

Panasonic®

Operating Instructions

For Digital Imaging Systems

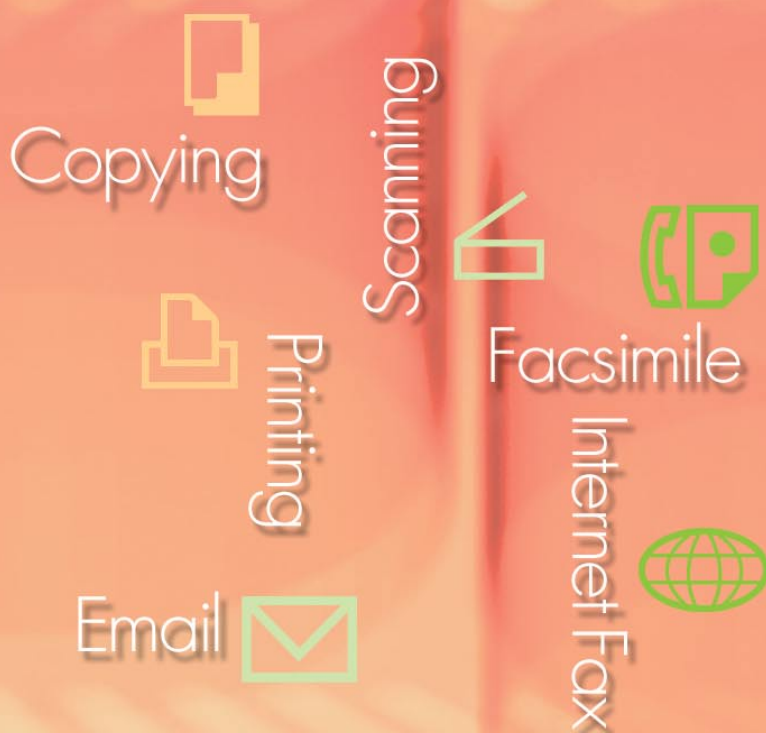
Software (Network Configuration and Address Book Editor)

General Description

System Requirements

Opening Configuration/
Address Book Editor

Using Configuration/
Address Book Editor



WORKIO™

Before using this software, please read these instructions completely and keep these operating instructions in a safe place for future reference.

English

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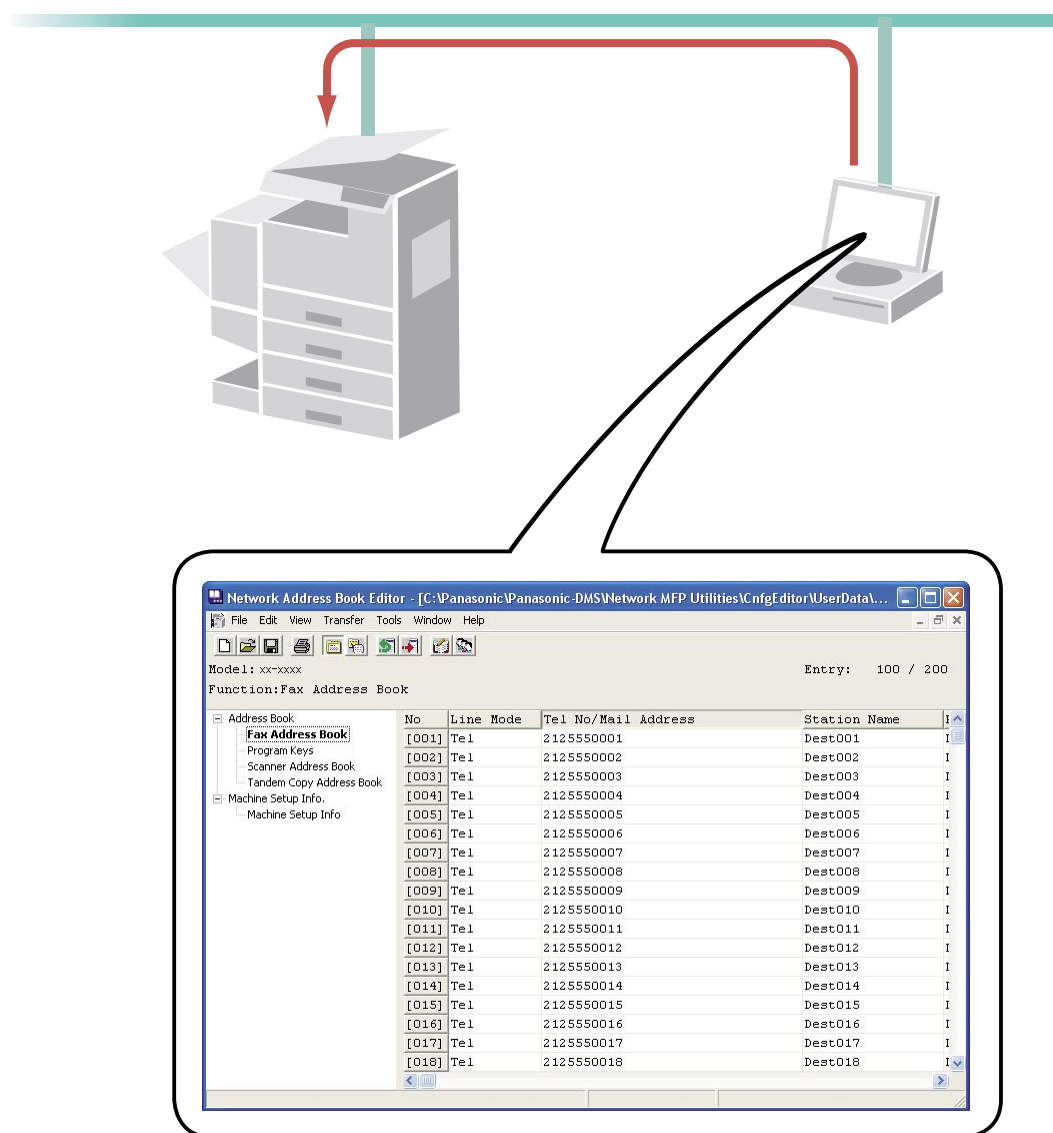
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General Description

The Network Configuration Editor uses the FTP protocol to edit settings for all functions in connected devices (printer, copier, scanner, or fax).

The Address Book Editor manages the IP addresses, telephone numbers, and similar settings for devices connected to the network (printer, copier, scanner, or fax).

- The Network Configuration Editor displays and edits device (printer, copier, scanner, or fax) settings.
- The Address Book Editor displays and edits device (printer, copier, scanner, or fax) address settings.



