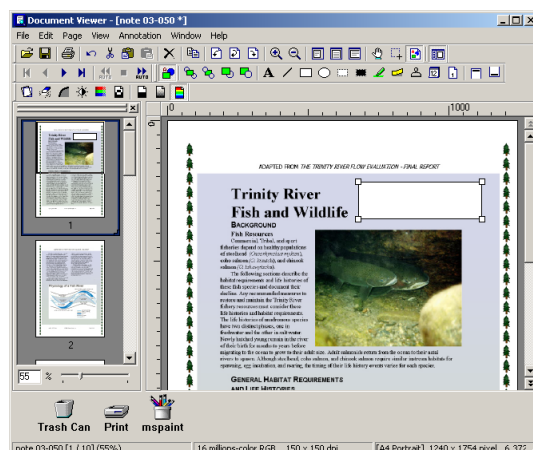
NOTE

1. *To specify text font and colors, select the drawn text and select **Properties** in the **Annotation** menu. The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn text.*
2. *To specify the thickness and color of a line, select the desired icon depiction then select **Properties** in the **Annotation**. The color can also be specified by right clicking on the desired icon marker to display the **Properties** menu and making a selection in the Graphic Format Setup Dialog box.*
3. *To specify the thickness and colors of the rectangular Annotation, select the desired icon depiction then select **Properties** in the **Annotation**. The color can also be specified by right clicking on the desired icon marker to display the **Properties** menu and making a selection in the Graphic Format Setup Dialog box.*

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Annotation Menu

• **Ellipse**
Creates an ellipse annotation.
Select ellipse annotation in the annotation menu (or tool button (see Note 1)), and drag the mouse in the image window to draw an ellipse.
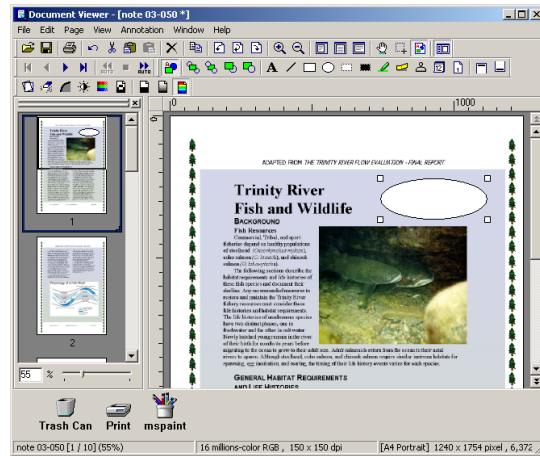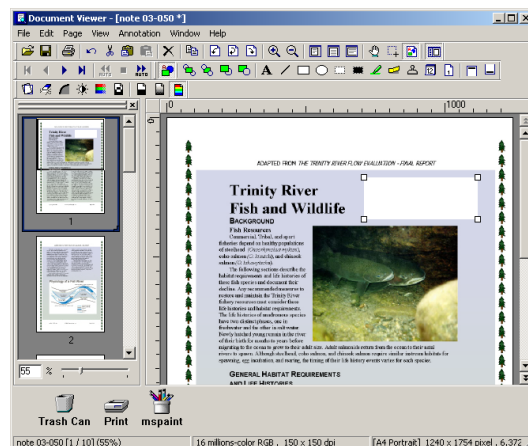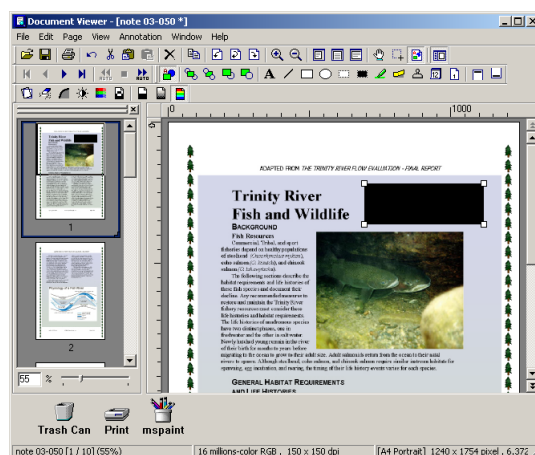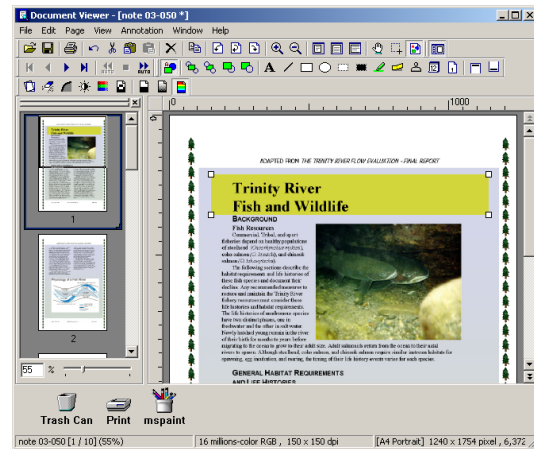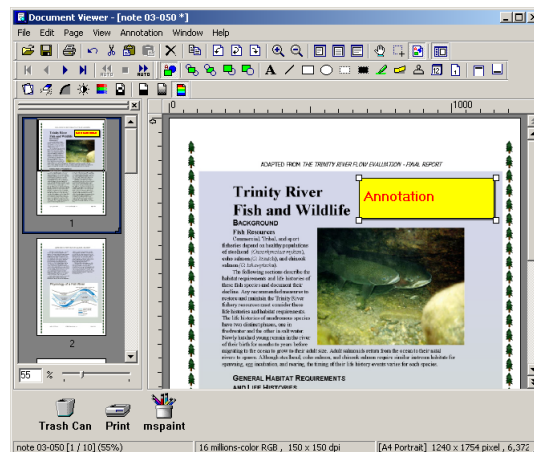
NOTE

1. *To specify the thickness and colors of the ellipse border, select the desired icon depiction then select **Properties** in the **Annotation** menu. The color can also be specified by right clicking on the desired icon marker to display the **Properties** menu and making the selection in the Graphic Format Setup Dialog box.*

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Annotation Menu

• **White block**
Creates a white rectangle (solid white fill color) annotation. Select white annotation in the annotation menu (or tool button (see Note 1)), and drag the mouse in the image window to draw a white rectangle.

• **Black block**
Creates a black rectangle (solid black fill color) annotation. Select black annotation in the annotation menu (or tool button (see Note 1)), and drag the mouse in the image window to draw a black rectangle.

NOTE

1. *To specify lines and colors of solid white or solid black, select the desired icon depiction then select **Properties** in the **Annotation** menu. The color can also be specified by right clicking on the desired icon depiction to display the **Properties** menu and making a selection in the Graphic Format Setup Dialog box.*
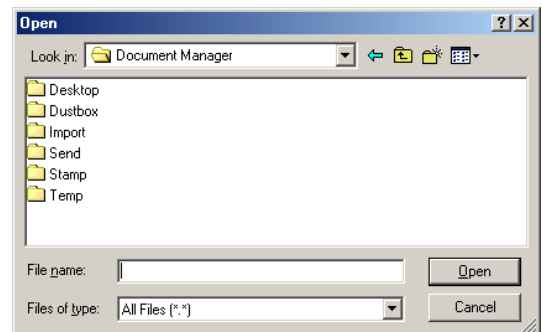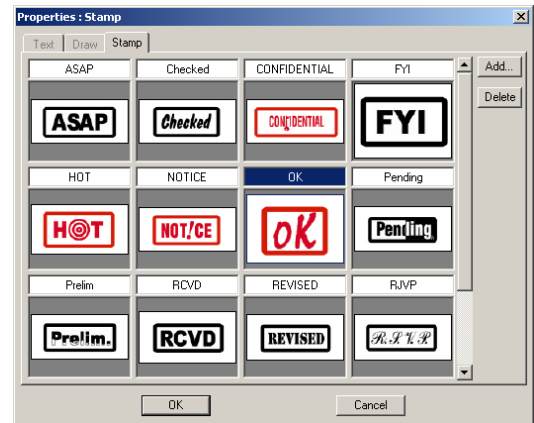
Annotation Menu

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

• **Label**
Creates a label annotation.
Select label annotation in the annotation menu (or tool buttons (see Note 1)), and drag the mouse in the image window to draw label displays Text Format Setup dialog box. Enter text to display and specify text color and font.

NOTE

1. *To specify the color of a depiction, or the color and font of a label, select the desired icon depiction then select* **Properties** *in the* **Annotation** *menu. The color can also be specified by right clicking on the desired icon marker to display the* **Properties** *menu and making a selection in the Graphic Format Setup Dialog box.*

Document Viewer

Annotation Menu

• **Stamp**

Creates a stamp annotation.
The stamp annotation pastes another image file like a stamp.
Select stamp annotation in the annotation menu (or tool

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

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

Annotation Menu

• Date
Creates a date annotation.
Select date annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area.
Specify the format, color, and font of the date to be displayed.
(See Note 1)

1. **Font Name**
   Specify the font here.

2. **Style**
   Specify the font style.

3. **Size**
   Specify the font size.

4. **Text Color**
   Select the text color here.

5. **Date**
   Specify the date here. Selecting from the calendar or entering the date.

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

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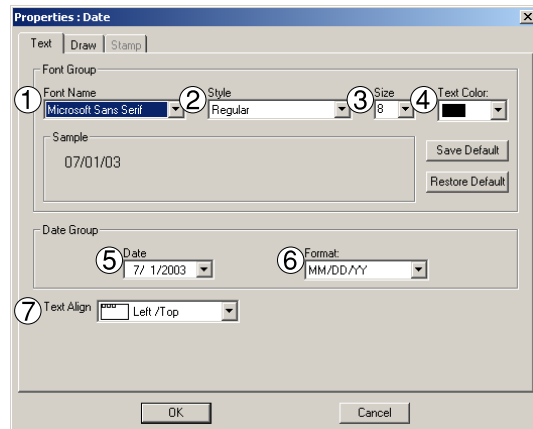
NOTE

1. *To specify the color or font of the date, select the desired icon depiction then select **Properties** in the **Annotation** menu. The color can also be specified by right clicking on the desired icon depiction to display the **Properties** menu and making a selection in the Graphic Format Setup Dialog box.*

Document Viewer

Annotation Menu

• **Page No**
Creates a page number annotation.
Select page number annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area. Double-click the Page No area to display the text the settings dialog box.
Specify format, color, and font of the page number to be displayed.

1. **Font Name**
   Specify the font here.

2. **Style**
   Specify the font style.

3. **Size**
   Specify the font size.

4. **Text Color**
   Select the text color here.

5. **Text Align**
   Specify the text alignment.
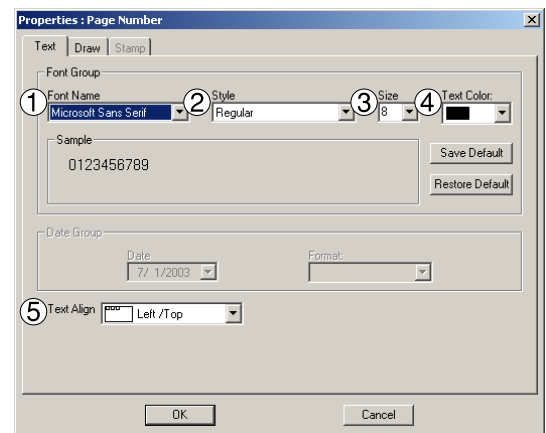
Click on the drawn figure and select Properties to change the thickness and colors of the lines.

1. **Line Width**
   Specify the thickness of the lines here.

2. **Line Style**
   Specify the types of lines here

3. **Line Color**
   Specify the color of the lines here.

4. **Fill Color**
   Select the color for solid painting here.

5. **Semitransparent**
   Set the image to transparent.

6. **Arrow Style**
   Select the Arrow style.
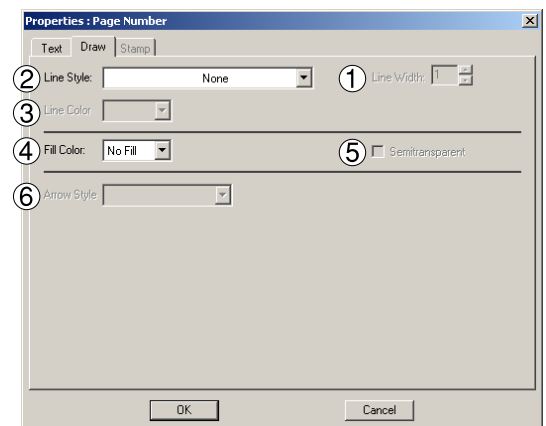
Window Menu

• **Main Tool Bar**
 Show/hide main toolbar.

• **Page Tool Bar**
 Show/hide page toolbar.

• **Annotation Tool Bar**
 Show/hide annotation toolbar.

• **Image Tool Bar**
 Show/hide image toolbar.

• **Status Bar**
 Show/hide status bar.

• **Page list**
 Show/hide page list.

• **Ruler**
 Show/hide ruler.

• **Plugin**
 Show/hide plug-in.

Network Scanner

Network Scanner Settings

Startup Windows, and select **Panasonic** → **Panasonic Document Management System** → **Panasonic Communications Utility** in **Programs** from the **Start** menu.
The Panasonic Communications Utility is activated and the icon appears on the Task Bar.

• **Scanner reception notification**
  Right-click the Panasonic Communications Utility icon to the **Scanner Reception Notification** either **Pop up Display** or **Icon Display**.
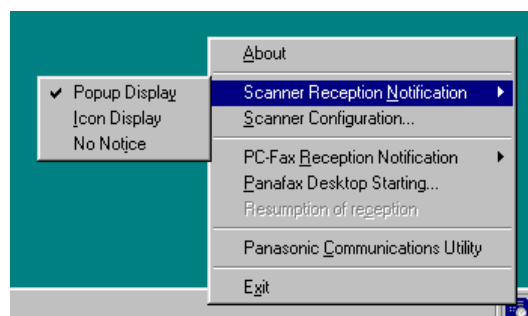
<Pop up Display>
Displays the following message when the scanned image is received.
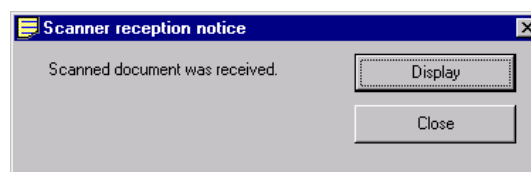
<Icon Display>
Changes the Panasonic Communications Utility icon when the scanned image is received.
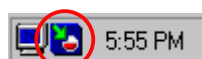
<No Notice>
No notification message is shown on your PC even when the scanned image is received.

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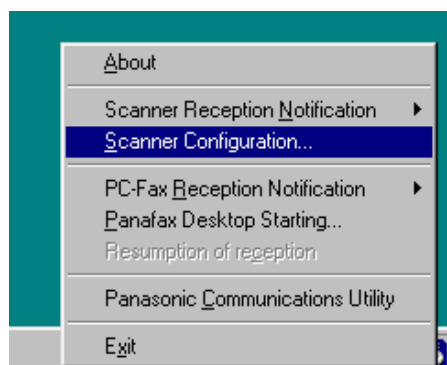
Network Scanner Settings

The Scanner Configuration Window appears as shown below.
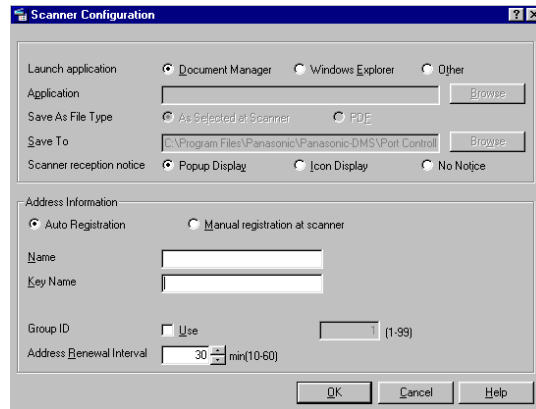
• **Launch application**
Select the application that will receive the scanner's data (Document Manager / Windows Explorer or Other Application).

• **Application**
Select the application program path to open the scanned image.

• **Save As File Type**
Select the file type for saving the scanned image.

• **Save To**
Select the path to save the scanned image.

• **Scanner reception notice**
Select the viewing mode for the scanner reception notice.

<Address Information>
Select one of the following:

    Auto Registration   - Your PC's Address Information will be automatically registered into the Address Book of the device(s).

    Manual registration at scanner - Manually register your PC's Address Information into the Address Book of the device.

[Add Device] **button**

To register your PC address information onto the devices located on the different subnet, click

the [Add Device] button.
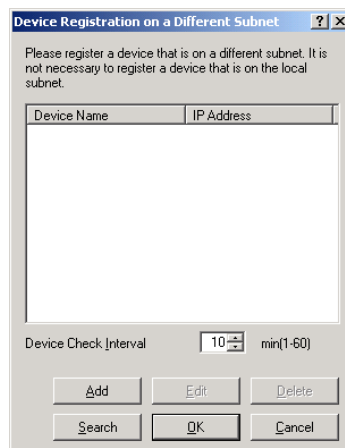
Click the button and enter the IP addresses of the devices.

Network Scanner

Network Scanner Settings

- **Name**
Specifies your PC Name to be registered to the device(s).

- **Key Name**
Specifies the Key Name to be registered to the device(s).

- **Group ID**
Specifies the Group ID to register your PC's Address Information to the device(s) on your network.

  The Group ID will be compared with the **General Settings** on the device(s) when connecting to your PC. When a match is found, the Address Information will be registered to the device(s).

  Scanner Setting (Key Operator Mode) : For UF-7000/7100/8000/8100 users
Set the Parameter No. 01 "ABBR Group ID" number (0-99) to match the Group ID programmed in the Scanner Configuration.

  General Setting (Key Operator Mode) : For UF-9000 users
Set the Parameter No. 27 "ABBR Group ID" number (0-99) to match the Group ID programmed in the Scanner Configuration.

- **Address Renewal Interval**
Set the time interval for updating the address information to the device(s).

Panasonic Communications Utility

Right-click on the icon and select **Panasonic Communications Utility.**
The Panasonic Communications Utility Window appears as shown below.
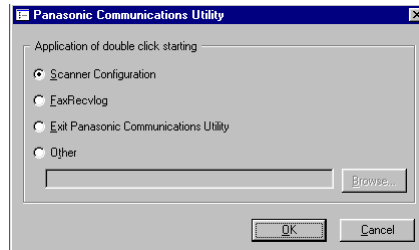
Set to activate program when double-clicking the Panasonic Communications Utility Icon.

• **Scanner Configuration**
  Open the Scanner Configuration Window.

• **Fax Recv log** (When the Panafax Desktop is installed)
  Open the Fax Receive Log Window.

• **Exit Panasonic Communications Utility**
  The Panasonic Communications Utility is terminated.

• **Other**

Click the ⬚ Browse ⬚ button to set the application program.

Document Management System Section

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Network Scanner

Remote Copy (DP-180/190 and UF-9000 only)

The **Remote Copy** Utility is installed on your PC as part of the Panasonic-DMS software.
This utility allows you to copy documents Scanned on the machine and have them printed on any printer.
With the machine's Color Scanning capabilities, this allows you to Remote Copy color documents.

When receiving a print file from the machine, the Remote Copy Utility selects the printer configured on your PC and starts printing the file with the preset properties.

Note: 1. Your PC will select the default printer if another printer was not pre-configured for the utility after the Panasonic-DMS software installation.
2. Make sure that your PC is logged in when using this feature, or the print file will not transfer to the remote printer.

