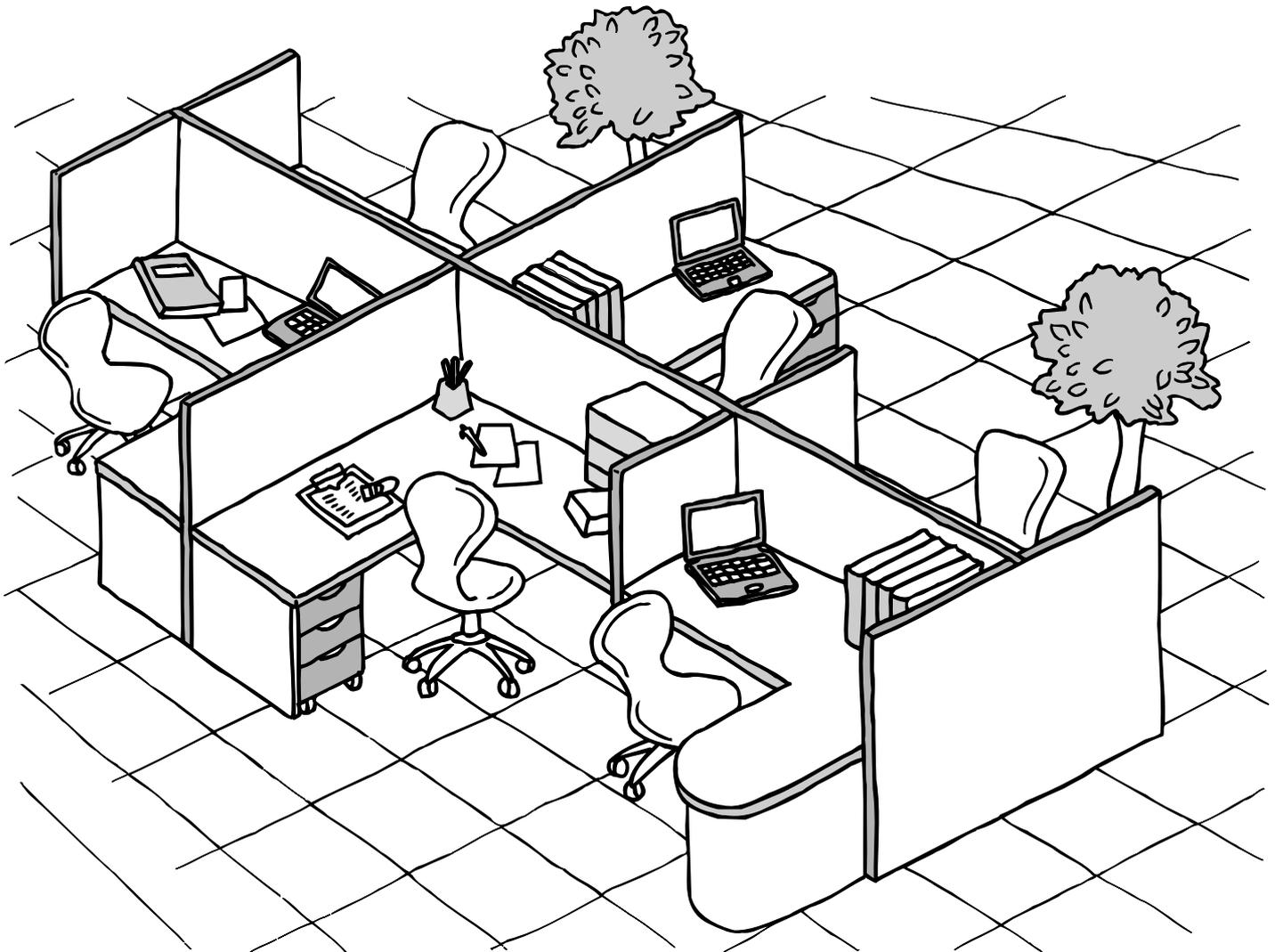


Panasonic®

Software Operating Instructions

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

Model No. DP-135/150/1810/2000/2010/2500/3000



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

English

Before Use

Printer Section

Document Management
System Section

Troubleshooting

Class 2 Fax Modem
Section

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Published in Japan.

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

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Precautions

For User in USA

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

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

Warning: To assure continued compliance, use only shielded interface cable when connecting the facsimile machine parallel interface port to host computer. Also, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

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

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

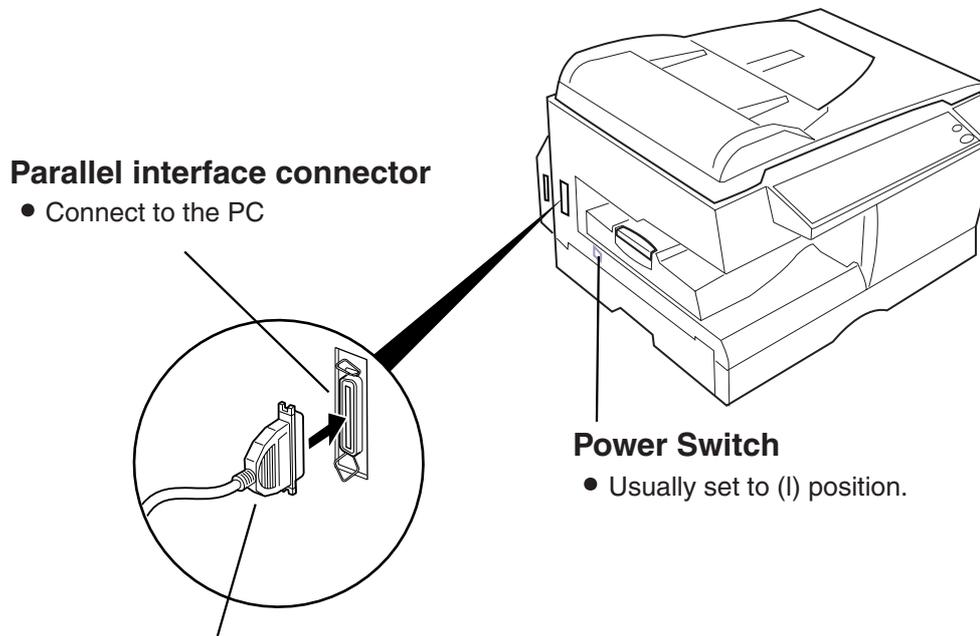
Technical Support: Panasonic Document Imaging Company/Technical Support Department
Two Panasonic Way, Secaucus, NJ 07094
1-800-225-5329
Email: consumerproducts@panasonic.com

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

External View and Control Panel

External View

■ DP-135/150



Parallel interface connector

- Connect to the PC

Power Switch

- Usually set to (I) position.

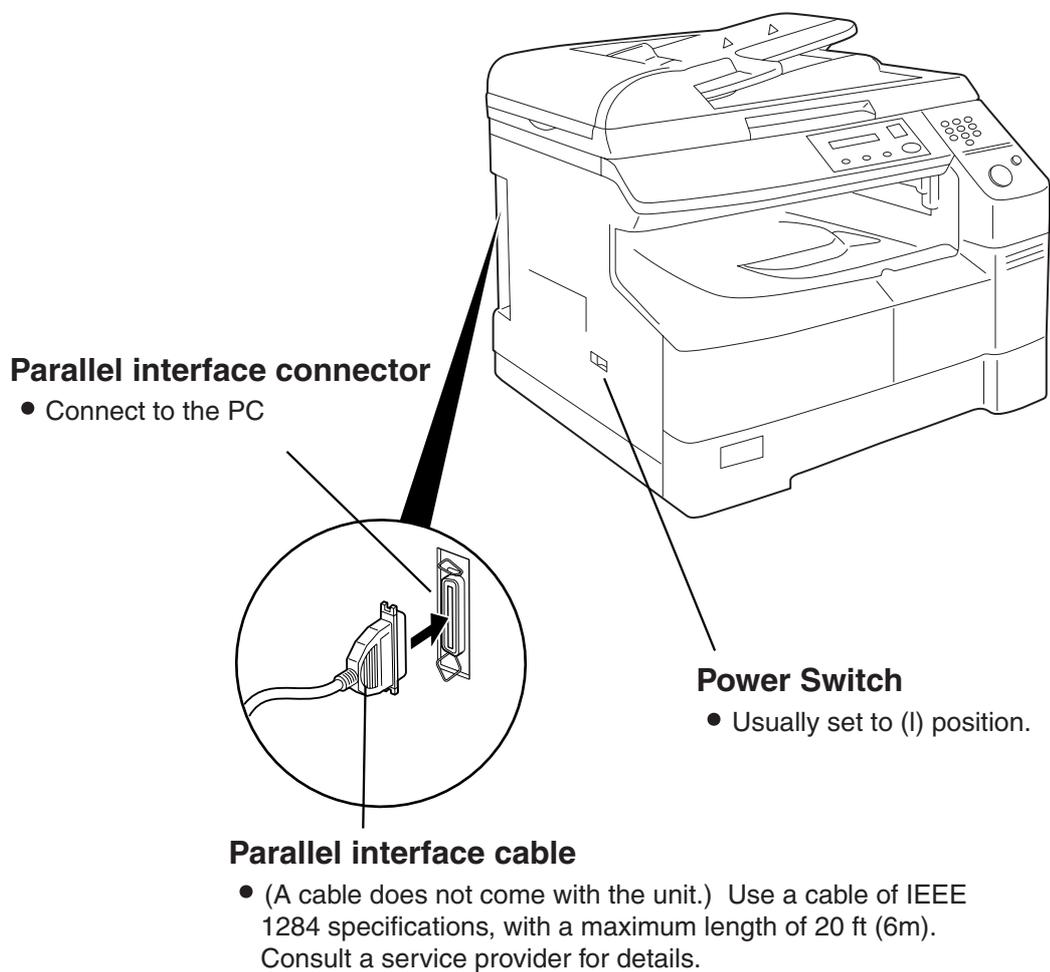
Parallel interface cable

- (A cable does not come with the unit.) Use a cable of IEEE 1284 specifications, with a maximum length of 20 ft (6m). Consult a service provider for details.

External View and Control Panel

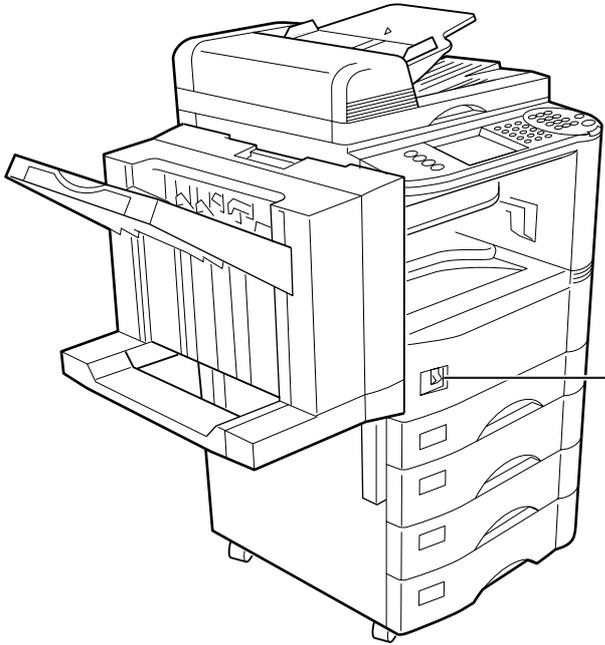
External View

■ DP-1810/2010



External View

■ DP-2000/2500/3000

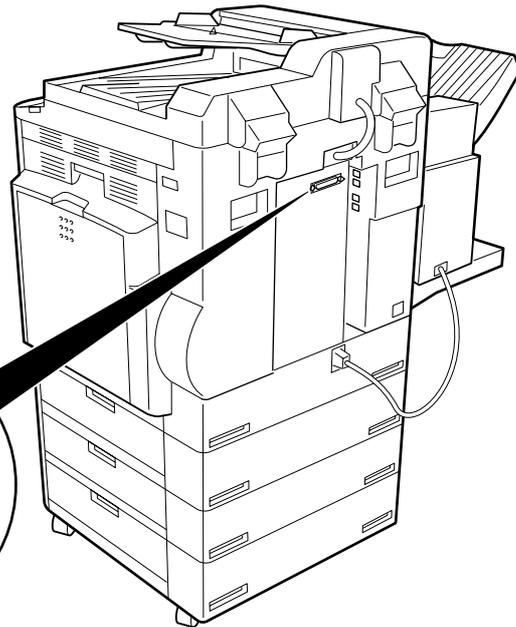
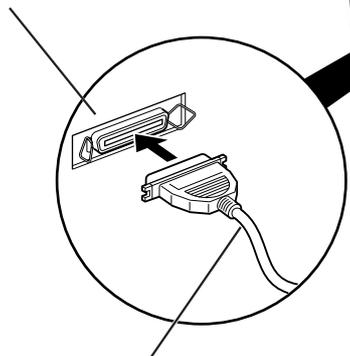


Power Switch

- Usually set to (I) position.

Parallel interface connector

- Connect to the PC



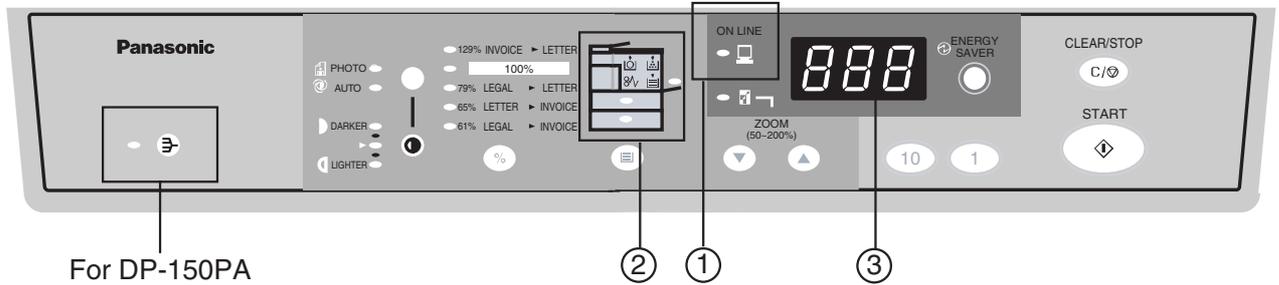
Parallel interface cable

- (A cable does not come with the unit.) Use a cable of IEEE 1284 specifications, with a maximum length of 20 ft (6m). Consult a service provider for details.

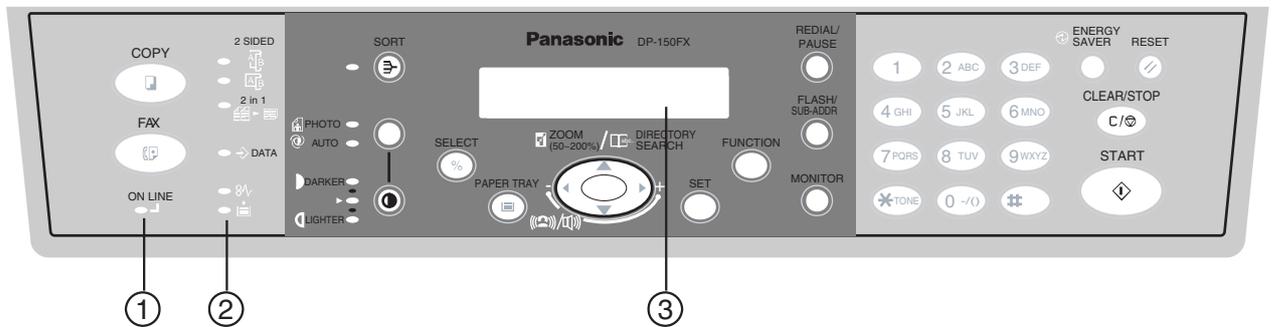
External View and Control Panel

Control Panel

DP-135P/150P/150PA



DP-135FP/150FP/150FX

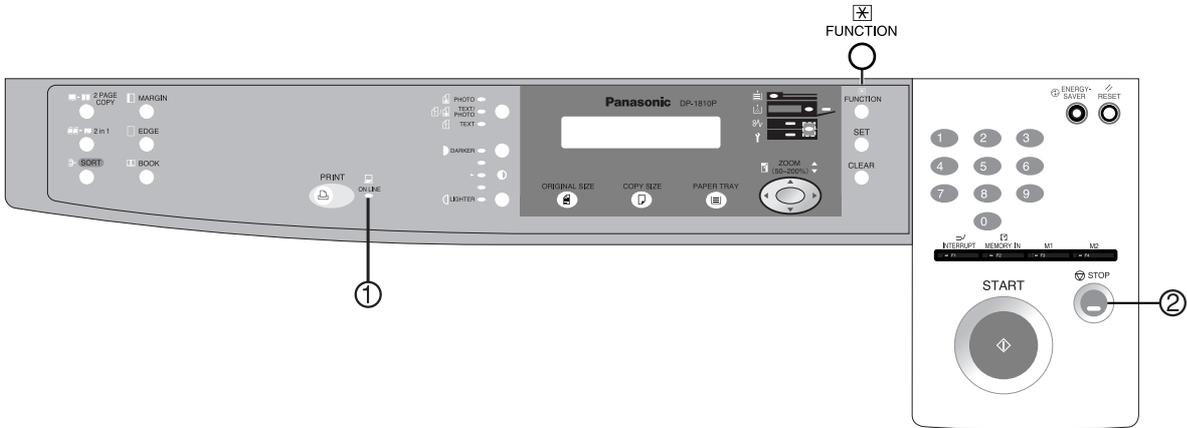


No.	Name	Function
①	ON LINE LED	Lit : Data is being received from the PC. Off : Printer is in standby.
②	Paper Misfeed/ Add Paper LED	Paper is misfed. Paper is empty.
③	3 Digits LED (DP-135P/150P) Message Display (DP-135FP/150FP/ 150FX)	Displays Printer Condition If an error code/message is shown, please refer to the "Troubleshooting" section for a corrective action.

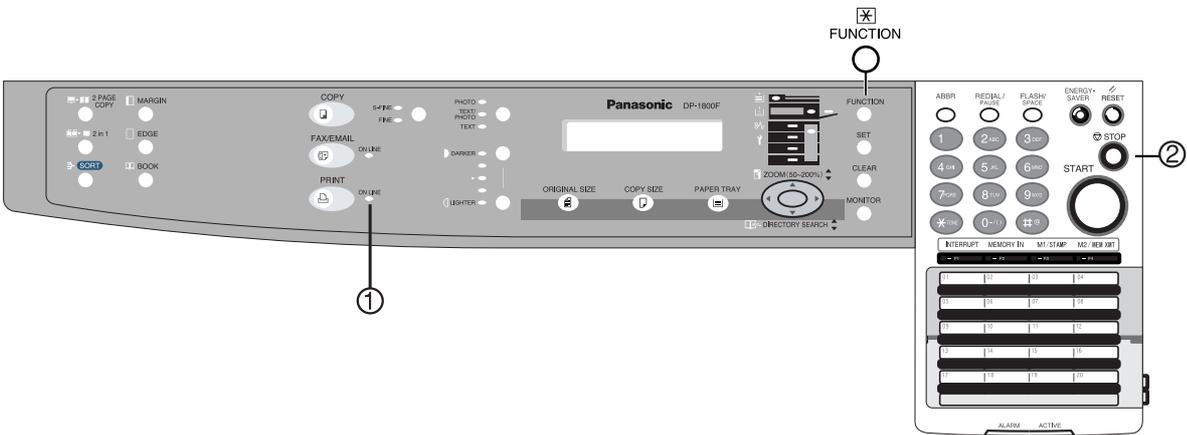
External View and Control Panel

Control Panel

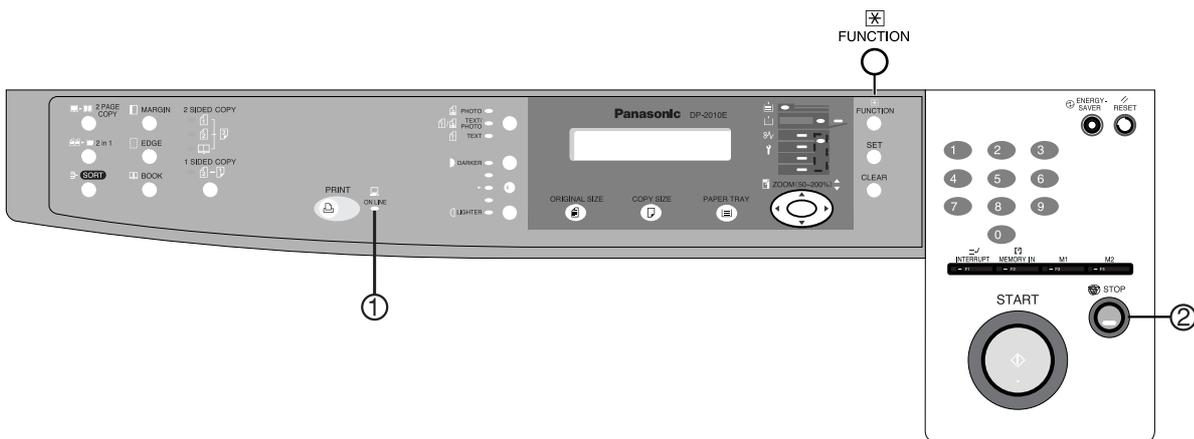
DP-1810P



DP-1810F



DP-2010E

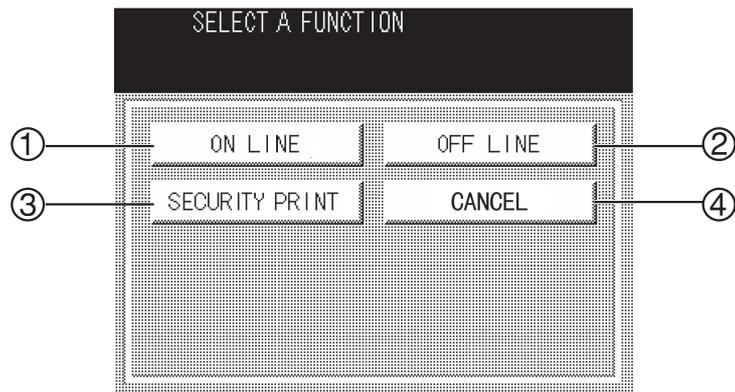
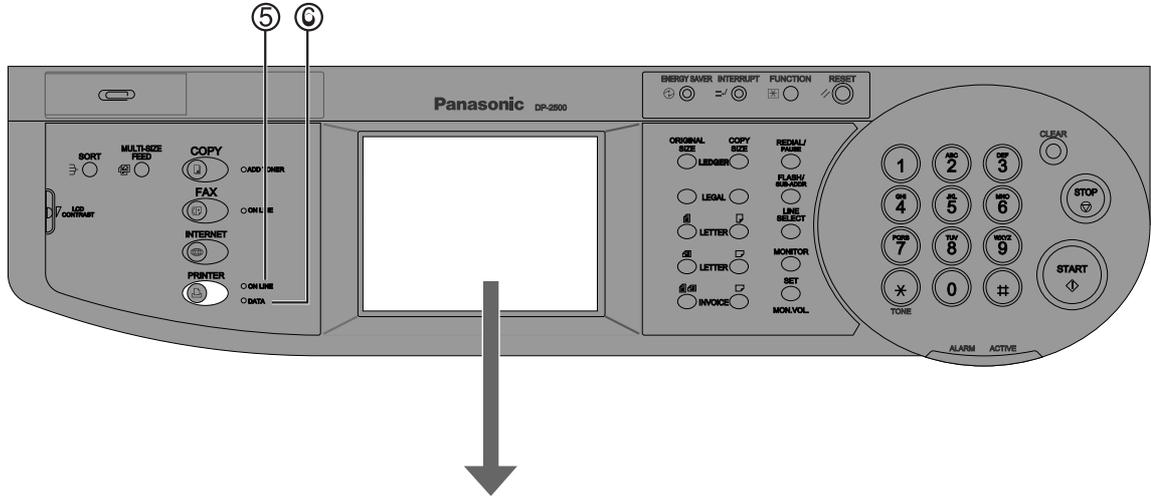


No.	Name	Function
①	ON LINE LED	Lit : Printer is operational online Off : Printer is offline
②	STOP key	Used to cancel the print job.

External View and Control Panel

Control Panel

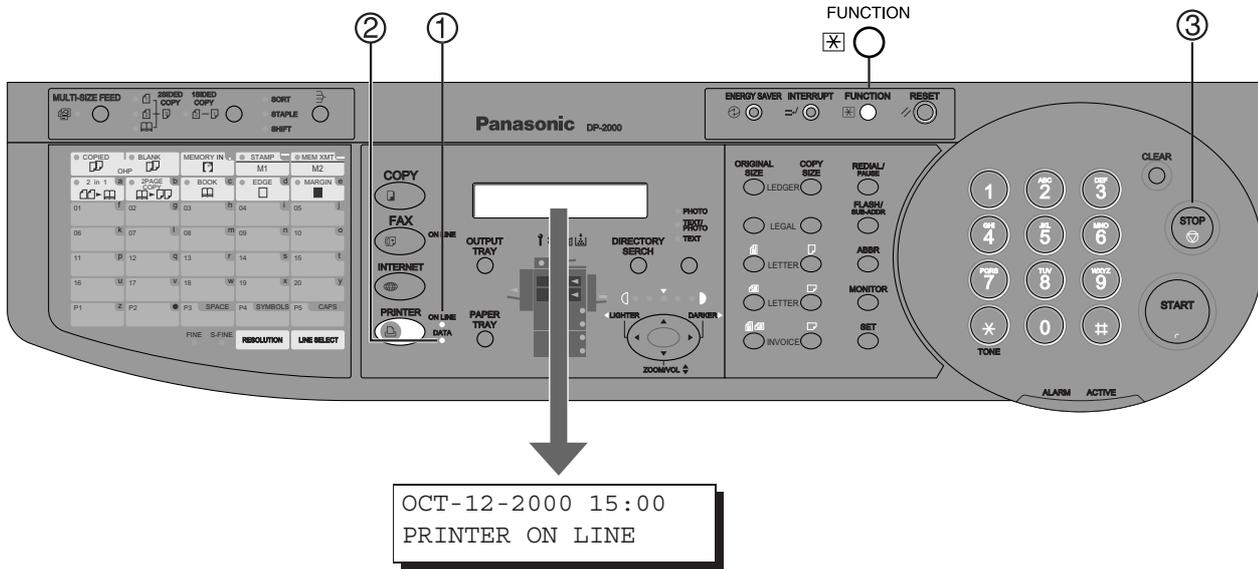
■ DP-2500/3000



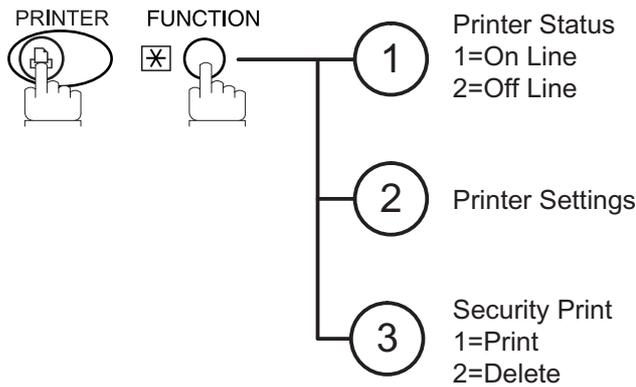
No.	Name	Function
①	ON LINE	Switch the printer from off-line status to on-line status.
②	OFF LINE	Switch the printer to off-line status. (The printer cannot be set off line when the data LED is blinking.)
③	SECURITY PRINT	Used to print or delete the security print data.
④	CANCEL	Used to cancel the print job.
⑤	ON LINE LED	Lit : Printer is operational online Off : Printer is offline
⑥	DATA LED	Lit : Data is being received from the PC, or printing is under operation. Off : Printer is in standby or printing has been completed.

Control Panel

DP-2000



No.	Name	Function
①	ON LINE LED	Lit : Printer is operational online Off : Printer is offline
②	DATA LED	Lit : Data is being received from the PC, or printing is under operation. Off : Printer is in standby or printing has been completed.
③	STOP key	Used to cancel the print job.