NOTE

The Network Configuration Editor and Address Book Editor can be started from the device list in the Device Explorer / Network Device Locator.

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 Device Explorer / Network Device Locator, and then the Network Configuration Editor, or Network Address Book Editor can be started.

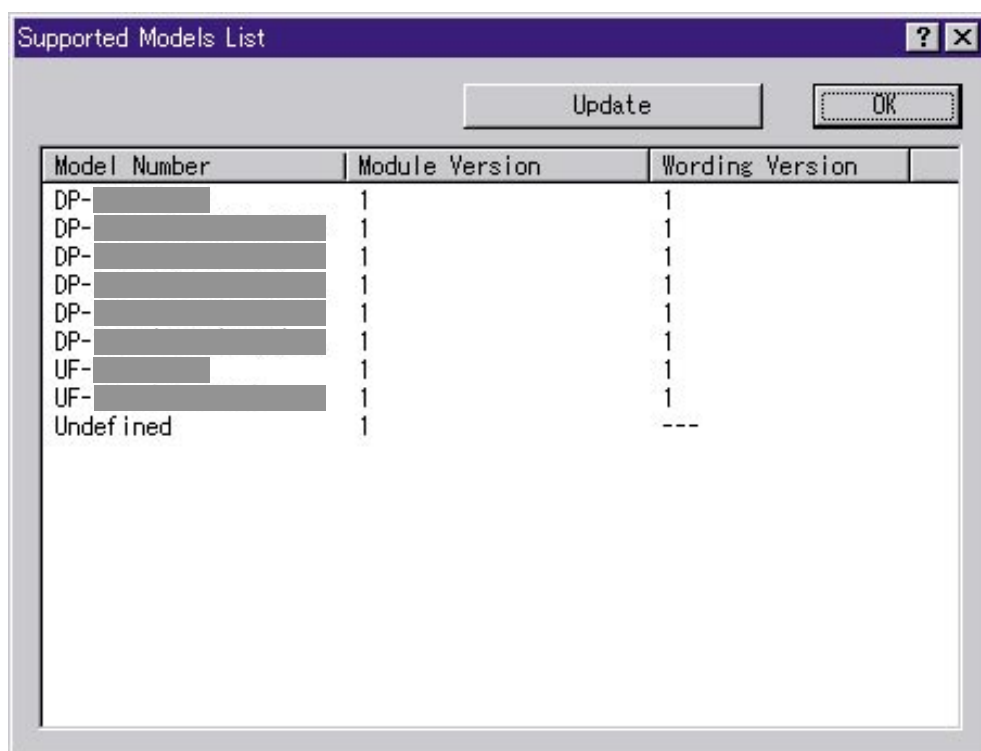
Note:

The following screen 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.



System Requirements

- Personal Computer : IBM PC/AT and compatibles (CPU Pentium II or greater is required, Pentium 4 or greater is recommended)
- Operating System : Windows 98*¹, Windows Me*², Windows NT 4.0*³ (With Service Pack 3 or later is required), Windows 2000*⁴, Windows XP*⁵, Windows Server 2003*⁶
- System Memory : The minimum recommended Memory for each OS is as follows:
 - Windows 98, Windows Me : 128 MB or greater
 - Windows 2000,
Windows XP, Windows NT 4.0,
Windows Server 2003 : 256 MB or greater
- Free Disk Space : 200 MB or greater
- CD-ROM Drive : Used for installing the software and utilities from the CD-ROM.
- Interface : 10Base-T/100Base-TX Ethernet port

*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)

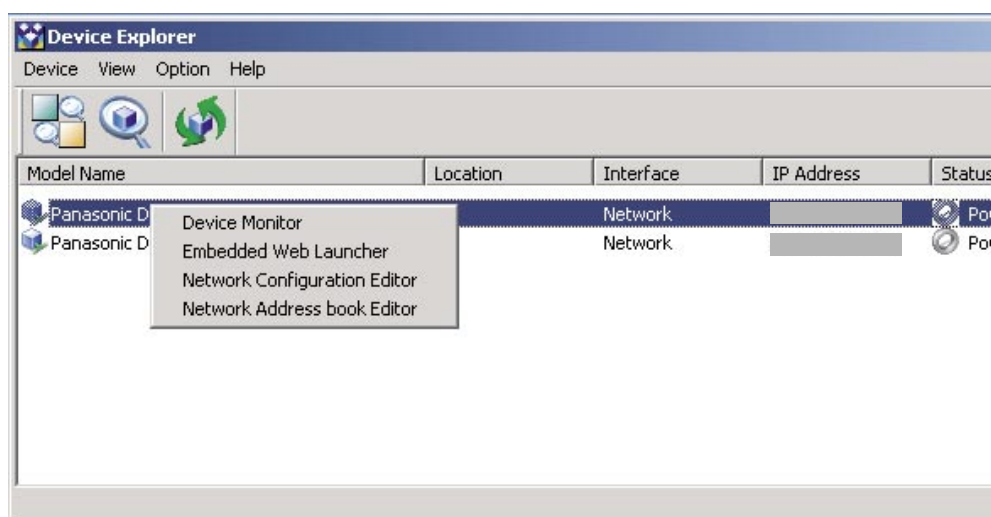
*5 Microsoft® Windows® XP operating system (hereafter Windows XP)