Your Network

1. Scan

2. Send to Your PC

Your PC

**UF-9000, DP-180/190
(i.e. Scan in Color mode)**

3. Print

**Your Pre-configured
Printer (i.e. Color Printer)**
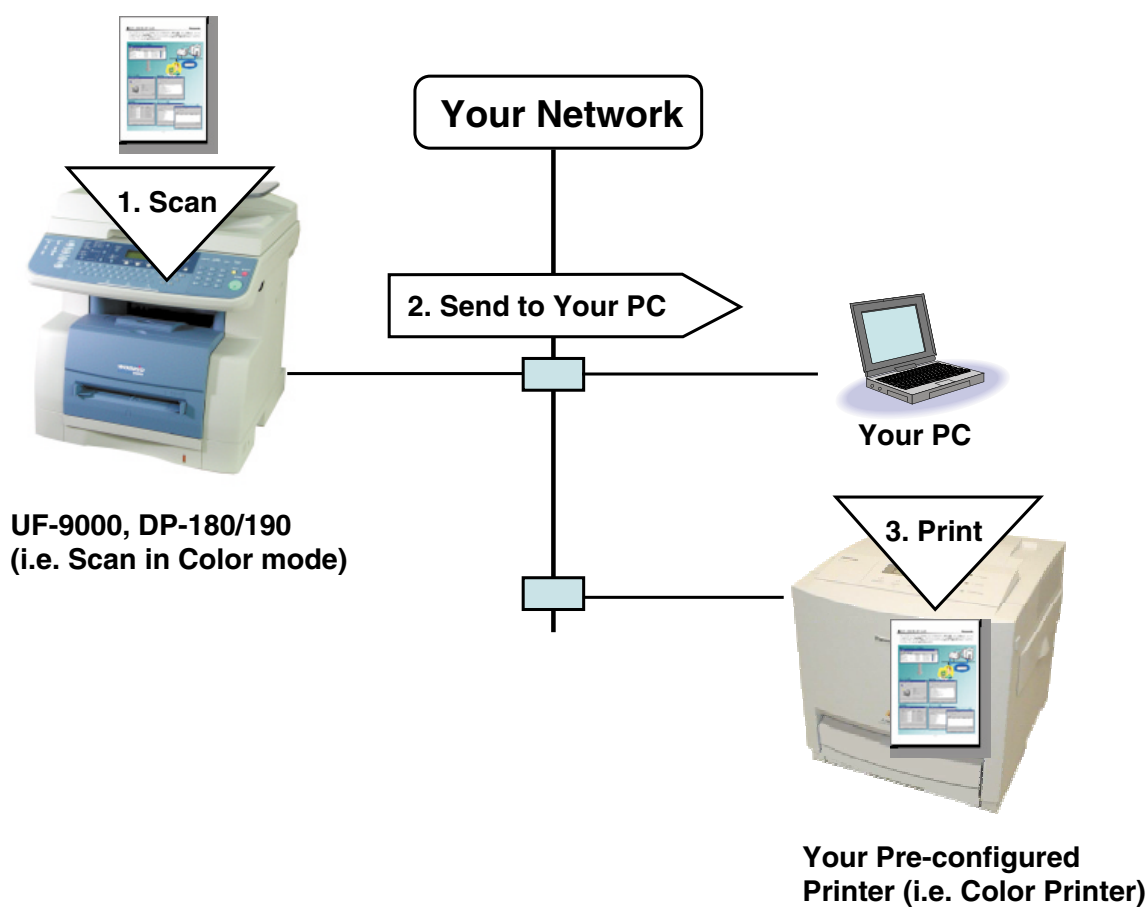
Remote Copy (DP-180/190 and UF-9000 only)

Selecting **Panasonic** → **Panasonic Document Management System** → **Remote Copy Configuration** from **Programs** on the **Start** menu will display the configuration window.
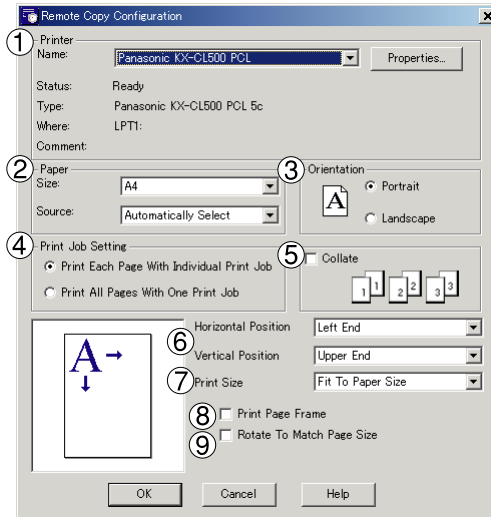
1. **Printer**
   Selects the printer to print the scanned document(s) to.

2. **Paper**
   Select the document size.

3. **Orientation**
   Specifies how the document is positioned on the page. Portrait orients the print vertically. Landscape orients the print horizontally. If available, Rotated Landscape rotates the paper 90 degrees counterclockwise.

4. **Print Job Setting**
   When printing a large amount of a multiple colored file, it may take a long time to print out all the pages.
   In this case, select **Print Each Page With Individual Print Job** in order to print the first page quicker.
   The total time to print all the pages will be the same in either setting.

   Note: 1. The **N in 1** feature is not available if the **Print Each Page With Individual Print Job** is selected.
   2. When printing a document in grayscale or monochrome mode, only the **Print All Page With One Print Job** selection is enabled in the Print Job Setting.

5. **Collation**
   Organizes numbered pages when you print multiple copies of a document. A complete copy of the document is printed before the first page of the next copy is printed.

   Note: 1. Collation is not available if the **Print Each Page With Individual Print Job** is selected in the **Print Job Setting**.
   2. Even if collation can be specified within the printer driver, its activation is based on the Remote Copy Configuration window setting.

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

7. **Print Size**
   Selects printing in original size or printing within the printable area of the printer.

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Remote Copy (DP-180/190 and UF-9000 only)

8. **Print Page Frame**
   Select to print with page frame.

9. **Rotate To Match Page Size**
   Select to rotate to match with the page size.

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
- DP-180/190
- DP-1820P/1820E with Fax and Internet Fax Options
- DP-2310/3010 with Fax and Internet Fax Options
- DP-3510/3520/4510/4520/6010/6020 with Fax and Internet Fax Options
- DX-600 / 800
- UF-7000/7100/8000/8100 with Internet Fax/Email Module
- UF-9000

Group 2
- DP-1810F with Internet Fax Option
- DP-2000/2500/3000 with Fax and Internet Fax Options
- DX-1000/2000

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

Restriction(s)

Common
- The size of the data that can be transmitted is limited to the size that is within the memory of the device. The transmission is canceled when the device's memory overflows during the transfer of the fax data.
- The maximum number of multi-station transmissions is 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
	• Internet 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 column on the Transaction Journal is mentioned as a hyphen "-".)

*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
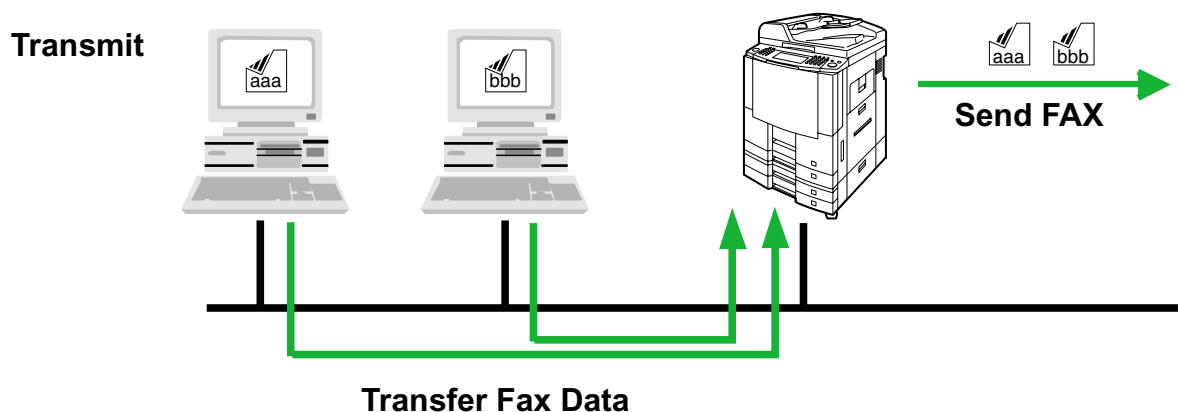
Connection Configurations (For the Network Connected Models)

Send & Receive Shared Network System Connection Diagram
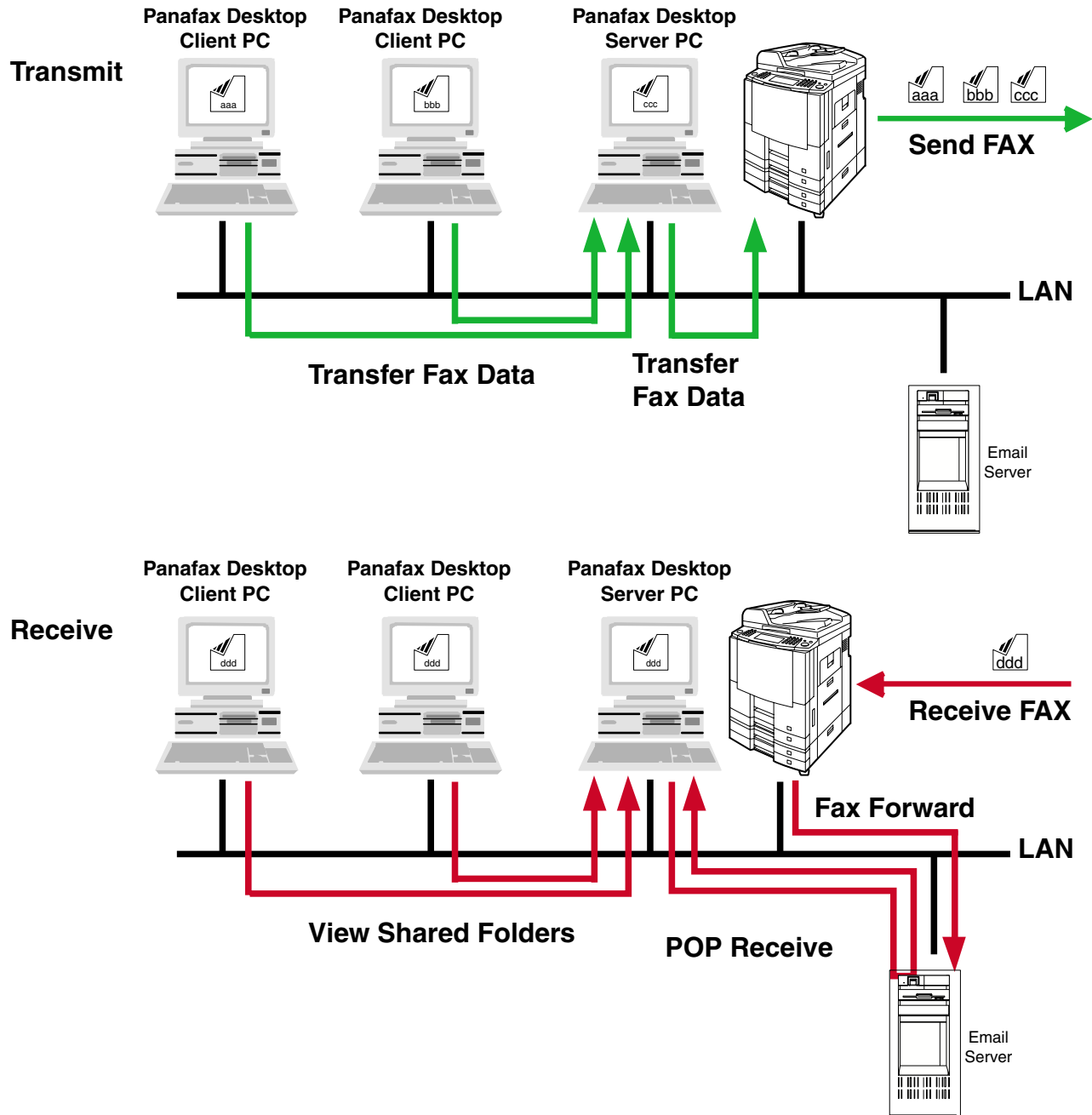
Transmit

Panafax Desktop Client PC — aaa

Panafax Desktop Client PC — bbb

Panafax Desktop Server PC — ccc

Send FAX — aaa bbb ccc

LAN

Transfer Fax Data

Transfer Fax Data

Email Server

Receive

Panafax Desktop Client PC — ddd

Panafax Desktop Client PC — ddd

Panafax Desktop Server PC — ddd

Receive FAX — ddd

Fax Forward

LAN

View Shared Folders

POP Receive

Email Server

Document Management System Section

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Panafax Desktop

Connection Configurations (For Local Connected Models)

For Local Connected Models

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

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

Standalone System

Send   Parallel Cable   Send FAX   Transfer Fax Data

Receive   Parallel Cable   Receive FAX   Transfer Fax Data
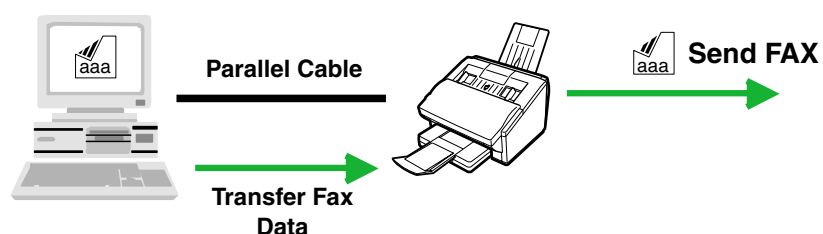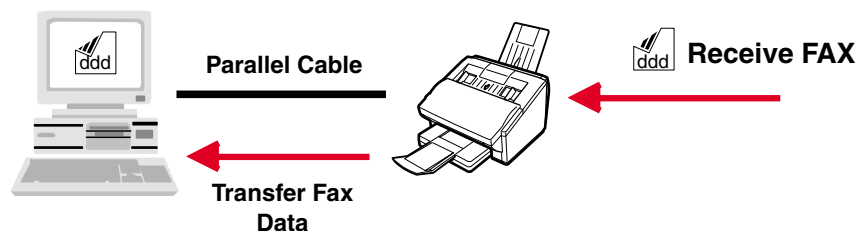
Connection Configurations (For Local Connected Models)

Network Shared System
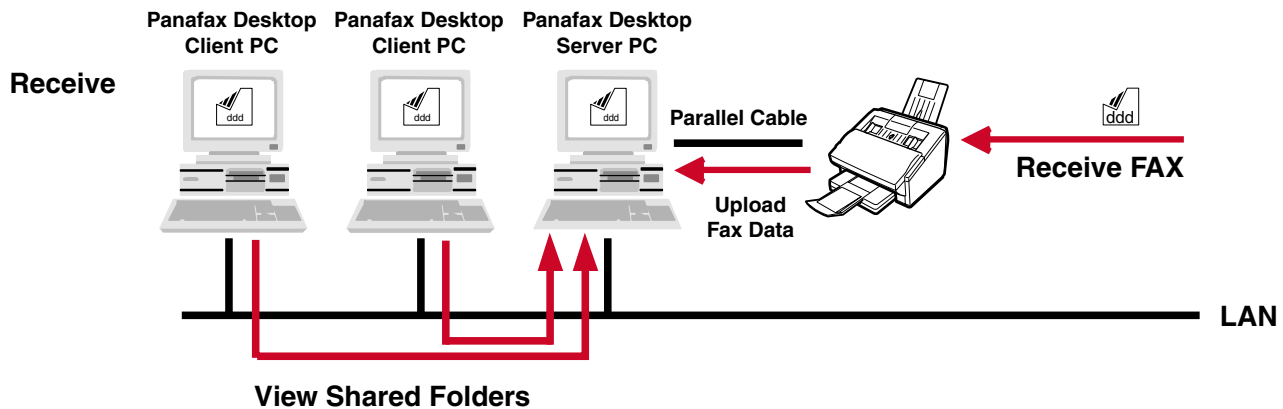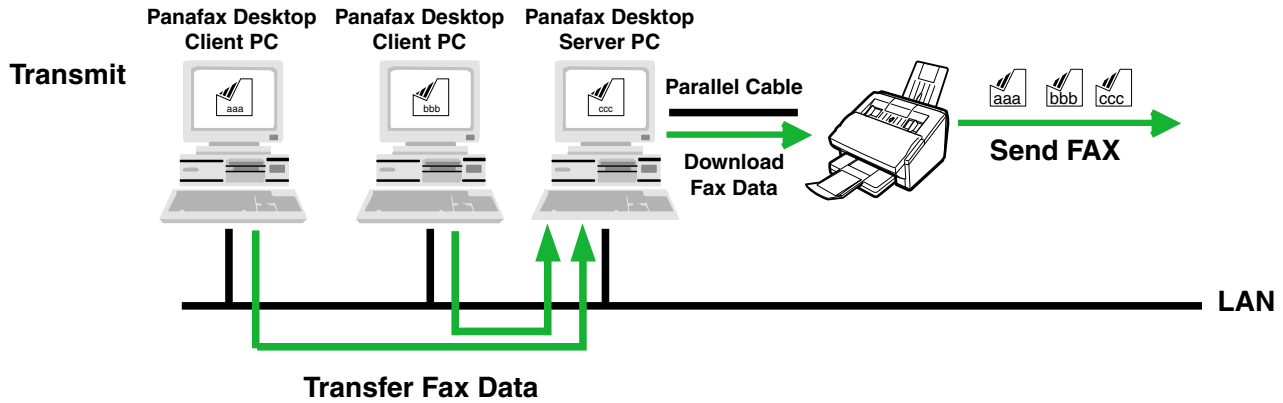
Transmit

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

Parallel Cable

aaa   bbb   ccc

Download Fax Data

Send FAX

LAN

Transfer Fax Data

Receive

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

Parallel Cable

ddd

Receive FAX

Upload Fax Data

LAN

View Shared Folders

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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
	    - Relay XMT Password
	  Set Fax Parameters:
	    - Set the **Relay XMT Report** = Off (Fax Parameter No. 143. See the Operating Instructions for Facsimile and Internet Fax/Email)
	
	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
	    - Relay XMT Password
	  Set Fax Parameters:
	    - Set the **Relay XMT Report** = Always (Fax Parameter No. 143. See the Operating Instructions for Facsimile and Internet Fax/Email)
	    - Set the **Fax Forward** to Receive Email Account (Fax Parameter No. 054. See the Operating Instructions for Facsimile and Internet Fax/Email)

2	Install the Document Management System. Refer to the Installation section of this Operating Instructions. **Note:** For DP-1810F/DP-1810F (Network PC Fax)/2000/2310/2500/3000/3010/3510/3520/4510/4520/6010/6020, UF-7000/7100/8000/8100 the Panafax Desktop is not installed automatically with the **TYPICAL** installation. Select **CUSTOM** installation and check the Panafax Desktop to be installed. For the DP-1810F there are two types of Panafax Desktop connections (Parallel and Network). The "DP-1810F (Network PC Fax)" model name is selected when using the Network version of the Panafax Desktop and "DP-1810F" is selected when using the Local (Parallel) version of the Panafax Desktop.

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Installation and Setup (For the Network Connected Models)
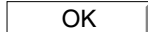
Basic Setup (Send Only System /Send & Receive System)
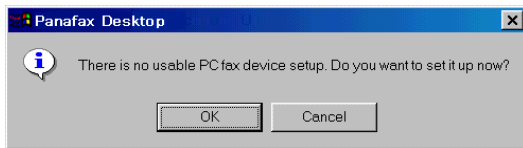
1

Double-click the [icon] icon on the Windows Desktop.
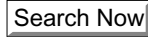
The **Panafax Desktop** appears.

Click the [OK] button.

> **Note:** *When the **Panafax Desktop** has already been activated, the Main Window of the **Panafax Desktop** is shown on your PC. Select **PC Fax Device Locator** from the **Tools** menu to open the **Device Search Ranges** window.*

2

Device Search Ranges appears.

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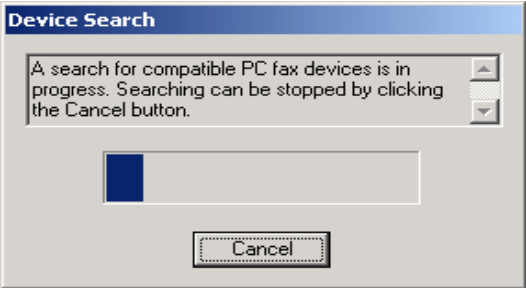
> **Note:** *It searches for all the devices within the default Subnet. Refine the search range when there are many devices connected in the Subnet, or you want to connect to devices outside of the Subnet.*
>
> *To change the search range, click the [Add] button and specify the range.*
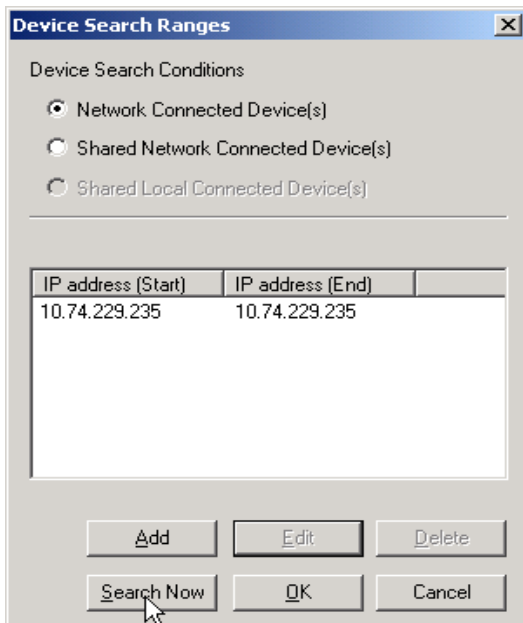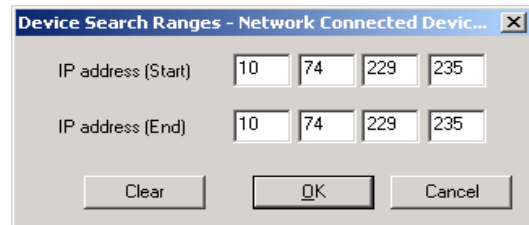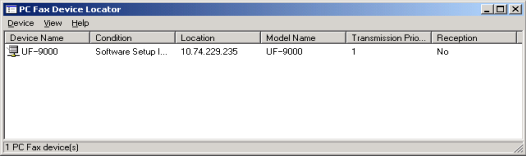
Panafax Desktop

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 select **Properties** from the **Device** menu.