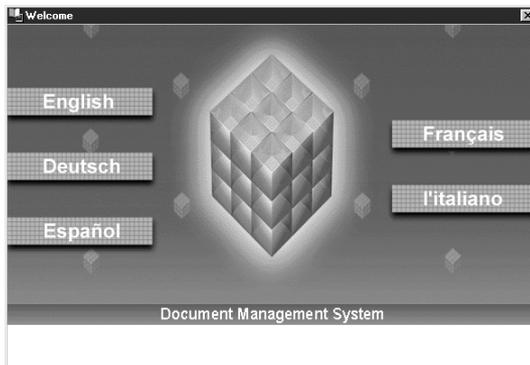
Installing the Printer Driver

Windows 95/98/Me/NT/2000/XP

1

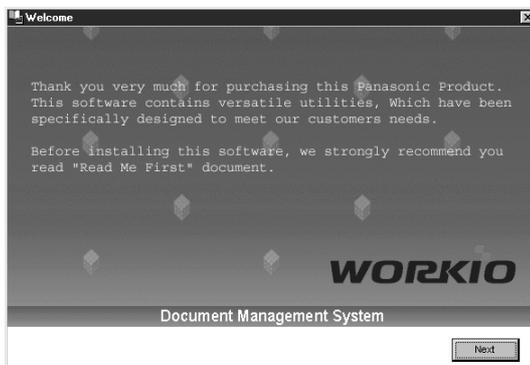
Insert the Panasonic Document Management System CD-ROM.

2



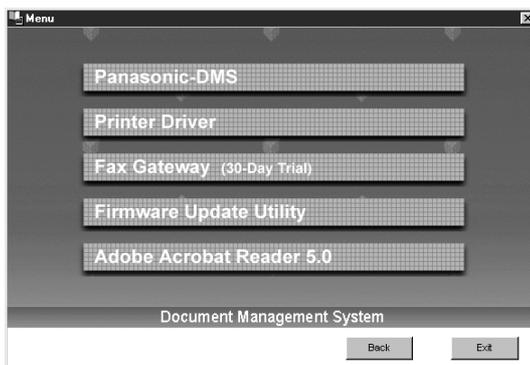
Click on the desired language.

3



Click on the button.

4



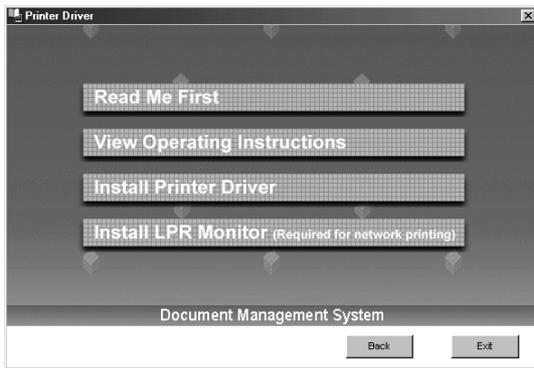
Click **Printer Driver**.

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

Installing the Printer Driver

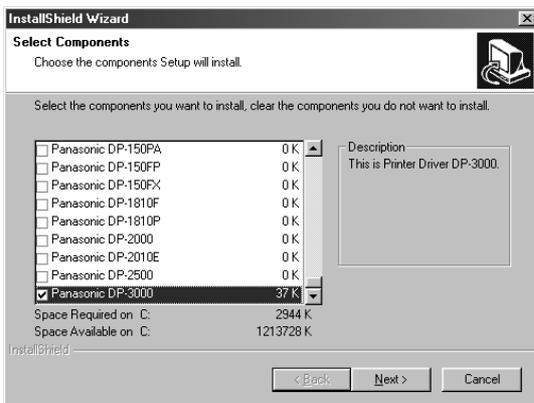
Windows 95/98/Me/NT/2000/XP

5



Click **Install Printer Driver**.

6

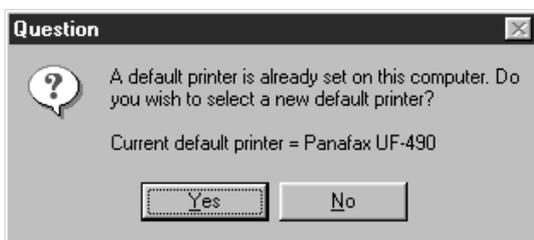


Select your machine's model(s) and click the



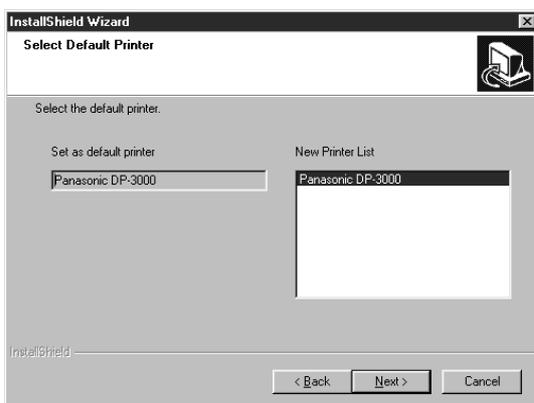
button.

7



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

8



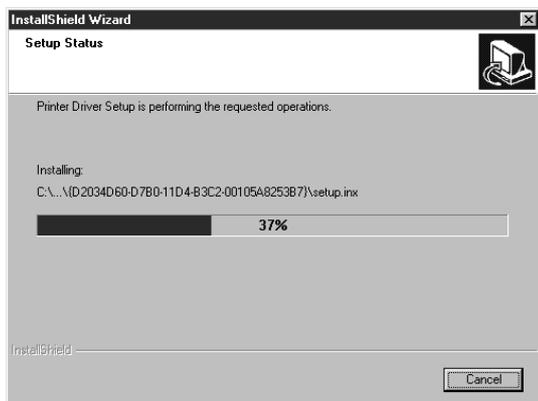
Select your new default printer from the New Printer List and click the **Next** button.

Continued on the next page...

Installing the Printer Driver

Windows 95/98/Me/NT/2000/XP

9



The required files are copied.

10



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

Click the **Finish** button to restart your computer.

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

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 after your computer has rebooted.

NOTE

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

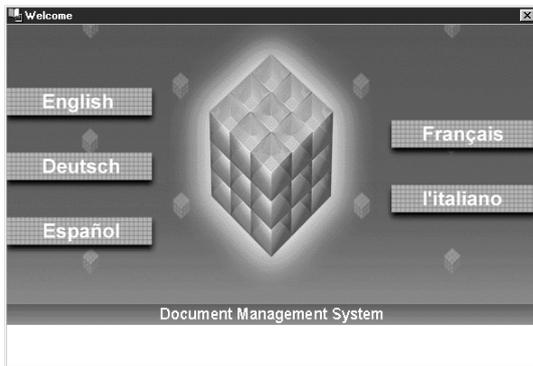
Installing the LPR (Line Printer Remote) Monitor

Windows 95/98/Me

1

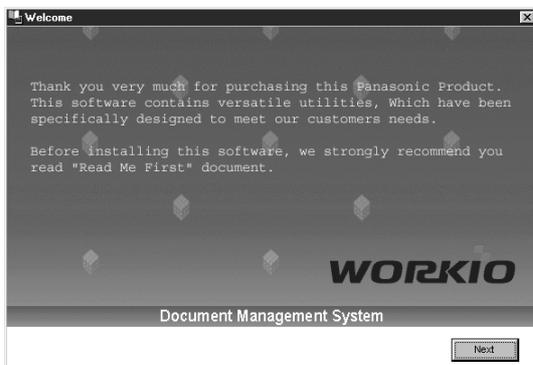
Insert the Panasonic Document Management System CD-ROM.

2



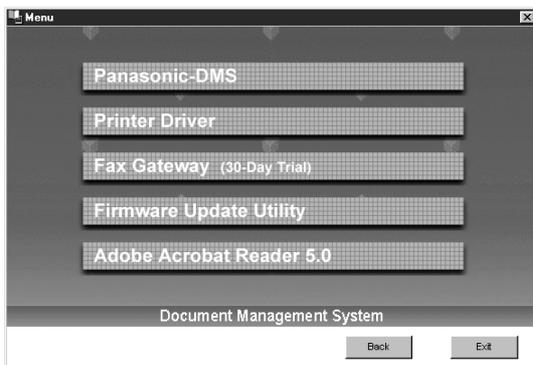
Click on the desired language.

3



Click on the button.

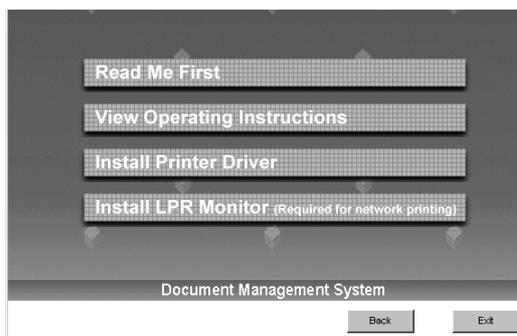
4



Click **Printer Driver**.

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

5



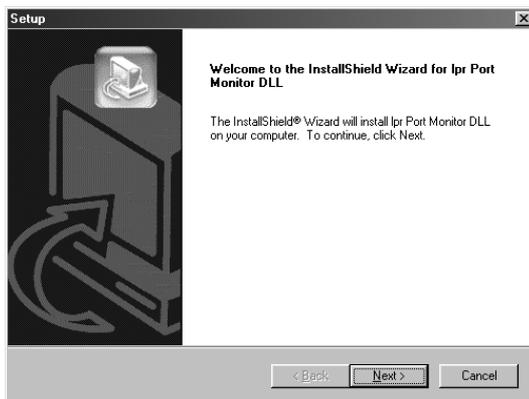
Click **Install LPR Monitor**.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows 95/98/Me

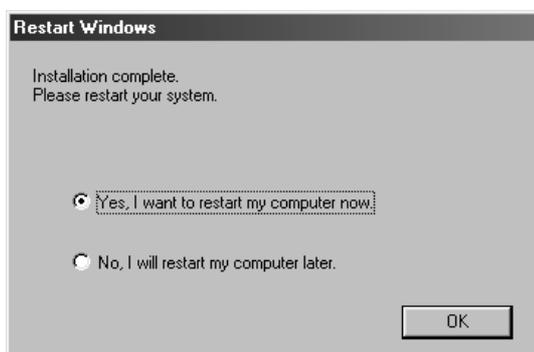
6



The **Setup** dialog box appears.

Click on the **Next** button.

7



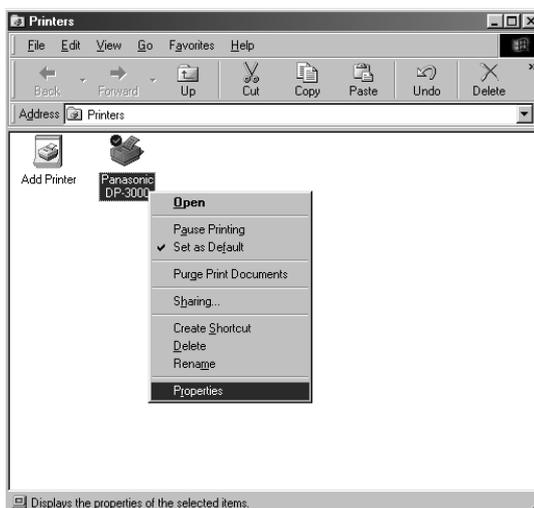
The setup program copies the necessary files onto your Hard Disk.

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 is started.

Click on the **OK** button.

8



After your computer is rebooted, click the **Start** button, point to **Settings**, and then click **Printers**.

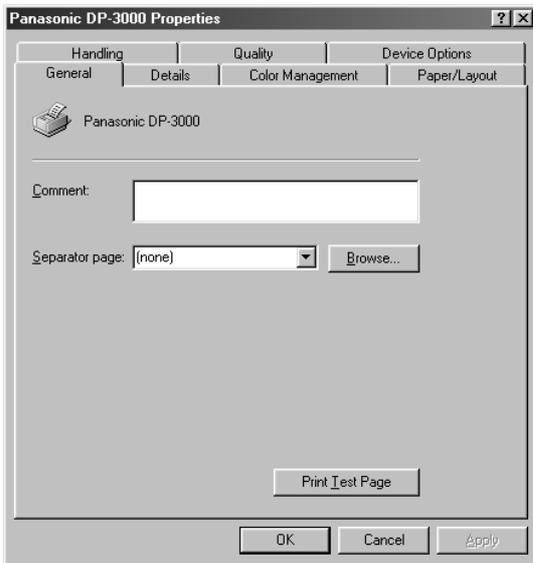
The **Printers** folder appears.

Right-click on your desired printer (Ex. Panasonic DP-3000) and select **Properties** from the pop-up menu.

Installing the LPR (Line Printer Remote) Monitor

Windows 95/98/Me

9

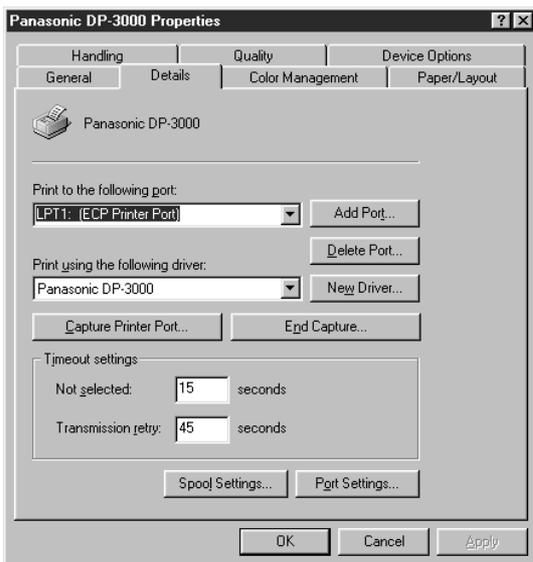


The printer properties dialog box appears.

The following step is to Register the LPR Port for network printing.

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

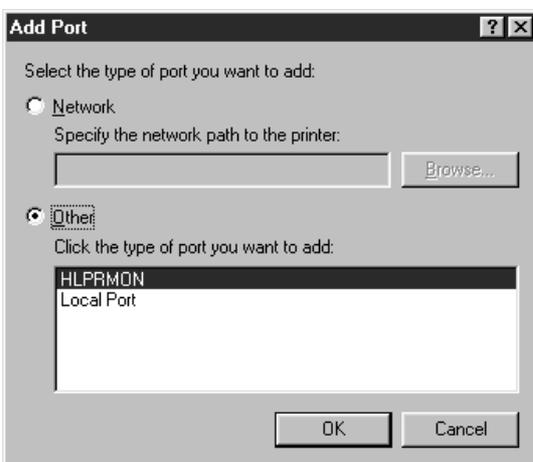
10



Select the **Details** tab and click on the

Add Port... button.

11



The **Add Port** dialog box appears. Click the **Other** radio button, and select **HLPRMON** from "Click the type of port you want to add:" and click on the

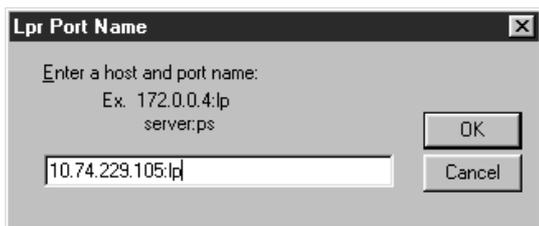
OK button.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows 95/98/Me

12



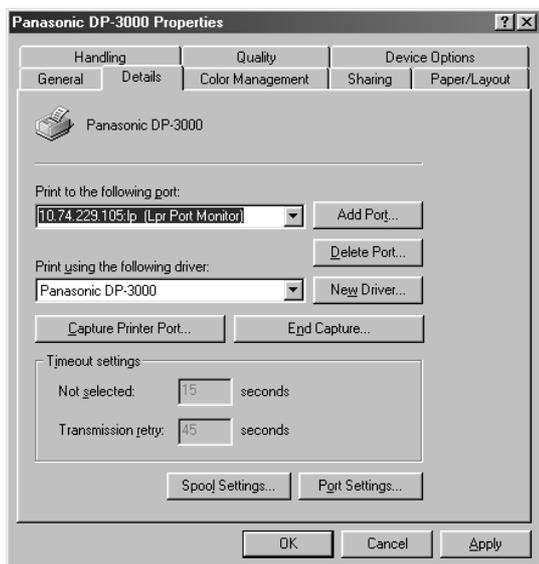
The **LPR Port Name** dialog box appears.

Type the IP Address of the machine and "lp" as the queue name separated by a ":"

Ex: 10.74.229.105:lp

Click on the button. If an error occurs because the queue name was already used for the same IP Address, select a different unique name such as "lpr".

13



The screen reverts to the Printer's Properties.

Check that the "Print to the following port:" was changed as entered, and click on the **Apply** button first and then on the button.

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

NOTE

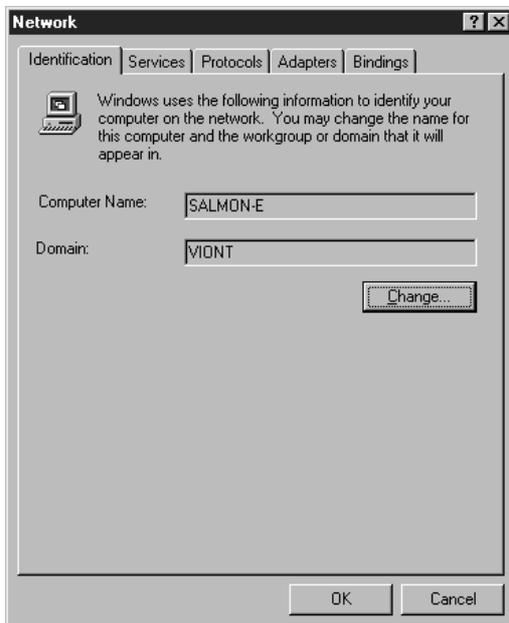
1. The LPR Monitor is necessary to install your PC if printing a data via LAN.

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

Log in using an account with the administrator's right.

1



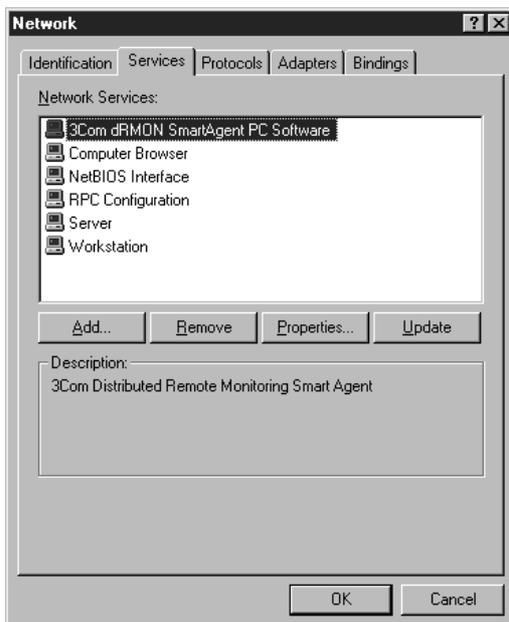
Click on the **Start** button, point to **Settings**, and click **Control Panel**.

The **Control Panel** window appears.

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

The **Network** dialog box appears.

2



Click on 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 over to Step 7. Otherwise continue installing the LPR Service.

3



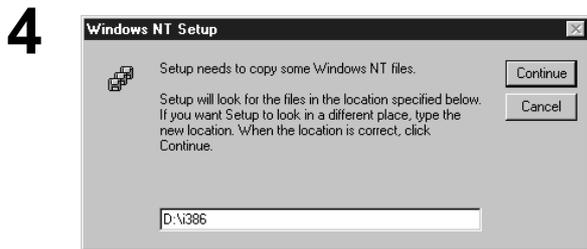
Click on the **Add...** button to display the **Select Network Service** dialog box, then select **Microsoft TCP/IP Printing**.

Click on the **OK** button.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

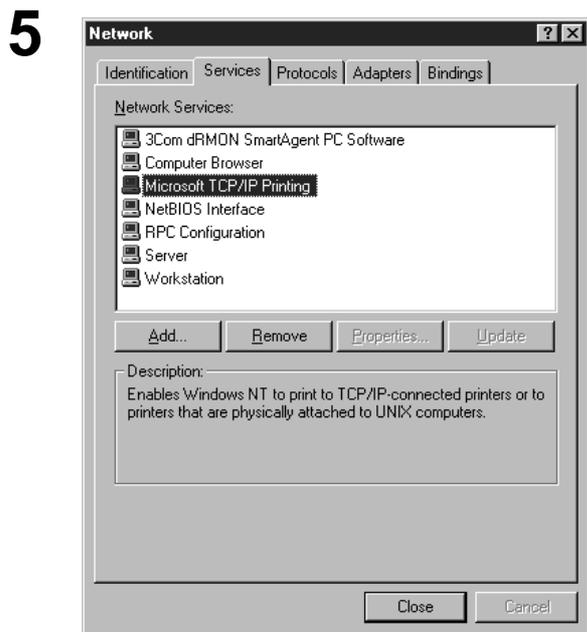
Windows NT 4.0



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 on the button.



After the files are copied into your Hard Drive, the display returns to the Network dialog box. Confirm that the Microsoft TCP/IP Printing service was added to Network Services list.

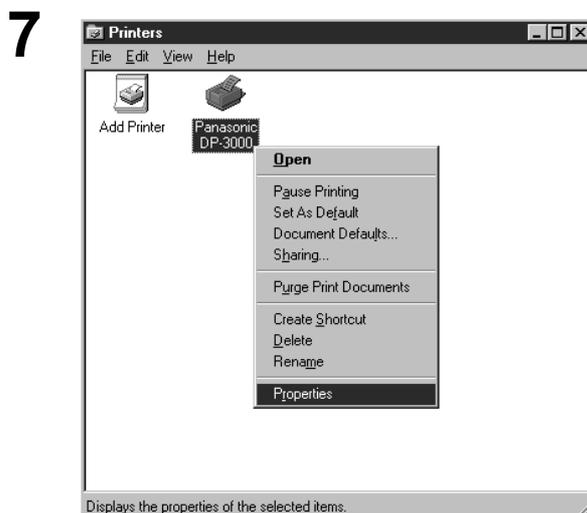
Click on the button.

Note: *Delete and Reinstall the Microsoft TCP/IP Printing if an error occurs, and the Microsoft TCP/IP Printing is displayed in the Network Services list, but, the OK button does not change into a Close button.*



The **Network Settings Change** dialog box is displayed, click on the button to confirm whether to restart your computer now.

You have now completed the LPR Service installation.



After your computer is rebooted, click the **Start** button, point to **Settings**, and then click **Printers**.

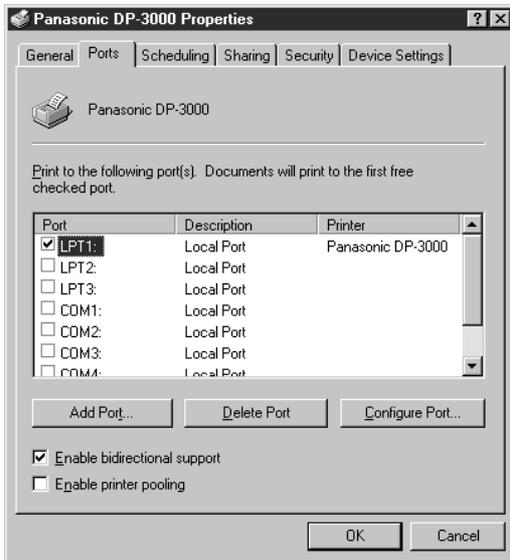
The **Printers** folder appears.

Right-click on your desired printer (Ex. Panasonic DP-3000) and select **Properties** from the pop-up menu.

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

8



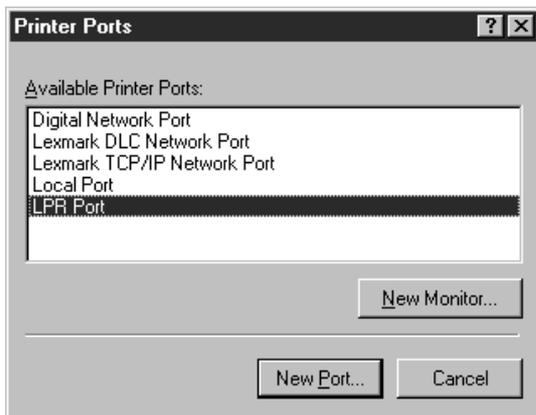
The following step is to Register the LPR Port for network printing.

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

Select the **Ports** Tab and click on the

Add Port... button.

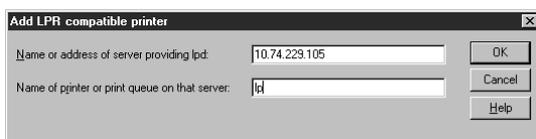
9



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 on the **OK** button.

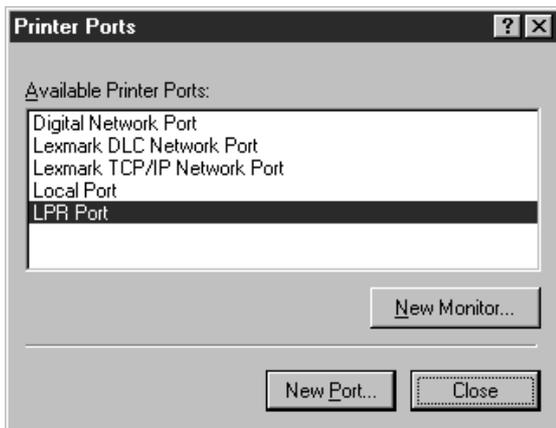
(Please wait while the wizard verifies the IP Address and connectivity to the Network)

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

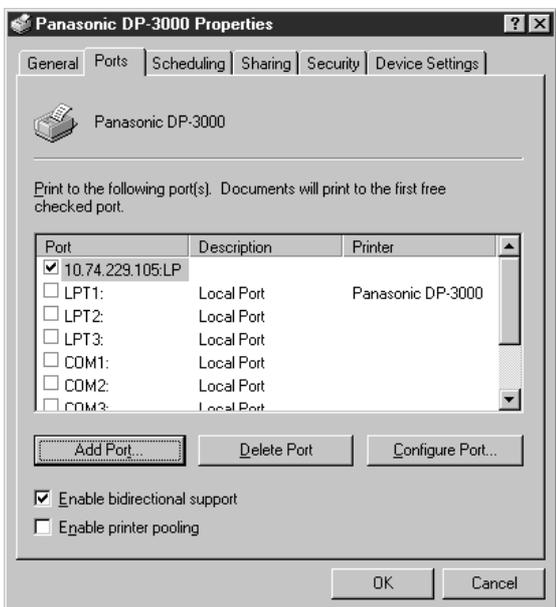
11



The **Printer Ports** dialog box appears.

Click on the  button.

12



Select the printer port and click the  button.

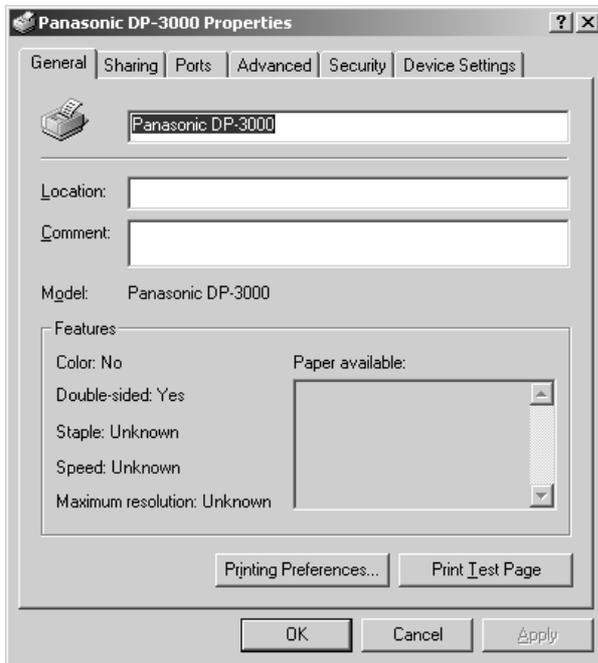
The printer properties dialog box is closed and you have now configured the printer as a network printer.

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/XP

Log in using an account with the administrator's right.

1

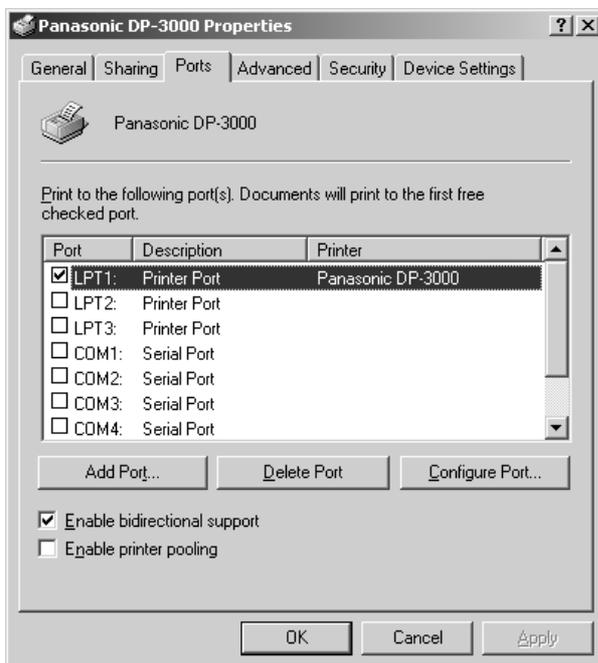


Open the **Printers** folder.