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

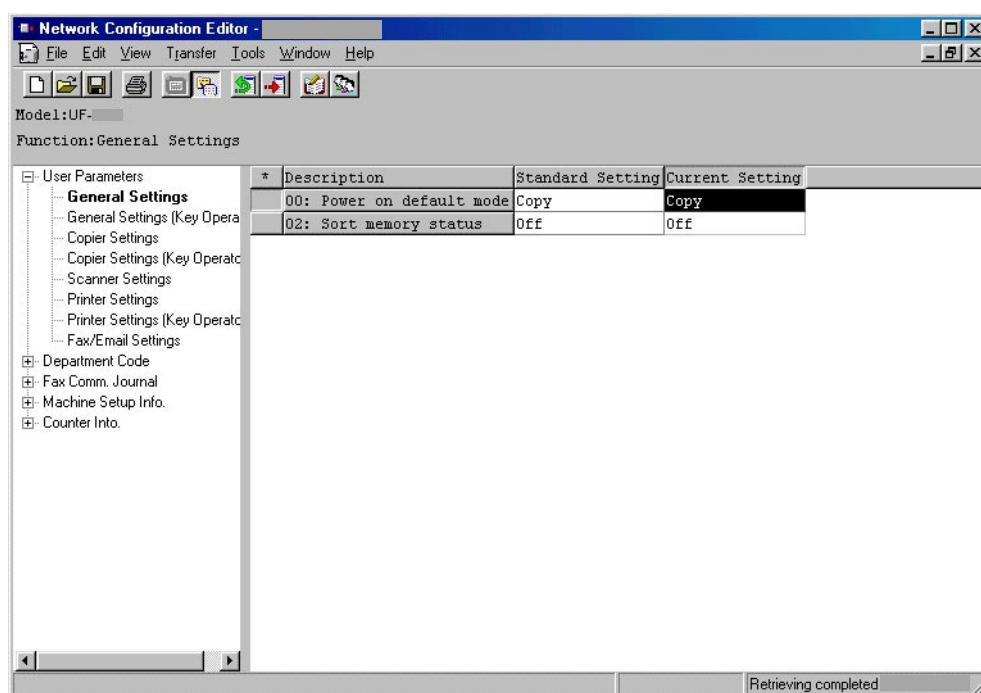
Memo

Opening Configuration /Address Book Editor

- 1 Start the **Device Explorer** by clicking the **Start** menu, and select **All Programs** → **Panasonic** → **Panasonic Document Management System** → **Device Explorer**. (i.e. Windows XP)
- 2 The Device Explorer opens.
Right-click on the device on the list, and then select either **Network Configuration Editor**, or **Network Address Book Editor**.



- 3 Your selection, the **Network Configuration Editor**, or **Network Address Book Editor** opens, and displays the retrieved data from the device.



- Opening from "Network Device Locator"

In the "Tool menu"

Select the device from the list, and click "**Configuration Editor**" icon to open "**Network configuration Editor**".

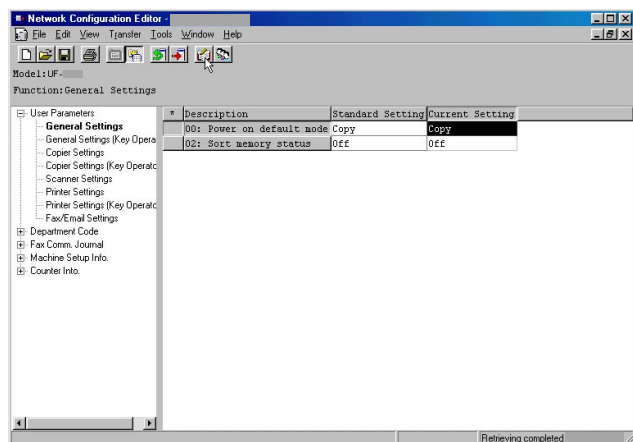
Select the device from the list, and click "**Address Book Editor**" icon to open

"**Network Address Book Editor**".

Memo

Main Window

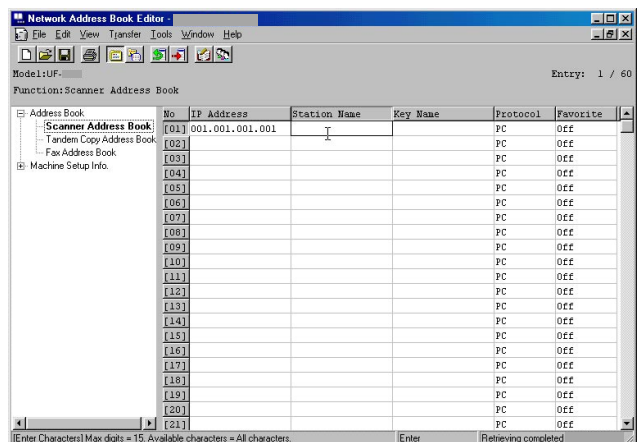
Network Configuration Editor



Help Bar

Status Indicator

Network Address Book Editor







Help Bar







Status Indicator

Help Bar : Input or operation guide help is indicated.

Status Indicator : Communication status and the latest communication results 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 designated file name.
	File Information		Displays the device information, or used to edit the IP address list.
	Font		Selects the printing report(s) font.
	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 the data.

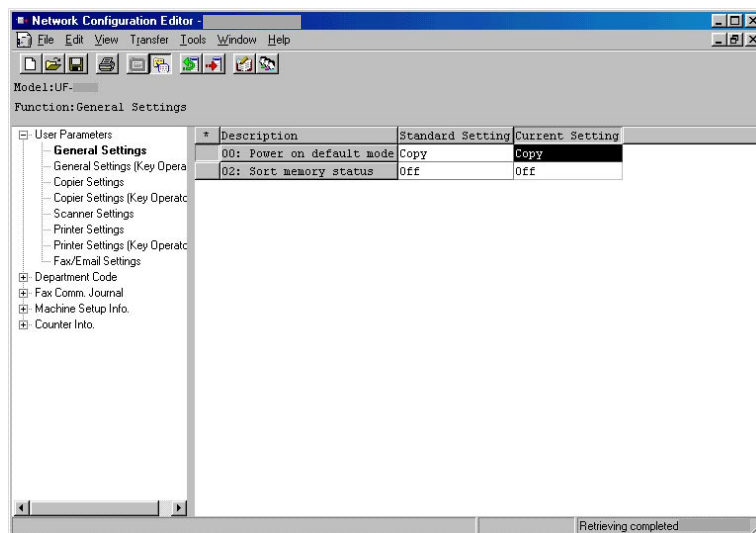
	Menu	Toolbar Icon	Description
Edit	Cut		Removes selected lines and places them on the clipboard.
	Copy		Copies selected lines to the clipboard.
	Paste		Pastes the contents of the clipboard at the insertion point of the line.
	Insert Line		Inserts a line at the insertion point of the line.
	Delete Line		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 their default values.
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 settings dialog.
	Options → FTP Configuration		Opens the FTP Settings dialog.
Window	Tile Horizontal		Arranges and reduces all opened windows to fit into one window horizontally.
	Tile Vertical		Arranges and reduces all opened windows to fit into one window vertically.
	Cascade		Arranges all opened windows to overlap in a way that only the title bar of each window is visible.
	Close All		Closes all open windows.
Help	Help Topics		Displays Help Topics.
	Supported Models		Displays a list of supported models.
	About		Displays the information about Network Configuration Editor / Network Address Book Editor.

Basic Operation

■ Retrieve Data

- 1 When the **Network Configuration Editor**, or the **Network Address Book Editor** is started from the Device Explorer / Network Device Locator, it connects to the device, retrieves the data, and then displays it automatically.