Installation and Setup (For the Network Connected Models)

5

The **PC Fax Properties** appears.
<**General**> Tab
Input the PC Fax Settings.
Send Only System:
- Device's Email Address
  It is not necessary to enter any Email Address.
- 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. The email address is used to distinguish the device. Input it precisely, otherwise the Device Name and Device Location on the Receive Log may not be indicated properly.
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 is automatically activated 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-1810F/2310/3010/3510/3520/4510/4520/6010/6020/ UF-7000/7100/8000/8100/9000 uses the Key Operator Password.
2. The Device Group 2 doesn't have this function.

Click the [OK] button when you finish inputting the settings.

**Document Management
System Section**

Installation and Setup (For the Network Connected Models)

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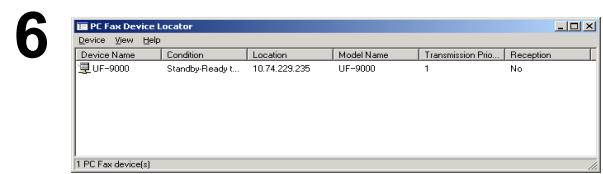
Confirm that the device's Condition is in Standby (It takes a little while) using the PC Fax Device Locator.

Click the ⌧ 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
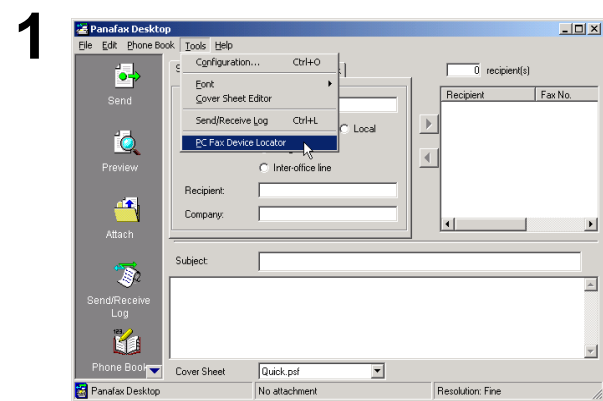
Click the 🖥 icon on the Windows Desktop.

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

2
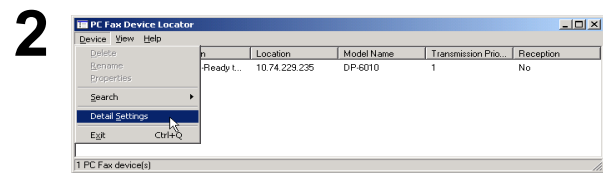
The **PC Fax Device Locator** appears.
Select **Device** | **Detail Settings** from the menu.

Installation and Setup (For the Network Connected Models)

3
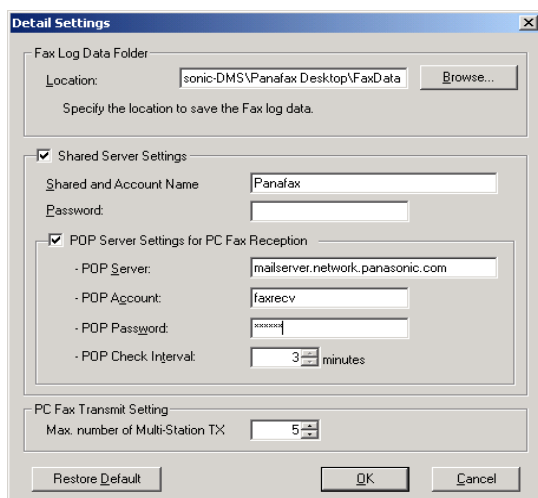
The **Detail Settings** appears.

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

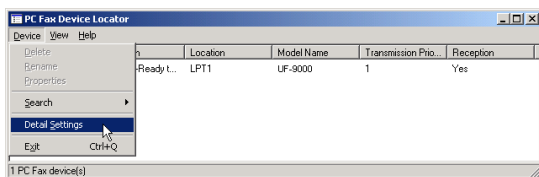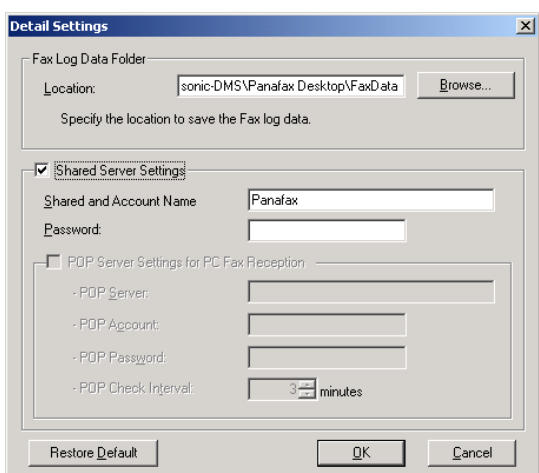Click the [OK] button when you finish inputting the settings.

Note: 1. If your PC is running Windows NT/Windows 2000/Windows XP/Windows Server 2003 and the client PC is running Windows 98/ Windows Me, it is necessary to use the Guest Account to use the Fax Server function. If a message "Do you want to use the Guest Account?" comes up, click [Yes] to use the Guest Account.

2. When the Guest Account is enabled, a security problem may occur.
   - It will be possible to access common folders even if there is no account in Windows
   - The possibility that a computer virus could enter through this account.

   Please set it after you confer with the Network Administrator.

4
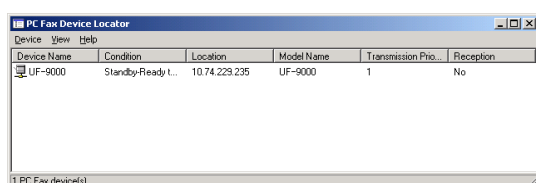
Select the desired Device and double-click or Click on **Properties** from the **Device** menu.

Document Management System Section

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Installation and Setup (For the Network Connected Models)

5
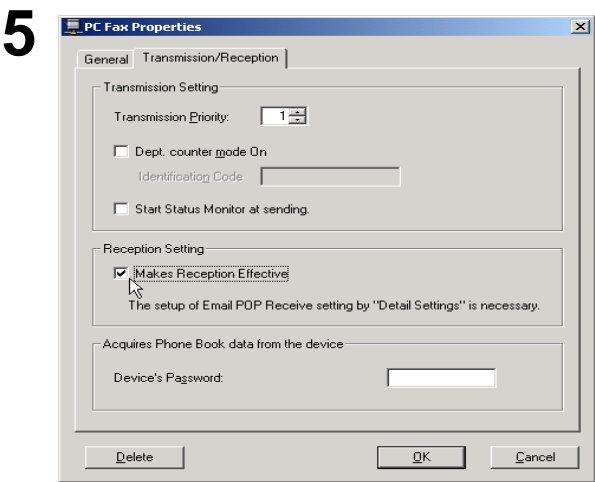
The **PC Fax Properties** appears.

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

Click the [OK] button.

6
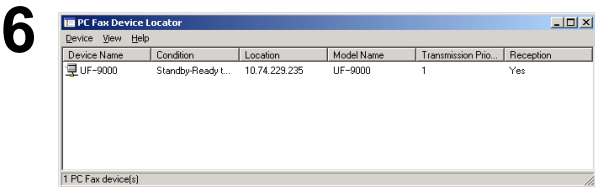
Confirm that the Reception status displays "**Yes**". It takes a moment.

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

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

Installation and Setup (For the Network Connected Models)

Client Setup (Send & Receive System)
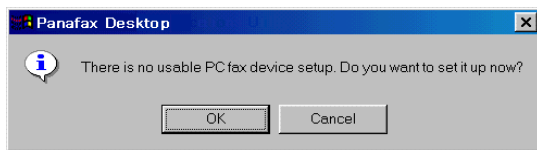
1

Click the ▣ icon on the Windows Desktop.

The **Panafax Desktop** appears.

Click the [OK] button.

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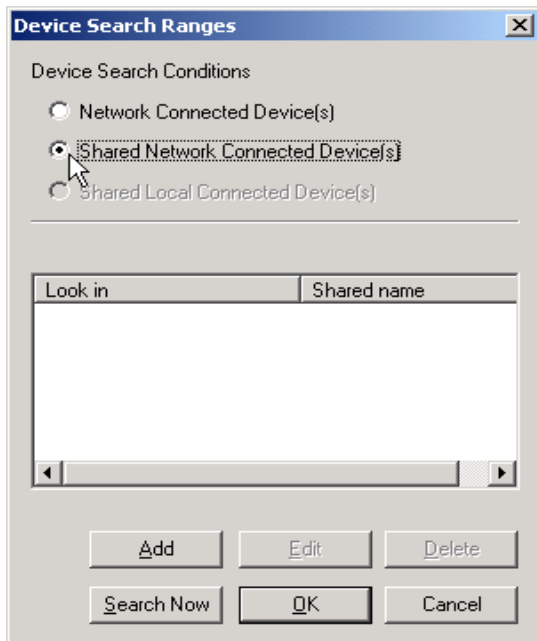
Device Search Ranges appears.
Click on the [**Shared Network Connected Device(s)**] radio button.

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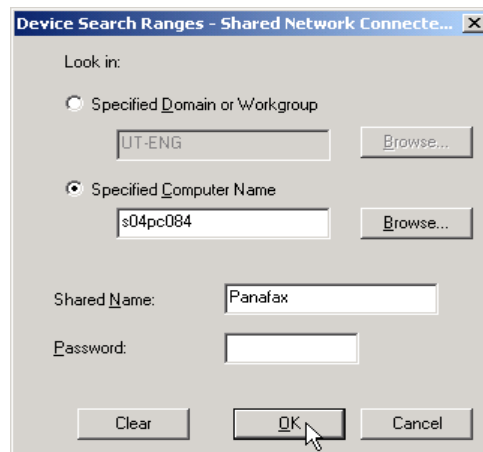
Look in
• Specified Domain or Workgroup
  Input device's Domain or Workgroup.
• Specified Computer Name
  Input the Server Computer Name.
• Shared Name
  Input the Server Shared Name if you changed from the default setting.
• Password
  Input the Server Password if you changed from the default setting.

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

3
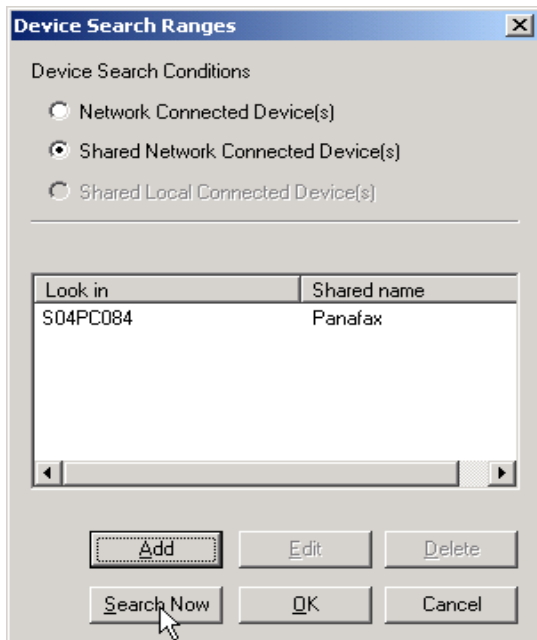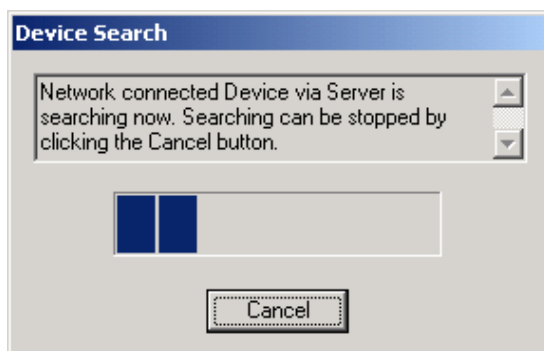
Start searching the Server for Network connected Devices.

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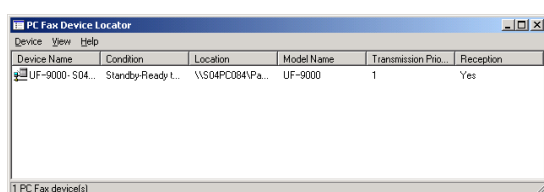
The Network connected device via Server is listed in the PC Fax Device Locator.

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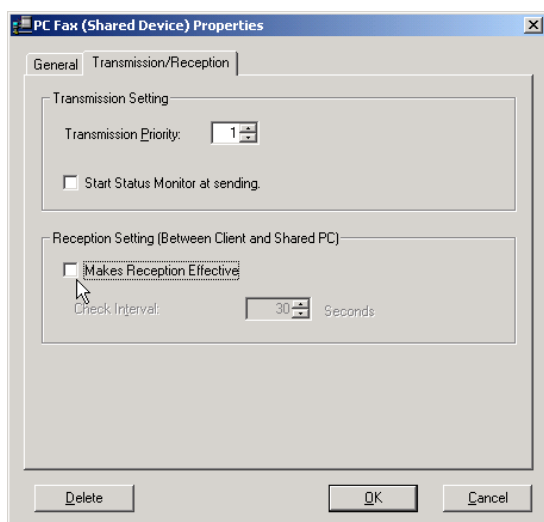

Note: *The reception function is shown as "Yes" if the shared device's reception function is effective. If you do not wish to receive faxes, select the Device and double-click or Click Device | Properties from the menu. The PC Fax (**Shared Device**) **Properties** appears. Click **Transmission/Reception**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

OK *button.*

Installation and Setup (For the Local Connected Models)

For Local Connected Models
Panafax Desktop uses the fax modem in the Panasonic/Panafax models connected with your computer by parallel cable.
Before using the Panafax Desktop, it is necessary to activate the Fax Modem and to setup certain parameters. Follow the steps below to setup the Panafax Desktop.

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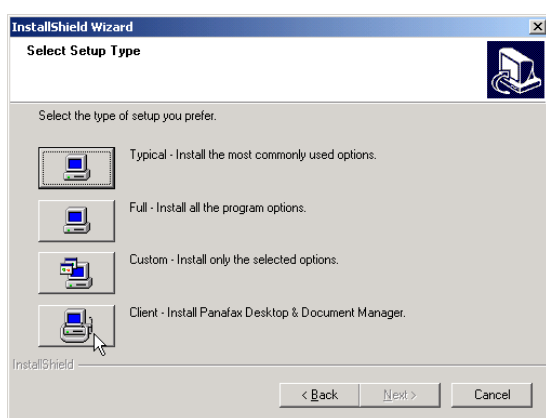
Install the Document Management System.Refer to the Installation section of these Operating Instructions.

Note:
1. For the DP-1810F, the Panafax Desktop does not install automatically with the **TYPICAL** installation. Select **CUSTOM** installation and check the Panafax Desktop to be installed. For the DP-1810F, there are two available types of connections (Parallel or Network). The "DP-1810F (Network PC Fax)" model name is selected when using the **Network** version of the Panafax Desktop and "DP-1810F" is selected when using the Local **(Parallel)** version of the Panafax Desktop.
2. For the Network Shared System, select the ⎣ Client ⎦ button on the Select Setup Type screen during the installation.
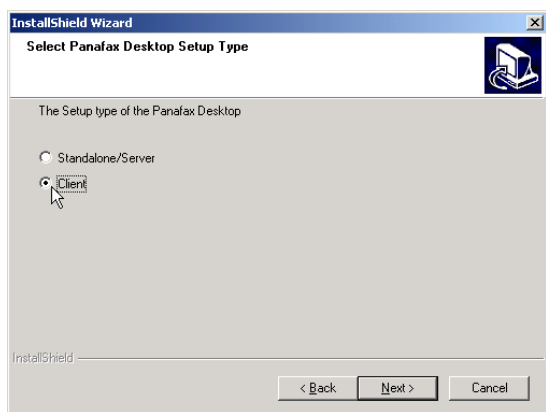
Panafax Desktop

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
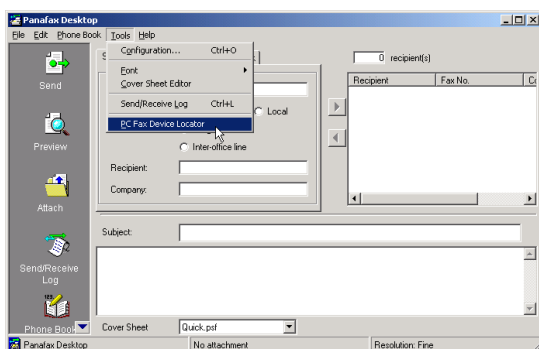
Click the [icon] icon on the Windows Desktop.

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 the [OK] button 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
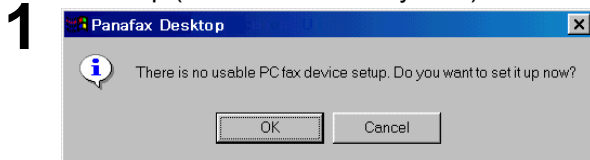
Double-click the icon on the Windows Desktop.

The **Panafax Desktop** window appears.

Click the [OK] button.

> **Note:** *When the **Panafax Desktop** has already been activated, the Main Window of the **Panafax Desktop** is shown on your PC. Select **PC Fax Device Locator** from the **Tools** menu to open the **Device Search Ranges** window.*

2
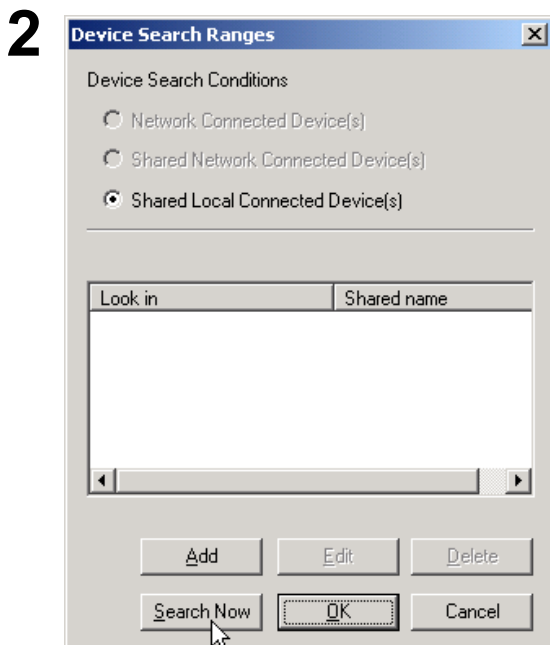
Device Search Ranges appears.

Click the [Search Now] button 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 you to click the [Add] button and specify the Domain or Workgroup, or specify the Computer Name directory to reduce the searching time.*
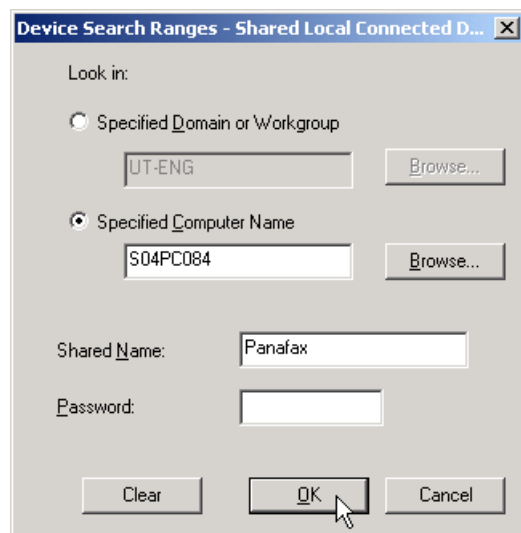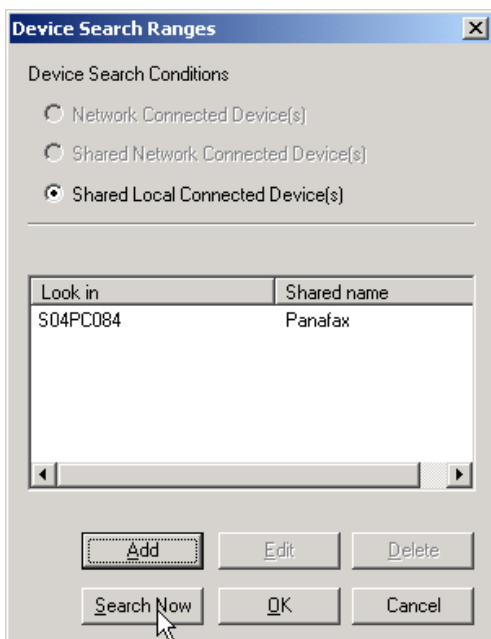
- Look in
  - Specification of Domain or Workgroup
    Input the device's Domain or Workgroup.
  - Specification of Computer Name
    Input the Server Computer Name.
  - Shared Name
    Input the Server Shared Name if you changed from the default setting.
- Password
  Input the Server Password if it was changed from the default setting.