Right-click on your desired printer (Ex. Panasonic DP-3000) and select **Properties** from the pop-up menu.

The printer properties dialog box appears.

2



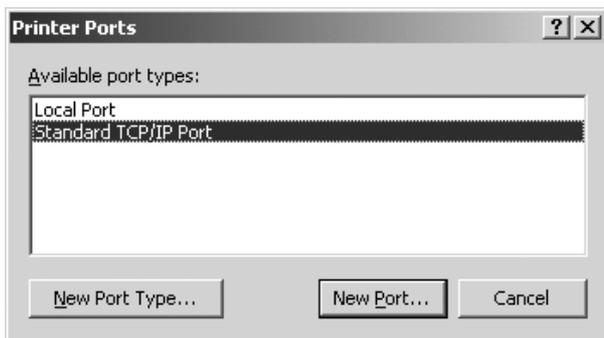
Select the **Ports** Tab and click on the **Add Port...** button.

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/XP

3



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

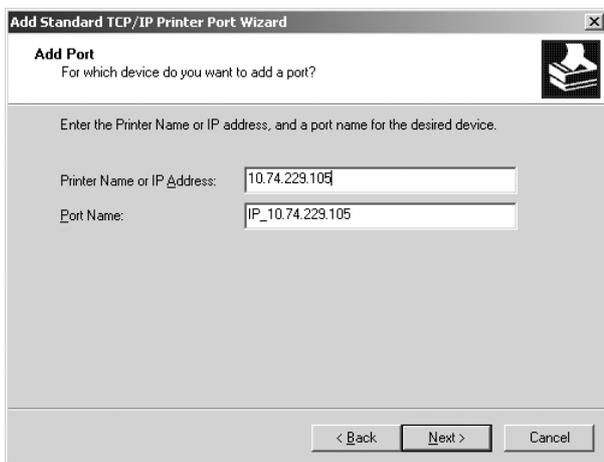
button.

4



Click on the button.

5



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

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

Installing the LPR (Line Printer Remote) Monitor

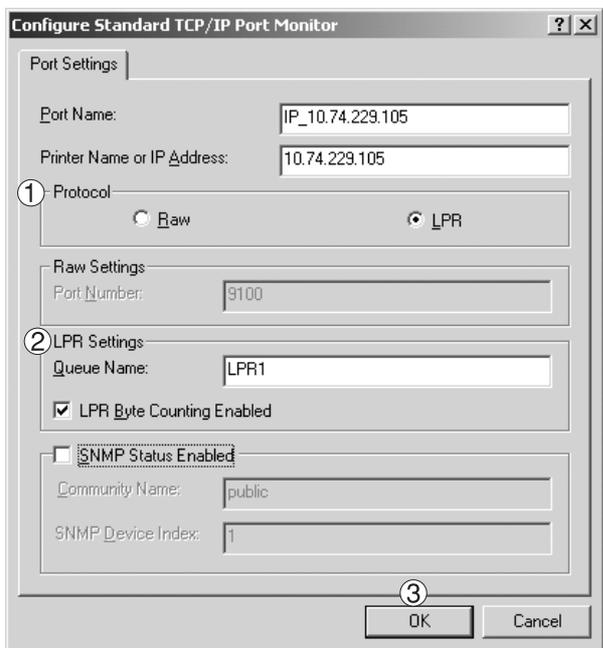
Windows 2000/XP

6



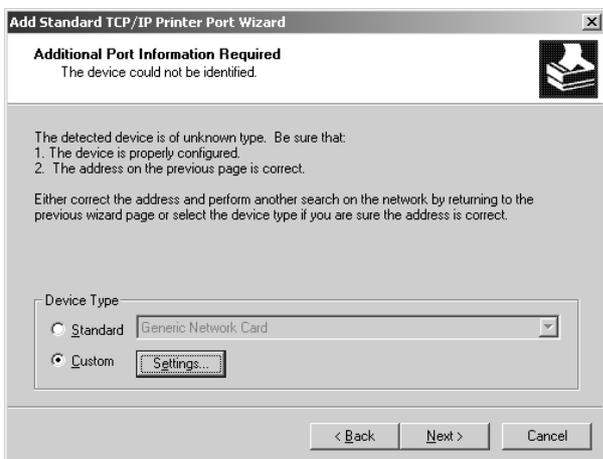
Select **Custom** and click the **Settings...** button.

7



1. Under the Protocol, select **LPR**.
2. Under the LPR Settings, enter the **Queue Name** (Ex. LPR1) and check the **LPR Byte Counting Enabled**.
3. Click on the **OK** button.

8



Click on the **Next** button.

Click on the **OK** button.

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

Continued on the next page...

Installing the LPR (Line Printer Remote) Monitor

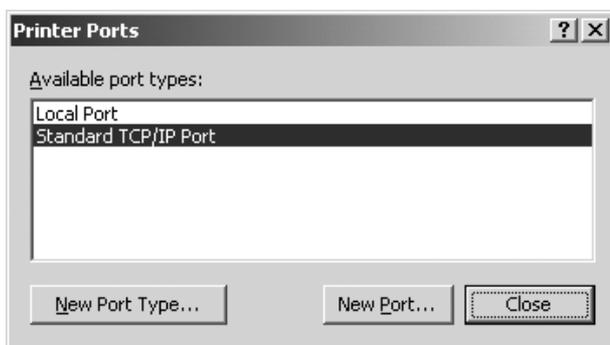
Windows 2000/XP

9



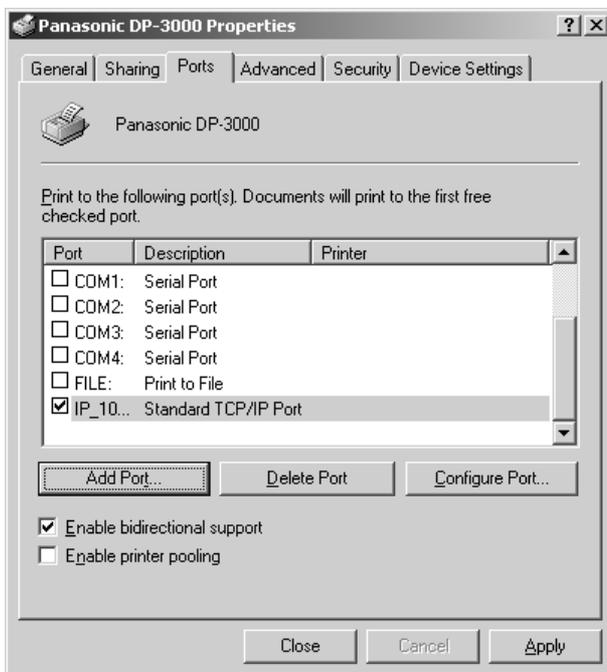
Click on the **Finish** button.

10



Click on the **Close** button.

11



Click on the **Apply** button.

Click on the **OK** button.

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

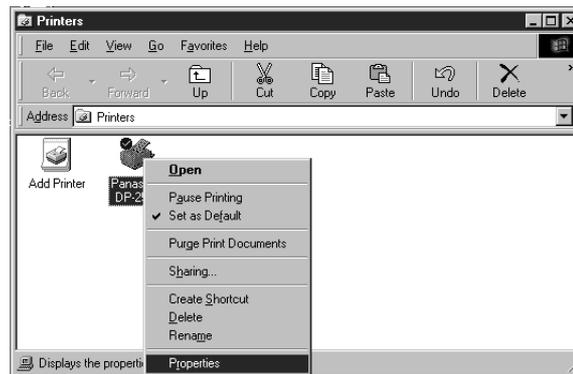
Configuring the Printer Driver Settings

Windows 95/98/Me

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

- 1** Click the **Start** button, point to **Settings**, and then click **Printers**.
- 2** Right-click the desired printer icon in the printers folder, and select **Properties** in the pop-up menu.

The printer properties dialog box appears.



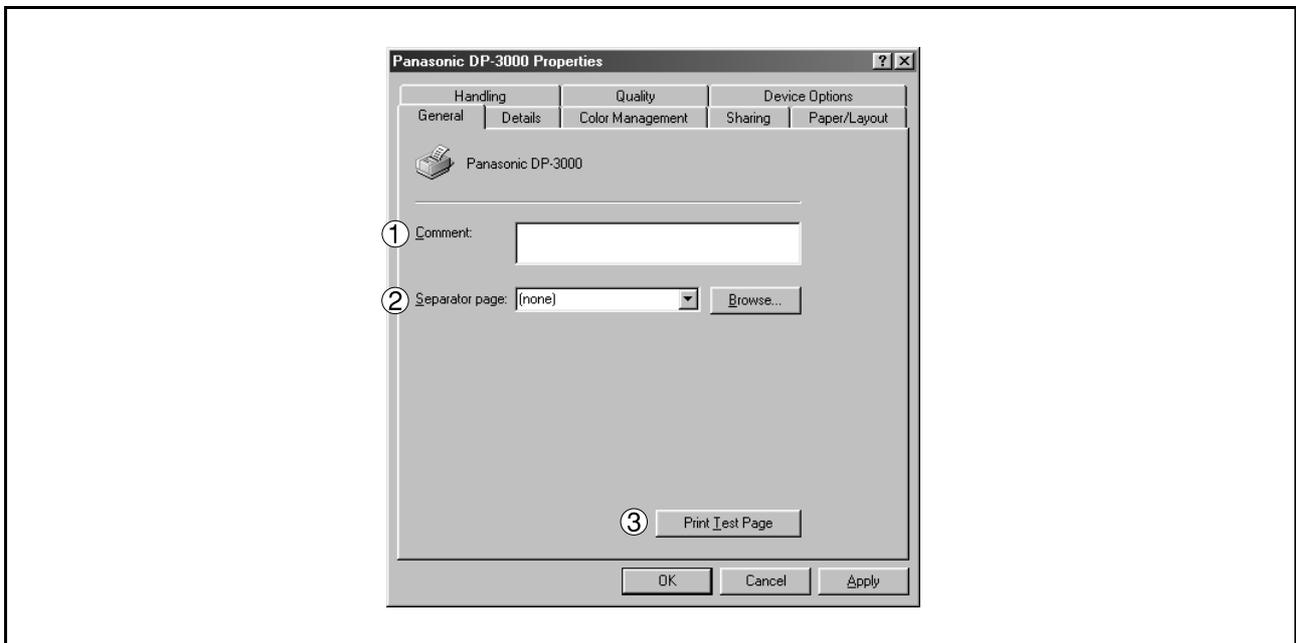
NOTE

1. Upon printing, changing the properties of **Paper/Layout**, **Handling**, **Quality** and **Device Options** is allowed by clicking **Properties** in the print dialog box of an application.
2. **Sharing Tab** in property dialog box is not displayed unless printer sharing has been specified.

Configuring the Printer Driver Settings

Windows 95/98/Me

General Tab



1. Comment

Enter comments to the properties, if any.

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

2. Separator page

This feature is not available on your machine.

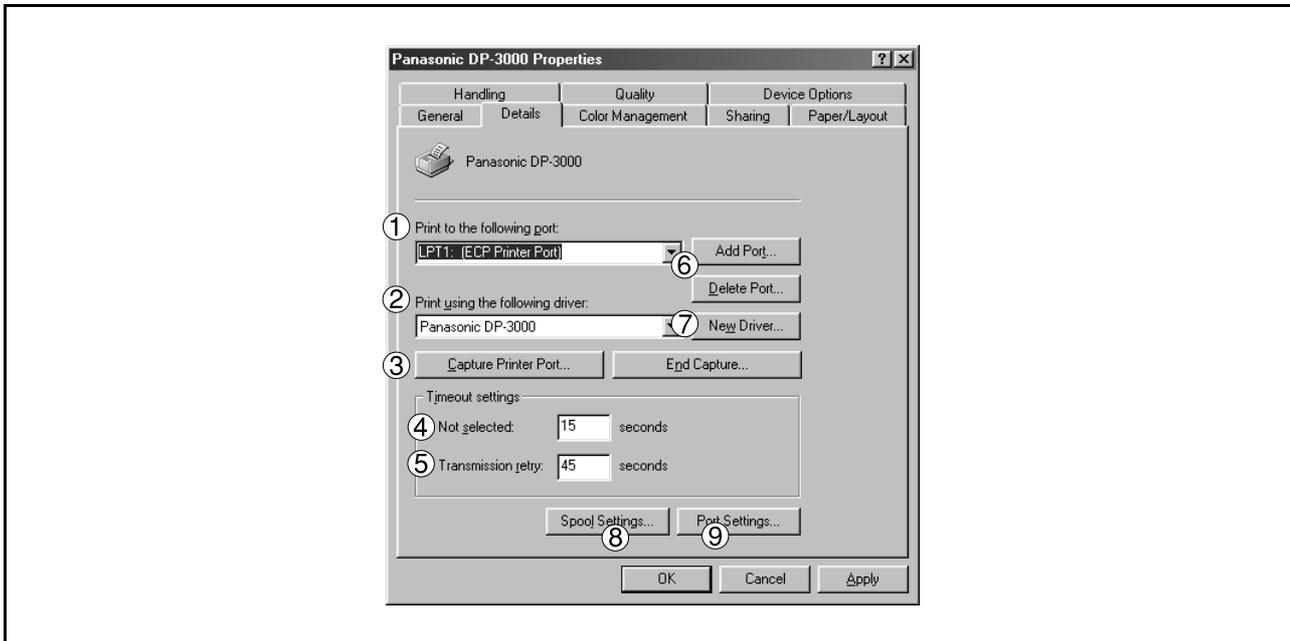
3. Print Test Page button

Prints a test page. This allows the user to verify if the printer is installed properly.

Configuring the Printer Driver Settings

Windows 95/98/Me

Details Tab



1. Print to the following port

Displays either the port to which the printer is connected or the path to the network printer.

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

2. Print using the following driver

Displays the type of the printer driver. Specify the printer being used or a printer model which can be emulated with the printer being used.

3. / button

Assigns a port to the network drive or cancels a port assigned to the network drive.

4. Timeout settings - Not selected

Specify the amount of time (in seconds) allowed to elapse before the printer becomes online. If the printer is not online within this duration, an error message will be displayed.

5. Timeout settings - Transmission retry

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

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

6. / button

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

7. button

Updates or modifies the printer driver.

Configuring the Printer Driver Settings

Windows 95/98/Me

8. **button**

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

- **Spool Data Type**

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

Note: Spooling by EMF format (metafile compression) may cause the following problems on some application software.

- 1) Printing result is different from the screen display.
- 2) Printing requires excessive time.

- **Enable bidirectional support**

Be sure to check the check box for "Enable bidirectional support" when installing the status monitor (See page 123). Otherwise, printing may not function properly.

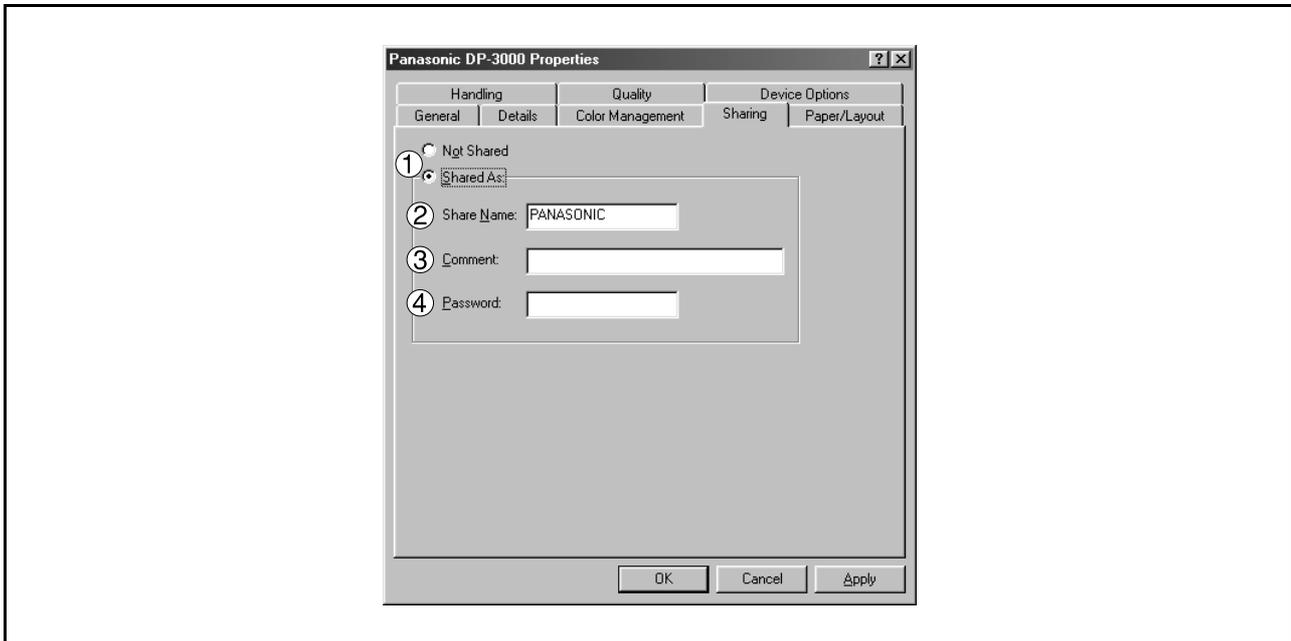
9. **button**

Modifies printer port settings.

Configuring the Printer Driver Settings

Windows 95/98/Me

Sharing Tab



1. Not Shared/Shared As

Select whether to display or use this printer with other computers.

2. Share Name

Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified at this time will be displayed when other users view information about the printer on the network.

3. Comment

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

4. Password

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

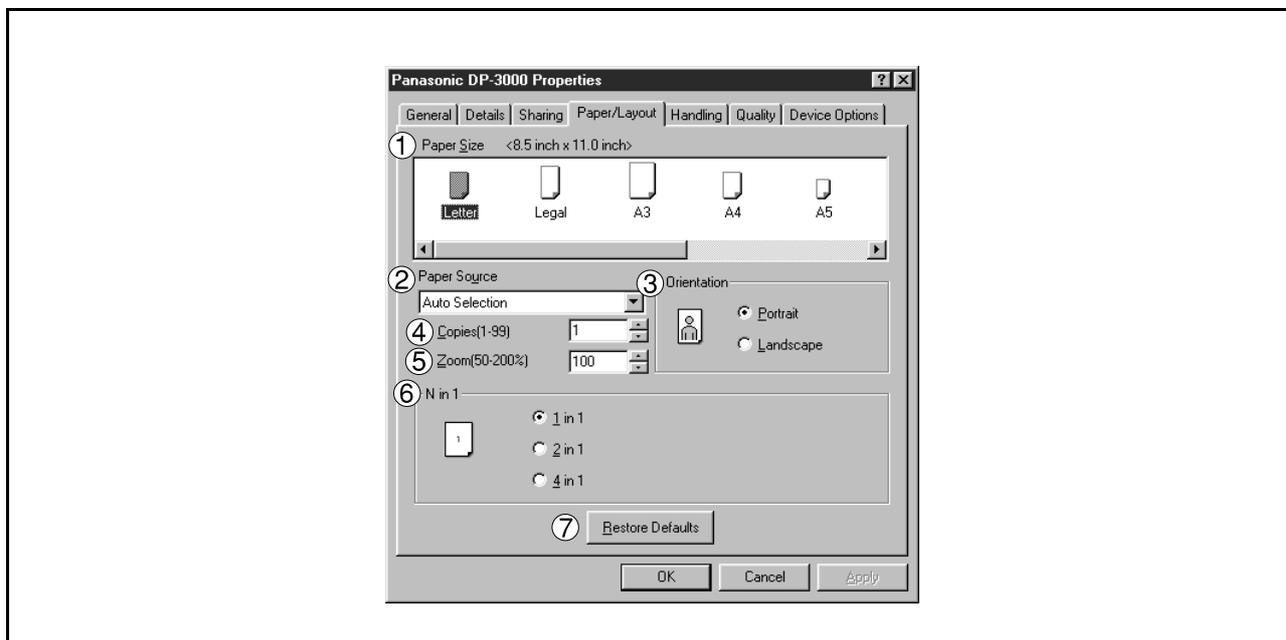
NOTE

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

Configuring the Printer Driver Settings

Windows 95/98/Me

Paper/Layout Tab



1. Paper Size

Select a document size.

2. Paper Source

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

3. Orientation

Select the print orientation (Portrait/Landscape).

4. Copies (1-99)

Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

5. Zoom (50-200%)

Specify an enlargement or reduction percentage when printing documents. If enlargement/reduction can be set within the application, indicate 100% here and specify the enlargement/reduction percentage in the Print dialog box of the application.

6. N in 1

For printing two or more pages on one sheet, specify a printing method.

Layout is selected by combining with "Orientation." Each layout is displayed with the icon.

- 2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.
- 4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

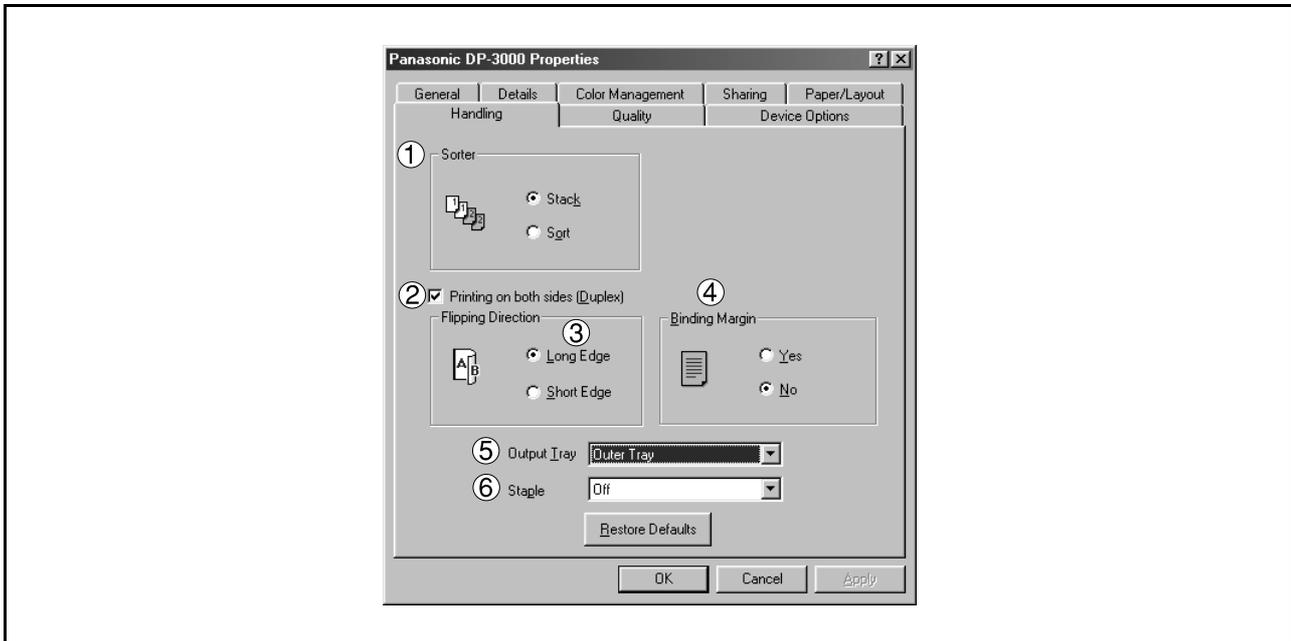
7. Restore Defaults button

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

Configuring the Printer Driver Settings

Windows 95/98/Me

Handling Tab



1. Sorter

Select whether to Stack or Sort when printing multiple copies.

2. Printing on both sides (Duplex) (For DP-150FX/2000/2010E/2500/3000)

Select duplex printing for printing on both sides.

Note 1) Duplex Printing is allowed only when the Dual-Path Exit Guide Unit, Paper Transport Unit and Automatic Duplex Unit (DA-FK200/FK210/MD200) are mounted.

2) Check [Duplex Unit] check box in **Device Options** Tab.

3. Flipping Direction

Select binding side (Long Edge/Short Edge) for duplex printing.

4. Binding Margin (For DP-2000/2010E/2500/3000)

Select the binding margin upon duplex printing.

The width of the binding margin is specified on the main unit.

5. Output Tray (For DP-2000/2500/3000)

Specify the output destination (Auto Selection, Inner Tray 1, Inner Tray 2 or Outer Tray).

Note 1) Output Tray selection is allowed only with Dual-Path Exit Guide Unit, Paper Transport Unit, Exit Tray (Outer) or 1-Bin Finisher (DA-FK200/FK210/XT200/FS200) is installed.

2) Check [Inner Tray], [Finisher / Outer Tray] check boxes in **Device Options** Tab.

Configuring the Printer Driver Settings

Windows 95/98/Me

6. Staple (For DP-2000/2500/3000)

Specifying staple printing is allowed if the output bin is set to outer.

Note 1) Staple printing is allowed only with Electronic Sorting Board (DA-ES200 : For DP-2000 only) and 1-Bin Finisher (DA-FS200) mounted.

2) Select "Sort" in the sort menu.

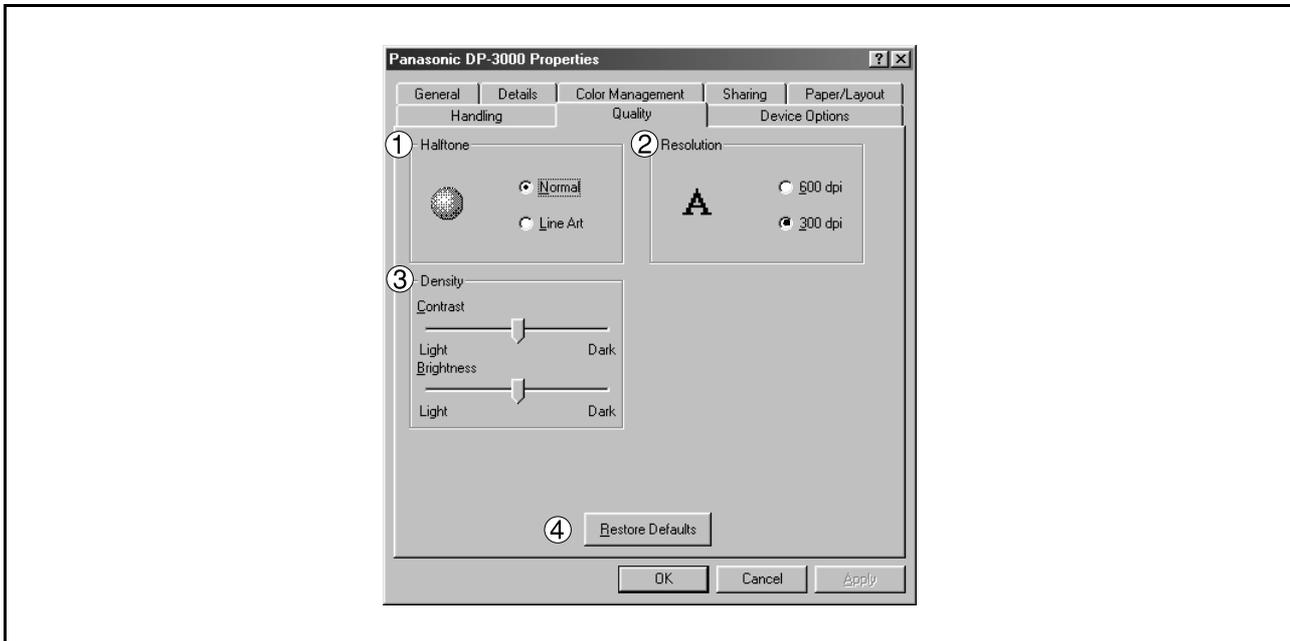
3) Paper is stapled at the top left or at the top right. (See table below.)

Document orientation	Paper orientation	Stapling position
		Top left 
		Top right  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top right 
		Top left  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top right  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top left  Note) Stapling on Invoice/B5 sheet is not allowed.

Configuring the Printer Driver Settings

Windows 95/98/Me

Quality Tab



1. Halftone

Select method of expressing halftone. Select the setting according to the data to be printed and your preference

- Normal: Select the halftoning method to be used. Select it according to the details of data and your preference.
- Line Art: Use when printing originals containing line drawings or text.