The processing status is indicated in the bottom right side of the window.




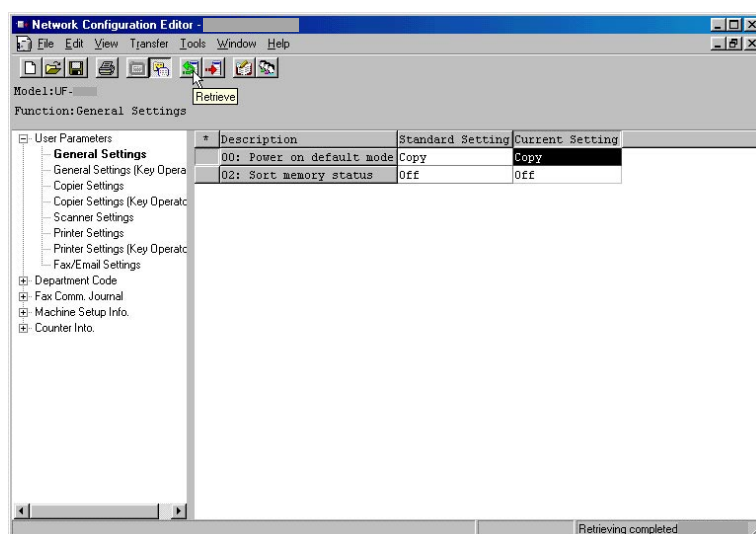
Status Indicator

Note:

Data cannot be retrieved, if the device password was changed (Key Operator Code) from the default value.

If this happens, enter the **Default Password** in advance by clicking **Tools** → **Options** → **FTP Configuration...**

- 2 If you want to retrieve (refresh) the data from the device again, click the  icon, or select **Retrieve** from the **Transfer** menu.



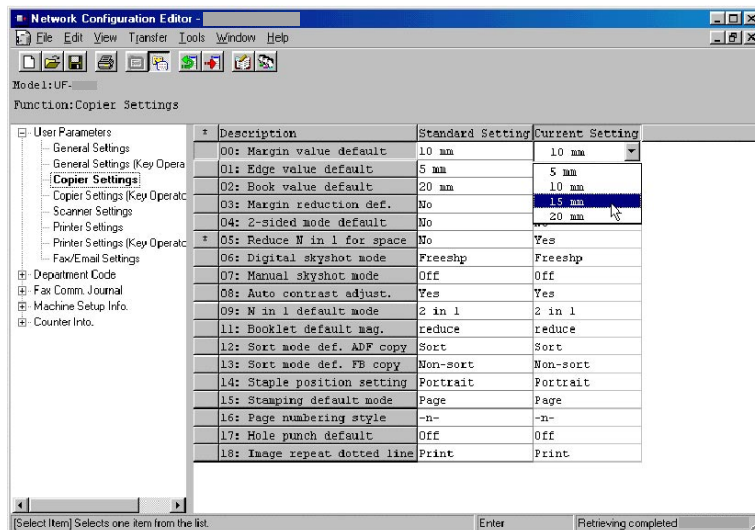
Note:

While the device is operating (copying, printing, etc...), attempts to retrieve the data will generate a Retrieving error message. Try again later after the device goes into the standby condition.

Basic Operation

■ Edit Data

1 Network Configuration Editor



Modify parameters using the **Network Configuration Editor**.

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

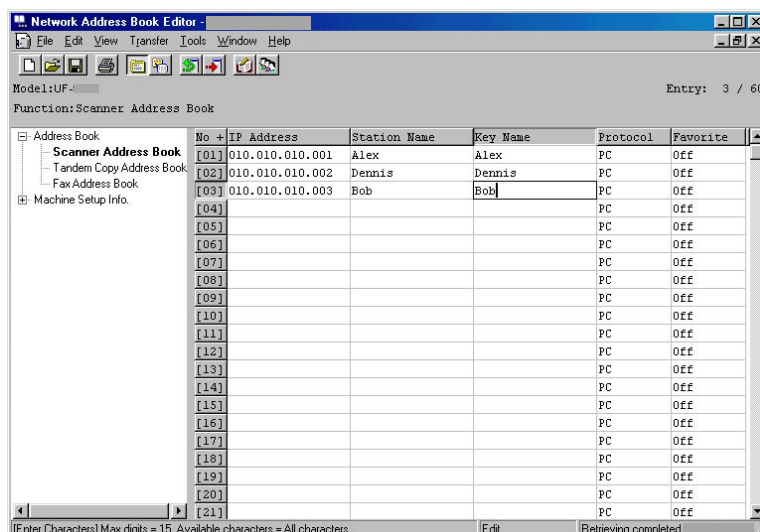
Note:

Fields on the left show what items have been changed.

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

#: An item that has been changed.

2 Network Address Book Editor



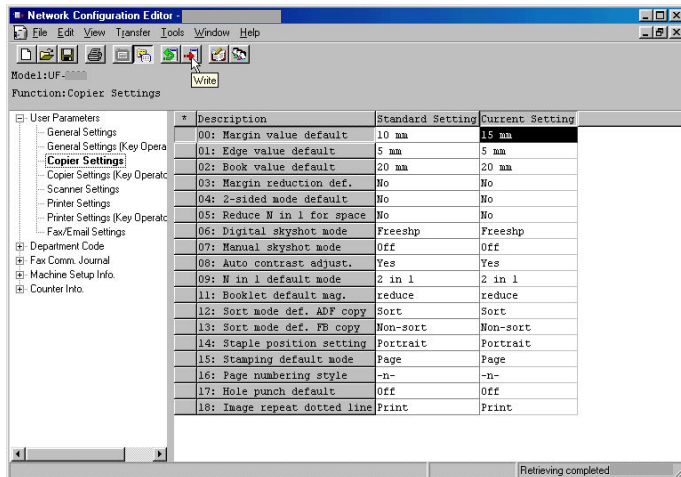
Modify, add, or delete Address Book entries using the **Network Address Book Editor**.

From the left pane window, choose the type of Address Book to view or use.