Continued on the next page...

Document Management System Section

Installation and Setup (For the Local Connected Models)

3
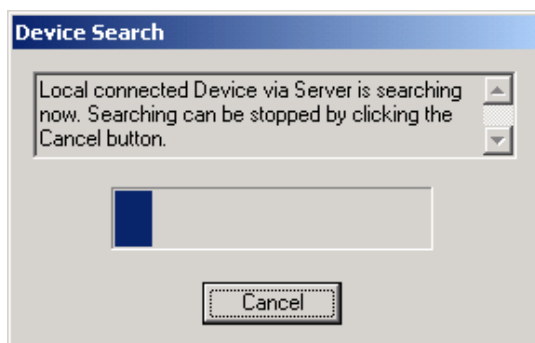
Start searching the Server for Local connected Devices.

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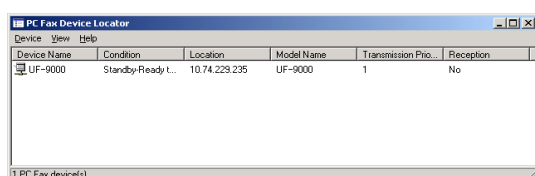
The Local connected devices via Server is listed in the PC Fax Device Locator.

Click the ⟦x⟧ or select **Device** → **Exit** from the menu to close the **PC Fax Device Locator**.
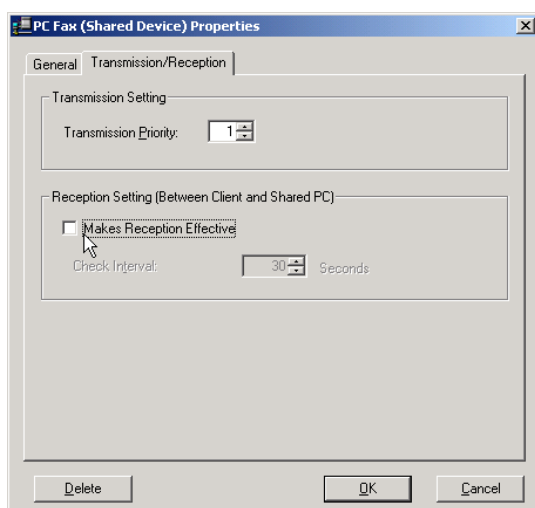
> **Note:** *The reception function is shown as "Yes" if the shared device's reception function is effective. If you do not wish to receive faxes, select the Device and double-click or Click Device Æ Properties from the menu.The PC Fax (Shared Device) Properties appears.Click Transmission/Reception tab and remove the check box of "Makes Reception Effective".*
>
> *Click the ⟦ OK ⟧ button.*

Main Window and Toolbar

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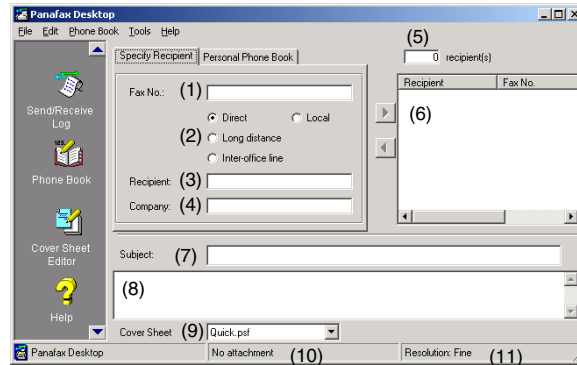
(1)	Fax No.	Enter the destination fax number.
(2)	Line Select	Check the line type to dial the preset code before the telephone number. See the Dialing Setting Tab of Configuration Menu.
(3)	Recipient	When this is entered, reflected on the cover sheet.
(4)	Company	When this is entered, reflected on the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

Panafax Desktop

Main Window and Toolbar

Toolbar

Icon	Description
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.

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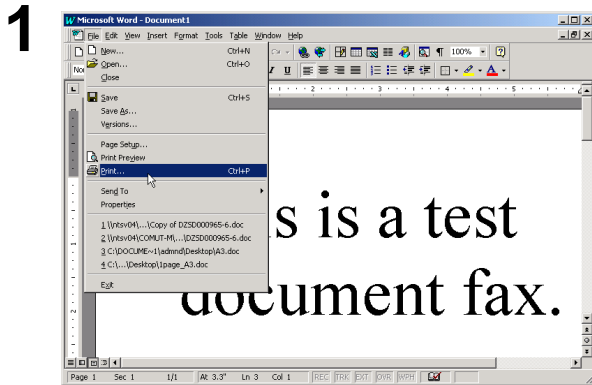
From the current Application select **Print** from the **File** menu.

2
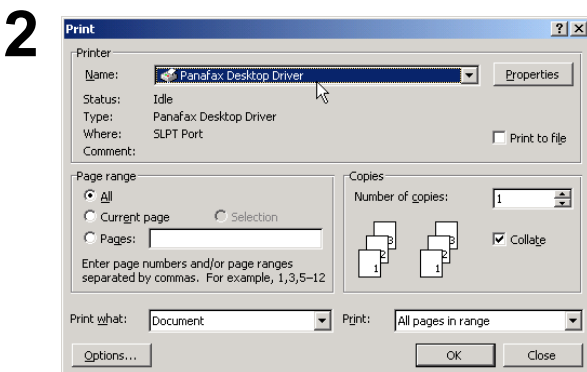
The **Print** dialog box appears.

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

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

3
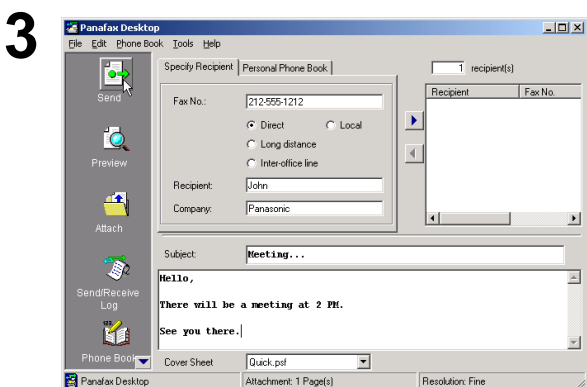
Enter the recipient's Fax No., Name and Company or select your Personal Phone Book.

> **Note:** *To input a pause, use the comma ",".*

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 the [Send] icon when ready to send the fax.

> **Note:** *Click the [Preview] icon to verify the fax image to be sent to the remote station(s).*

Document Management System Section

Sending Document

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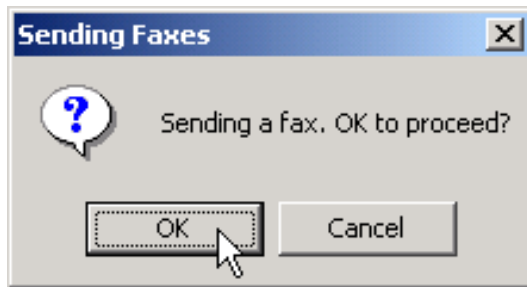
Click the [OK] button to start the transmission.

Sending Document

Sending a Document via the Panafax Desktop

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

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

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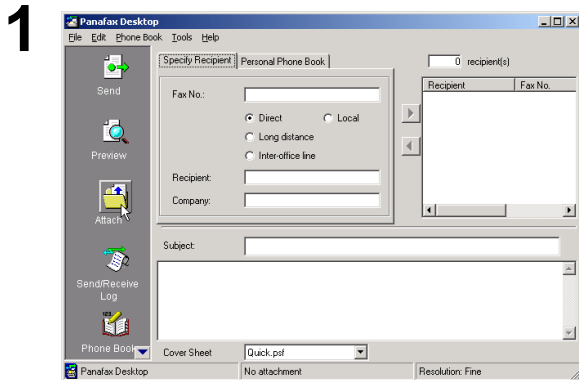
Click the [icon] icon on the Windows Desktop.

The **Panafax Desktop** window appears.

Click the [icon] icon to select a file for the transmission.

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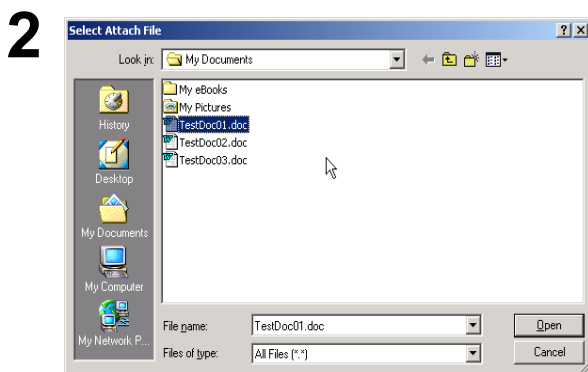
Select the file and click the [Open] button to convert the document into a Fax image.
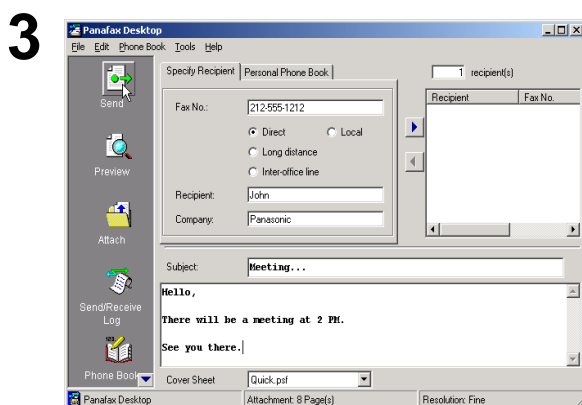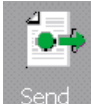
3

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

> **Note:** *To input a pause, use the comma ",".*

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 the [icon] icon when ready to send the fax.

> **Note:** *Click the [icon] icon to verify the fax image to be sent to the remote station(s).*

Document Management System Section

Sending Document

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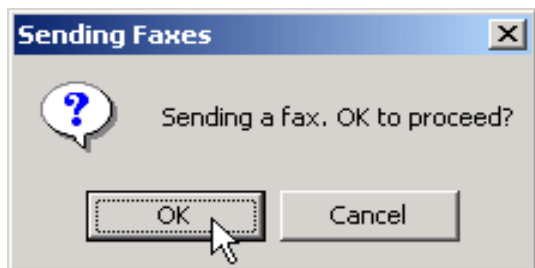
Click the [OK] button to start the transmission.

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
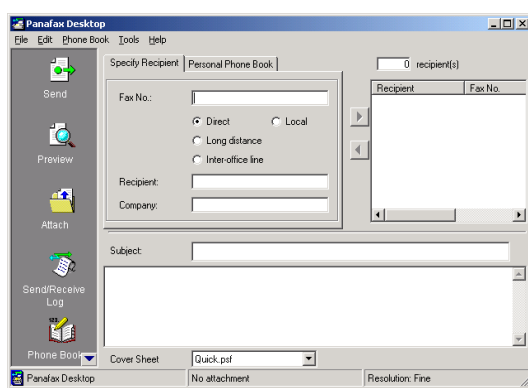
Click the [icon] icon on the Windows Desktop.

The **Panafax Desktop** window appears.

2
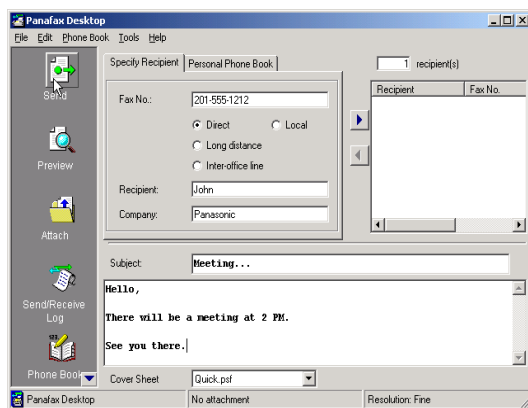
From the Panafax Desktop window, enter the recipient's Fax No., Name and Company or select from your Personal Phone Book.

> **Note:** *To input a pause, use the comma ",".*

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.

Click the [icon] icon when ready to send the fax.

> **Note:** *Click the [icon] icon to verify the fax image to be sent to the remote station(s).*

3

Click the [OK] button to start the transmission.

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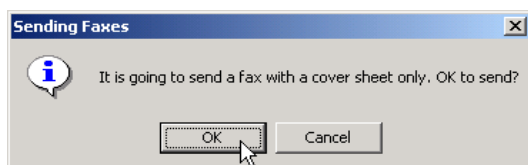
Receiving Document

Receive Setting

1

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

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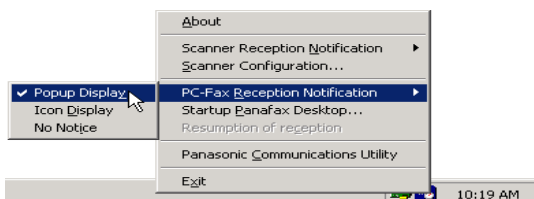
Right-click the Panasonic Communications Utility Icon to show the menu and select the PC-Fax Reception Notification.

- Popup Display
- Icon Display
- No Notice

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

1
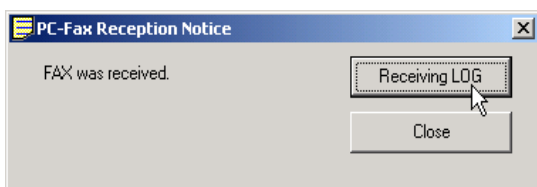
A receiving notice appears on the connected PC.

Click the [Receiving LOG] button.

or

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

2
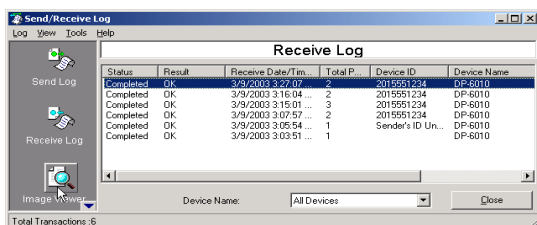
The Receive Log appears.
Select a transaction from the log then click the

 icon to view the received fax.

3
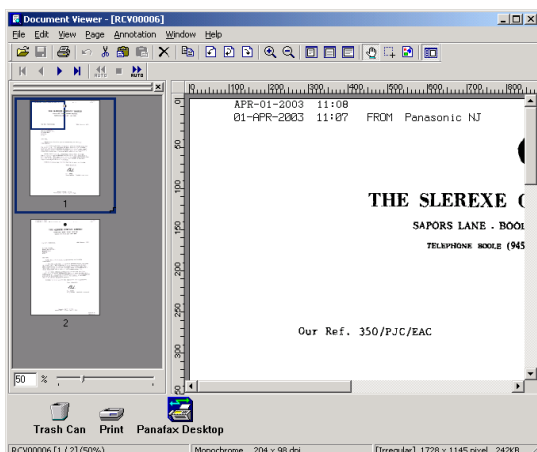
The received fax is displayed on the PC.

Registering the Personal Phone Book

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

1
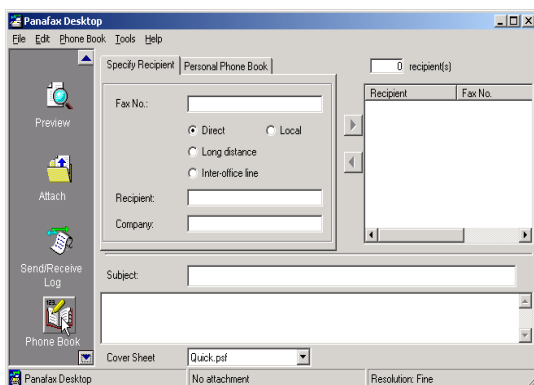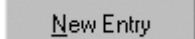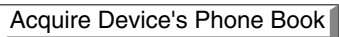
Click the [Phone Book] icon to open the Phone Book dialog Box.

2

Click the **New Entry** button.
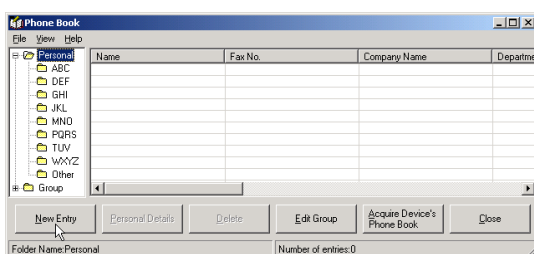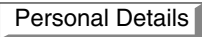
Note: 1. Click the Acquire Device's Phone Book button to enable the retrieval of the phonebook data from the device.
2. To use the Acquire Device's Phone Book function, the Key Operator's Password is required. See page 157 "Transmission/ Reception Tab | Acquires Phone Book data from the device".
3. In case of a setup as a Client PC, only the Phone Book data can be acquired from the device by the Server PC.
4. Click the Personal Details button to edit the address.
5. Click the Delete button to delete the address.

3
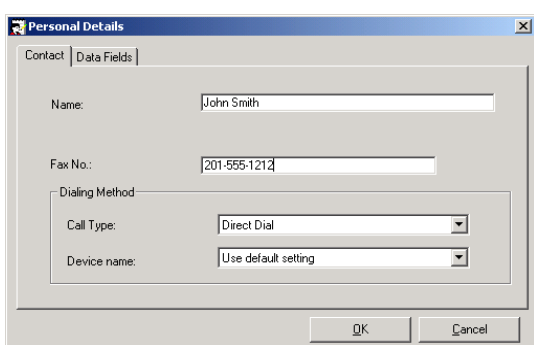
\<Contact\> Tab
• Name:
Enter the recipient's name.
• Fax No.:
Enter the fax number.
• Call Type:
Select how the call should be dialed.
The code preset with the Tools/Configuration/ Dialing Settings is dialed ahead of the fax number.

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

4
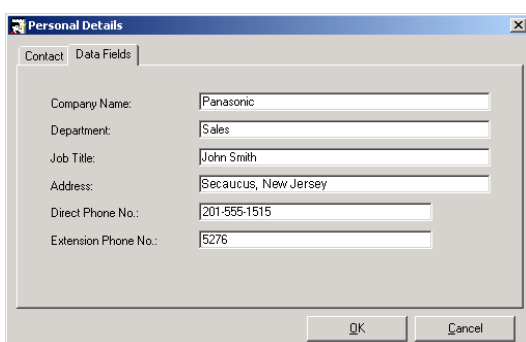
\<Data Fields\> Tab
Enter the Company Name, Department, Job Title, Address, Direct Phone No. and the Extension Phone No. of the recipient to be used on the Cover Sheet.

Registering the Personal Phone Book

5 Click the [OK] button to save the entry.
The maximum number of entries are 2000.
To add another entry, repeat procedure from the step 2.

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

1

Click the [icon] icon.

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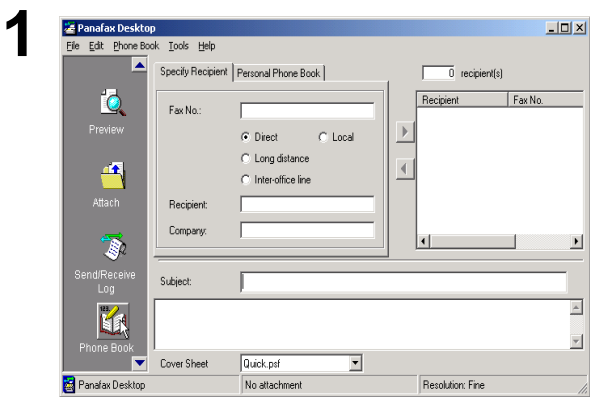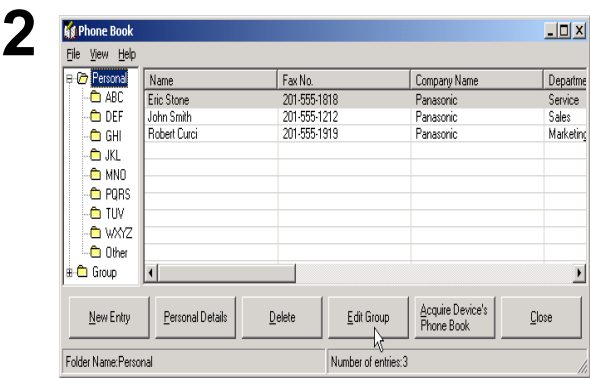
The **Phone Book** dialog box appears.

Click the [Edit Group] button.