2. Resolution

Select the printer resolution (300dpi/600dpi).

3. Density

Adjust the printing density (Contrast and Brightness) as desired.

4. **Restore Defaults** button

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

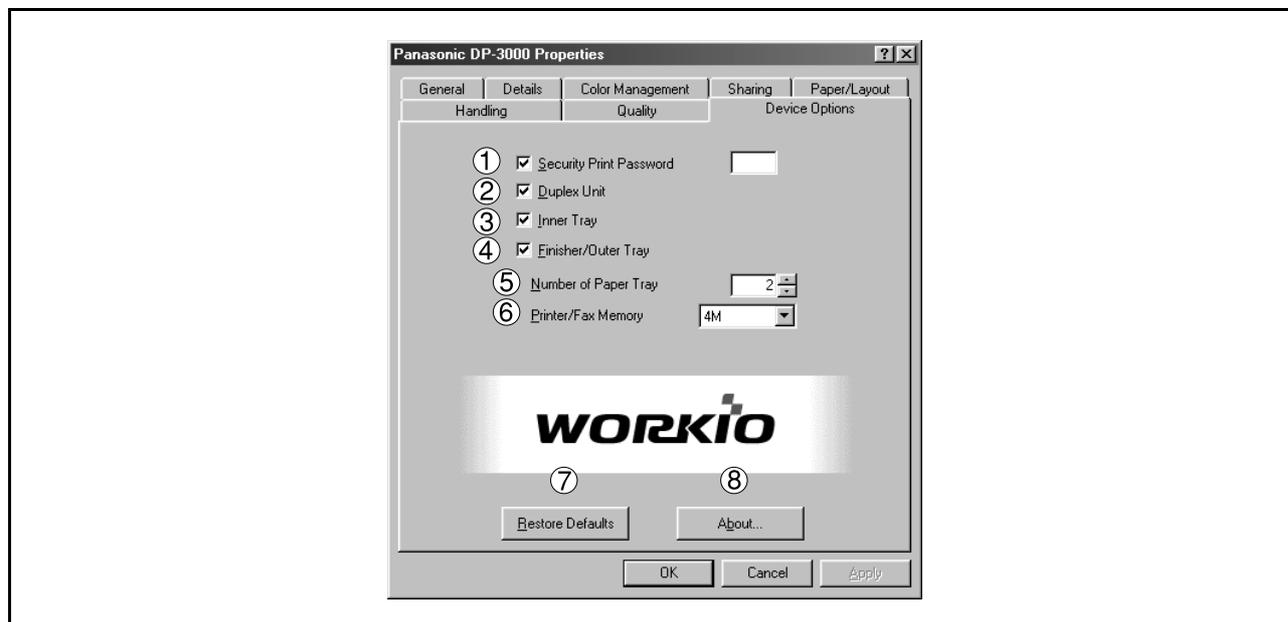
NOTE

1. **dpi** (dot per inch) means the number of dots contained in one inch. The higher the value is, the higher the resolution becomes.

Configuring the Printer Driver Settings

Windows 95/98/Me

Device Options Tab



- 1. Security Print Password (For DP-1810F/2000/2500/3000)**
Set the password for Security Print, to enable the feature.
- 2. Duplex Unit (For DP-2000/2500)**
Check this checkbox if the Automatic Duplex Unit (DA-MD200) is installed.
- 3. Inner Tray (For DP-2000/2500/3000)**
Check this checkbox if the Exit Tray (Inner) and the Dual-Path Exit Guide Unit (DA-XN200/FK200) are installed.
Specifying inner bins, Inner 1 and Inner 2, is allowed for printing on the printer.
- 4. Finisher/Outer Tray (For DP-2000/2500/3000)**
Check this checkbox if the 1-Bin Finisher (DA-FS200) or Outer Tray (DA-XT200) is installed.
Setting of Finisher/Outer Tray option is allowed when the Inner Tray option is enabled. The staple function also is selectable when the Finisher/Outer Tray option is enabled.
- 5. Number of Paper Tray**
Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.
- 6. Printer/Fax Memory (For DP-1810F/2000/2500/3000)**
Select the size of the Expansion Flash Memory Card or whether a Fax Option (2MB) has been installed, to enable the Security Print.
- 7. button**
Return all items in the **Device Options** Tab to standard settings (default).
- 8. button**
Displays the version information about the printer driver.

NOTE

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

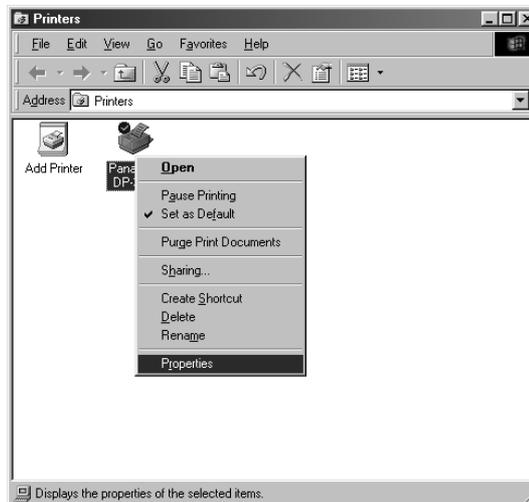
Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

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

- 1** Log onto the computer/network with an account rights of Administrator.
- 2** Click the **Start** button, point to **Settings**, and then click **Printers**.
- 3** Right-click the desired printer icon in the printers folder, and select **Properties** in the pop-up menu.

The printer properties dialog box appears.



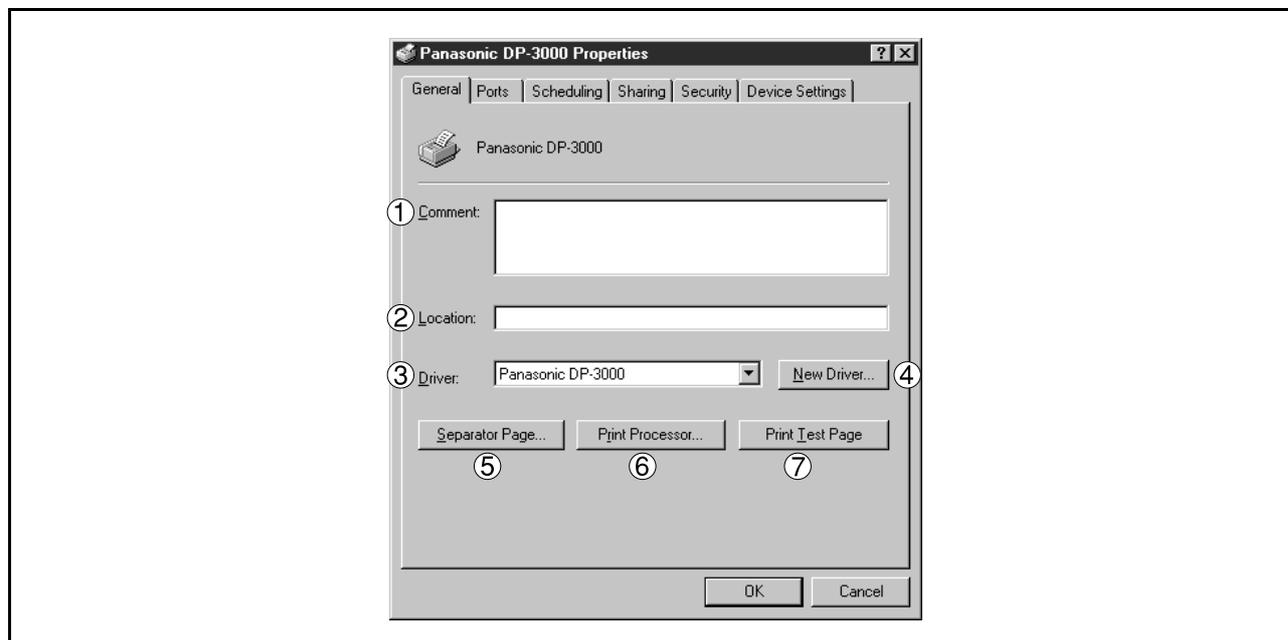
NOTE

1. In Windows NT 4.0, setting the properties depends on the log-in account. This section describes properties to be specified by an administrator (system manager).
2. See "Configuring the Printer Driver Settings (User)" for details of user properties. (See page 47)

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

2. **Location**

Specify the printer location.

3. **Driver**

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

4. **New Driver...** button

Updates or modifies the printer driver.

5. **Separator Page...** button

This feature is not available on your machine.

6. **Print Processor...** button

Specify the processor to be used for printing (Print Processor) and the data type (Default Data type).

The processor and data type affect the manner in which the printer functions in Windows NT. Normally they do not need to be modified. However, modification might be necessary when the printer is used with a special application.

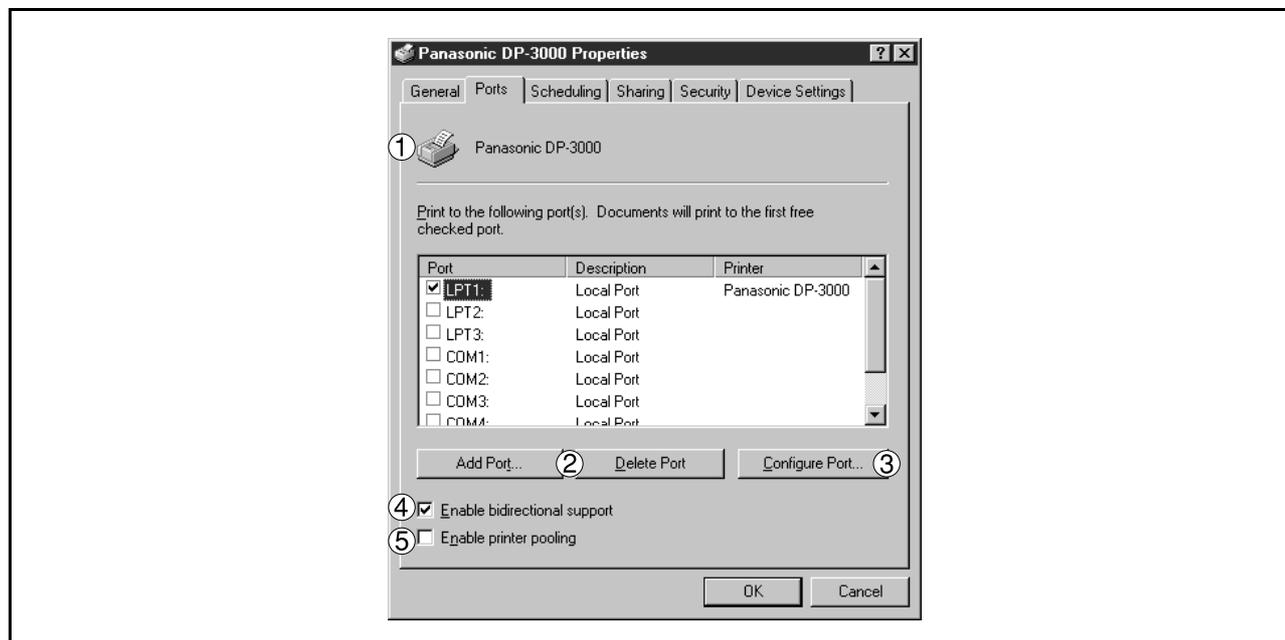
7. **Print Test Page** button

Prints a test page. This allows the user to verify if the printer is installed properly.

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Ports Tab



1. Print to the following port(s)

Displays a list of available ports for printing (Port), their status (Description) and printers that are connected to these ports (Printer).

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

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

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

Configures the selected port. In case of a parallel port, Transmission Retry should be specified.

4. Enable bidirectional support

On a printer, this setting enables reception of configuration data and status data from computer. Be sure to check this checkbox when installing status monitor (See page 123). Printing may be disabled without checking on the checkbox.

5. Enable printer pooling

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

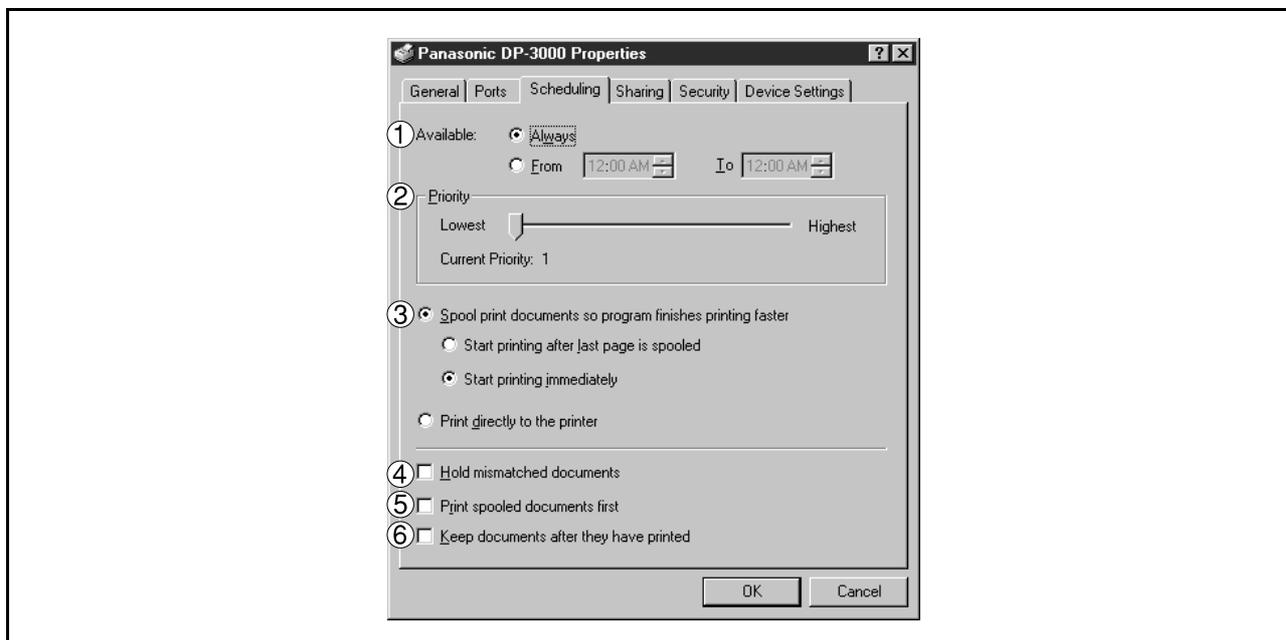
NOTE

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

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Scheduling Tab



1. Available

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

2. Priority

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

3. Spool print documents... / Print directly to the printer

Specify how documents should be sent from the application to the printer.

4. Hold mismatched documents

The spooler compares document settings against printer settings and holds printing of a document if its settings (Paper Size, Orientation, and so on) do not match the printer settings.

5. Print spooled documents first

Always prints spooled documents first regardless of printing priority.

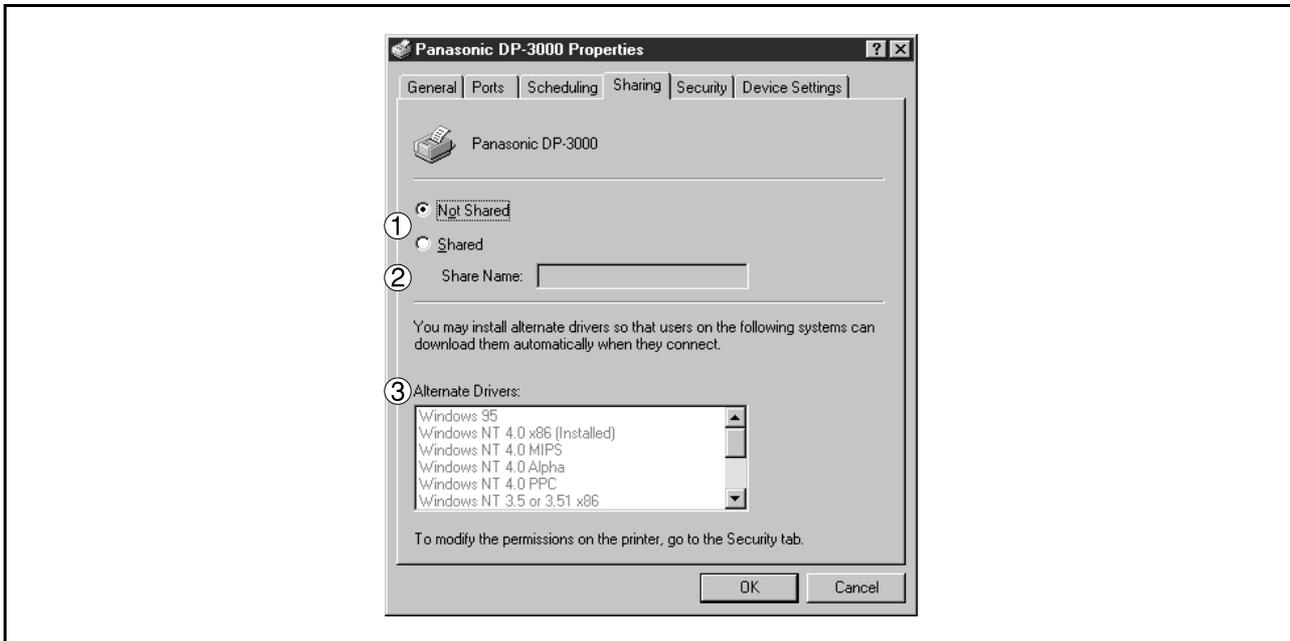
6. Keep documents after they have printed

Holds documents in the print queue even after they have been printed. These documents can be printed again directly from the queue regardless of the state the application is in.

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Sharing Tab



1. Not Shared/Shared

Select whether to display or use this printer with other computers.

2. Share Name

Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified at this time will be displayed when other users view information about the printer on the network.

3. Alternate Drivers

Specify the operating systems of other computers that might share this printer.

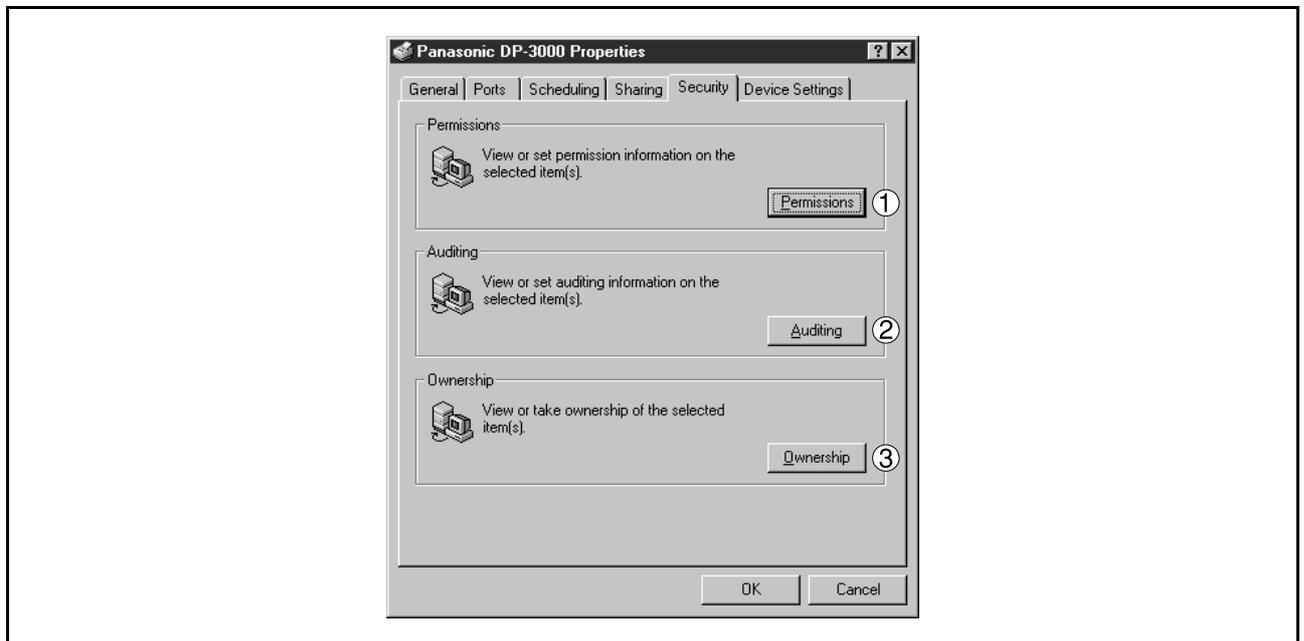
NOTE

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

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Security Tab



1. **Permissions** button
Set printer access privileges.
2. **Auditing** button
Displays the persons who used this printer and how they used.
3. **Ownership** button
Set the ownership of the printer.

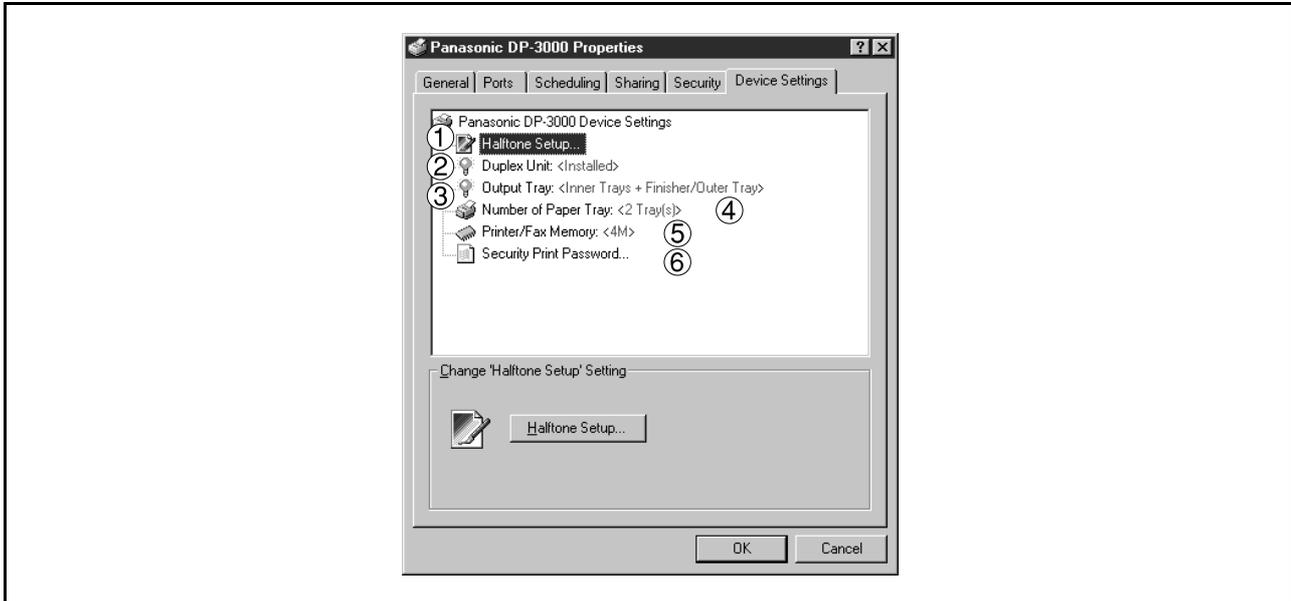
NOTE

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

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

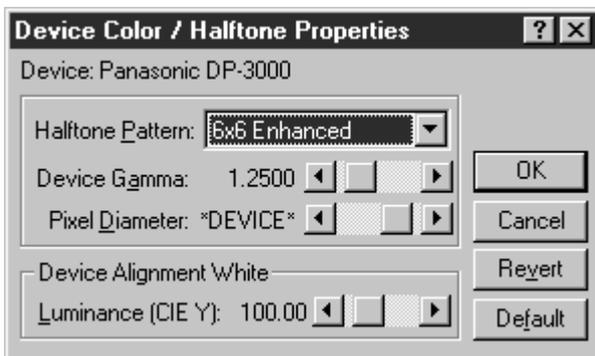
Device Settings Tab



1. Halftone Setup

Halftone Setup... button

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



• Halftone Pattern

Select the pixel size to be used for halftones.

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

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

• Device Gamma

Adjust the gamma of print images (color intensities).

• Pixel Diameter

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

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

- **Luminance (CIE Y)**

Adjust the luminosity of the print image.

2. **Duplex Unit (For DP-2000/2500)**

Check this checkbox if the Automatic Duplex Unit (DA-MD200) is installed.

Duplex printing function is enabled.

3. **Output Tray (For DP-2000/2500/3000)**

If Exit Tray (Inner) and Dual-Path Exit Guide Unit (DA-XN200/FK200) are installed, select inner option. This allows specifying Inner 1 and Inner 2 as output bins for printer output.

If 1-Bin Finisher or Exit Tray (Outer) (DA-FS200/XT200) is installed, select inner option + outer option.

This allows specifying inner 1, inner 2, and outer as output bins for printer output. Also, stapling function becomes available if inner option and outer option are enabled.

4. **Number of Paper Tray**

Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

5. **Printer/Fax Memory (For DP-1810F/2000/2500/3000)**

Select the size of the Expansion Flash Memory Card to enable the Secure Print.

6. **Secure Print Password (DP-1810F/2000/2500/3000)**

Set the password for Security Print, to enable the feature.

NOTE

1. **Device Settings** Tab specifies device-specific settings and settings of optional devices. Refer to the operation manuals of the optional devices, or on-line manuals for settings items.
2. Settings specified in this section are saved as standard (default) settings of the printer.

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

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

- 1** Select **Print** in the **File** menu of the application.
- 2** Select the printer model in the name box.
- 3** Click the button in the **Print** dialog box.
- 4** The printer properties dialog box appears. Click the desired tabs of the dialog box and specify the properties.

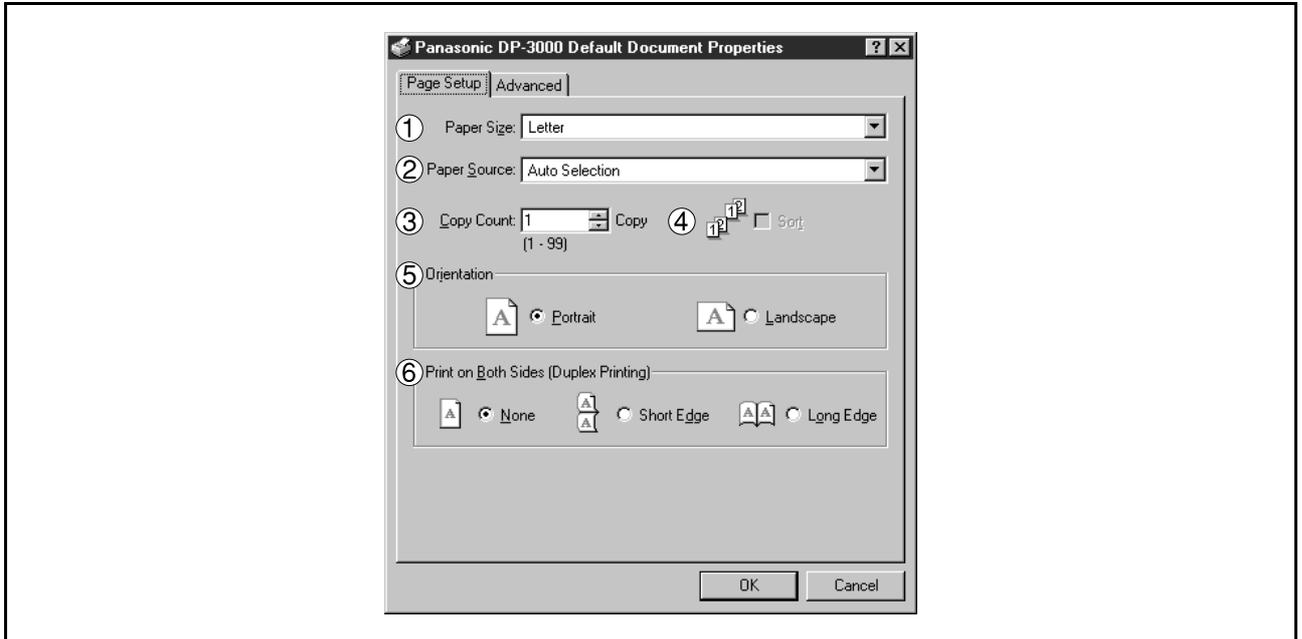
NOTE

- In Windows NT 4.0, setting properties depends on the log-in account. This section describes properties to be specified by a user, upon executing a print operation on an application. See "Configuring the Printer Driver Settings (Administrator)" for details of administrator properties. (See page 39)*

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

Page Setup Tab



1. Paper Size

Select a document size.

2. Paper Source

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

3. Copy Count

Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

4. Sort

Select whether to Stack or Sort when printing multiple copies.

5. Orientation

Select the print orientation (Portrait/Landscape).