Basic Operation

Write Data

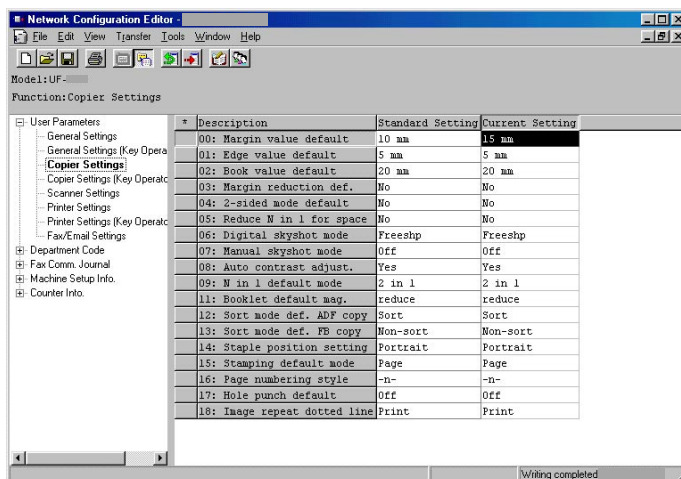
- 1 If you want to record the edited data to the device, click the  icon, or select **Write** from the **Transfer** menu.



- 2 Select the button to start writing to the device.



- 3 The processing status is indicated in the bottom right side of the window.




Status Indicator

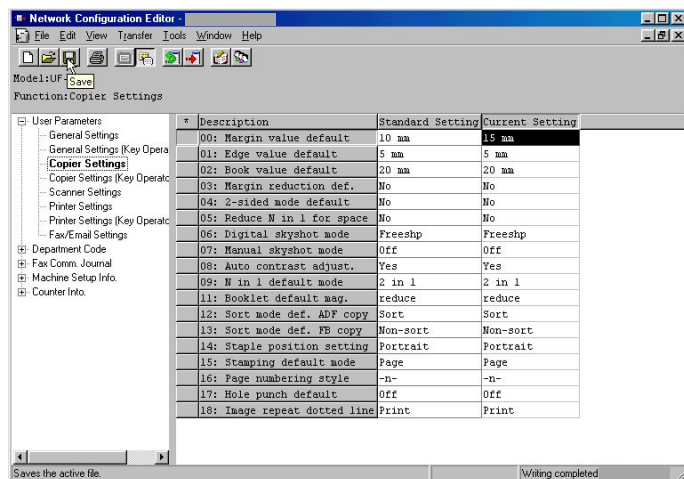
Note:

While the device is operating (copying, printing, etc...), attempts to write the data will generate a Writing error message. Try again later after the device goes into the standby condition.

Advanced Operation

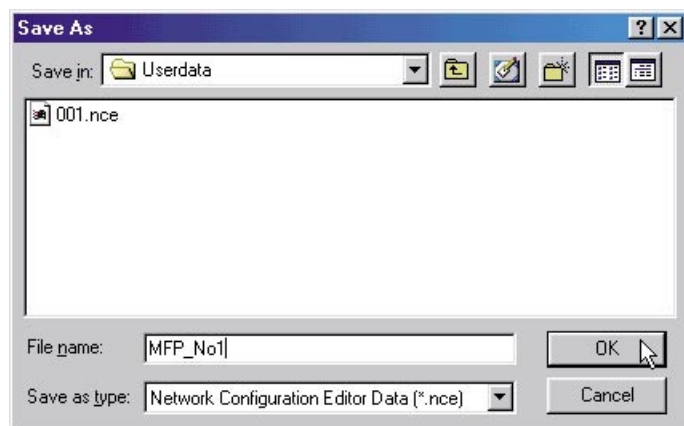
■ Save a Retrieved Data File

- 1 To save the retrieved configuration data, click the  icon, or select **Save As** from the **File** menu.



- 2 To Save a File:

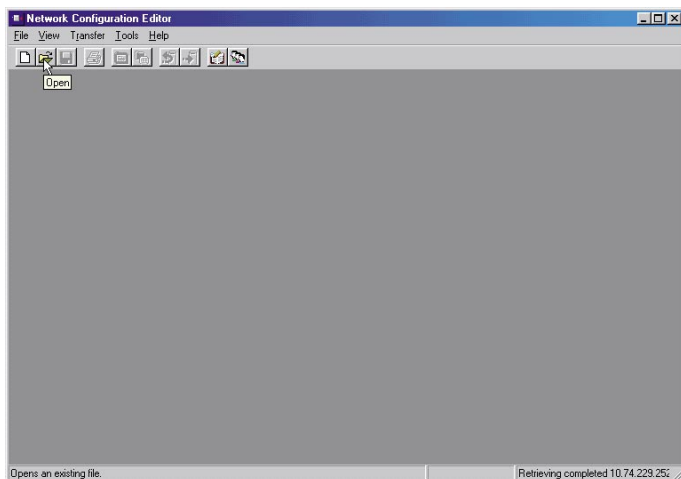
1. Select an existing file from the list, or enter a new file name.
2. Click the button. The data is saved to a file.



Advanced Operation

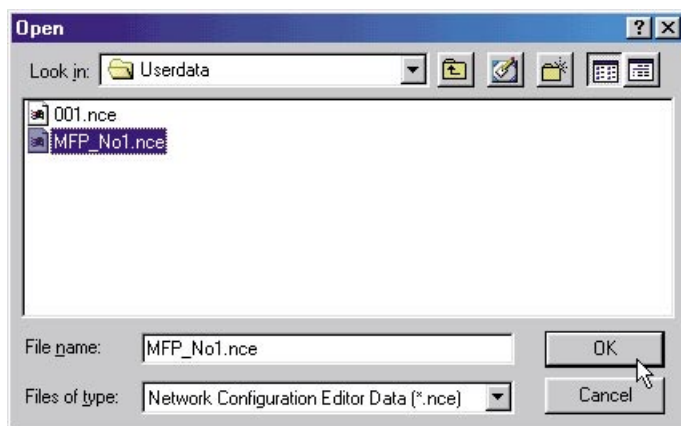
■ Open a Saved File

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




- 2 To open a file:

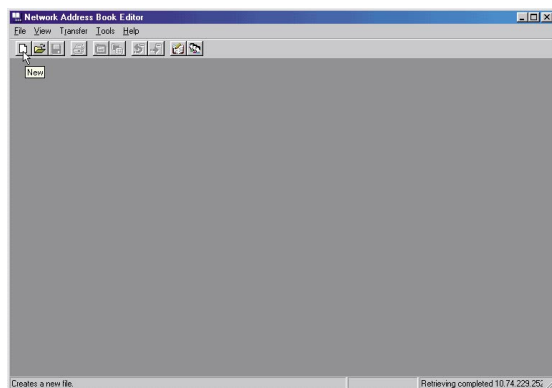
1. Select a file from the list.
2. Click the button.