3
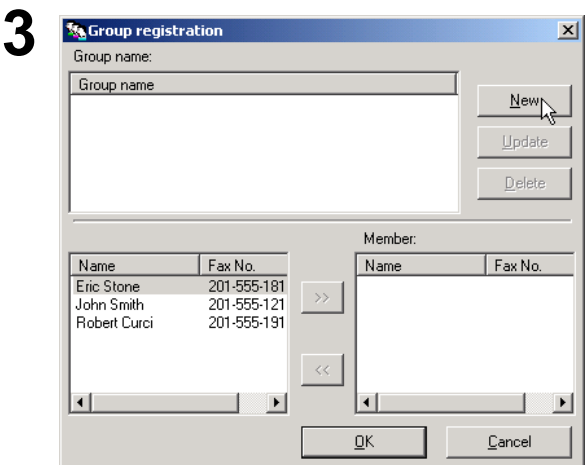
The **Group registration** dialog box appears.

Click the [New] button.

4
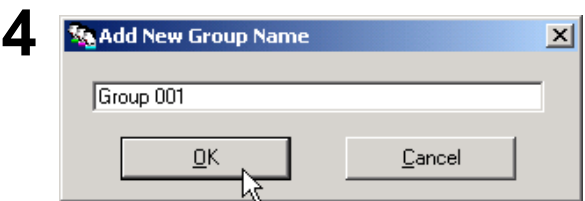
The **Add New Group Name** dialog box appears.

Enter the group name and click the [OK] button.

Registering the Personal Phone Book

5

Select the desired recipients.

6

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

The maximum number of recipients are 999 for each group.

To add another group, repeat the procedure from step 3.

The maximum number of group's are 100.

If finished, click the [OK] button to exit Group registration.

Registering the Personal Phone Book

To Import/Export CSV (Comma Separated Value) data From/To your Personal Phone Book
The telephone data in a CSV format file can be imported into your Personal Phone Book and the telephone data of your Personal Phone Book can be exported to a CSV file.

Note: 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 a pause with "p" when you make a CSV file.

Importing from the CSV file

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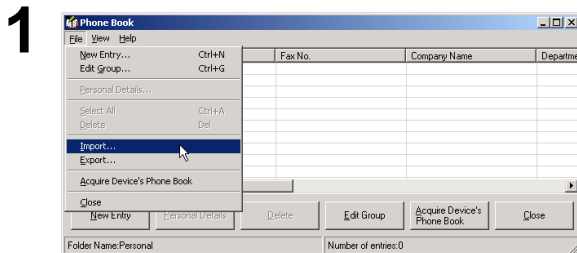
On the Phone Book dialog box, Select **File | Import**... from the menu.

2
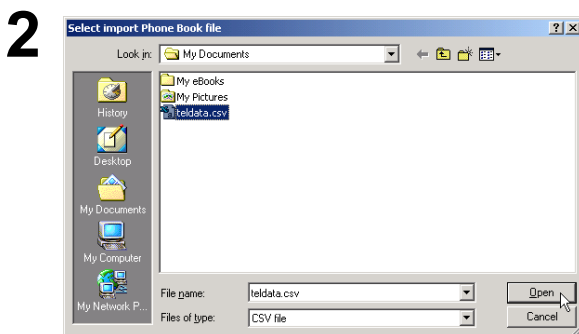
Select the file to be imported and click the

| Open | button.

3
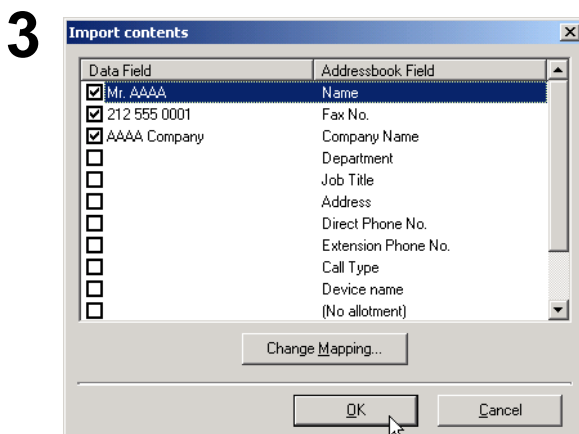
Confirm the contents of the Data Field and Addressbook Field match.
Select the Data Field you want to import to.

Select the item and click the | Change Mapping... |

button to change the field setting if the Data Field and Addressbook Field do not mach.

Click the | OK | button if you completed.

Note: 1. *Name* and *Fax No.* of the Address book field are essential (minimum requirements).
2. *The characters except for the following are prohibited for use in the **Fax No.** field. A telephone number or any data will not be imported if any of the prohibited characters are contained within it.*
Effective characters: 1234567890*#p-/s
p = Pause
- = Separation mark (Not used for the dialing)
/ = Tone change
s = Sub-address

Registering the Personal Phone Book

Importing from the CSV file

4
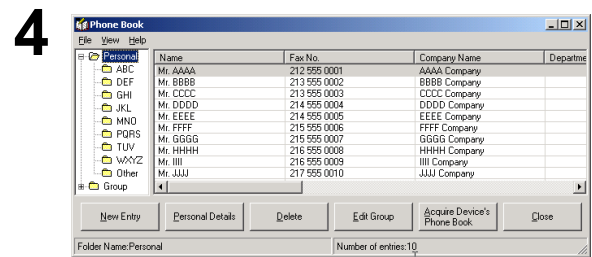
The telephone data of the CSV file is imported into your Phone Book.

Exporting to the CSV file

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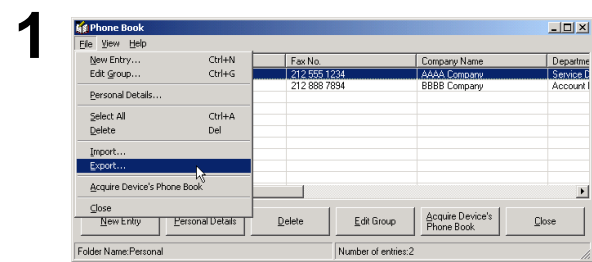
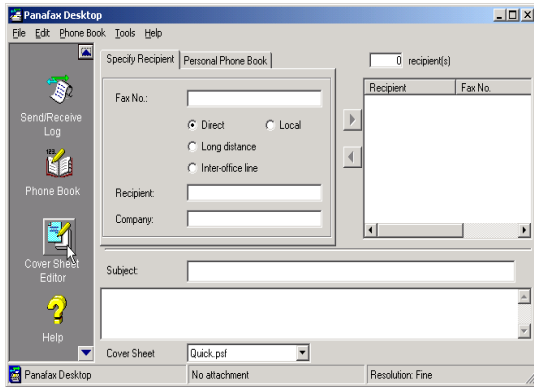On the Phone Book dialog box, Select **File | Export...** from the menu.

2
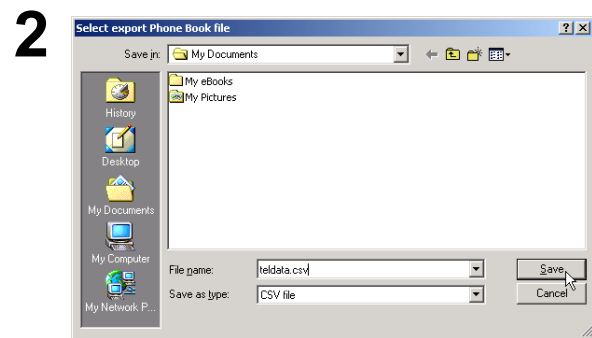
Enter the file name and click the [OK] button to save the CSV file.

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Cover Sheet

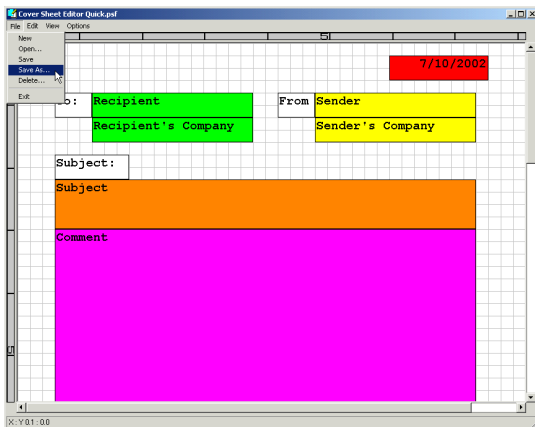The **Cover Sheet** is attached to the first page of every fax and contains information such as the recipient's name, sender's name, date, title, etc.

Creating Cover Sheet

1

Click the [icon] icon.

2

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

3
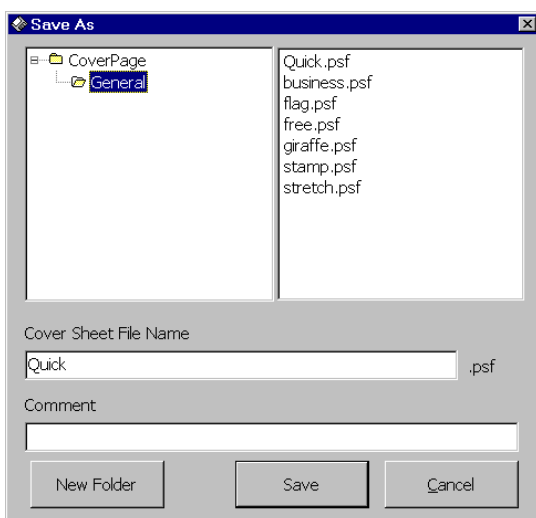
The **Save As** dialog box appears.
Select the Folder you wish to save to, or you wish to save it into a the New Folder,

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

and then click the [OK] button.

Document Management System Section

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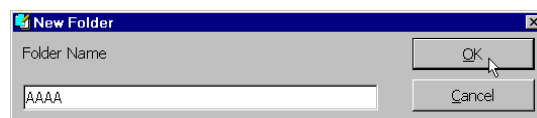
Cover Sheet

4
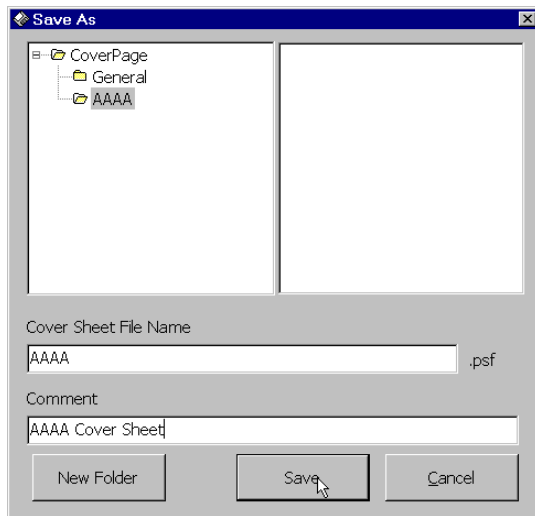
Enter the New Folder Name into the Cover Sheet File Name box.

Enter any comments into the Comment box if you wish.

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

Cover Sheet

[Edit] menu

Undo	:	Undoes the last editing operation.
Cut	:	Deletes the selected text and copies it to the clipboard.
Copy	:	Copies the selected text onto the clipboard.
Paste	:	Pastes the text or object from the clipboard.
Delete Object	:	Deletes the selected object.
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 in the Personal Address Book.
Sender Details	:	Inserts the information set in the [Sender Details] tab in 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 a 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

Configuration Menu

Configuration Setting

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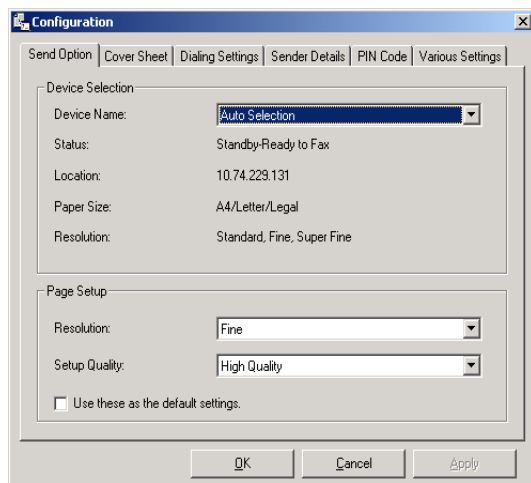
Send Option Tab
Device Selection
- Device Name:
  A device can be chosen here when more than one device is connected with network connected type devices.
  Auto Selection
  Effective device is selected automatically by the priority setting order.
  Rotation
  Effective device is selected automatically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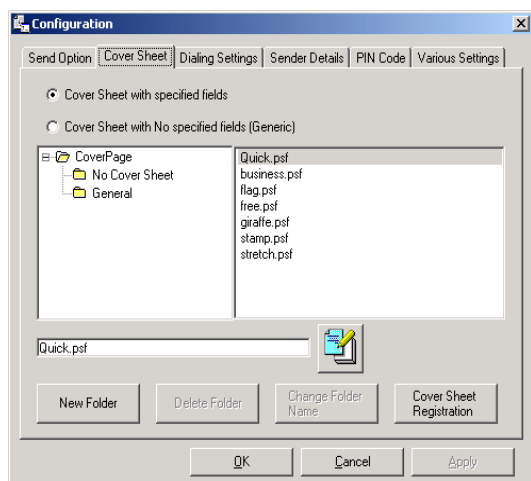
Cover Sheet Tab
Setting the usage of the Cover Sheet.
- Cover Sheet with specified fields
  The address information is inserted into the TO field of the Cover Sheet.
  The transfer time to the device sometimes becomes long because the image data is sent to the device multiple times in the case of multi-station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

PIN Code Tab
Specify the PIN Code settings when required by your telephone system.
Some countries do 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 on the client & server, this function is effective only on the server PC
  The password must be preset for the device in the PC Fax Properties for the Network connected device.
• Notification Message
  Various notices can be set up.

Document Management System Section

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Send Log/Receive Log

Send/Receive Log

The transmission and the reception can be confirmed.

1
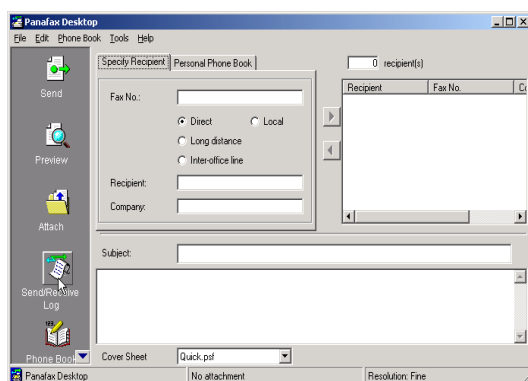
Click the [icon] icon.

2
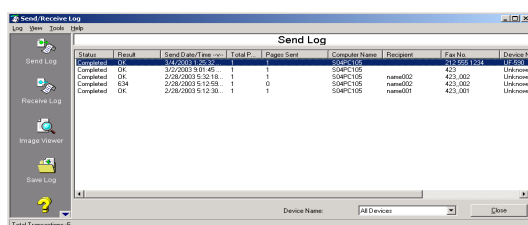
Send/Receive Log window appears.

Click Send Log icon and Receive Log icon to switch between the Log windows.

Status column

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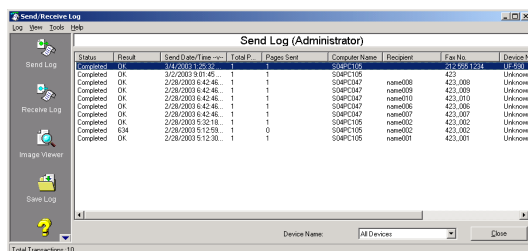- Completed: Transferring the data is completed
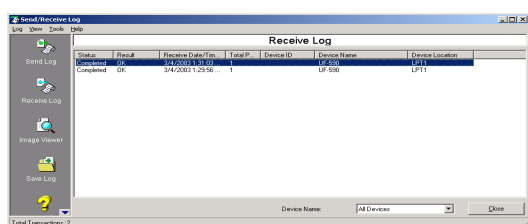
Result

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

Note:
1. For the Network Device Version of Simple Send Only System with the Group 2 device models (Please refer to the Compatible Models in General Description portion of this Operation Instructions manual), the Send Log shows only when 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 set up 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, the oldest entry is automatically deleted.
The log can be saved by following the steps below.

Manually Saving the Log

1

In the Log window, select the log transactions that you wish to save and click the [Save Log] icon.

2

Select the Folder that you want to save into and click the [OK] button.

You can make a new folder by clicking the [New Folder] button.

> **Note:** *The* [New Folder] *button is not available on Windows NT/Windows 98.*

3

Select whether you wish to Delete the Logs after saving them.

4

The tiff file data (.tif) and the transmission 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 (Internet Explorer 5.5 or better).

Document Management System Section

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Send Log/Receive Log

Automatically Saving the Log

1
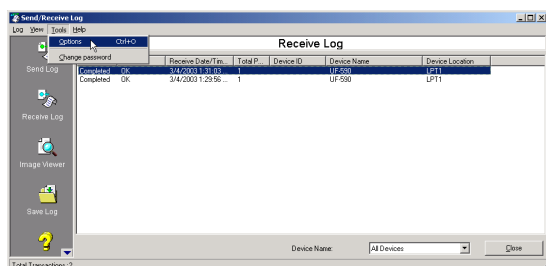
In the Log window, select **Tools | Options** from the menu.

2
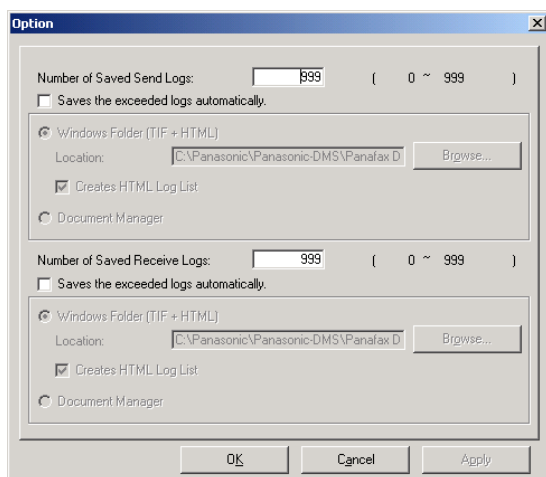
Option window appears.

Set the Save Log settings accordingly.

Network Status Monitor

Network Device Locator

Select **Panasonic** → **Panasonic Document Management System** → **Network MFP Utilities** → **Network Device Locator** in **Programs** from the **Start** menu.
Upon activation of the Network Device Locator, the attached printers will be automatically searched and displayed in the list.
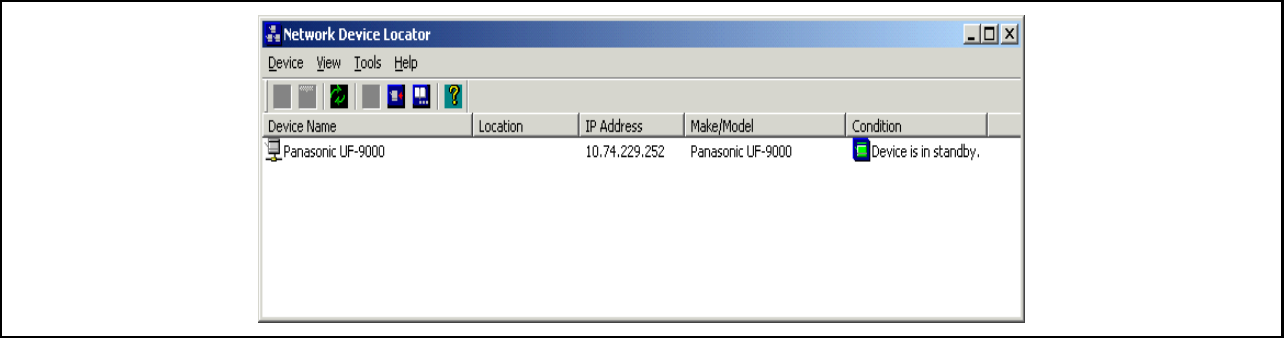
List of Contents

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

Right-click on your device to display the menu.

1. **Status Monitor**
   Activates the Status Monitor.

2. **Configuration Editor**
   Activates the Network Configuration Editor (see page 198).

3. **Address Book Editor**
   Activates the Address Book Editor (see page 198).

4. **Delete**
   Removes the device from the list.

5. **Rename**
   Changes the name of the device.

6. **Search**

   • **Device Search**
   Search the devices manually.

   • **Device Search Ranges**
   Set the conditions to search the devices (see page 188).

7. **Create Shortcut**
   Creates a Shortcut of the program for the selected device.

8. **Delete Shortcut**
   Deletes the selected Shortcut.