6. Print on Both Sides (Duplex Printing) (For DP-150FX/2000/2010E/2500/3000)

Specify if duplex printing is performed. Select the binding side (None/Short Edge/Long Edge) for duplex printing.

Note 1) Duplex Printing on post card is not allowed.

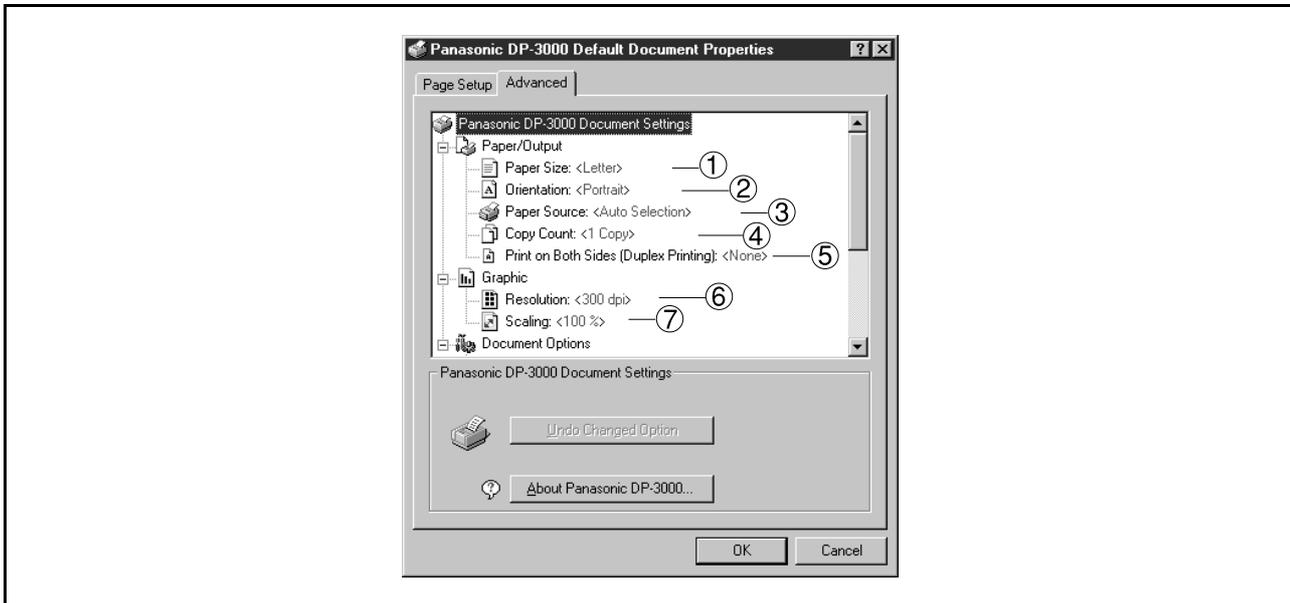
2) Duplex Printing is allowed only when the Dual-Path Exit Guide Unit, Paper Transport Unit and Automatic Duplex Unit are mounted.

3) Check [Duplex Unit] check box in **Device Options** Tab.

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

Advanced Tab



- 1. Paper Size**
Select a document size.
- 2. Orientation**
Select the print orientation (Portrait/Landscape).
- 3. Paper Source**
Specify where the paper you want to use is located in the machine. If you choose **Auto Selection**, the printer driver will automatically select an appropriate tray according to the Paper Size.
- 4. Copy Count**
Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.
- 5. Print on Both Sides (Duplex Printing) (For DP-150FX/2000/2010E/2500/3000)**
Specify if duplex printing is performed.
- 6. Resolution**
Select the printer resolution (300dpi/600dpi).
- 7. Scaling**
Specify custom zoom when printing a document by zooming in/out at a desired rate. If the zooming rate is specifiable in an application, specify "100%" (same size) here. Specify a zooming rate in the print dialog box of the application.

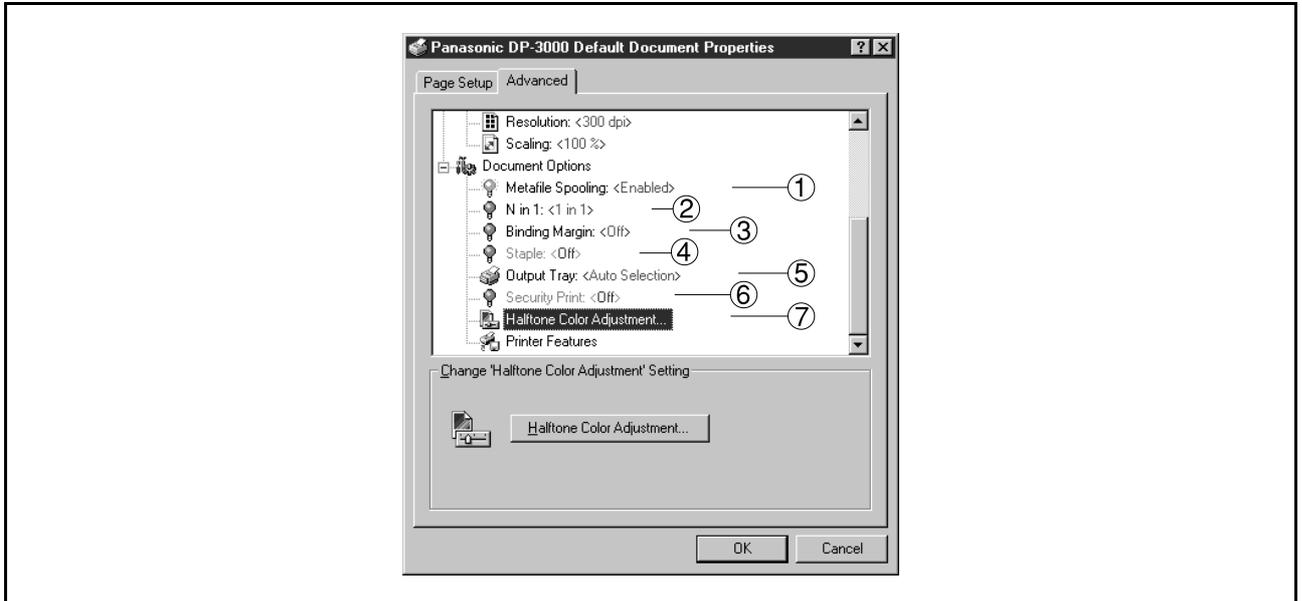
NOTE

1. Settings specified in this section are valid until an application is shut down.

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

Advanced Tab



1. Metafile Spooling

With Metafile Spooling enabled, the file is spooled in EMF format (metafile compression). With the function disabled, the file is spooled in RAW (non-compression) format. Specifying RAW format results in longer time before placing an application operational after printing on the application.

Note: Spooling by EMF format may cause the following problems on some application software.

- 1)Printing result is different from the screen display.
- 2)Printing requires excessive time.

2. N in 1

For printing two or more pages on one sheet, specify a printing method.

Layout is selected by combining with "Orientation." Each layout is displayed with an icon.

2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.

4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

3. Binding Margin (For DP-2000/2010E/2500/3000)

Select the binding margin upon duplex printing.

The width of the binding margin is specified on the main unit.

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

4. Staple (DP-2000/2500/3000)

Specifying staple printing is allowed if the output bin is set to outer.

Note 1) Staple printing is allowed only with Electronic Sorting Board (DA-ES200 : For DP-2000 only) and 1-Bin Finisher (DA-FS200) mounted.

2) Paper is stapled at the top left or at the top right. (See table below.)

Document orientation	Paper orientation	Stapling position
		Top left 
		Top right  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top right 
		Top left  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top right  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top left  Note) Stapling on Invoice/B5 sheet is not allowed.

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

5. Output Tray

Specify the output destination.

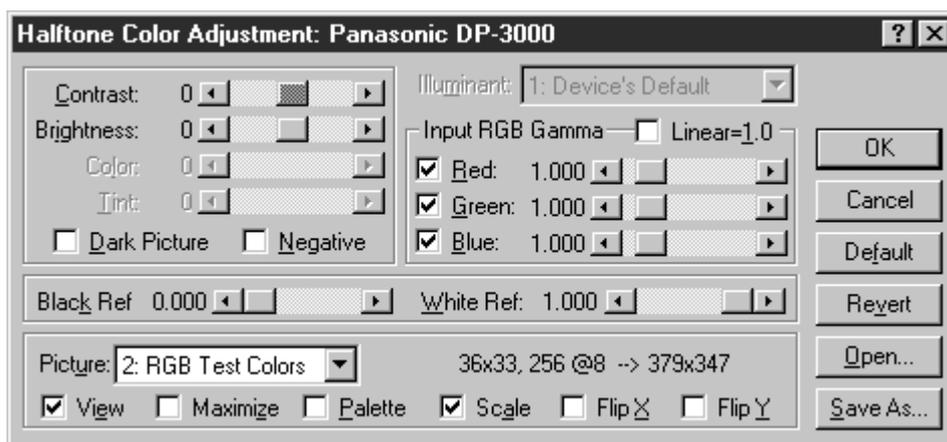
Note 1) Output Tray selection is allowed only with Dual-Path Exit Guide Unit, Paper Transport Unit, Exit Tray (Outer) or 1-Bin Finisher (DA-FK200/FK210/XT200/FS200) is installed.

2) Post cards cannot be output from the outer tray.

6. Security Print

Select to enable Security Print.

7. Halftone Color Adjustment



- **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. Settings specified in this section are valid until an application is shut down.
2. Specifying [Yes] for [Binding Margin] moves a printing area vertically or horizontally (for ensuring binding margin). For specifying margin in consideration of a double-page spread printing on application, specify [No] for [Binding Margin].

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

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

- 1** Log onto the computer/network with an account rights of Administrator.
- 2** Click the **Start** button, point to **Settings**, and then click **Printers**.
- 3** Right-click the desired printer icon in the printers folder, and select **Properties** in the pop-up menu.

The printer properties dialog box appears.



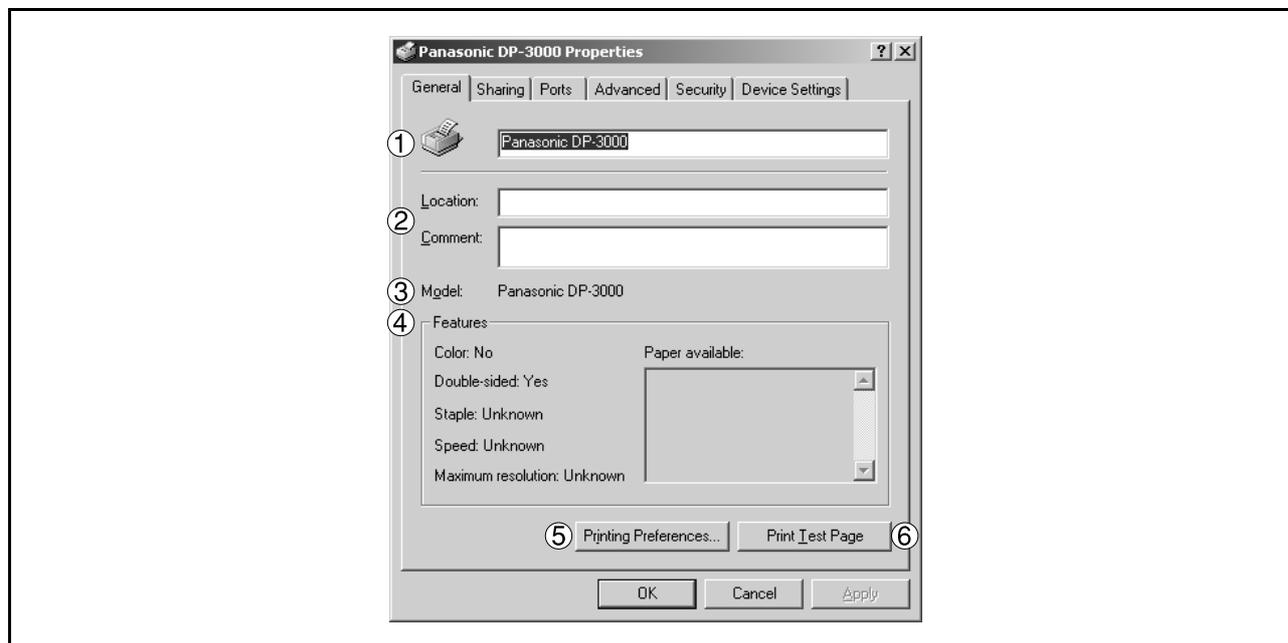
NOTE

1. In Windows 2000/XP, setting the properties depends on the log-in accounts. This section describes properties to be specified by an administrator (system manager). See "Configuring the Printer Driver Settings" for details of user properties. (See page 62)

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

General Tab



1. **Printer Name**

Name of the printer specified upon installation is displayed.

2. **Location and Comment**

Enter a comment about the location of the printer installation and information about the printer.

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

3. **Model**

Model name of the printer is displayed.

4. **Features**

Functions and settings of the printer are displayed.

5. **Printing Preferences...** button

Changes properties (print settings) specifiable for each user.

Refer to "Configuring the Printer Driver Settings" for details of settings (See page 62)

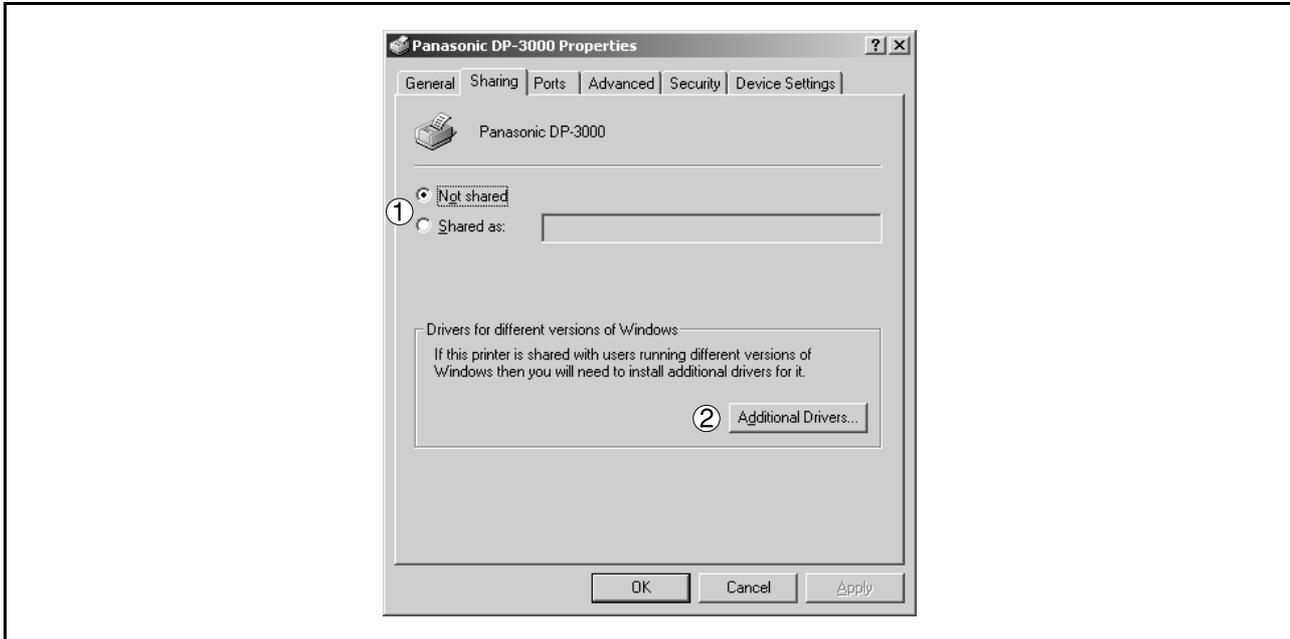
6. **Print Test Page** button

Prints a test page. This allows the user to verify if the printer is installed properly.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Sharing Tab



1. Not Shared/Shared As

Specify if this printer is displayed or used on a computer of other users.

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

2. Additional Drivers... button

Install additional printer drivers on the system.

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

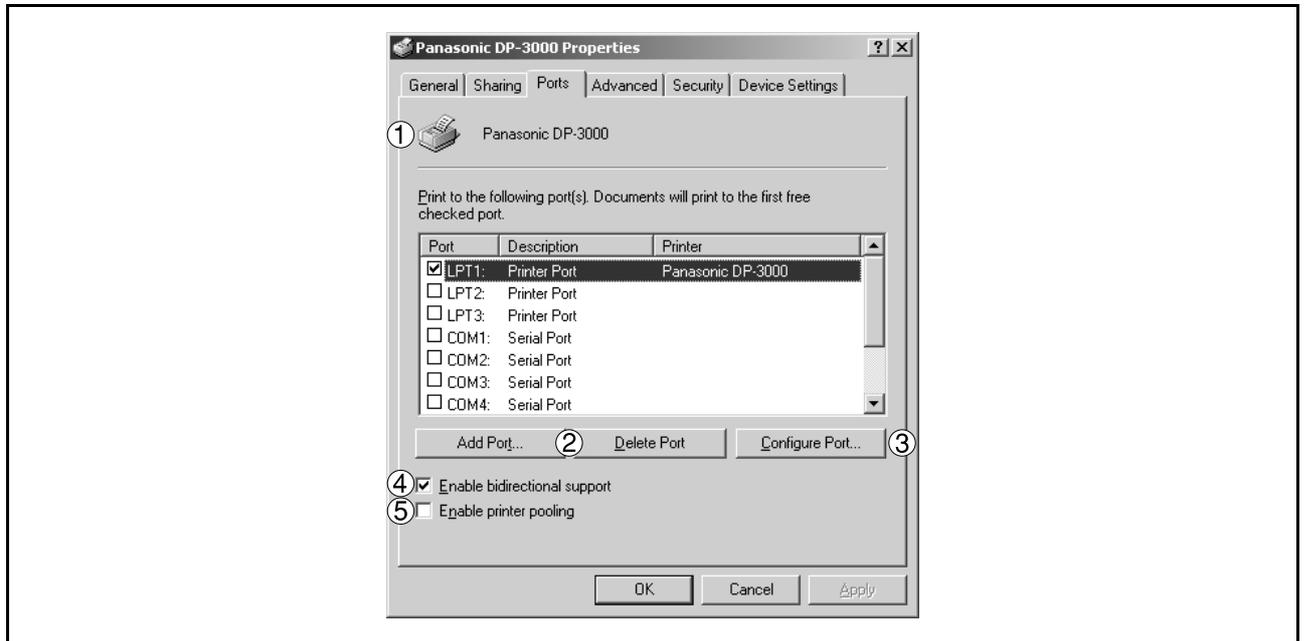
NOTE

1. If a printer is shared on a network, installing the printer driver on one print server allows other computers to copy the driver automatically for use. Accordingly, a print server is required to provide alternative printer drivers for other OS's that may use the printer.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Ports Tab



1. Print to the following port(s)

Displays a list of ports that allows printing, their status (description), and printers connected to the ports.

2. / button

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

3. button

Configure the port that is selected. On a parallel port, wait time (in seconds) for retransmission is specified.

4. Enable bidirectional support

On a printer, this setting enables reception of configuration data and status data from computer. Be sure to check this checkbox when installing status monitor (See page 123). Printing may be disabled without checking on the checkbox.

5. Enable printer pooling

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

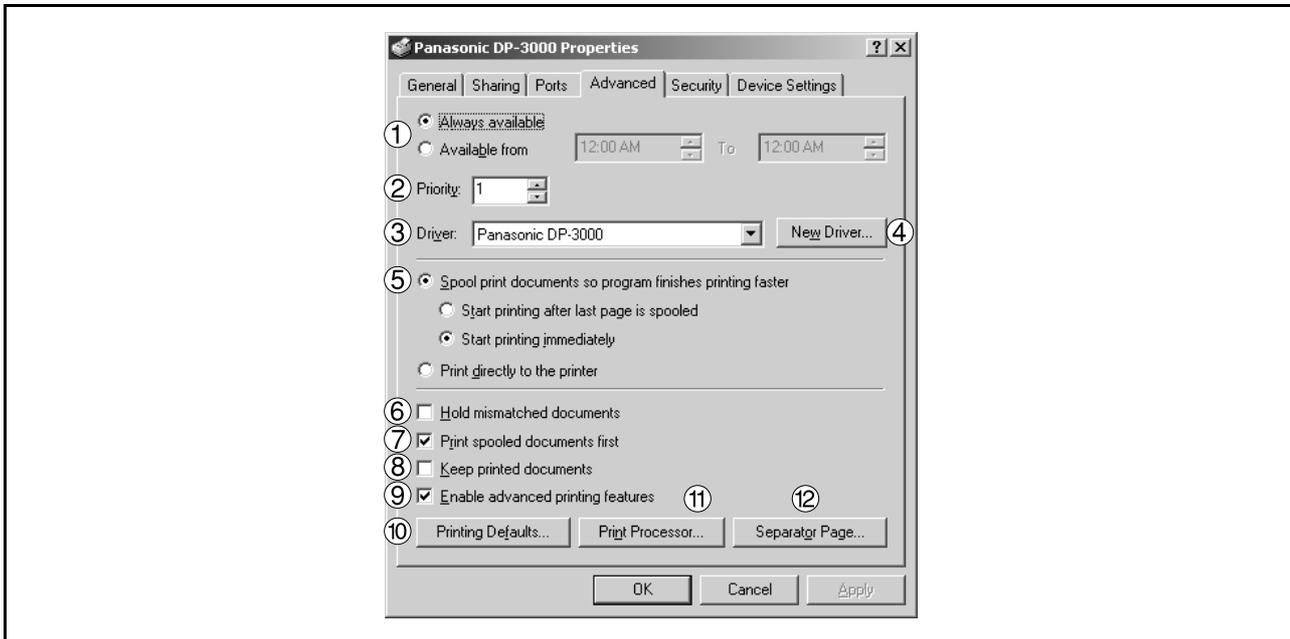
NOTE

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

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Advanced Tab



1. **Always available/Available from**

Specify the operation schedule for a printer. Selecting **Available from** allows specifying an operation time.

2. **Priority**

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

3. **Driver**

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

4. **New Driver... button**

Updates or modifies the printer driver.

5. **Spool print documents so program finishes printing faster**

Specify the method of sending a document from the program to the printer.

6. **Hold mismatched documents**

The spooler compares document settings against printer settings and holds printing of a document if its settings (Paper Size, Orientation, and so on) do not match the printer settings.

7. **Print spooled documents first**

Always prints spooled documents first regardless of printing priority.

8. **Keep printed documents**

After printing, documents are kept in the queue. The documents are allowed to be reprinted directly from the queue regardless of the status of an application.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

9. **Enable advanced printing features**

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

10. **Printing Defaults...** button

Specifies standard (default) values for the properties (print settings) specifiable for each user. If a local printer is shared, the settings here are used as printing defaults for other users.

Refer to "Configuring the Printer Driver Settings" for detailed settings. (See page 62)

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

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

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

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

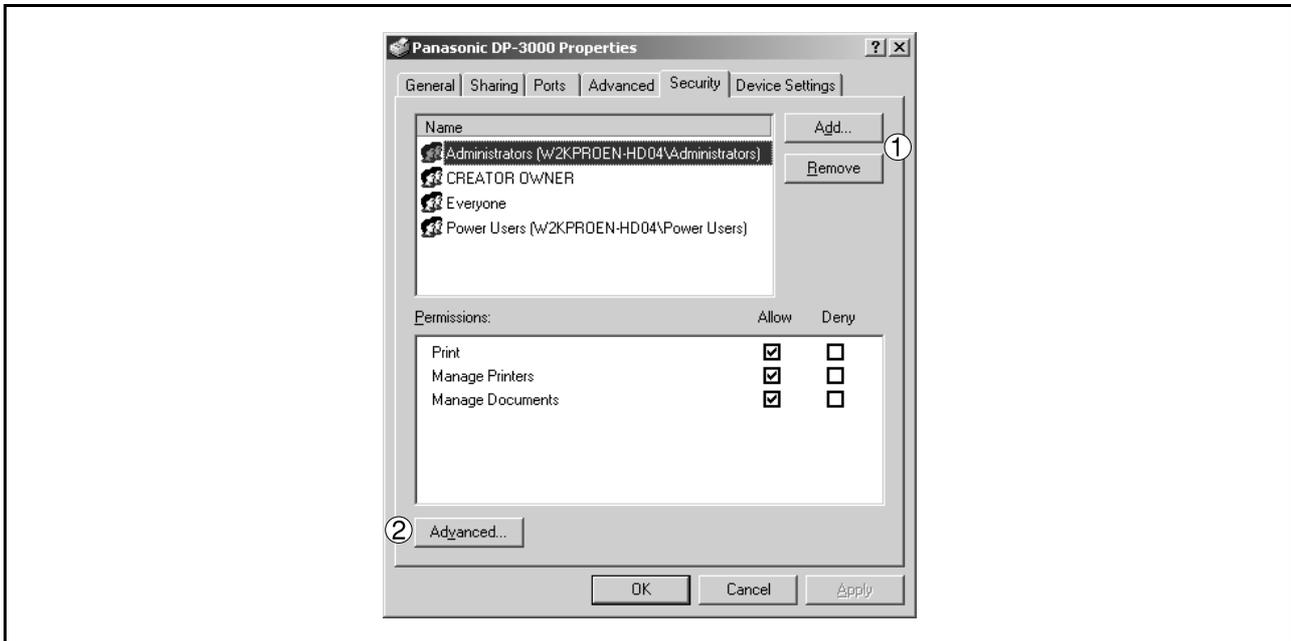
12. **Separator Page...** button

This feature is not available on your machine.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Security Tab



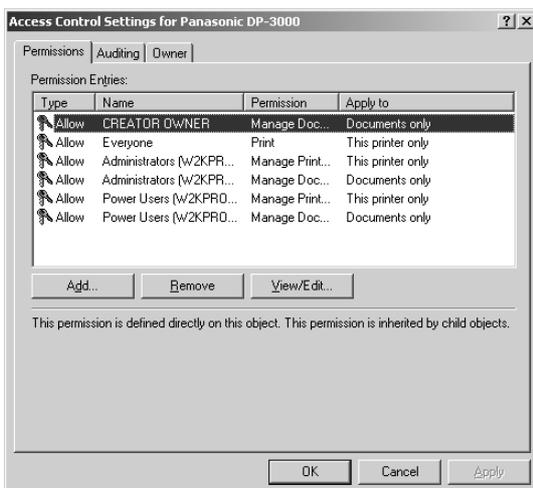
Displays a list of users and groups that are assigned access to this printer. A list of standard access permitted/prohibited for each group or user is displayed. Check the checkbox for permitting or prohibiting access. Gray checkbox indicates inheritance of access permission.

1. **Add...** / **Remove** button

Add or delete a user or group in the list.

2. **Advanced...** button

Specify access to a printer, audit, and owner.



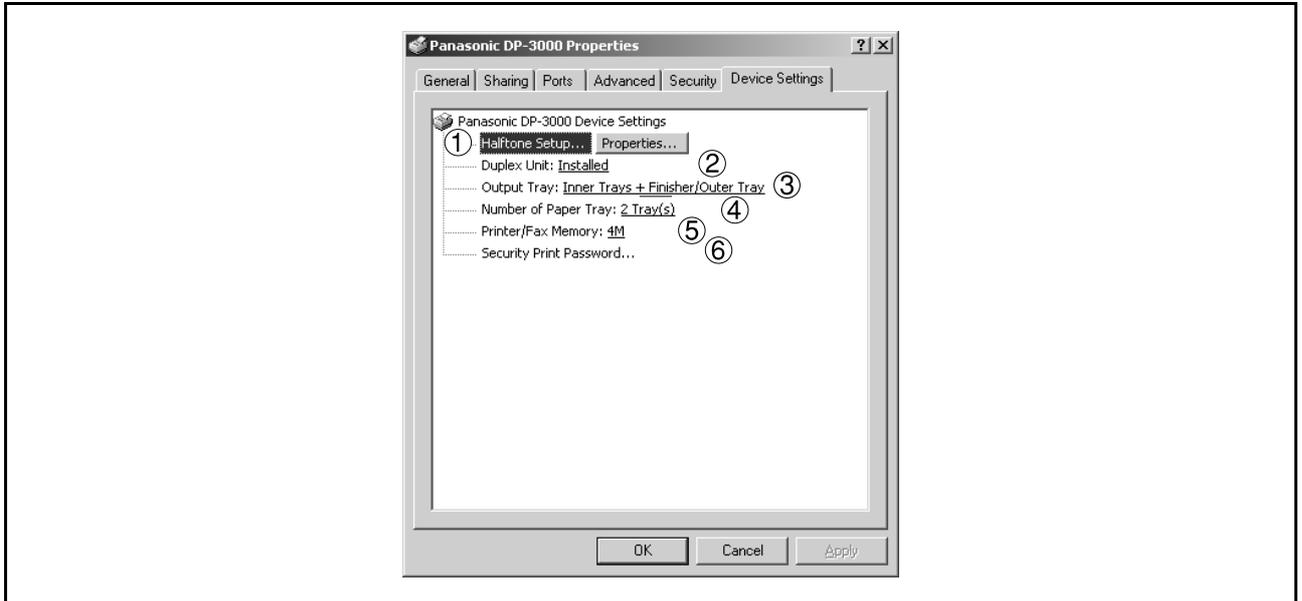
NOTE

1. Windows 2000/XP provides the capability of managing access to various objects (e.g. printers) by users.
2. Refer to manuals of Windows 2000/XP for details of access permission, audit, and owner.