Advanced Operation

■ Create a New File

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



- 2 The File Information window opens.
Click  to select the model number.
Enter the device name, location and IP Address of the device (optional).
Enter the login password (Key Operator Code) of the device (optional).
Click the  button.

File Information

Device Name: DP-

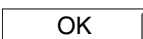
Location: Sales Department

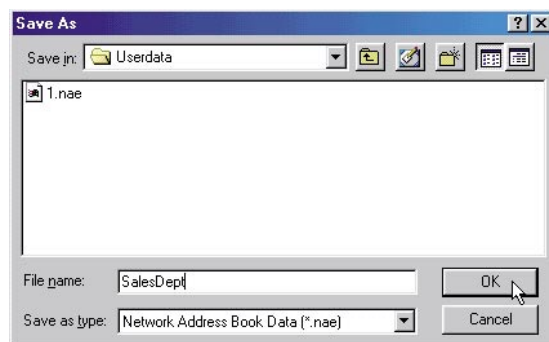
Model Number: DP-

IP Address: 10.

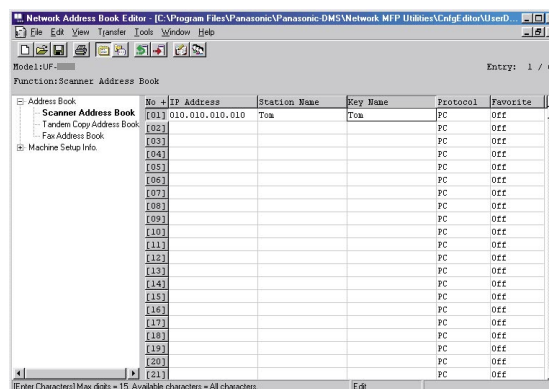
Password: *****

Adrs List OK Cancel

- 3 The Save As window opens.
Enter a new file name.
Click the  button.




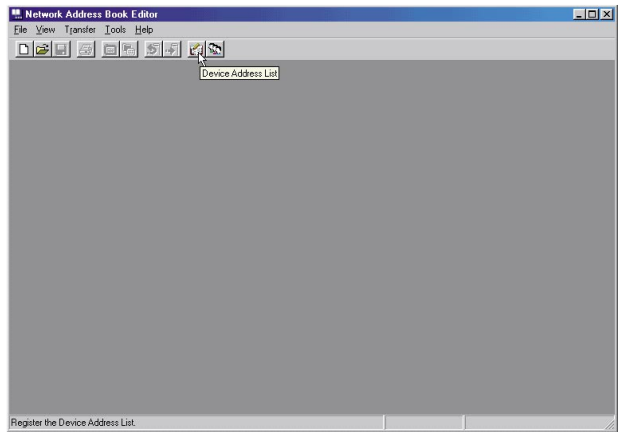
- 4 The editing window opens.
Edit the required items.



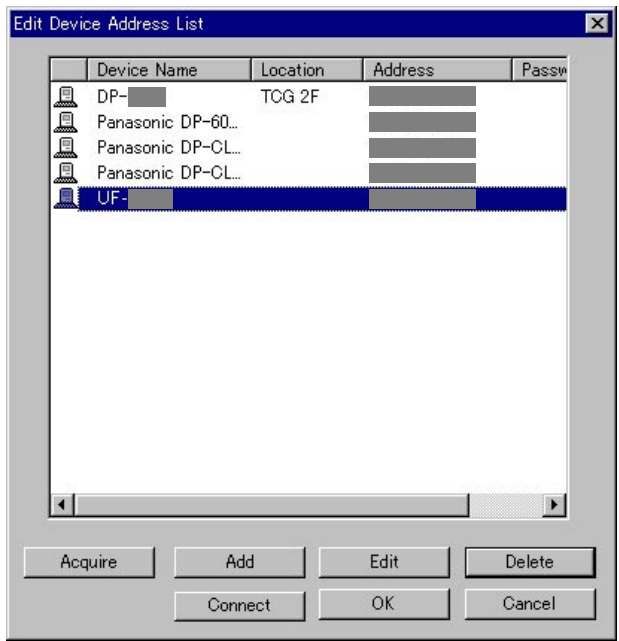
Advanced Operation

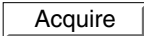
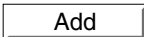
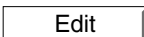

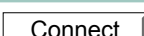


■ Registering the Device Address List

1 To open the Device Address List, click the  icon.



2 Click the:

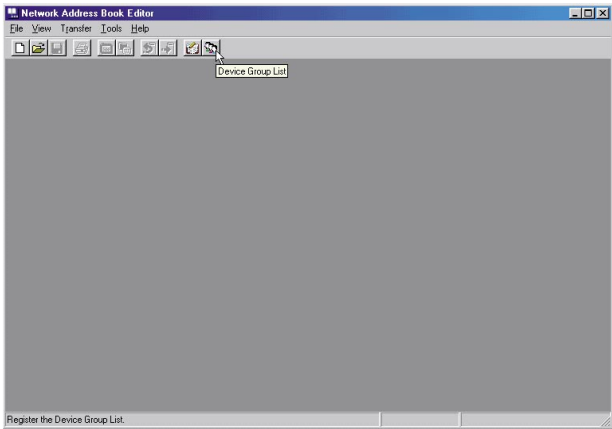


 button	Acquires the network address list of the Device Explorer / Network Device Locator.
 button	Adds a new Device Address setting into the dialog box.
 button	Edits the current settings of the selected Device Address.
 button	Deletes the selected Device Address.
 button	Connects and displays the retrieved data of the selected Device Address.
 button	Accepts the changes, and closes the window.
 button	Discards all changes and closes the window.

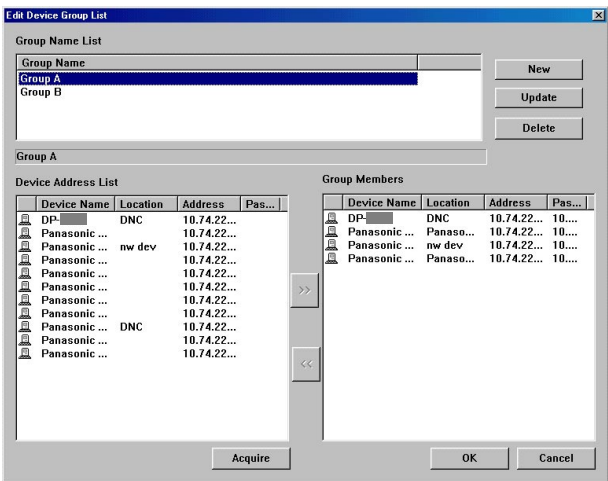
Advanced Operation

■ Registering the Device Group List






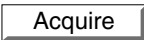
1 To open the Device Group List, click the  icon.