Network Status Monitor

Network Device Locator

■ **Device Search Condition**

Select **Search** → **Device Search Ranges** from the **Device** Menu.
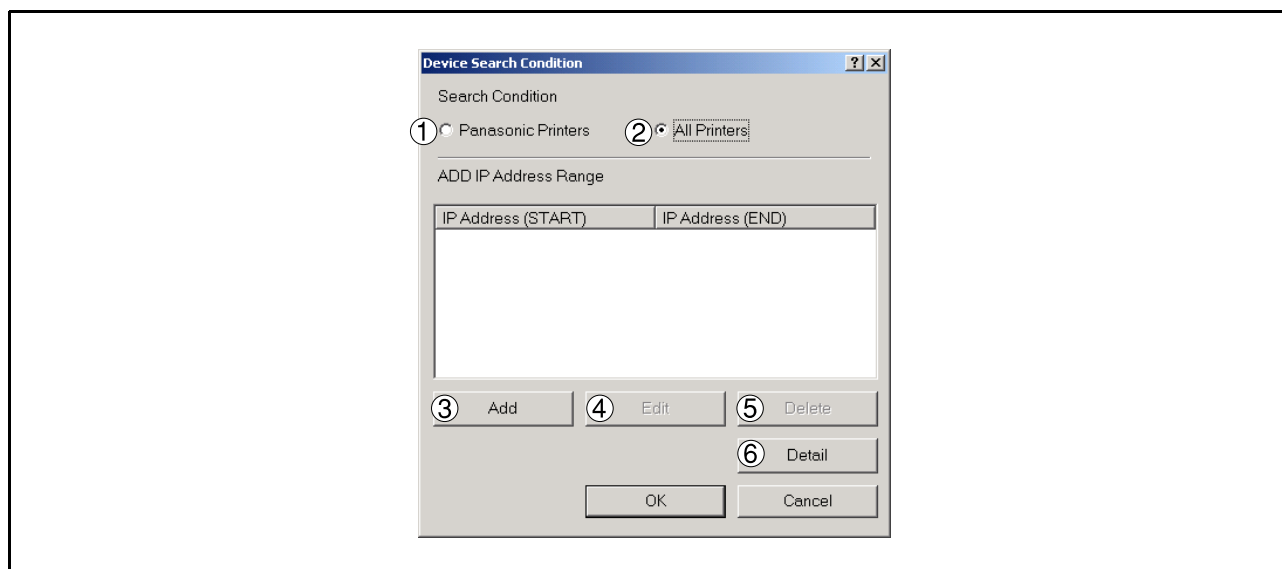
1. **Panasonic Printers**
   Select if searching for Panasonic printers only.

2. **All Printers**
   Select if searching for all printers.

3. **Add**
   Add a new search range of IP addresses.

   Click the ⎣ Add ⎦ button and enter the Start IP Address and End IP Address.
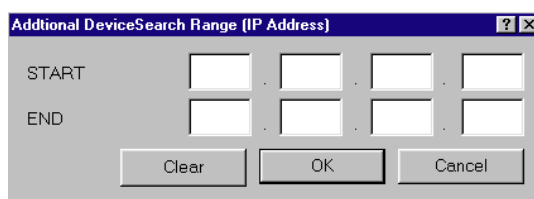
4. **Edit**
   Edit the selected IP address range.

5. **Delete**
   Delete the selected IP Address range.

6. **Detail**
   Enter the SNMP community name of the devices to be searched.

Task Display

The Status Monitor is a Multi Functional Product (MFP) utility that monitors and displays the current status of connected devices.
Upon activation, the icon of the Status Monitor (up to 10 different printers) appear on the System Tray next to the system clock.
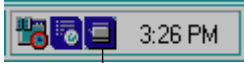
The Status Monitor indicates the device status by the icon lamp color as listed below.

Lamp	Status
Green	Device is operational in standby, printing, scanning, or copying mode.
Yellow	Device attention is required, check paper supply, etc.
Red	Toner needs replacement, cover is open, paper jam, or device failure.
Gray	Device is in Energy Saver (sleep) Mode.

Document Management System Section

Network Status Monitor

Taskbar Menu

Right-clicking the Status Monitor icon in the System Tray displays the following pop-up menu.
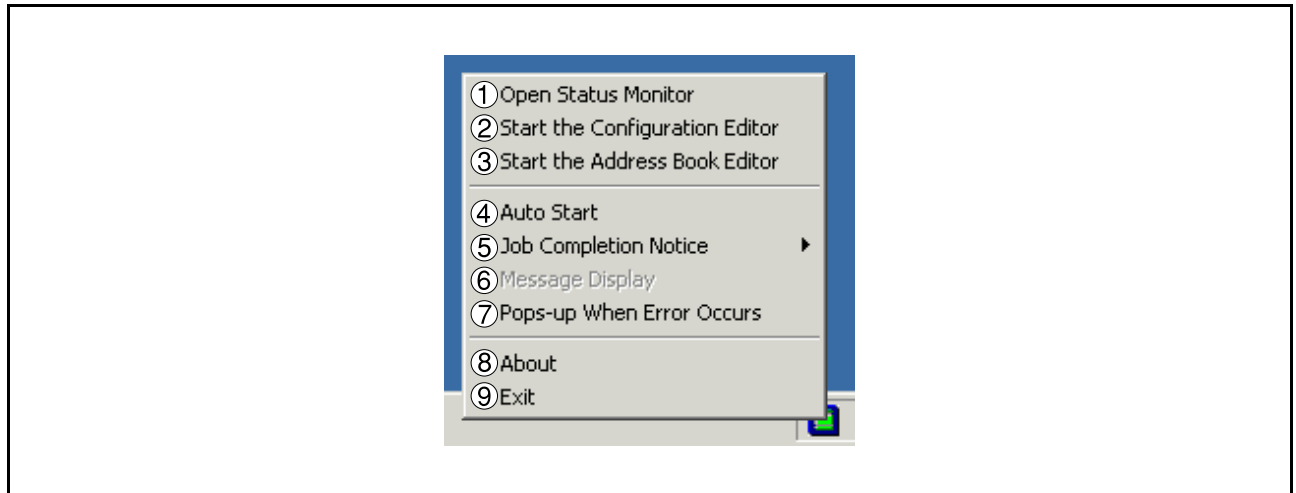
1. **Open Status Monitor**
   Displays details about the current status of the device.

2. **Start the Configuration Editor**
   Activates the Configuration Editor. (See page 198)

3. **Start the Address Book Editor**
   Activates the Address Book Editor. (See page 198)

4. **Auto Start**
   Sets the Status Monitor for the device to start automatically when the PC is rebooted.

5. **Job Completion Notice**
   Sets the Job Completion Notification mode. (See page 196)

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

7. **Pops-up When Error Occurs**
   Selects whether a pop-up error message box appears when an error occurs on the connected device.

8. **About**
   Displays the version information about the Status Monitor.

9. **Exit**
   Closes the Status Monitor.

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

■ Status Tab
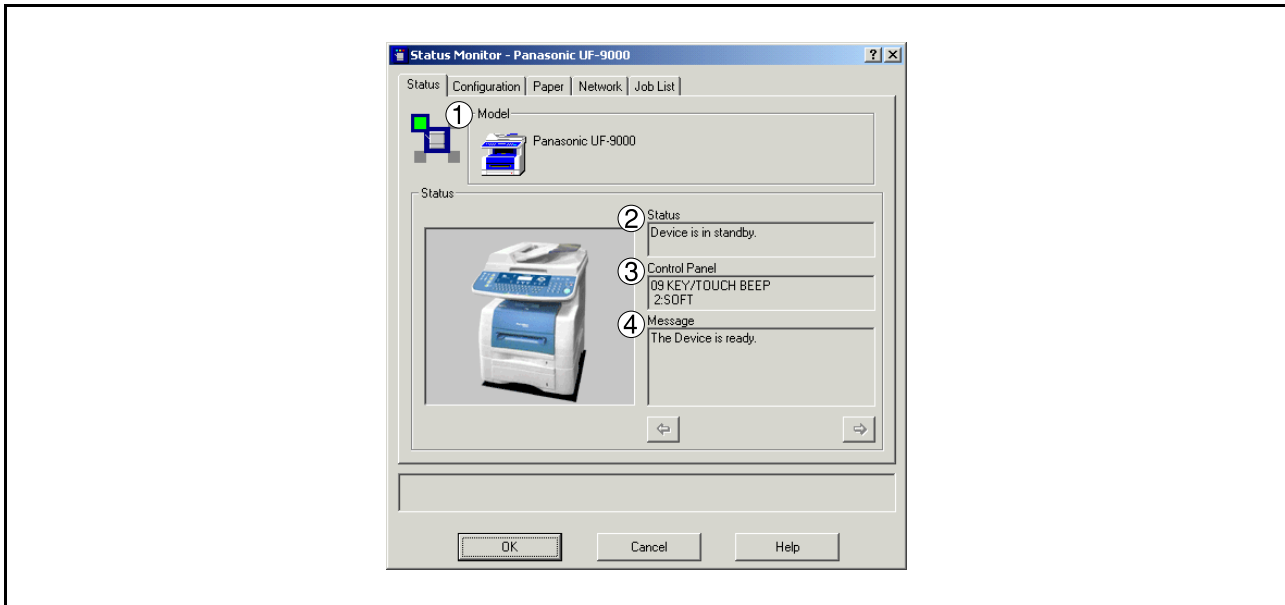
1. **Model**
   Displays the name and model number of the connected device.

2. **Status**
   Displays the current status of the device.

   If two or more items have been detected, clicking the [←] / [→] buttons allows viewing of other items.

3. **Control Panel**
   Displays information as it appears on the panel of the device.

   If two or more items have been detected, clicking the [▼] / [▲] buttons allows viewing of other items.

4. **Message**
   Displays the device details of the current status.

   If two or more items have been detected, clicking the [←] / [→] buttons allows viewing of other items.

Network Status Monitor

■ Configuration Tab
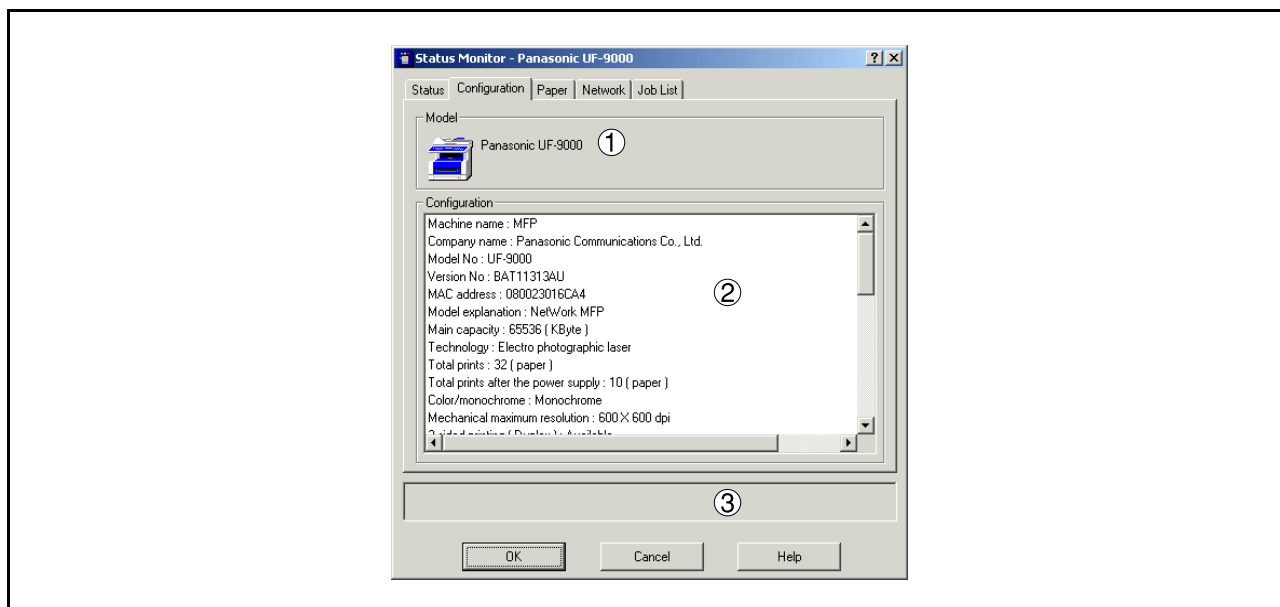
1. **Model**
   Displays the name and model number of the connected device.

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

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

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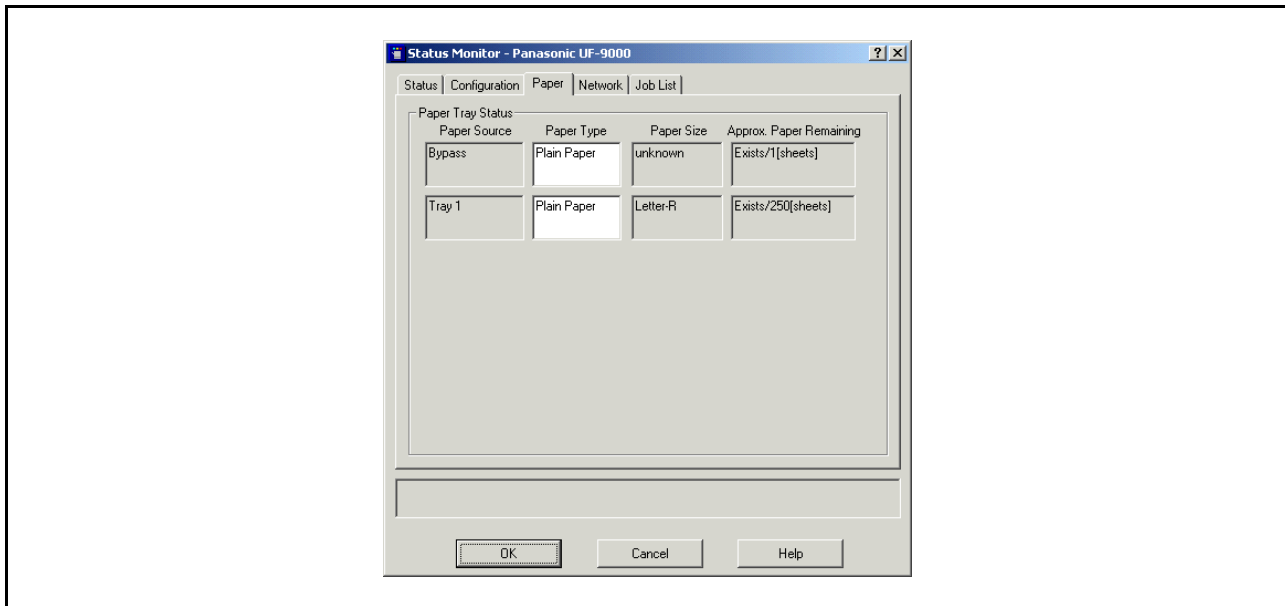
The Paper tab displays the type, size, and paper status of each paper tray.
A user comment can be entered in the Paper Type field.

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Network Status Monitor

■ Network Tab
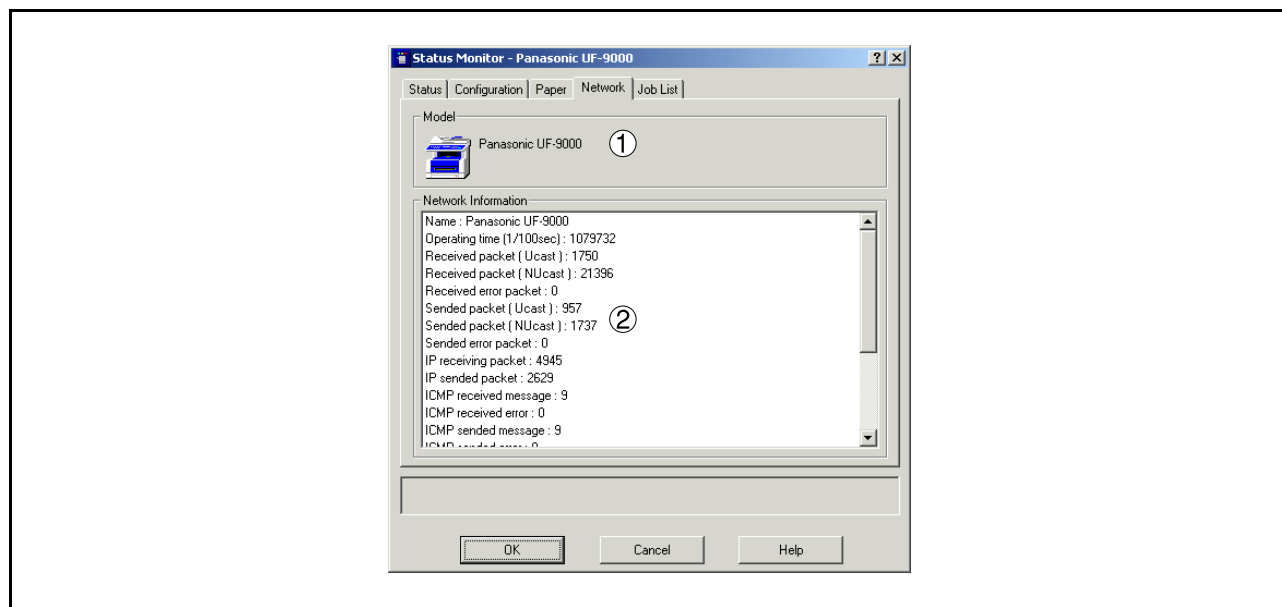
1. **Model**
   Displays the name and model number of the connected device.

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

■ Job List Tab
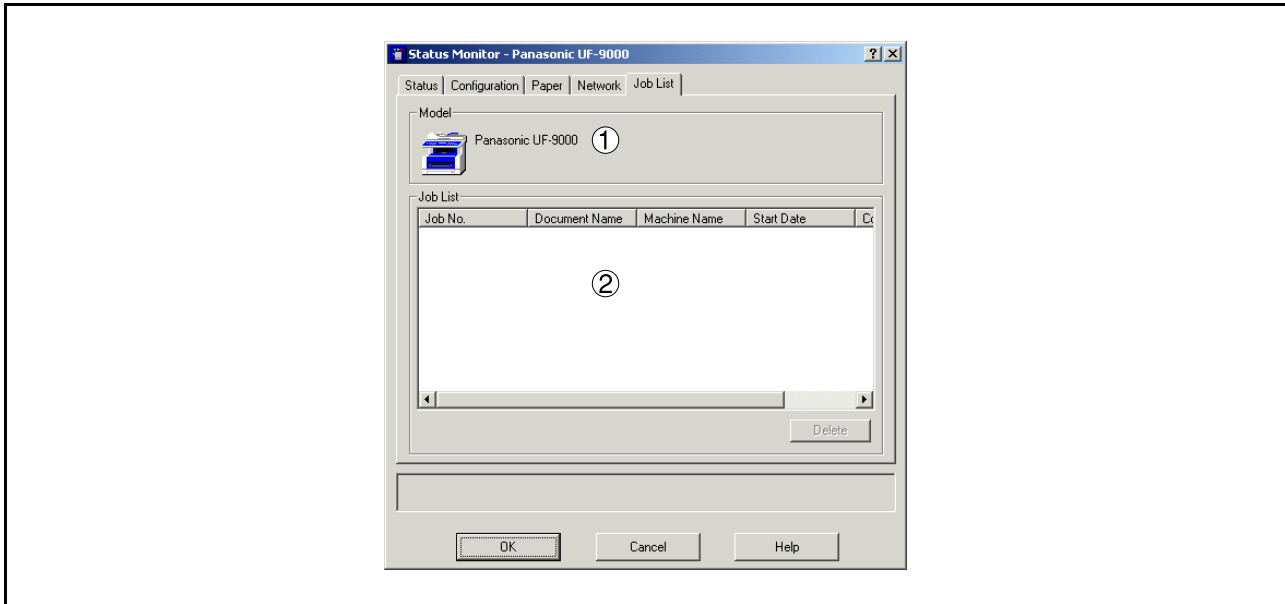
1. **Model**
   Displays the name and model number of the connected device.

2. **Job List**
   Displays the current print jobs.

Network Status Monitor

Job Completion Notice

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

Pop up Display   : Notifies with the Pop-up message.

Icon (Notice)   : Notifies with the Icon appearance on the desktop and change the Status Monitor icon.

Icon (No Notice) : Notifies with the Status Monitor icon.