Configuring the Printer Driver Settings

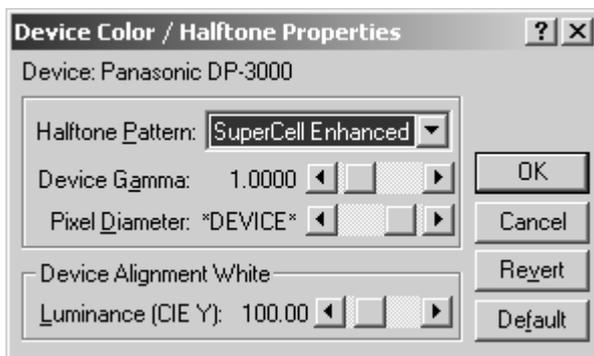
Windows 2000/XP (Administrator)

Device Settings Tab



1. **Halftone Setup...** button

Select the method of expressing device halftone (printer-specific halftone). Select the settings according to printing data and preference.



• **Halftone Pattern**

Select the pixel size to be used for halftones.

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

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

• **Device Gamma**

Adjust the gamma of print images (color intensities).

• **Pixel Diameter**

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

• **Luminance (CIE Y)**

Adjust the luminosity of the print image.

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

2. Duplex Unit (For DP-2000/2500)

Check this checkbox if the Automatic Duplex Unit (DA-MD200) is installed.
Duplex printing function is enabled.

3. Output Tray (For DP-2000/2500/3000)

If Exit Tray (Inner) and Dual-Path Exit Guide Unit (DA-XN200/FK200) are installed, select inner option.
This allows specifying Inner 1 and Inner 2 as output bins for printer output.

If 1-Bin Finisher or Exit Tray (Outer) (DA-FS200/XT200) is installed, select inner option + outer option.
This allows specifying inner 1, inner 2, and outer as output bins for printer output. Also, stapling function becomes available if inner option and outer option are enabled.

4. Number of Paper Tray

Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

5. Printer/Fax Memory (For DP-1810F/2000/2500/3000)

Select the size of the Expansion Flash Memory Card or whether a Fax Option (2MB) has been installed, to enable Security Print.

6. Security Print Password (For DP-1810F/2000/2500/3000)

Set the password for Security Print, to enable the feature.

NOTE

1. **Device Settings** Tab specifies device-specific settings and settings of optional devices. Refer to operation manuals of the optional devices, or on-line manuals for settings items.
2. Settings specified in this section are saved as standard (default) settings of the printer.

Configuring the Printer Driver Settings

Windows 2000/XP (User)

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

- 1** Select **Print** in the **File** menu of the application.
- 2** Click the button in the **Print** dialog box.
- 3** The dialog box for the printer properties appears. Click the desired tabs of the dialog box and specify the properties.

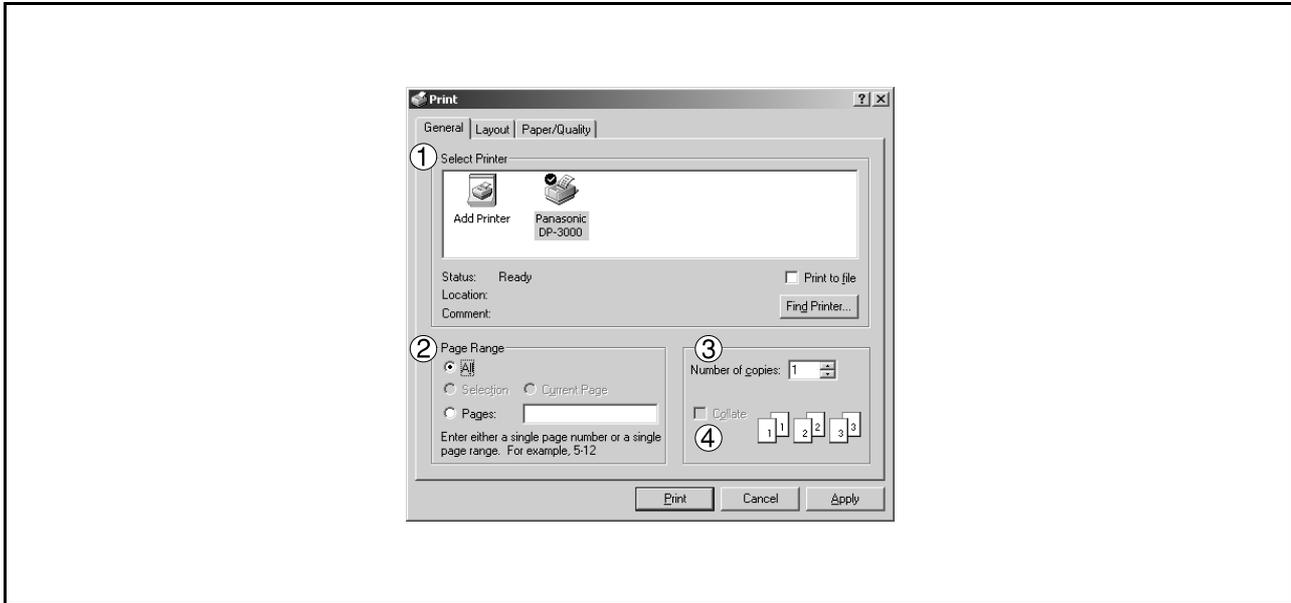
NOTE

- In Windows 2000/XP, setting the properties depends on the log-in accounts. This section describes properties to be specified by a user, upon executing a print operation on an application. See "Settings Printer Driver on Windows 2000/XP (Administrator)" for details of administrator (system manager) properties. (See page 53)*

Configuring the Printer Driver Settings

Windows 2000/XP (User)

General Tab

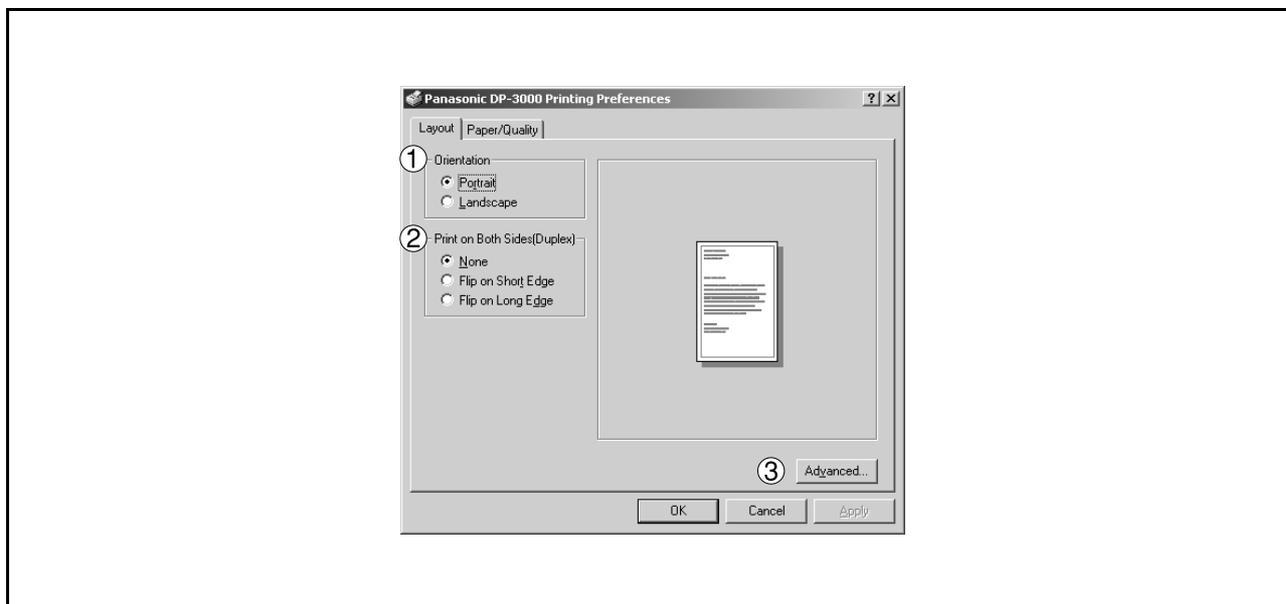


- 1. Select Printer**
Select a printer for printing.
- 2. Page Range**
Select a page range for printing.
- 3. Number of Copies (1-99)**
Specify the number of copies.
- 4. Collate**
Upon printing two or more copies, pages are output for each copy.

Configuring the Printer Driver Settings

Windows 2000/XP (User)

Layout Tab



1. Orientation

Select the print orientation (Portrait/Landscape).

2. Print on Both Sides (Duplex) (For DP-150FX/2000/2010E/2500/3000)

Select duplex printing for printing on both sides.

Select the binding side (None/Flip on Short Edge/Flip on Long Edge) for duplex printing.

Note 1) Duplex Printing on post card is not allowed.

2) Duplex Printing is allowed only when the Dual-Path Exit Guide Unit, Paper Transport Unit and Automatic Duplex Unit are mounted.

3) Check [Duplex Unit] check box in **Device Options** Tab.

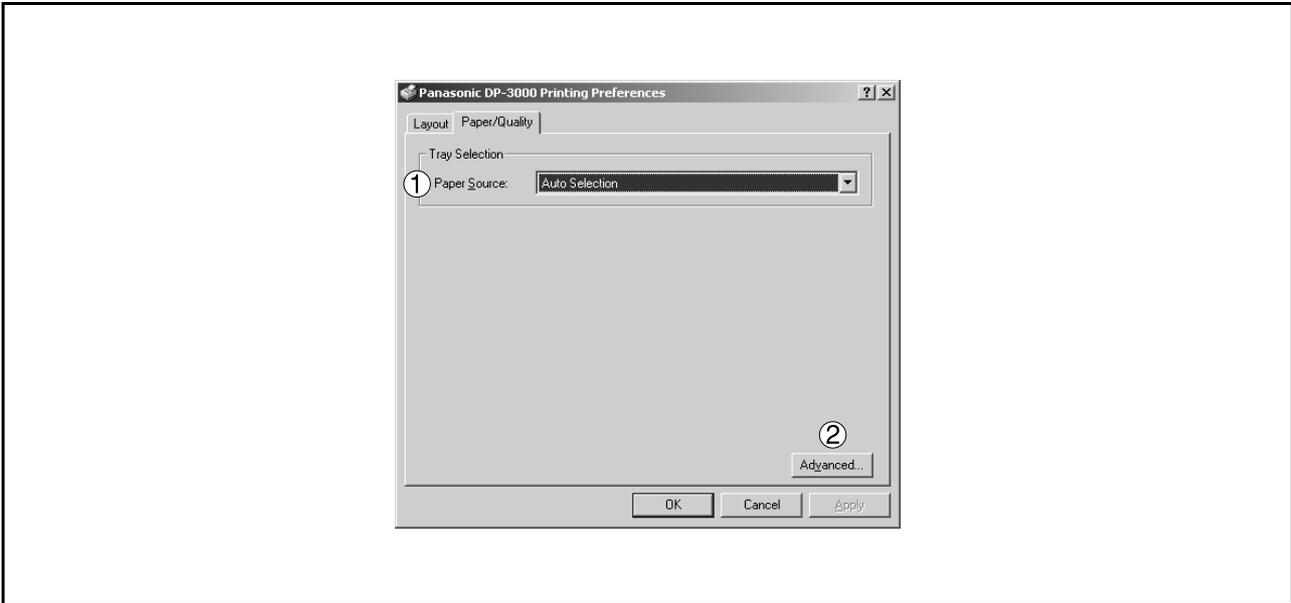
3. **Advanced...** button

Specify detailed settings. Refer to **Advanced** (See page 66) for details.

Configuring the Printer Driver Settings

Windows 2000/XP (User)

Paper/Quality Tab



1. Paper Source

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

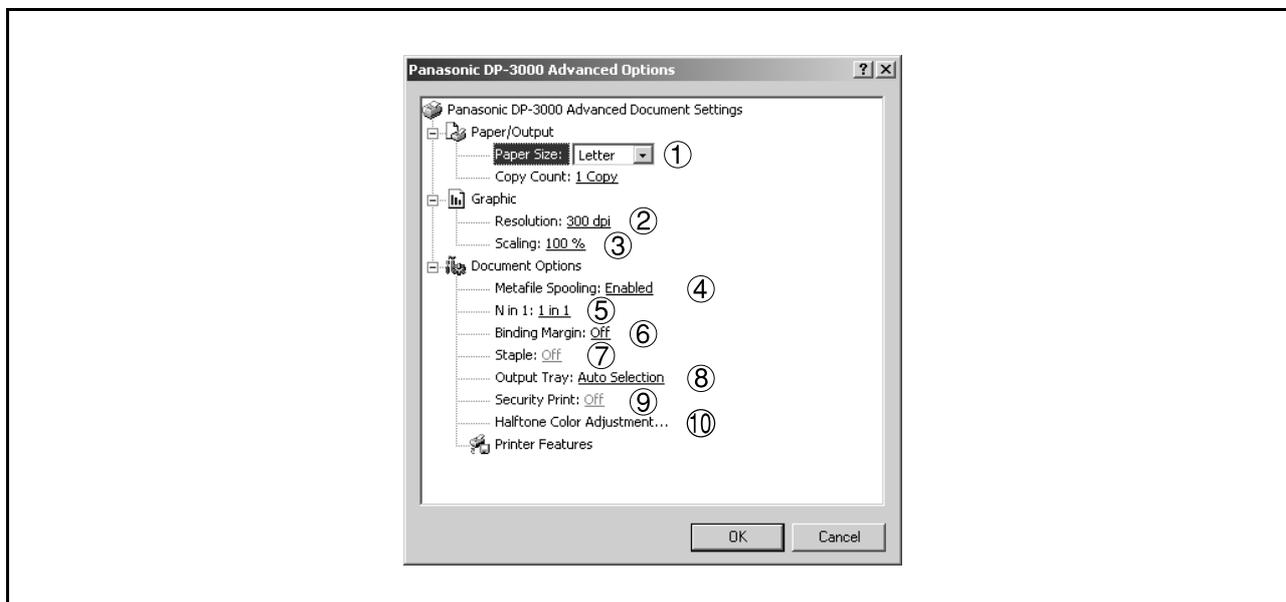
2. button

Specify detailed settings. Refer to **Advanced** (See page 66) for details.

Configuring the Printer Driver Settings

Windows 2000/XP (User)

Advanced



1. Paper Size

Select a document size.

2. Resolution

Select the printer resolution (300dpi/600dpi).

3. Scaling

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

4. Metafile Spooling

With Metafile Spooling enabled, the file is spooled in EMF format (metafile compression). With the function disabled, the file is spooled in RAW (non-compression) format. Specifying RAW format results in longer time before placing an application operational after printing on the application.

Note: Spooling by EMF format may cause the following problems on some application software.

- 1) Printing result is different from the screen display.
- 2) Printing requires excessive time.

5. N in 1

For printing two or more pages on one sheet, specify a printing method.

Layout is selected by combining with "Orientation." Each layout is displayed with an icon.

2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.

4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

6. Binding Margin (For DP-2000/2010E/2500/3000)

Select for ensuring the binding margin upon duplex printing.

Specifying On for Binding moves a printing area vertically or horizontally (for ensuring binding margin). For specifying a margin in consideration of a double-page spread printing on application, specify Off for Binding.

Width of binding margin is specified on the main unit.

Configuring the Printer Driver Settings

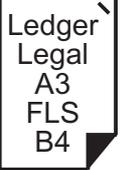
Windows 2000/XP (User)

7. Staple (For DP-2000/2500/3000)

Specifying staple printing is allowed if the output bin is set to outer.

Note 1) Staple printing is allowed only with Electronic Sorting Board (DA-ES200 : For DP-2000 only) and 1-Bin Finisher (DA-FS200) mounted.

2) Paper is stapled at the top left or at the top right. (See table below.)

Document orientation	Paper orientation	Stapling position
		Top left 
		Top right  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top right 
		Top left  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top right  Note) Stapling on Invoice/B5 sheet is not allowed.
		Top left  Note) Stapling on Invoice/B5 sheet is not allowed.

Configuring the Printer Driver Settings

Windows 2000/XP (User)

8. Output Tray (For DP-2000/2500/3000)

Specify the output destination. <Auto Selection, Outer, Inner 1, or Inner 2>

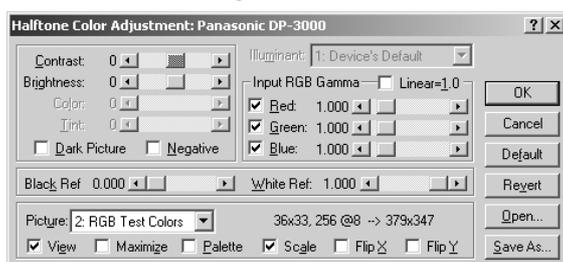
Note 1) Output Tray selection is allowed only with Dual-Path Exit Guide Unit, Paper Transport Unit, Exit Tray (Outer) or 1-Bin Finisher (DA-FK200/FK210/XT200/FS200) is installed.

2) Post cards cannot be output from the outer tray.

9. Security Print

Select to enable Security Print.

10. Halftone Color Adjustment



• 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.

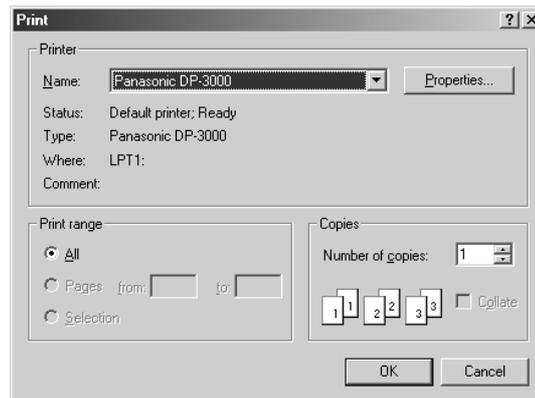
Selecting the View check box will display halftone adjustment results in the test pattern.

Print Operation

Printing from Windows Applications

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

To print from most Windows applications, use the **Print...** command on the **File** menu. Selecting the **Print...** command typically displays the following Print dialog box:



After selecting the print range to be printed and the number of copies, click on to start printing.

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

You may double-click on the printer indicator on 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 dropdown menu by right-clicking it. Then the check mark is displayed.

Print Operation

Printing on Network

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

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

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

Printer server (PC connected to a printer)

- 1** Install the printer driver on a computer to be connected to the machine.
- 2** Click the **Start** button, point to **Settings**, and then click **Printers**.
- 3** Right-click on the desired printer icon and select **[Sharing...]** in the dropdown menu.
- 4** Select **Shared As** in the properties dialog box.
- 5** Click on the button.

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

NOTE

1. Refer to the manual of the network cards and Windows users guide for connection among computers.
2. On Windows 95/98/Me, a computer connected to a printer must have been set up to allow printer sharing by the following operations:
 - 1) Double-click on the **Network** applet in the control panel folder, and then click on the button in the **Network Configuration** tab.
 - 2) Check **[I want to be able to allow others to print to my printer(s).]** in the File and Print Sharing dialog box.

Printing on Network

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

- 1** Click the **Start** button, point to **Settings**, and then click **Printers**.
- 2** Double-click **Add Printer** in the printers folder.
Add Printer Wizard appears.
Click on the button.
- 3** Select **Network Printer**.
Click on the button.
- 4** Specify the other computer's printer by entering the network path.

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

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

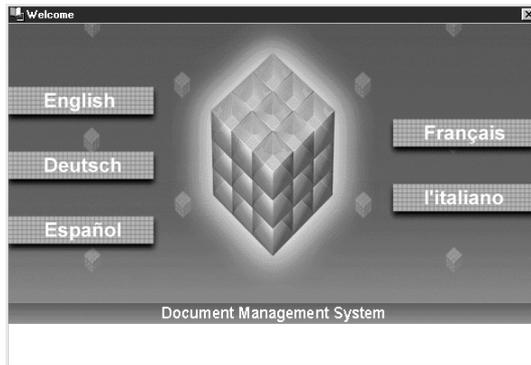
Installing the Document Management System

Windows 95/98/Me/NT/2000/XP

1

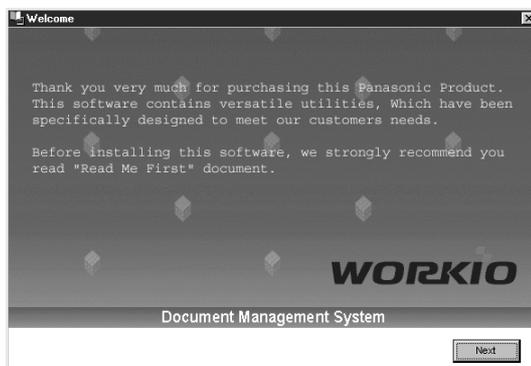
Insert the Panasonic Document Management System CD-ROM.

2



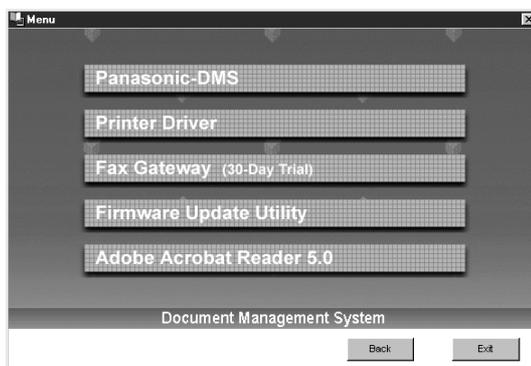
Select the language.

3



Click on the button.

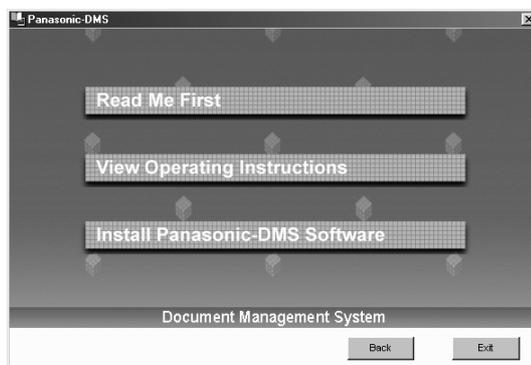
4



Click **Panasonic-DMS**.

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

5

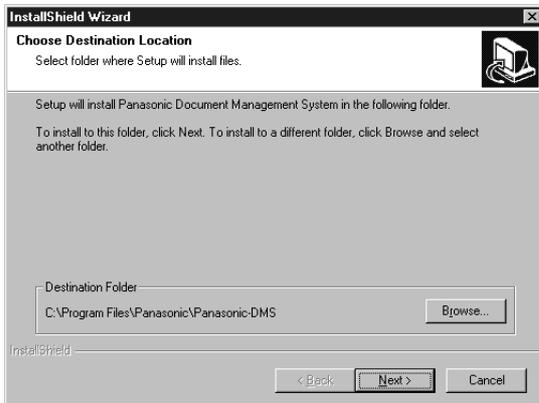


Click **Install Panasonic-DMS Software**.

Installing the Document Management System

Windows 95/98/Me/NT/2000/XP

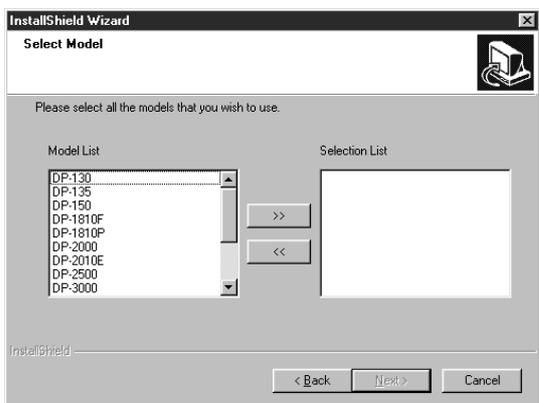
6



Verify the installation destination and click the

button.

7

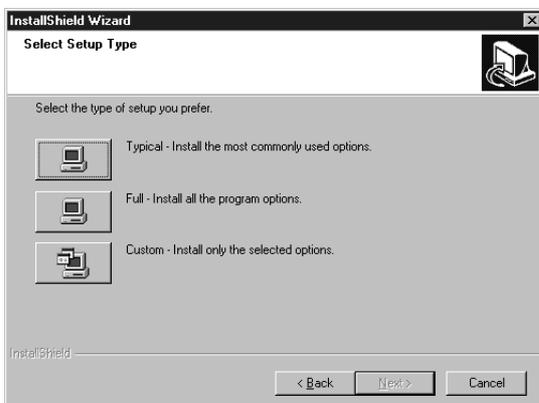


Select your machine's model(s) and click the

(Add) button.

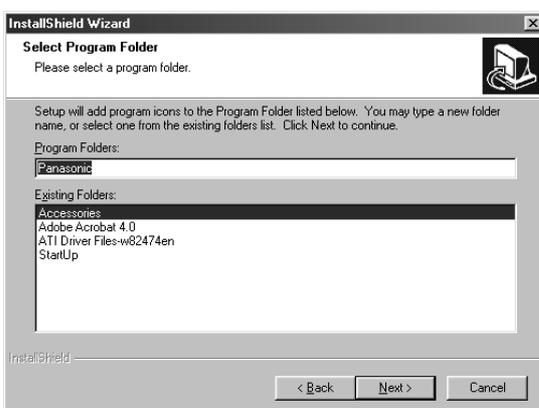
Then, click the button.

8



Click the **Typical** button.

9



Enter the program folder name and click the

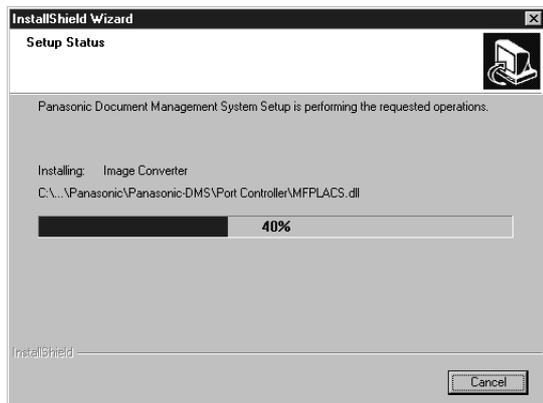
button.

Continued on the next page...

Installing the Document Management System

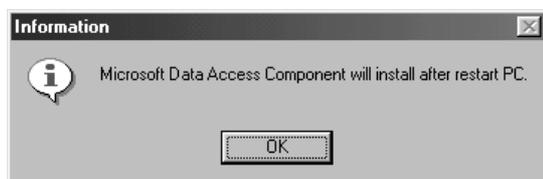
Windows 95/98/Me/NT/2000/XP

10



The required files are copied.

11



<For DP-1810F on Windows 95/98/NT only>

Click on the  button.

12



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

Click the  button to restart your computer.

Installing the Document Management System

Windows 95/98/Me/NT/2000/XP

13



<Windows 95/98/NT only>

Check [**Yes, I accept....**] and

Click on the **Next** button.

Note: After rebooting your PC, the Microsoft Data Access Components is also automatically installed. Log on to the PC with an account rights of Administrator when installing on Windows NT 4.0.



Click on the **Next** button.



Click on the **Finish** button.

The Panasonic Document Management System folder is added to the Start menu, and the installation is completed.