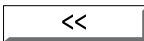

2 The Group Name List displays the registered groups.



Click the:

 button	Creates a new group. Enters a name and click the  button.
 button	Changes the name of the selected group. Enters a new name and click the  button.
 button	Deletes the selected group. The Device Address List displays the addresses of registered devices.
 button	Acquires your network address list that the Device Explorer / Network Device Locator detected.

The Group Members section displays registered addresses for the selected group.

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

Advanced Operation

■ Using the Device Address List and Device Group List

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

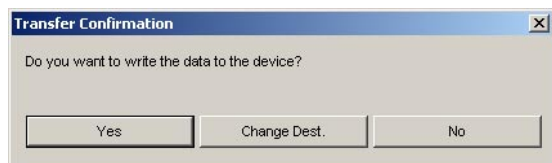
- 1 The confirmation window appears before retrieving, or writing data.

Click the **Change Dest.** button.

< Retrieving Data Message >

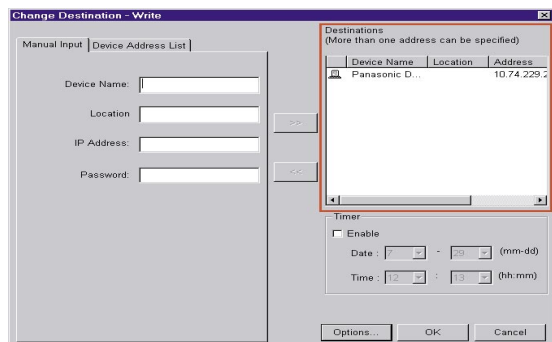


< Writing Data Message >



- 2 Destinations:

This options window shows the devices, and their IP addresses currently chosen.



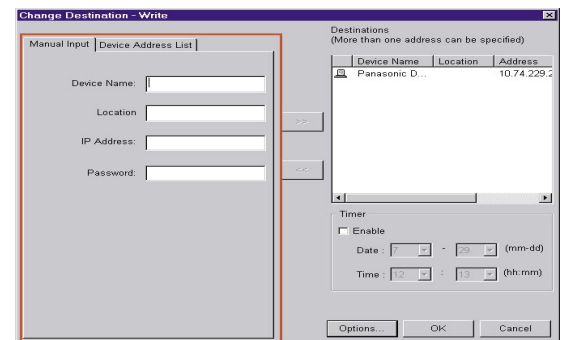
Note:

Multiple destinations can be entered only when the Dept. Code is selected in the **Transfer → Write** menu.

Options... button is shown when a writing option is available.

- 3 Manual Input tab:

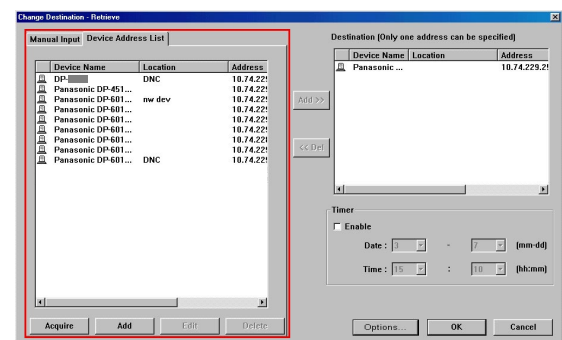
Enter the device data manually, and then click the **>>** button to add the address to the destination.



- 4 Device Address List tab:

The addresses registered in the Address List, and then 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.

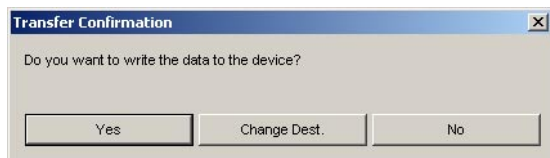
Advanced Operation

■ Changing the Department Code Counter Data (Only for Network Configuration)

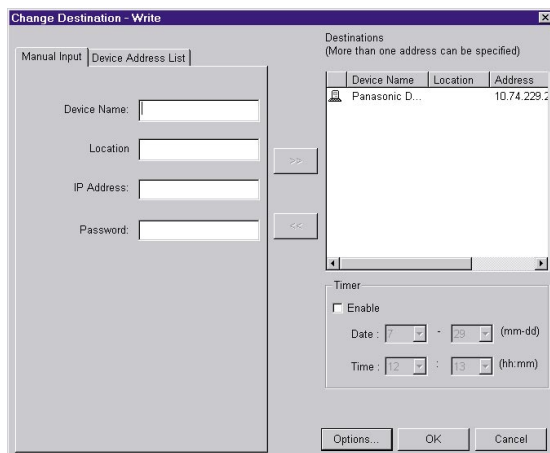
Follow the procedure below to write the Department Code Counter Data to the device.

- 1 A confirmation window appears before writing data.

Click the **Change Dest.** button.



- 2 Click the **Options...** button.



Note:

Click the **Options...** button, and then 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.

< Retrieving Data Message >



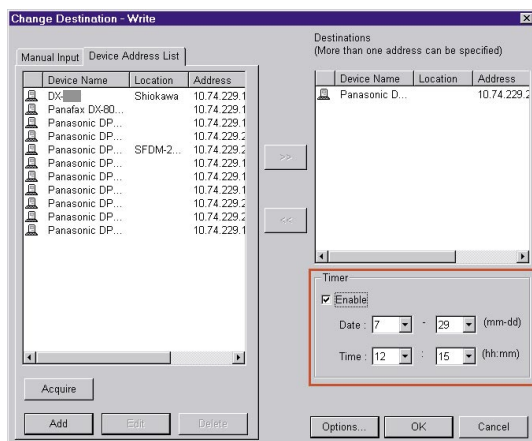
< Writing Data Message >



- 2 **Timer section:**

Click **Enable**, and then 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.



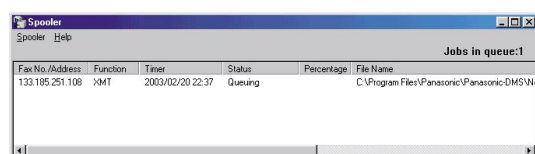
Advanced Operation

■ Cancel Timer Communication

- 1 Click the **Spooler** in the taskbar to open it.