None   : Does not notify.
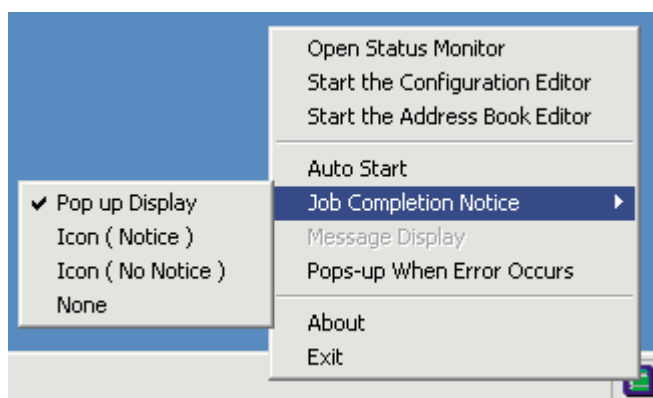
- **Pop up Display**
  Displays the following message when the print or PC fax job is completed.
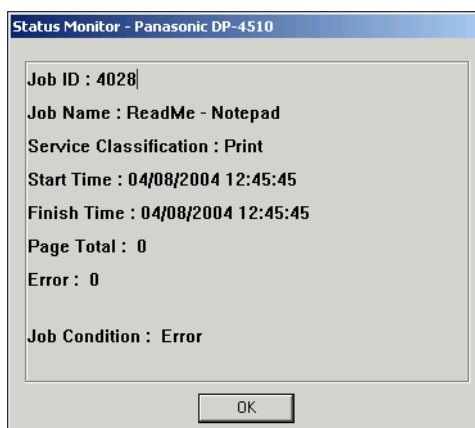
Job Completion Notice

• **Icon (Notice)** and **Icon (No Notice)**

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

Status Monitor icon
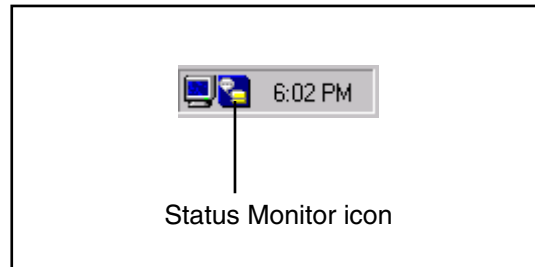
Select the **Message Display** to show a message.

Network Configuration Editor/Address Book Editor
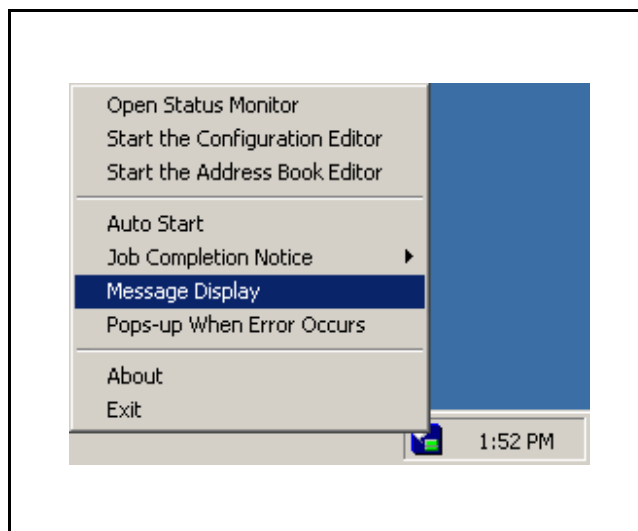
General Description

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

Note:
1. Both utilities are installed when the "Administrator" mode is selected during the Panasonic-DMS installation (see page 96).
2. The following message is shown when retrieving the data from a device if the software modules have not been installed to your PC. Click the Update button to download the modules from the Web site.
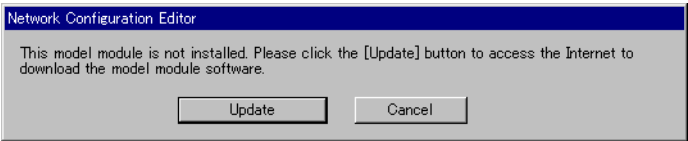
The compatible devices are listed in the **Supported Models List**.
Select **Help** → **Supported Models...** to open the list. You can access the Web site by clicking the Update button on the window.
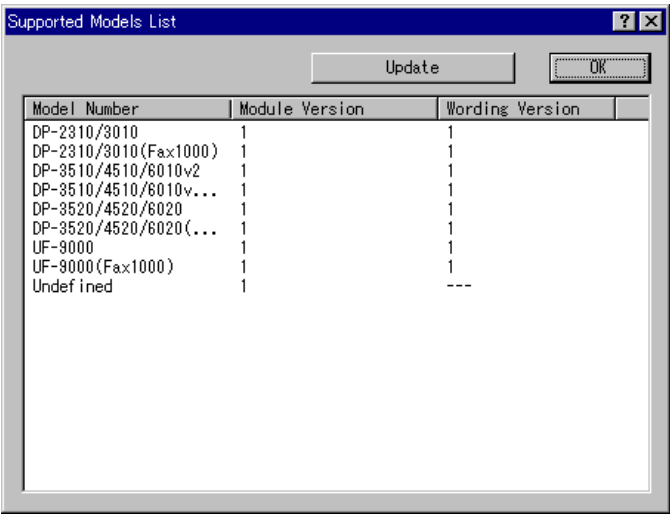
Activation Procedure

1

Start the **Network Device Locator**. (See page 187)

2
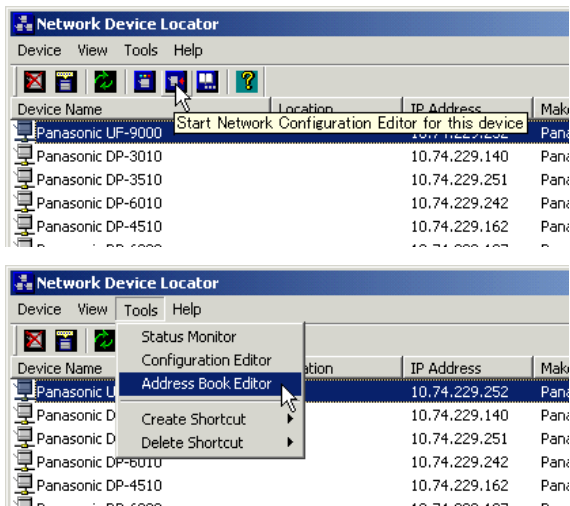
The Network Device Locator appears.
From the Toolbar
Select the device from the list and click the

 or icon.

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

3
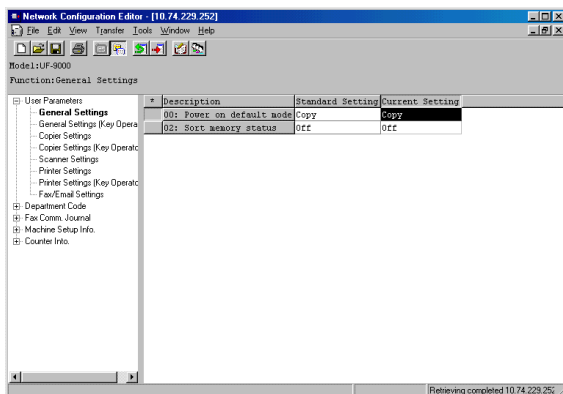
The Network Configuration Editor or Network Address Book Editor appears and retrieves the data from the device.

Network Configuration Editor/Address Book Editor

Create Shortcut Links

1

Start the **Network Device Locator**. (See page 187)

2
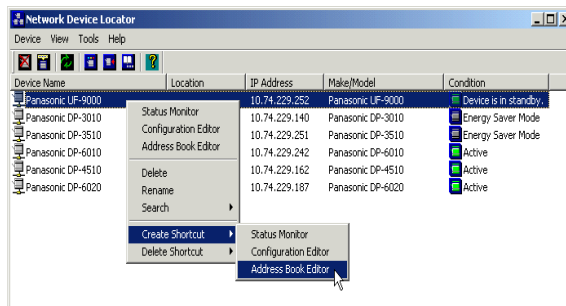
Click on the device and select **Create Shortcut** → **Configuration Editor** or **Address Book Editor** from the **Tools** menu.

3
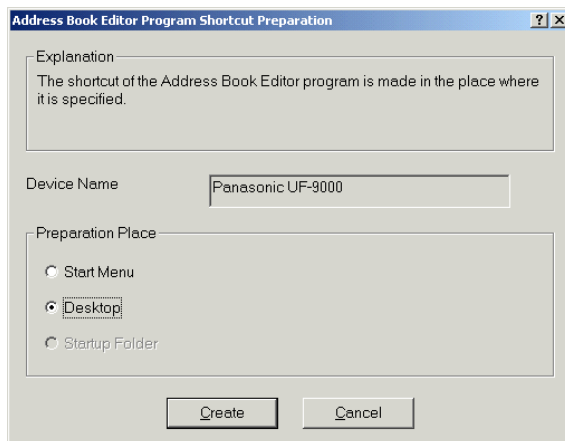
The Shortcut Preparation window appears.

Select a Preparation Place and click the

[Create] button.

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

4

The shortcut link is created at the selected place.

Main Window

Network Configuration Editor

Address Book Editor

Help Bar: Input or operation guide help is indicated.

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

Menus and Icons

Menu		Toolbar Icon	Description
File	New		Creates a new blank file.
	Open		Opens an existing file.
	Close		Closes the active file.
	Save		Saves the settings to a file with its current name.
	Save As		Saves the settings to a file with a new name.
	File Information		Displays or changes the addresses of the device.
	Font		Selects the font which is printed on reports.
	Print		Prints the active folder content.
	Delete		Deletes the file.
	Export		Exports the active folder contents to a text file.
	Import		Imports the active contents from a text file.
	Exit		Shuts down the application.
	Quit		Closes the active window without saving data.

Network Configuration Editor/Address Book Editor

Main Window

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

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Basic Operation
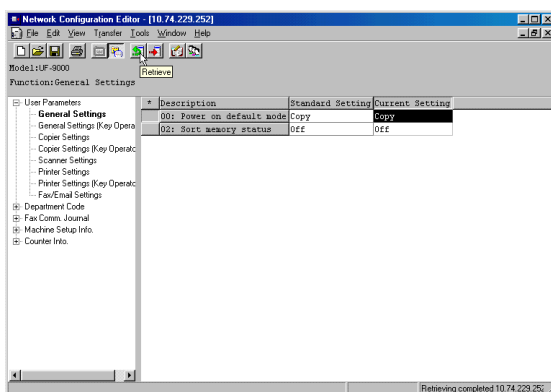
Retrieve Data

1
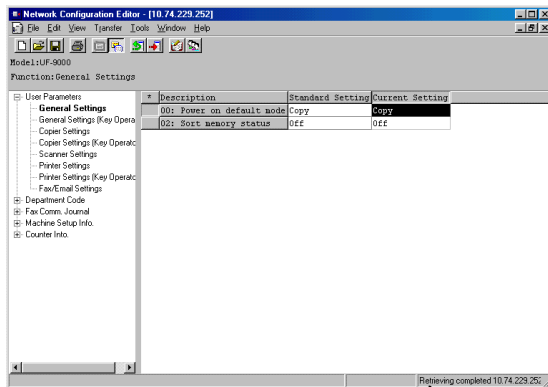
Status Indication

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

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

> **Note:** *If the device password is changed (Key Operator Code) from the default value (000), it is not possible to retrieve the data.*
> *In this case, enter the password in advance of the **Default Password** in the **Tools** → **Options** → **FTP Configuration...**.*

2

If you want to retrieve the latest data from the device again, click the [icon] icon, or select **Retrieve** from the **Transfer** menu.

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

Network Configuration Editor/Address Book Editor

Basic Operation

Edit Data

1 Network Configuration Editor
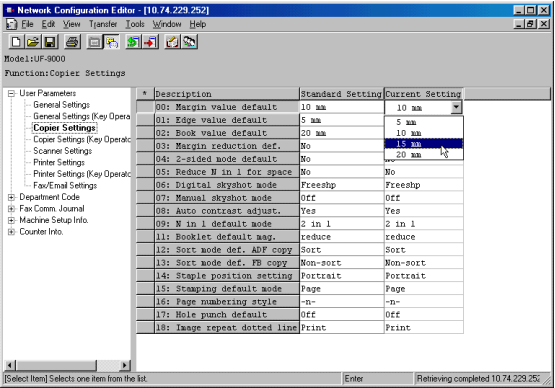
Modify parameters using Network Configuration Editor.

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

> **Note:** *Fields on the left show what items have been changed.*
> **: An item which is different from default setting.*
> *#: An item that has been changed.*

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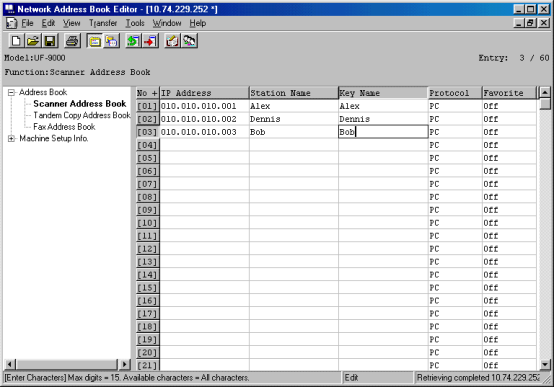
Modify, add or delete Address Book entries using Network Address Book Editor.

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

> **Note:** *(For UF-7000/7100/8000/8100)*
>
> *The LOWER group of One-Touch Keys is designated with an asterisk (*) after the number in the **No**. column.*
> *LOWER Group   : 01*, 02*...*
> *UPPER Group   : 01, 02...*

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Basic Operation

Write Data

1
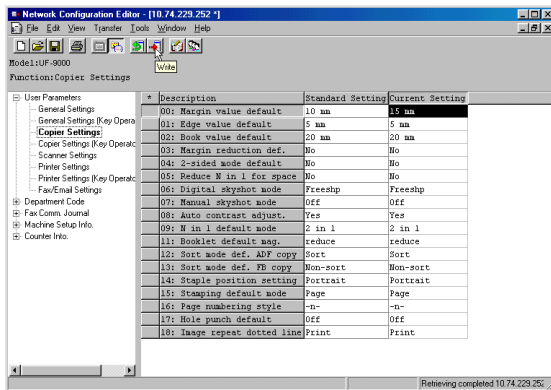
If you want to write the edited data to the device, click the icon, or select **Write** from the **Transfer** menu.

2
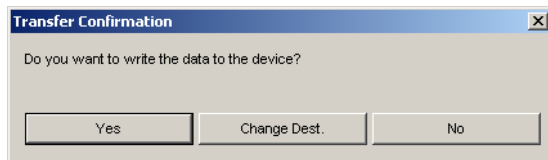
Select the [Yes] button to start writing to the device.

3
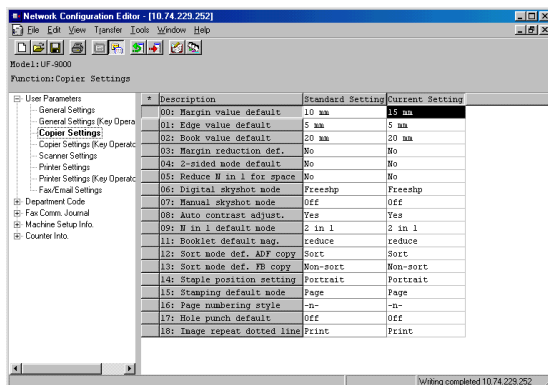
Status Indication

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

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

Document Management System Section

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Network Configuration Editor/Address Book Editor

Advanced Operation

Save retrieved data file

1
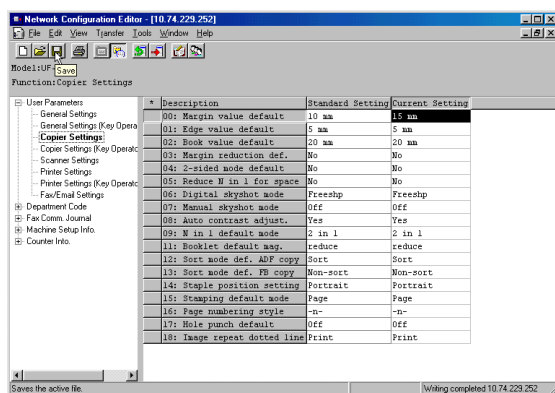
To save the retrieved setting data, click the

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

menu.

2
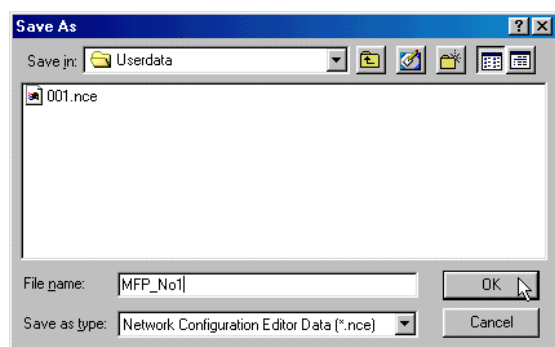
To Save File:

1. Select an existing file from the list or enter a new file name.

2. Click the OK button.
   The data is saved to a file.

Open saved file

1
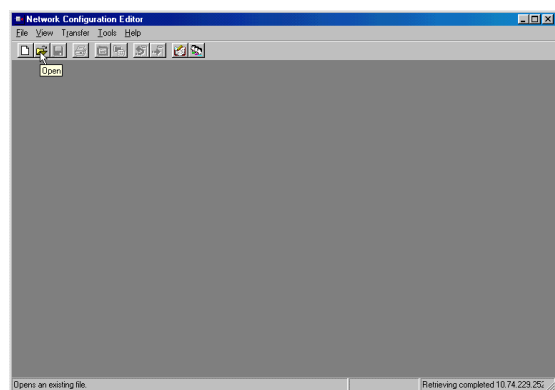
To open a saved file, click the icon, or

select **Open** from the **File** menu.

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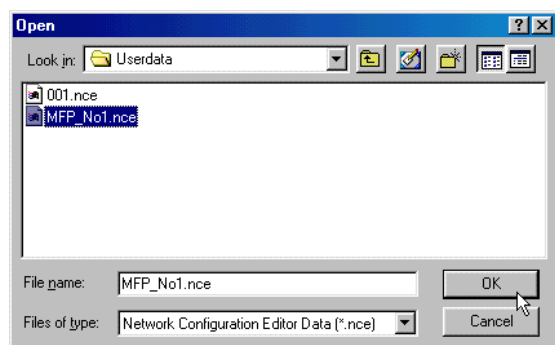
To open a file:

1. Select a file from the list.

2. Click the OK button.

2

Advanced Operation

Create new file

1
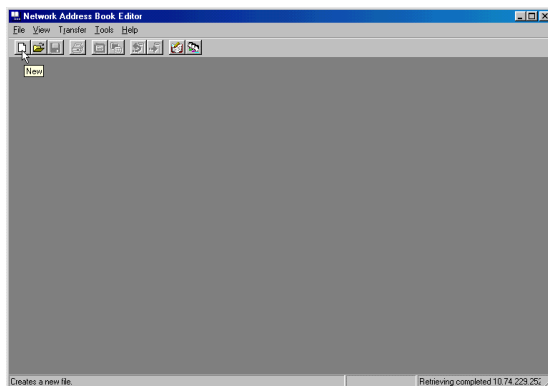
To create a new file, for example to perform registration of an address book without connecting to the device, click the [ ] icon, or select **New** from the File menu.

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

2

The File Information window appears.

Click ▼ to select the model number.

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

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

Click the [OK] button.

3

The Save As window appears.

Enter a new file name.

Click the [OK] button.

4

The editing window appears.

Edit items if necessary.

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Network Configuration Editor/Address Book Editor

Advanced Operation

Registering the Device Address List

1
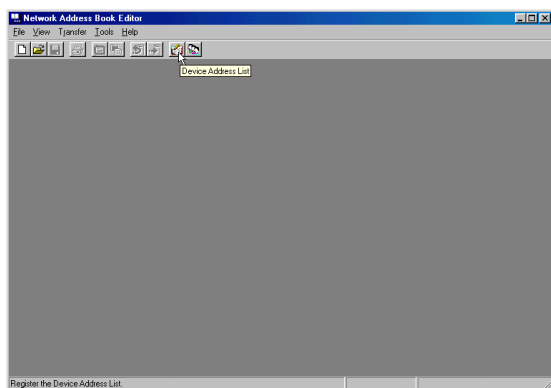
To open the Device Address List, click the

 icon.

2
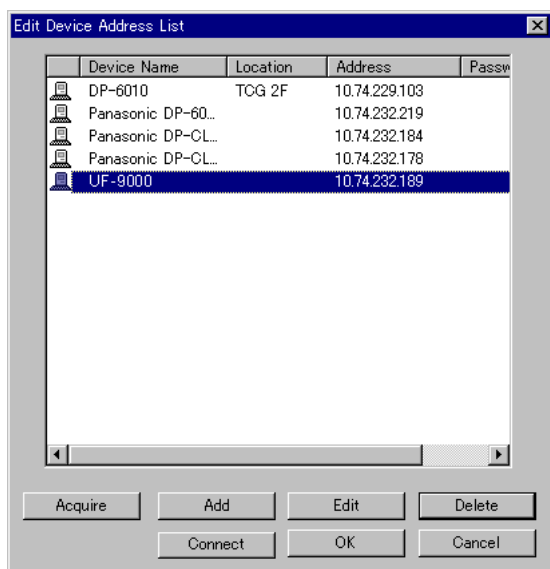
Click the:

| Acquire | button:

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

| Add... | button:

To enter a new address setting into the dialog boxes.

| Edit | button:

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

| Delete | button:

To select the address that you want to delete.

| Connect | button:

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

| OK | button:

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

| Cancel | button:

To discard all changes and close the window.