Installing the Document Management System

Windows 95/98/Me/NT/2000/XP

NOTE

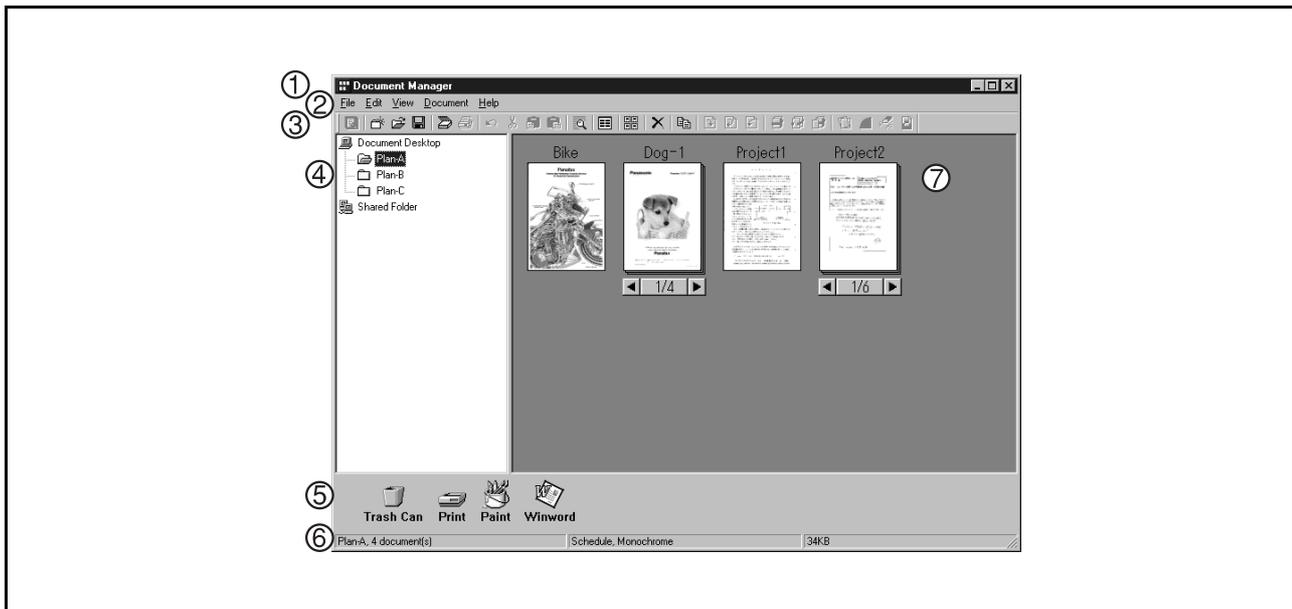
1. When installing on Windows NT 4.0, log onto the computer with an account rights of Administrator.
2. The Typical installation method installs all of the following drivers and applications. Selecting the Custom installation allows the selected installation of scanner and MFP utilities individually.
 - Scanner
Document Scanner (TWAIN scanner driver) (See page 94)
 - Document Manager and Viewer
Document Manager (Image management application) (See page 77)
Document Viewer (Image editing application) (See page 100)
 - PC Faxing
Panafax Desktop (See page 147)
 - MFP Utilities
Status Monitor (Device status monitor) (See page 123)
Configuration Editor (See page 128)
Phone Book Editor (See page 136)
COM Port Redirector
Operating Instructions
3. By installing this software, the system selects LPT1 as the parallel port to be connected to the device. For connecting the device to a port other than LPT1, change connection ports by selecting [Panasonic], [Panasonic Document Management System], and [Port Selection Utility] from the Start menu.
4. Before updating the software, be sure to remove the older version of software.
5. Take the following steps to install the software on Windows 2000/XP:
 - 1) For installation, log onto the computer with an account rights of Administrator.
 - 2) Restart Windows after completion of installation.
 - 3) After restart, log on again with an account rights of Administrator to complete the Windows system update.

Document Manager

Main Window

Document Manager is an application for managing documents (image files). By utilizing the Document Manager and Document Viewer (See page 100) in combination, a number of documents (image files) can be classified, managed, browsed, and edited.

Selecting **Panasonic** → **Panasonic Document Management System** → **Document Manager** in **Programs** of the **Start** menu displays the main window of the Document Manager.



1. Title Bar

Displays the title of a screen.

2. Menu Bar

Displays the menu of the Document Manager.

3. Tool Bar

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

4. Folder Window

Displays the folders containing the documents in tree form.

5. Link Icon

Dropping a dragged document onto a link icon, an application corresponding to the function of the icon is activated.

6. Status Bar

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

Document Manager

Main Window

7. Document Window

Displays a list of documents in the selected folder.

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

- Image data files

A thumbnail image of the document is displayed.

- Application data files

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

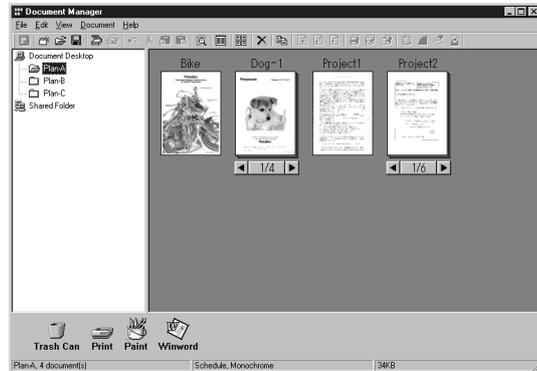
Clicking on the < and > buttons turns the page on a multi-page document.

Basic Operations

The Document Manager allows editing and managing documents displayed in thumbnail images by dragging and dropping. The function enables various operations as described below:

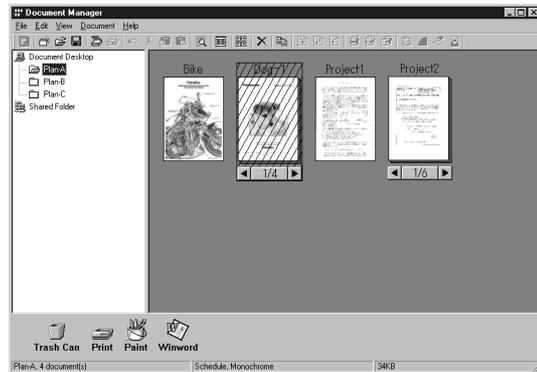
- **Selecting Documents**

Clicking thumbnail images in the document window allows selection of documents. Dragging a mouse cursor on the screen or clicking with the Shift key held down allows selecting two or more documents at one time.



- **Editing Documents**

Double-clicking thumbnail images in document window activates Document Viewer (See page 100), allowing opening and editing documents.



- **Creating Documents**

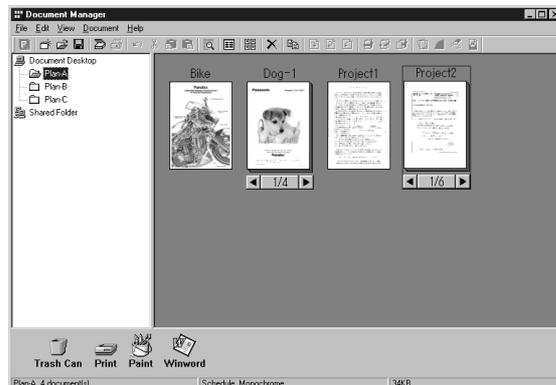
Drag and dropping any application file into Document Manager creates a new document. A thumbnail image file is created and the application icon is displayed.

Document Manager

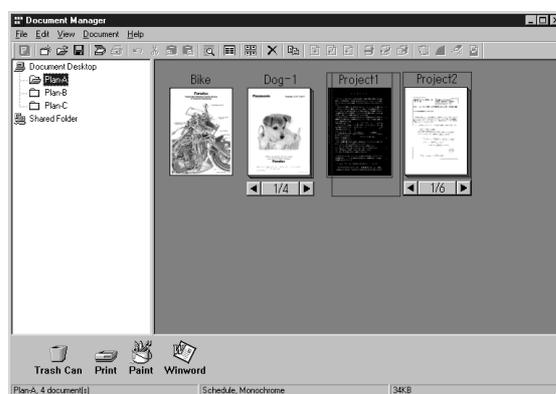
Basic Operations

- **Copying/Moving Documents**

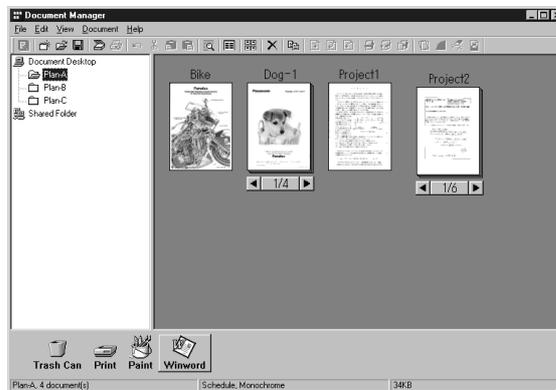
Dragging a thumbnail image in document window and dropping it onto a folder in the folder window allows moving the document to the folder. Dragging & dropping with the Ctrl key held down copies a document.



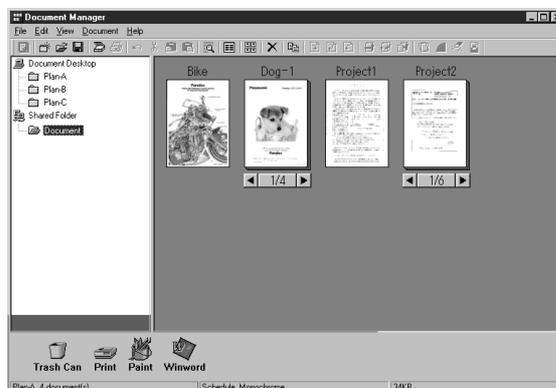
Dragging a document and dropping it onto another document in a document folder results in grouping the two documents together.



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



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



Setting Plug-in

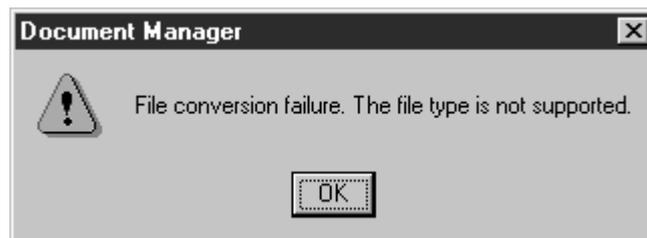
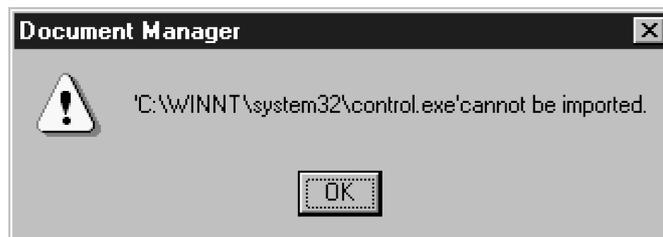
• Import document (from scanner)

Selecting **Acquire Image...** in the **File** menu displays a window for the Document Scanner (See page 83). The operation imports a document read on the scanner into a folder.

• Import document (from file)

Selecting **Open** in the **File** menu displays a dialog box for selecting files. The dialog box allows importing image files saved in a computer as documents onto a folder.

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



Dragging and dropping a selected document onto a link icon at the bottom of the window activates an application specified for the link icon, and opens the image file.

The link icons can be Added/Removed freely by selecting **Launch to Another Application** → **External Application Setup** in the **File** menu.

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

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

NOTE

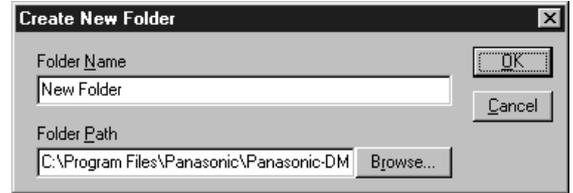
1. Document Viewer provides a function to add various graphics and texts to an image. The graphics and texts added to an image are called "Annotation." See "Annotation Menu" (See page 113) for details of annotation.

Document Manager

File Menu

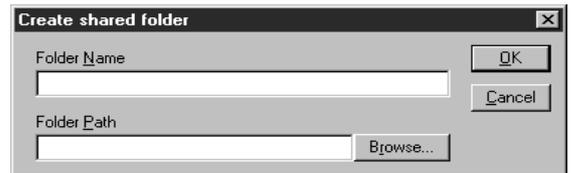
- **New Folder**

Create a new folder under a folder that is currently selected. Path of a folder to be created can be specified as required.



- **Shared Folder**

Create a new shared folder. Documents in “shared folder” can be shared through a network from different computers.

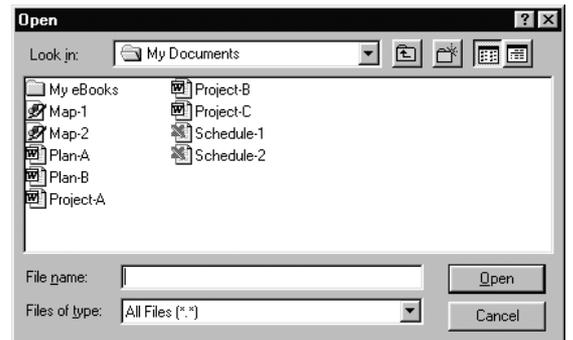


- **Released Shared Folder**

Released a shared folder. Documents in “shared folder” will be released from a network.

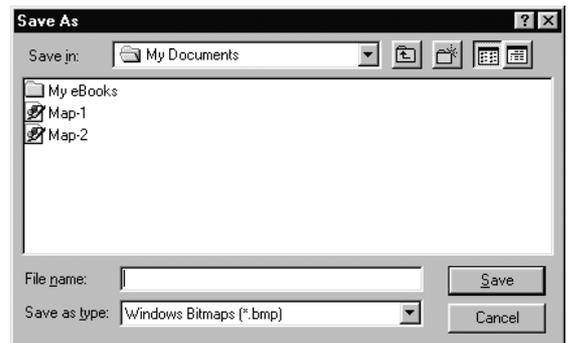
- **Open**

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



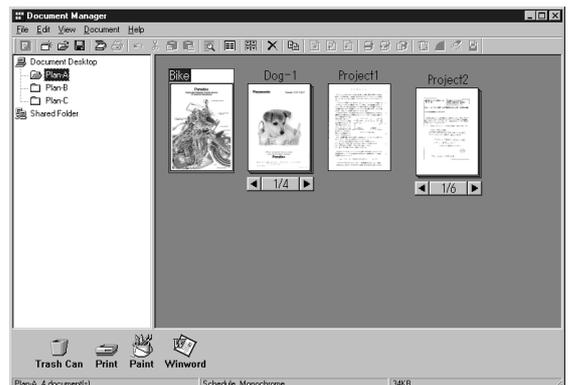
- **Save As**

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



- **Rename**

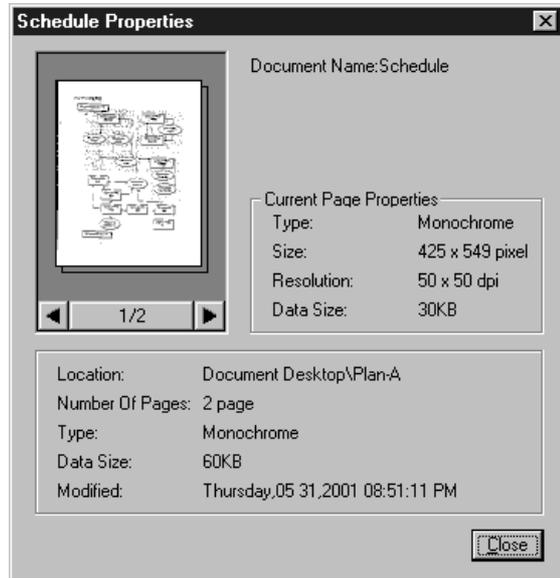
Change the name of a document.



File Menu

- **Properties**

Display the file properties.

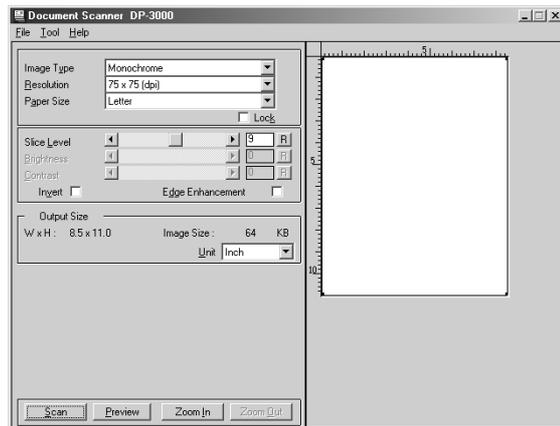


- **Backup**

Backs up the documents stored in the selected folder.

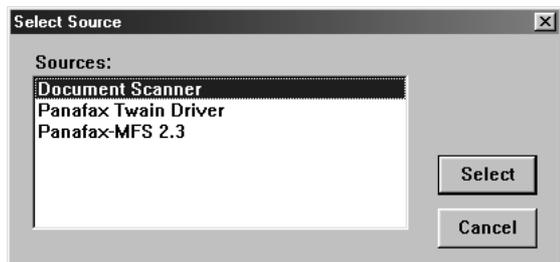
- **Acquire Image...**

Using a scanner, etc. selected in **Select Source**, import a document to a folder that is currently selected.



- **Select Source**

Select a TWAIN-compatible device for scanning documents.



NOTE

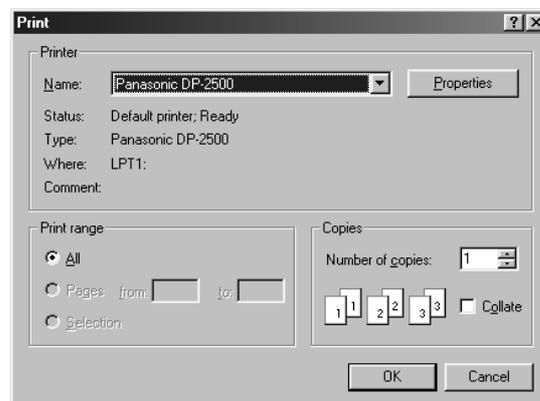
1. See "Document Scanner" (See page 94) for operation of scanner.

Document Manager

File Menu

- **Print**

Print a document selected in the document window.



- **Print Setup**

Specify layout and printing size for a document to be printed.

1. **Horizontal Position and Vertical Position**

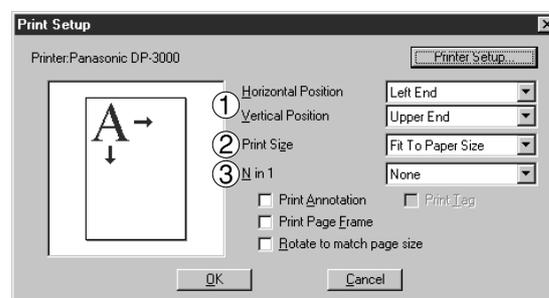
Adjust the printing position on a sheet.

2. **Print Size**

Select printing in original size or printing in accordance with the sheet size.

3. **N in 1**

Select for printing reduced pages on one sheet.



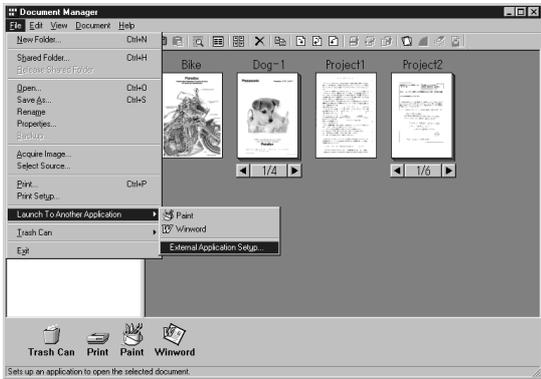
NOTE

1. **Print Setup** specifies printing or not printing annotations edited in the Document Viewer. See "Annotation Menu" (See page 113) for details of annotation.

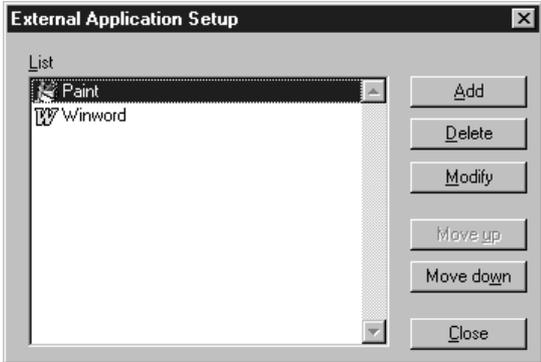
File Menu

• Launch to another application

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

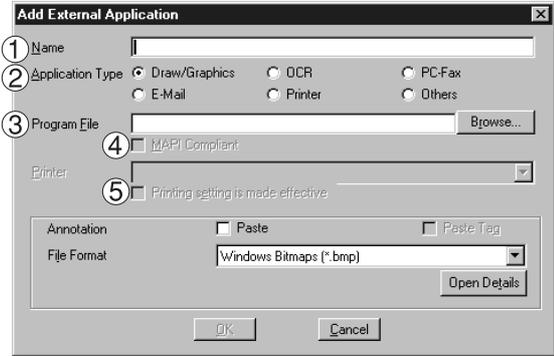


Selecting External Application Setup displays a dialog box for adding/changing/deleting the application.



Clicking the Add button displays a dialog box to Add External Application.

- 1. Name
2. Application Type
3. Program File
4. MAPI Correspondence
5. Parameter



NOTE

1. See "Setting Plug-in" (See page 81) for specifying an external application.

Document Manager

File Menu

- **Trash Can**

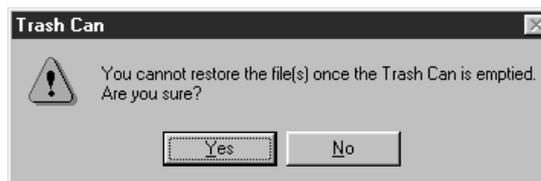
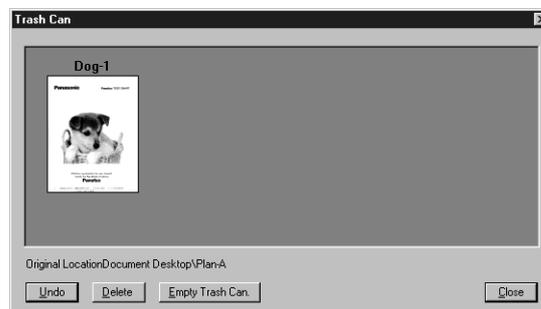
- **Open Trash Can**

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

Click the button to delete the selected document.

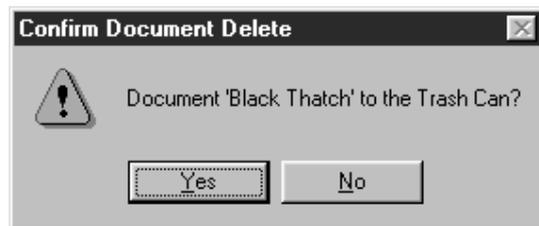
- **Empty Trash Can**

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

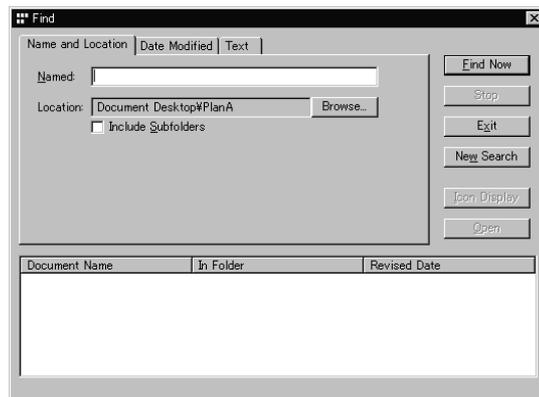


Edit Menu

- **Undo**
Undo the last editing operation done.
- **Cut**
Delete a selected document from a folder and copy it to the clipboard.
- **Copy**
Copy a selected document onto the clipboard.
- **Paste**
Paste a document from the clipboard onto a selected folder.
- **Delete**
Delete a selected document from a folder to the Trash Can.
A confirmation message for deletion appears.



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



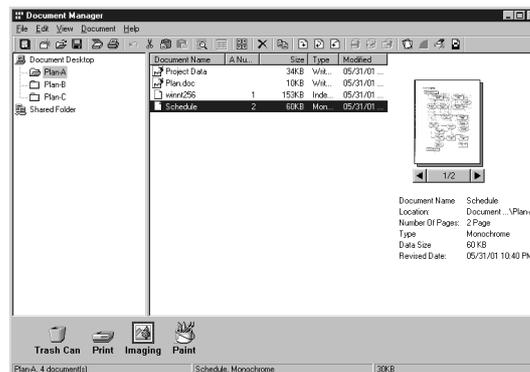
NOTE

1. See "Annotation Menu" (See page 113) for details of annotation.

Document Manager

View Menu

- **Tool Bar**
Switch between displaying/hiding the tool bar.
- **Status Bar**
Switch between displaying/hiding the status bar.
- **List Format/Thumbnail Format**
Switch between list display and thumbnail display in the document window.

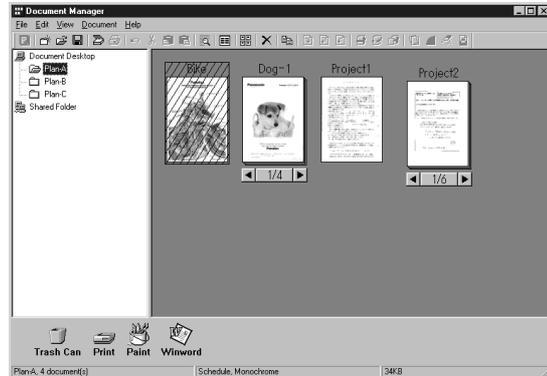


- **Arrange Folders**
Sort the document folders by name or date.
- **Arrange Document**
Sort the documents in the current folder in the specified order (Name, Type, Size or Date).
- **Line Up Documents**
Line up the documents in the document window.
- **Refresh**
Refreshes the contents of the Document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

Document Menu

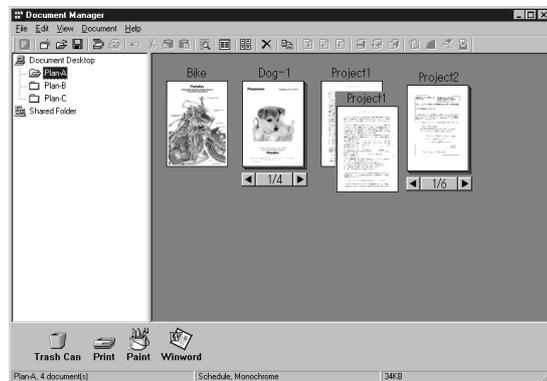
- **Open**

Open a selected document. Activates the Document Viewer (See page 77) and opens a document for editing.



- **Duplicate**

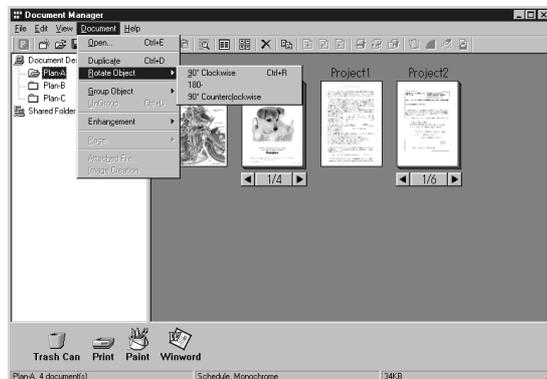
Makes a copy of the selected document in a folder.



- **Rotate**

Rotate the selected document.

- Rotate Right
- Rotate 180 Degrees
- Rotate Left



- **Group**

Makes a group of two or more selected documents. The grouped documents are indicated by page number and ◀ and ▶ buttons at the bottom of a thumbnail image.

- **Every Document**

The selected documents are grouped.

- **Every Page Alternately**

Groups pages alternately.

- **Every page reverse alternately**

Groups pages alternately by reversing the pages.



Document Manager

Document Menu

- **Ungroup**

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



- **Enhancement**

Apply the following correction to a selected document:

- **Correct Skew**

Detect any inclination of a document and automatically correct it.

- **Enhance Edge**

Enhance edge (border) of image.

- **Eliminate Noise**

Remove noise on a document.

- **Reverse Gradation**

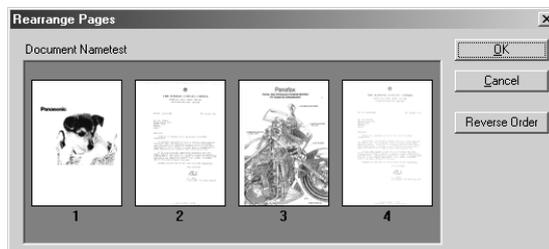
Display image in reverse.

- **Page**

Select pages to be displayed in thumbnail among grouped documents.



Selecting **Rearrange Page** displays the page sorter dialog box. The order of the pages are changed by selecting, dragging and dropping the pages. Click the **Reverse Order** button to reverse the page order.



- **Attachment File**

Open a dialog box to launch the application associated with the selected attachment.

- **File Conversion**

Create image of the selected attachment.