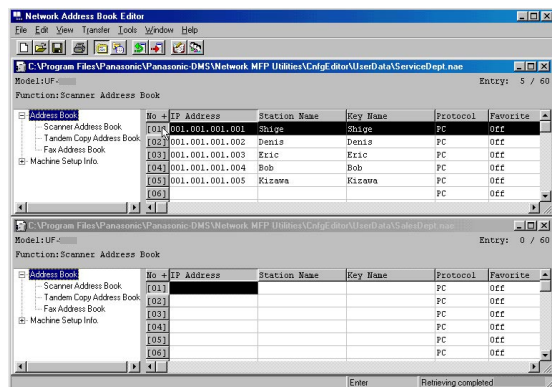
- 2 If you need to cancel a job, select the job, and choose **Delete** from the **Spooler** menu.



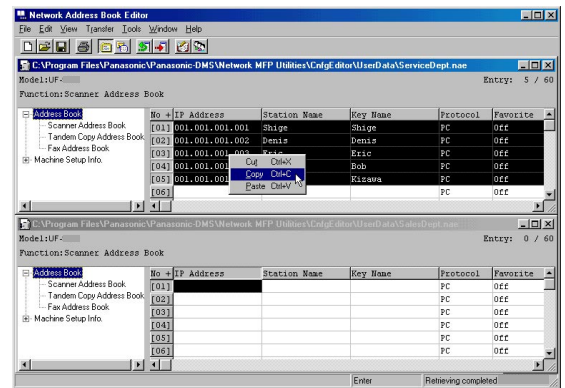
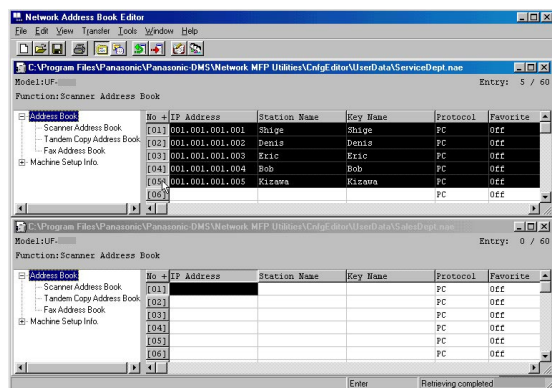
Advanced Operation

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

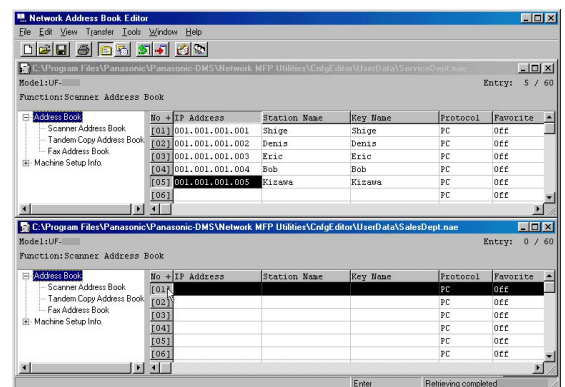
- 1 Open the source data file, and the target data file.
Refer to Open a Saved File, see page 16.
Select **Window** → **Tile Horizontal**.
- 3 Right-click on the selection, and then select **Copy**, or select **Copy** from the **Edit** menu.



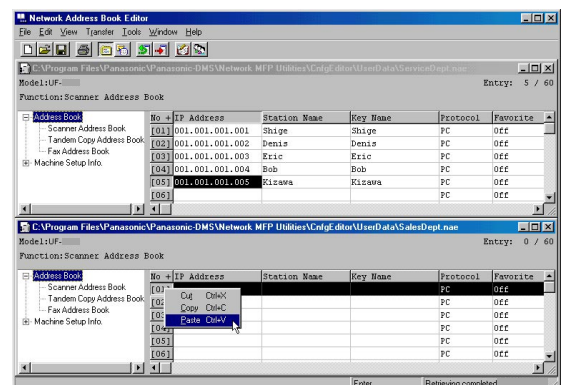
- 2 Select the range that you want to copy.
Click on the first number that you want to copy from, and then click on the last number that you want to copy to, while pressing **Shift** key.
or
Click on the first number that you want to copy from, and drag the mouse to the last number you want to copy to.



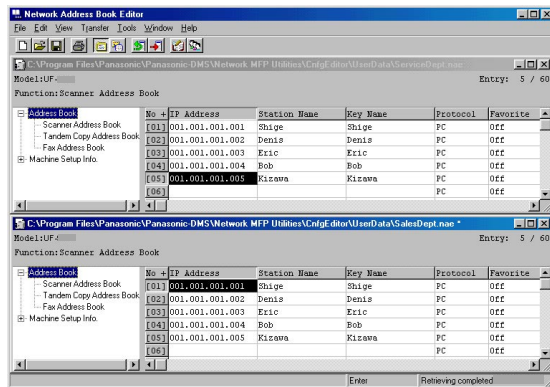
- 4 Click on the number where you want to paste the data.



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



6 Data is pasted at the designated location.



Note:

The data exceeding the maximum allowable number of address book entries will be lost.

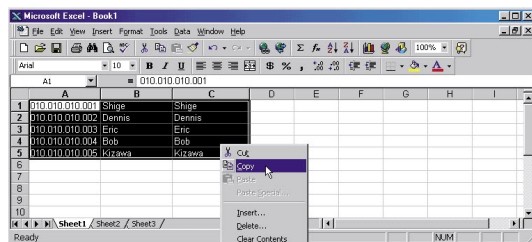
Advanced Operation

■ Editing Network Address Book Editor – Import Address Book data from other applications

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

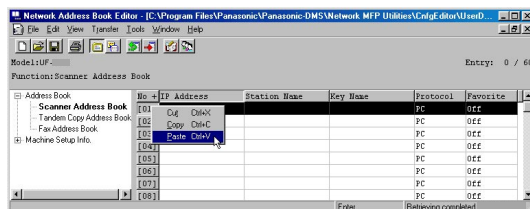
- 1 Copy the Address Book data from the other application.

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

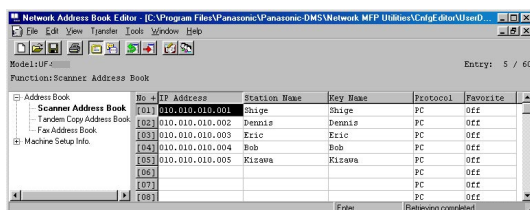


- 2 Click on the Number where you want to paste the data.

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



- 3 Data is pasted at the designated location.



Note:

The data exceeding the maximum allowable Number of Address Book entries will be lost.

Memo

USA Only

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