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Advanced Operation

Registering the Group List

1
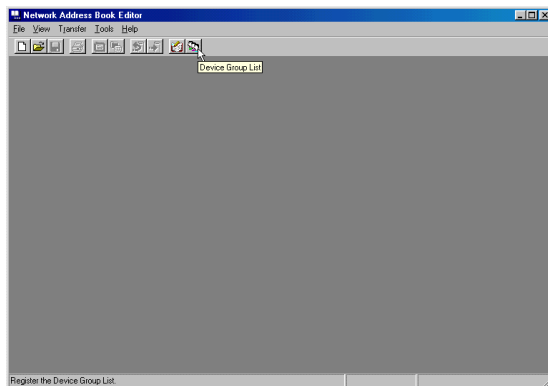
To open the Device Group List, click the icon.

2
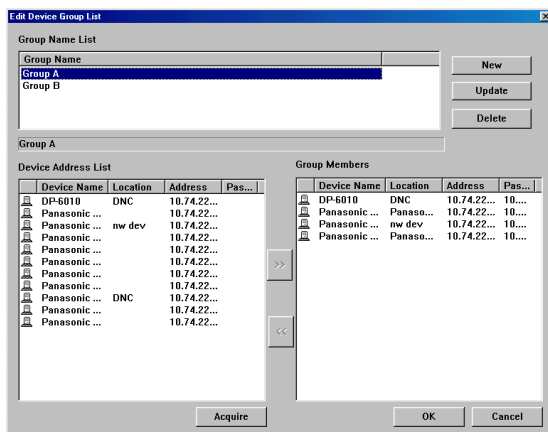
The Group Name List lists the registered groups.

Click the:

New button:
To create a new group.

Enter a name and click the OK button.

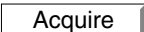Update button:
To change the name of the selected group.

Enter a new name and click the OK button.

Delete button:
To delete the selected group.

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

Click the:

Acquire button:
To acquire your network address list that is detected by Network Device Locator detected.

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

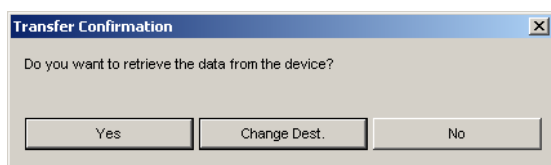Use the >> << buttons to add or delete the selected address from the group members.

Document Management System Section

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Advanced Operation

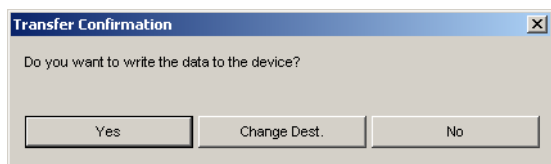### Using the Device Address List and Device Group List

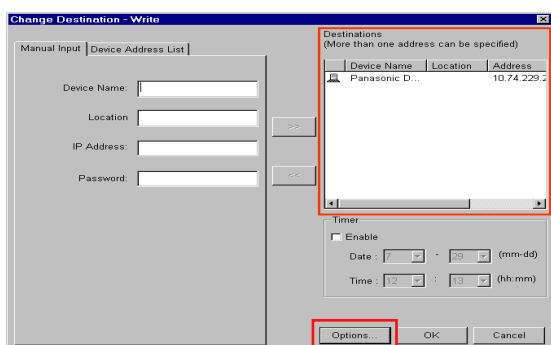The destination can be specified in the Address Book or Group List.

1

The confirmation window appears before retrieving or writing data.
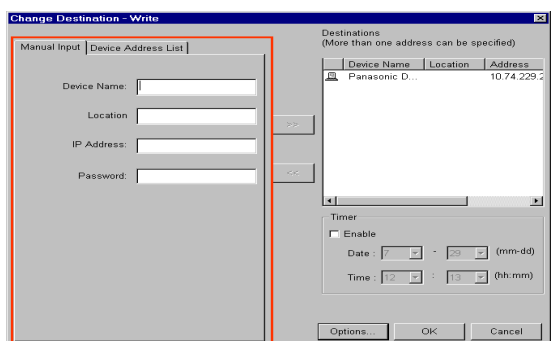
Click the ┃ Change Dest. ┃ button.

2

Destionations section:

This shows the addresses currently chosen.

> **Note:** *Multiple destinations can be entered when only the Dept. Code is selected in the Transfer → Write menu. [Options...] is indicated when a writing option is available.*
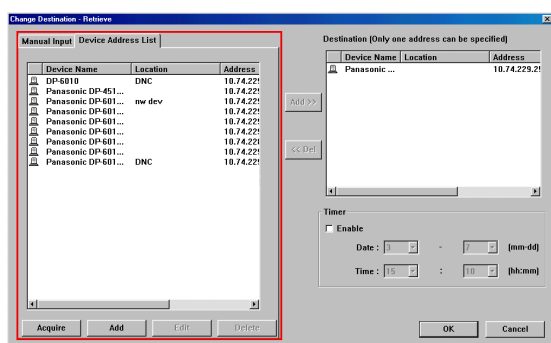
3

Manual Input tab:

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

4

Device Address List tab:

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

Select an address, and add or delete it by clicking the ┃ Add >> ┃ or ┃ << Del ┃ button.
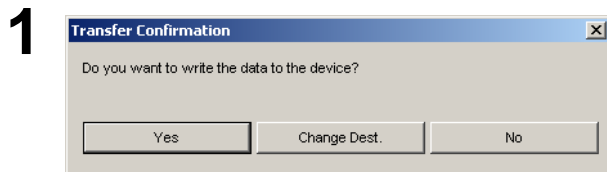
5

Click the ┃ OK ┃ button to return to the confirmation window.
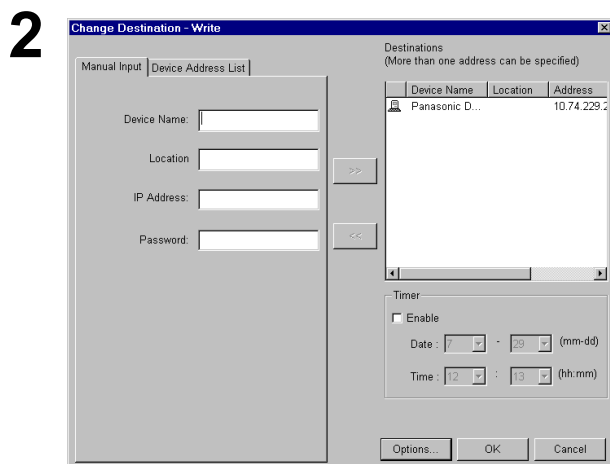
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Advanced Operation

Changing the Department Code Counter Data

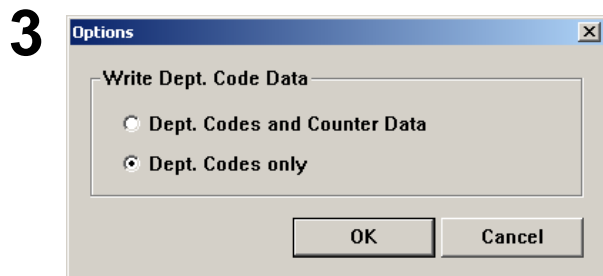Follow the procedure below to write the Department Code Counter Data to the device.
.

1

A confirmation window appears before retrieving or writing data.

Click the [Change Dest.] button.

2

Click the [Options...] button.

> **Note:** *Click the [Options...] button and select **Dept. Codes and Counter Data** to write the Department Code Counter Data to the device.*

3

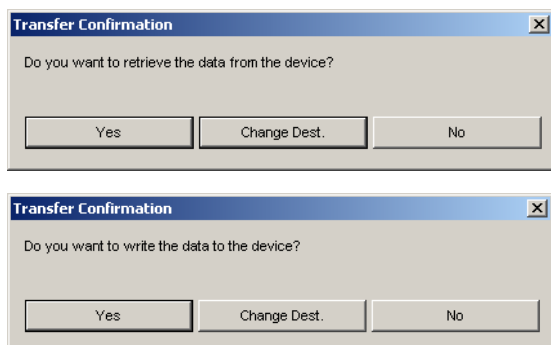Select **Dept. Codes and Counter Data** and click the [OK] button.

4

Click the [OK] button to return to the confirmation window.

Advanced Operation
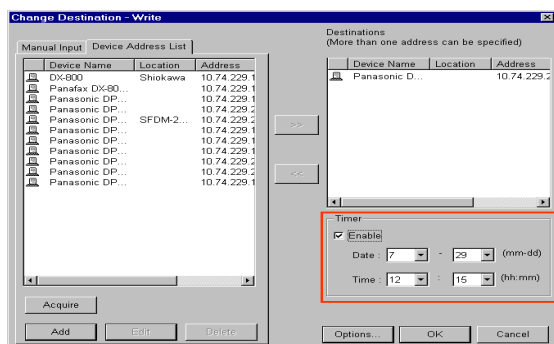
Using Timer Communication

1

A confirmation window appears before retrieving or writing data.

Click the ⬚ Change Dest. ⬚ button.

2

Timer section:
Click **Enable** and select the time to start the communication.

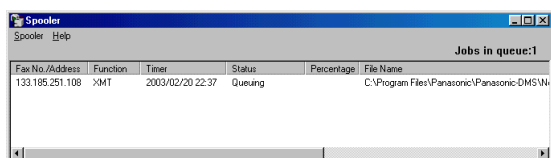Click the ⬚ OK ⬚ button to create the job and hold it in the spooler until the specified start time.

Cancel Timer Communication

1
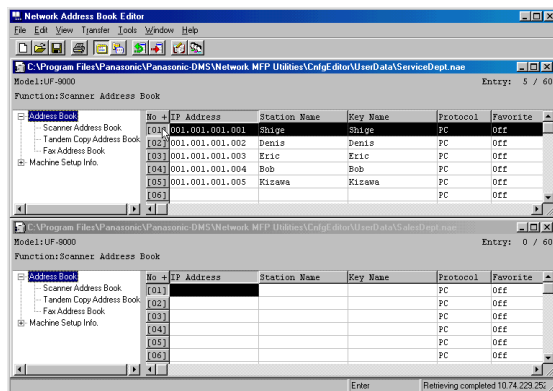

Click the **Spooler** in the taskbar to open it.

2

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

Advanced Operation

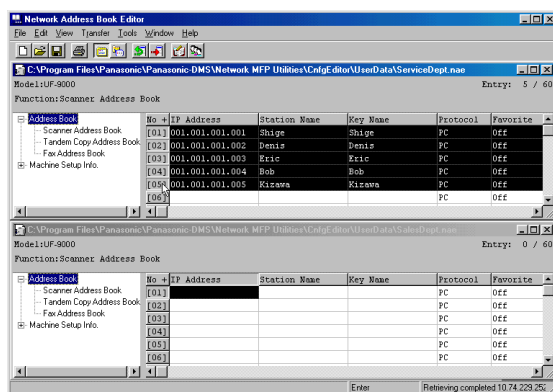### Editing the Address Book Editor – Copy and Paste Address Book data

1

Open the source data file and the target data file.
(See page 206, Open saved file)
Select **Window → Tile Horizontal**.

2

Select the range that you want to copy.

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

or

Click on the first number that you want to copy from and drag the mouse to the last number you want to copy to.
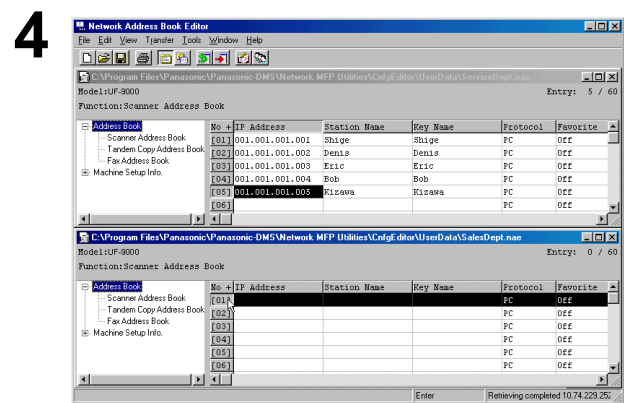
3
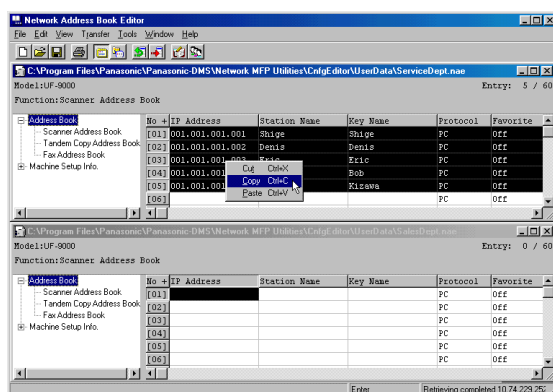
Right-click on the selection and select **Copy**, or select **Copy** from the Edit menu.

Document Management System Section

Network Configuration Editor/Address Book Editor

Advanced Operation

4

Click on the number where to paste the data.

5

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

6

The data is pasted at the designated location.

Note: *The data that exceeds the maximum number of allowable address entries will be lost.*

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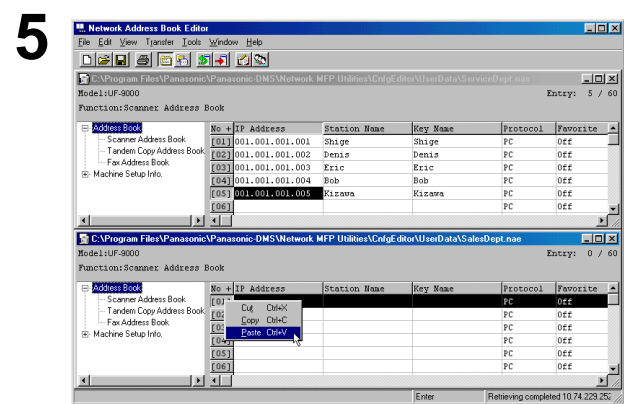
Advanced Operation

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

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

1

Copy the Address Book data from the other application.

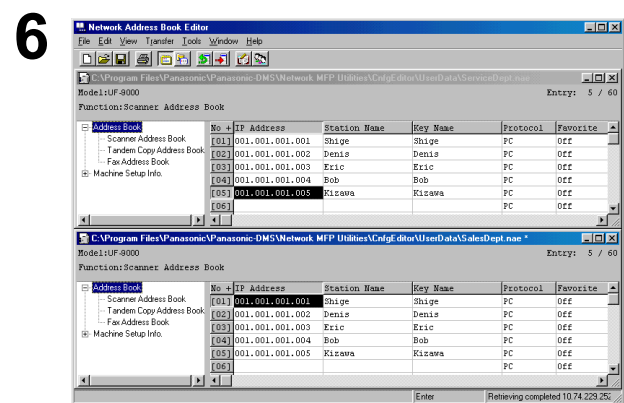The data format must be an Address (IP Address/Fax number/Email Address), and Destination Name.

2
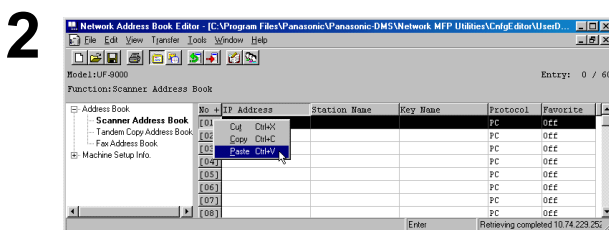
Click on the number where to paste the data.

Right-click and select **Paste**, or select **Paste** from the **Edit** menu.
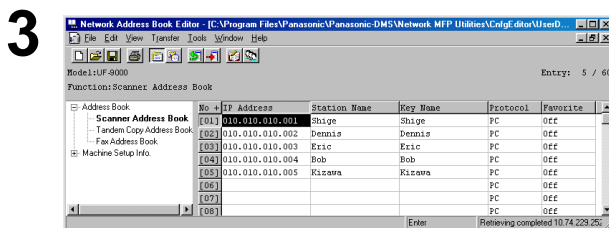
3

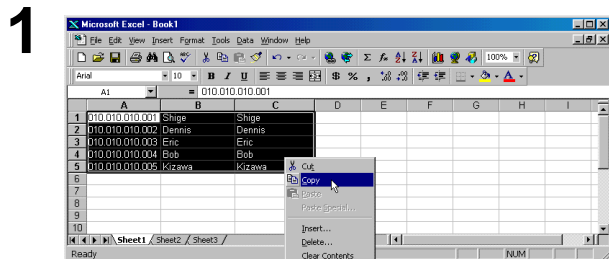Data is pasted at the designated location.

> **Note:** *The data that exceeds the maximum number of allowable address entries will be lost.*

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Troubleshooting

Printing Operation Failure

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

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

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

NOTE   *1. The status of the devices can be verified by the status monitor (see page 187 and 191).*

Document is Not Printed Correctly

| Problem	Possible Cause / Solution(s)
Incorrect printing position or printing is missing at 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 in the device - Specify the settings again or load the appropriate paper. • The document margin is not sufficient. On the machine, a margin of approx. 0.2 inches (5 mm) or more is required at the sheet edges. (Recommended printing margin) - Adjust the margin correctly.
Characters and symbols not used in documents are printed.	Verify that the correct machine has been selected by users as the printer driver.
Printing operation takes excessive time.	The wait time for printing operations depends on the spool settings. • Reference : Windows 98/Windows Me [Details Tab] (See page 43) Windows NT 4.0 [Scheduling Tab] (See page 52) Windows 2000/Windows XP/Windows Server 2003 [Advanced Tab] (See page 62)
Although print data is transferred to the device, it is not printed.	• Make sure the printer is on line. • Make sure the device is not in the **Shutdown Mode**. Press **ENERGY SAVER** key to return to standby mode. See the Operating Instructions for Copier & Network Scanner for details. • Make sure the USB printer cable is connected properly. • Restore the power if the ON LINE LED is Off even if the USB printer cable is connected.
Printing stops in the middle of the run.	• Check if there is a Network problem.

Troublesshooting

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Troubleshooting

Error Messages Displayed on the Computer

Problem	Possible Cause / Solution(s)
Error writing to USB. Unable to write to the Specified device.	Verify that the device is connected to the computer correctly. Verify that the power of the device is turned On.

Error writing to USB.
Printer timeout error occurred.
	Verify that the power of the device is turned On.
	Excessive data volume or number of pages may overflow the device's memory, disabling data reception.
	Increase the timeout setting value in properties (for transmission retry).
	• Reference :
	  Windows 98/Windows Me [Details Tab] (See page 43)
	  Windows NT 4.0 [Ports Tab] (See page 51)
	  Windows 2000/Windows XP/Windows Server 2003
	                        [Ports Tab] (See page 61)

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

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Appendix

Printing Area

When printing to the device, there is a 0.2 inches (5.0 mm) non-printable margin on all 4 sides.

Top

0.2 (5.0)

0.2 (5.0)

0.2 (5.0)

0.2 (5.0)

Bottom

Unit: inches (mm)
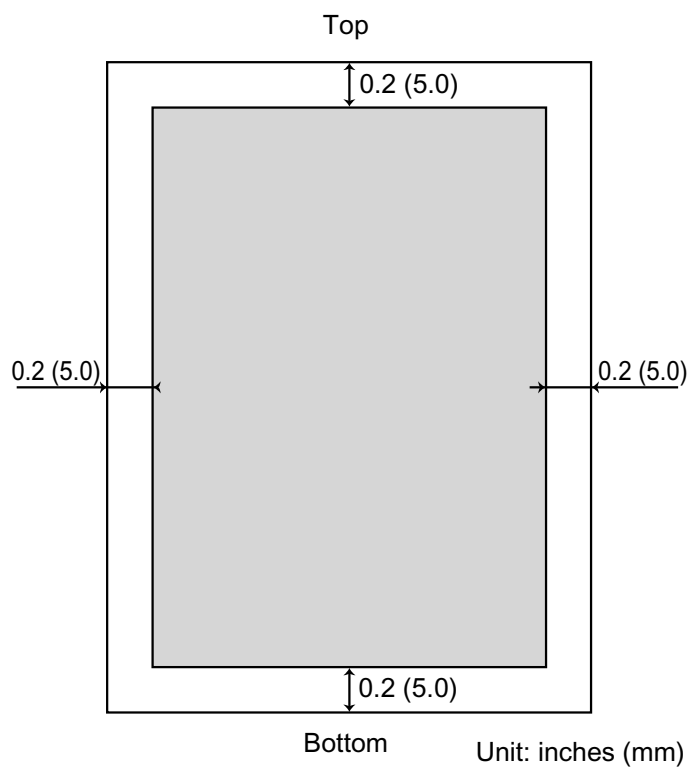
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