Image Converter

General Description

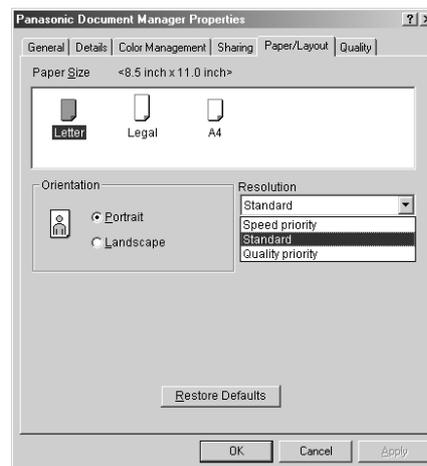
Once Panasonic-DMS has been installed, the Panasonic Document Manager (Image Converter) is automatically installed in the Printers folder too. This driver is for rasterizing application files such as Word or Excel for placing them in the Document Manager. To change the default properties, follow the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

Windows 95/98/Me

1. Click the **Start** button, point to **Settings** and then click **Printers**.
2. Right-click on **Panasonic Document Manager** and select **Properties** from the dropdown menu. The Properties dialog box appears.

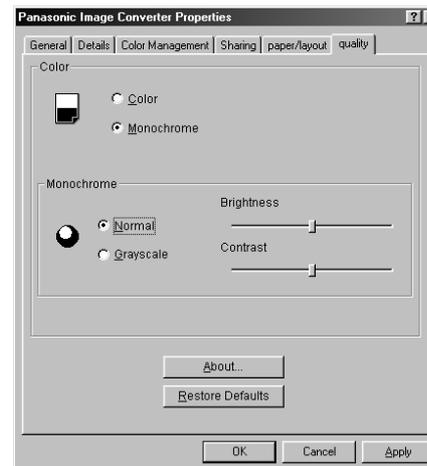
• Paper/Layout tab

- **Paper Size**
Sets the document paper size.
- **Orientation**
Sets the document orientation.
- **Resolution**
Sets the document resolution.



• Quality tab

- **Color**
Sets the color document conversion to color or monochrome.
- **Monochrome**
Select Normal (Black and White) or Grayscale (Photo) when converting to monochrome. Also sets the brightness and contrast.



3. Click on the  button to save the settings and close the Properties dialog box.

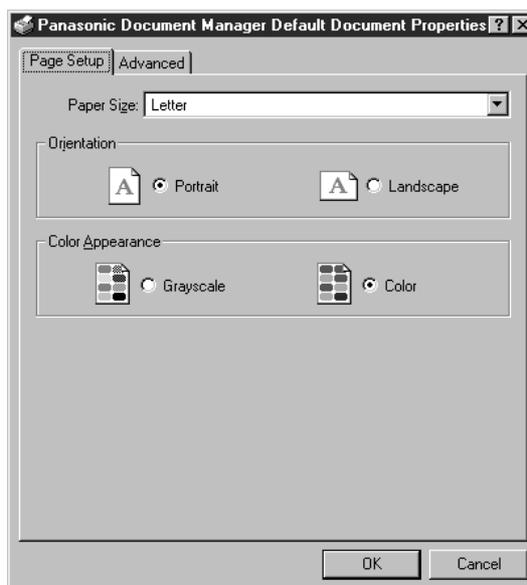
Image Converter

Windows NT 4.0

1. Click the **Start** button, point to **Settings** and then click **Printers**.
2. Right-click on **Panasonic Document Manager** and select **Document Defaults** from the dropdown menu. The Document Properties dialog box appears.

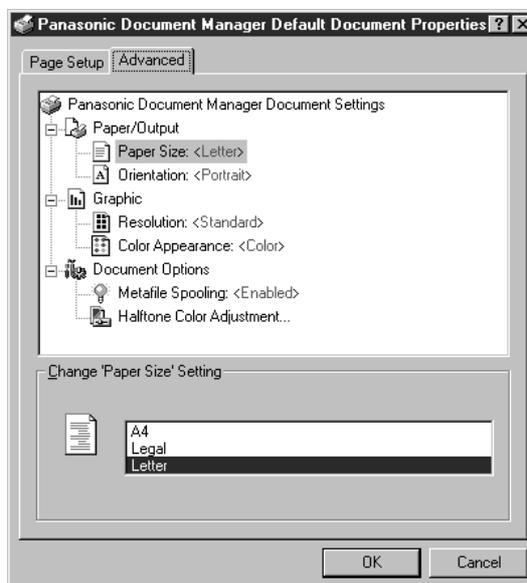
• Page Setup Tab

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



• Advanced Tab

- **Paper Size**
Sets the document paper size.
- **Orientation**
Sets the document orientation.
- **Resolution**
Sets the document resolution.
- **Color Appearance**
Sets the document to color or grayscale.
- **Metafile Spooling**
- **Halftone Color Adjustment**



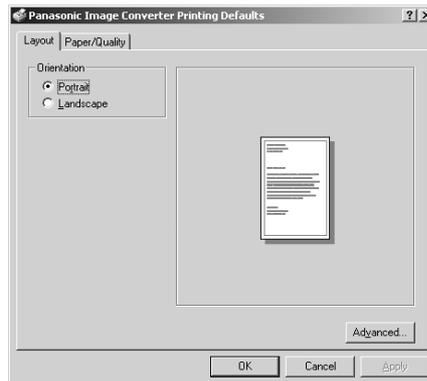
3. Click on the  button to return to the Printers folder.

Windows 2000/XP

1. Click the **Start** button, point to **Settings** and then click **Printers**.
2. Right-click on **Panasonic Document Manager** and select **Printing Preferences** from the dropdown menu. The Printing Defaults dialog box appears.

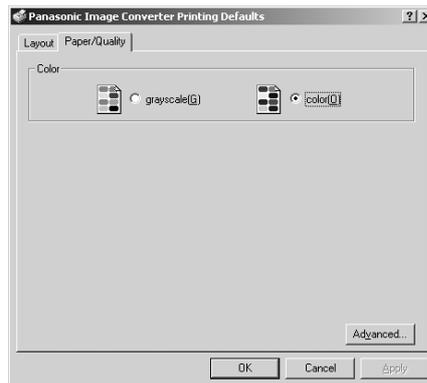
- **Layout tab**

Sets the document orientation.



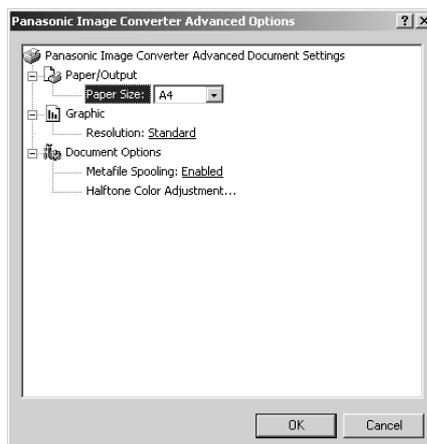
- **Paper/Quality tab**

Sets the document to color or grayscale.



- **Advanced button**

Sets the paper size, resolution and spooling properties.



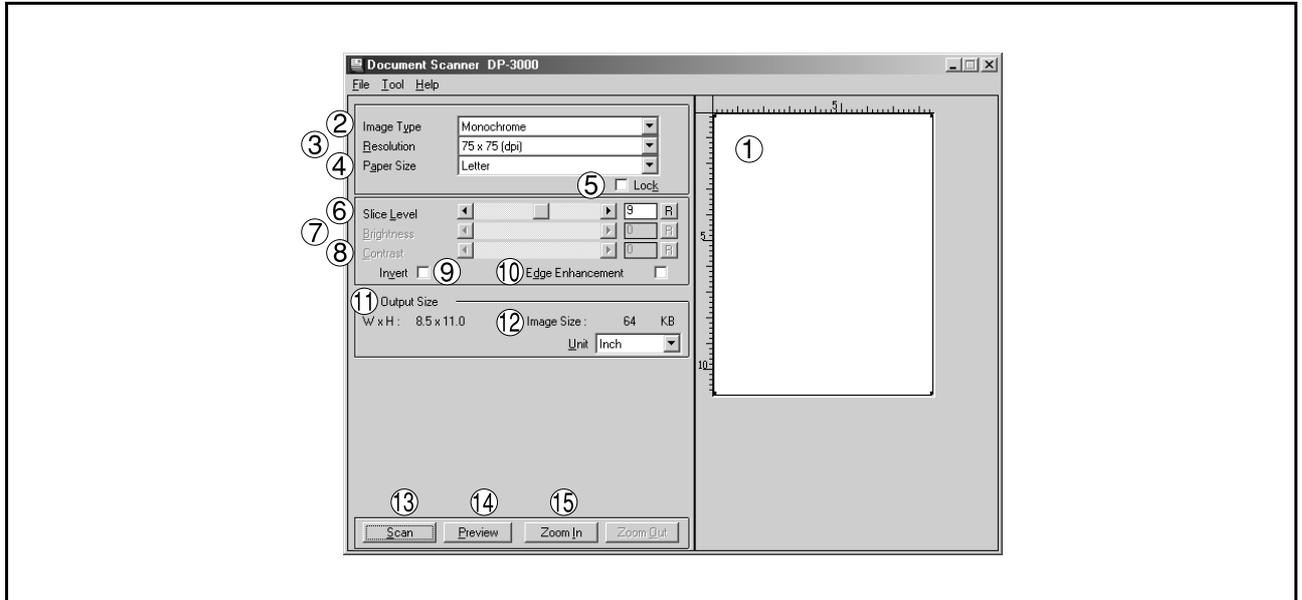
3. Click on the  button to return to the Printers folder.

Document Scanner

Main Window

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

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



1. Preview Window

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

2. Image Type

Select the type of image to be scanned.

- **Monochrome image (no halftone correction)**

A method suitable for an image containing mainly text and drawings. Select this type when halftone correction results in a blurred image.

- **Halftone image (error diffusion)**

This method, using no uniform pattern in halftone, is suitable for natural images such as photographs and produces smooth images. The method, although requiring somewhat large file sizes, produces high-quality images in comparison to the dither method.

- **Halftone image (4x4, 8x8 dot dither)**

This method, which produces images with a unique uniform pattern, is suitable for photographs.

- **Halftone image (4x4 Bayer's dither)**

This method, with somewhat lower image quality, reduces file sizes.

- **Grayscale image (256 scales)**

This method, best suitable to natural images such as photographs, produces tones with high fidelity by no halftone correction. Compared to halftone image scanning, this method requires longer scanning times and results in larger file sizes.

3. Resolution

Select the resolution for scanning.

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

4. Paper Size

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

5. Lock

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

Main Window

6. **Slice Level (valid only when monochrome is selected)**
Specify the value of distinction between monochrome for monochrome manuscript. Adjust the value according to density of a manuscript to be scanned.
7. **Brightness (valid only when halftone or grayscale is selected)**
Adjust the brightness for halftone or grayscale documents.
8. **Contrast (valid only when halftone or grayscale is selected)**
Adjust the contrast (difference between dark and light) for halftone or grayscale documents.
9. **Invert**
Scan the image in negative.
10. **Edge Enhancement**
Scan the image with a highlighted edge.
11. **Output Size**
Displays size of the scanning image and the size of the scanned file.
The output size is determined by the size of the scanning area (black frame) in the preview window and the resolution.
12. **Unit**
Select the unit of measurement (mm, inch, or pixel).
13. **button**
Scan an image into the document desktop.
14. **button**
Perform preview scanning and display the image on the preview window.
15. / **button**
Zoom in/out for a preview-scan image.

NOTE

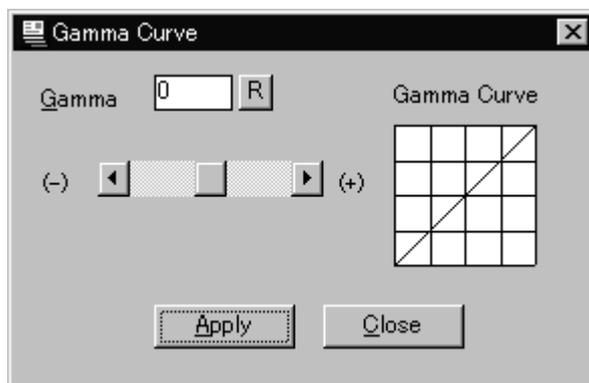
1. The menu for operating the Document Scanner (scanner driver) depends on the application. Refer to the manuals of the application for details.
2. If a TWAIN-compatible application has not been installed, select **Document Scanner** from the **Start** menu.

Document Scanner

Tool Menu

- **Adjustment - Gamma Curve**

Display a dialog box for adjusting the gamma (color strength characteristics) of an image. (valid only when halftone or grayscale is selected)



Adjust the gamma curve by dragging the slide bar or entering a value.

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

Click the button to apply the changes.

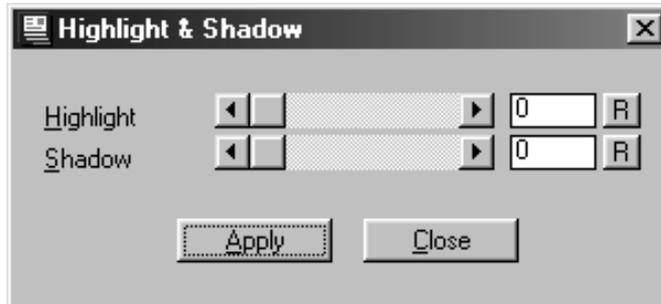
NOTE

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

Tool Menu

- **Adjustment - Highlight and Shadow**

Displays a dialog box for adjusting the highlight and shadow. (valid only when halftone or grayscale is selected)



Adjust the highlight and shadow by dragging the slide bar or entering a value. Enhancing the highlight (bright portion) and the shadow (dark portion) makes clear shades on an image.

Click the button to apply the changes.

- **Parameter Reset**

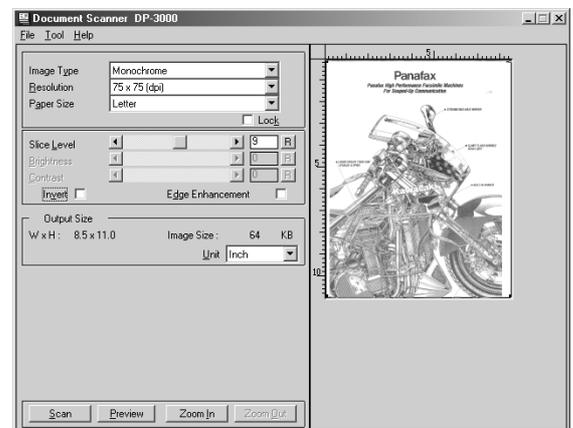
Return all settings in the Document Scanner to standard settings (default).

Document Scanner

Image Scanning

Image scanning is performed by the following procedures:

- 1** Activate TWAIN-compatible application.
- 2** Select **Acquire Image...** in the **File** menu to display Document Scanner.
- 3** Specify the image type, resolution, and paper size of a document to be scanned.
- 4** Place a document on the ADF and click the **Preview** button.
A preview-scanned image is displayed in the preview window.



- 5** Apply the following adjustments on the preview image:
 - Drag the scanning frame (black frame) on the preview window to specify the scanning area. If an area has already been selected, double-clicking with Shift key held down selects the whole image.
 - Clicking **Zoom In** / **Zoom Out** button zooms in/out a preview-scan image.
 - Adjust the Slice Level, brightness, and contrast (difference between dark and light portions) as required.

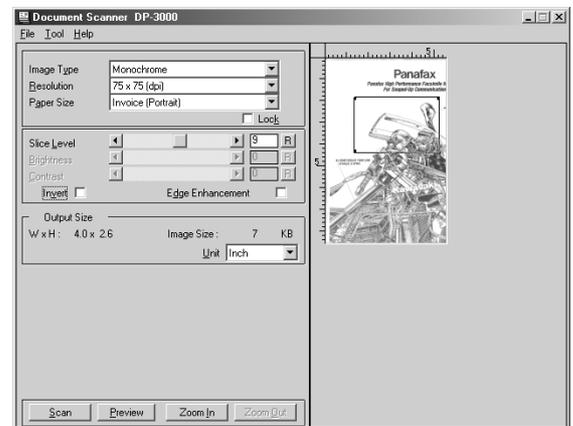
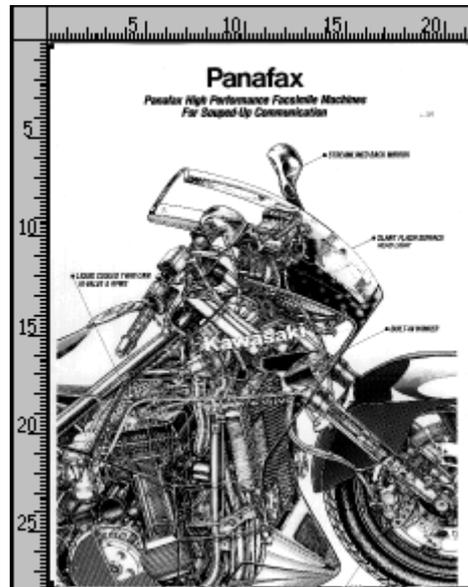


Image Scanning

6 Click the button to scan an image into the document desktop.



NOTE

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

Document Viewer

Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (See page 77). 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.



NOTE

1. The program is activated also by selecting **Panasonic** → **Panasonic Document Management System** → **Document Viewer** from **Programs** of the **Start** menu.

Main Window

- 1. Title Bar**
Displays the title of the screen and the name of the image file being displayed.
- 2. Menu Bar**
Displays the menu of the Document Viewer.
- 3. Tool Bar**
Displays the tool buttons of the Document Viewer. Tool buttons correspond to functions of the menus in the menu bar.
- 4. Page List**
Displays the pages of the documents as thumbnails (reduced image).
- 5. Size Bar**
Adjusts the scaling of the display on the image window.
- 6. Link Icon**
Dragging and dropping a document on a link icon activates the application corresponding to each icon.
- 7. Status Bar**
Displays information such as image file name, image type, and size.
- 8. Image Window**
Displays the image and annotations of the pages being selected.
- 9. Ruler**
Displays the actual size of an image that is selected. The unit of measurement is switched by **Ruler Unit** in the **View** menu.

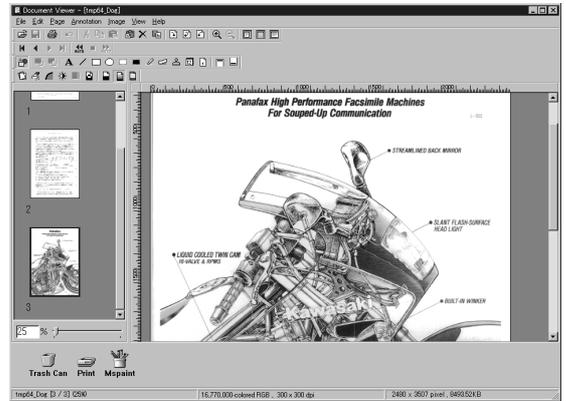
Document Viewer

Basic Operations

- **Selecting Page**

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

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



- **Image Editing**

The image displayed in the image window is edited with the menu below:

- **Edit** menu

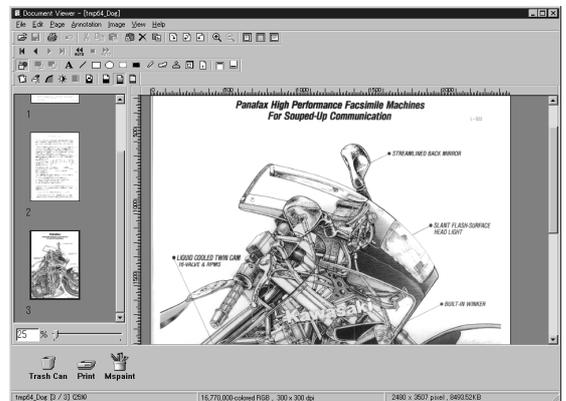
Editing operations such as cutting, copying, pasting annotations added to an image.

- **Page - Adjust Page** menu

Image correction and color balance adjustment of the whole page.

- **Selecting Area**

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



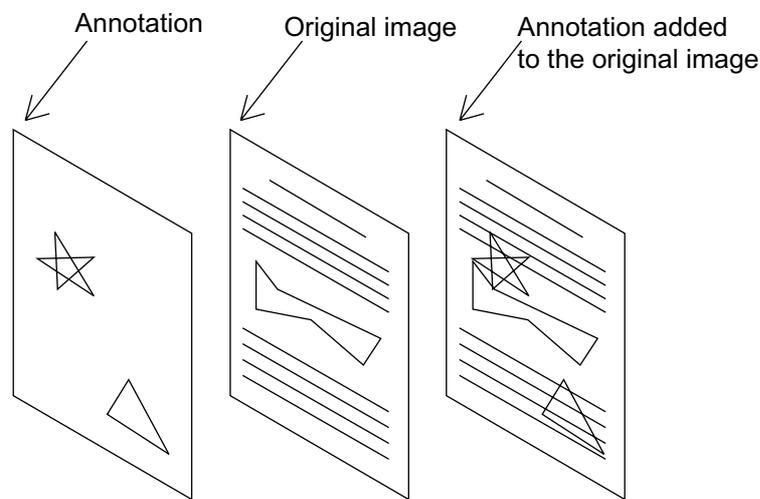
Annotation Function

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

The annotation function, unlike usual image editing applications, does not change an image itself but lays graphics and texts onto an image. Annotations and the original image are displayed as one image.

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

If an image is edited with the Document Viewer, and is exported (sent) to another image editing application, whether to attach the annotation to an image or not can be selected.



Document Viewer

File Menu

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

- **TIFF**
Tagged-Image File Format (TIFF).
- **JPEG**
Joint Photographic Experts Group (JPEG) format.
- **BMP**
Windows standard bitmap format.
- **PNG**
Portable Network Graphics format.
- **DDM**
Document Manager file format.

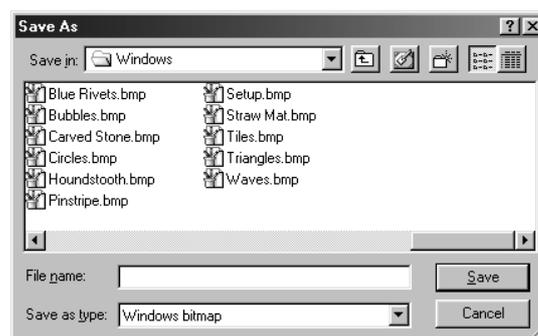
- **Save**
Save a document being edited.

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

- **All page(s)**
Save all pages in the document.
- **Select page**
Save only the selected page.
- **Specified area**
Save only the portion specified in the image window.

Document Viewer saves a file in the following formats:

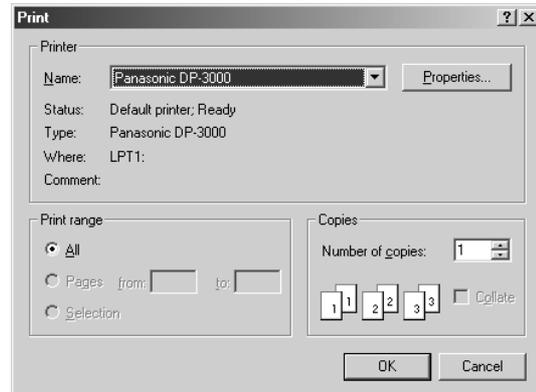
- **TIFF**
Tagged-Image File Format (TIFF).
- **Multi-page TIFF**
Multipages Tagged-Image File Format (TIFF).
- **Internet Fax TIFF**
Tagged-Image File Format (TIFF) with Internet Fax format.
- **JPEG**
Joint Photographic Experts Group (JPEG) format.
- **BMP**
Windows standard bitmap format.
- **PNG**
Portable Network Graphics format.
- **PDF**
Adobe Acrobat PDF format.
- **DDM**
Document Manager file format.



File Menu

- **Print**

Prints a document under the editing operation. For a document containing two or more pages, pages from-to can be specified for printing.



- **Print Setup**

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

1. **Vertical position and horizontal position**

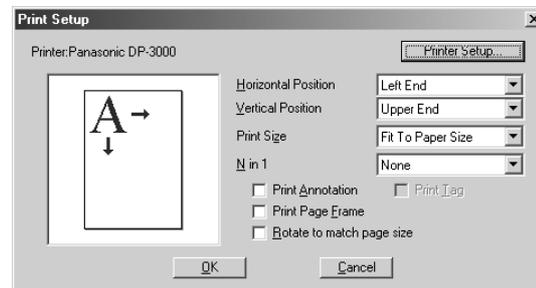
Adjust the printing position on a sheet.

2. **Print Size**

Select printing in original size or printing in accordance with the sheet size.

3. **N in 1 printing**

Select for printing two or more reduced pages on one sheet.



- **Acquire Image**

Adds a new image to a document. The application selected in Select Source runs and a scan image is created.

- **Select Source**

Selects the source for the image added through Acquire Image.

NOTE

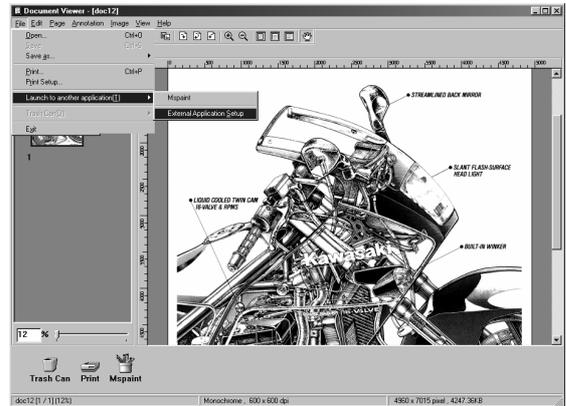
1. When saving a document with annotations, save the document in the Document Manager file format (DDM). This format saves the annotations and image data separately (as objects) so that they can be edited later. Although saving a document in another format allows further editing, the annotations cannot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

Document Viewer

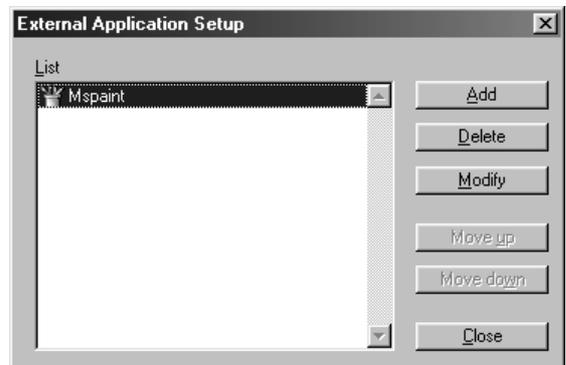
File Menu

• Launch to another application

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



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



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

1. Name

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

2. Application Type

Specify the application type.

3. Program File

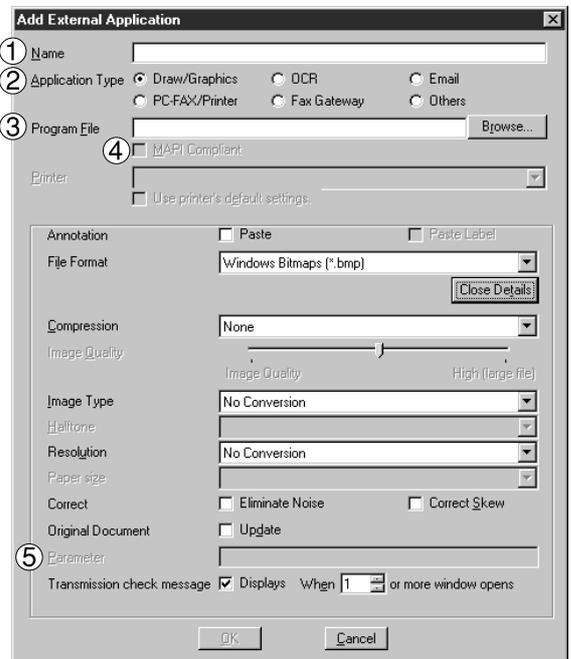
Specify the execution file of an application.

4. MAPI Compliant

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

5. Parameter

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



NOTE

1. See "Setting Plug-in" (See page 81) for specifying an external application.

File Menu

- **Trash Can**

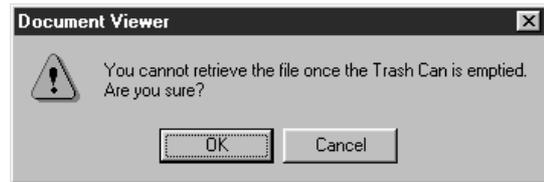
- **Open Trash Can**

Opens the Trash Can and displays any pages. Selecting page and clicking the button restores page that has been discarded.



- **Empty Trash Can**

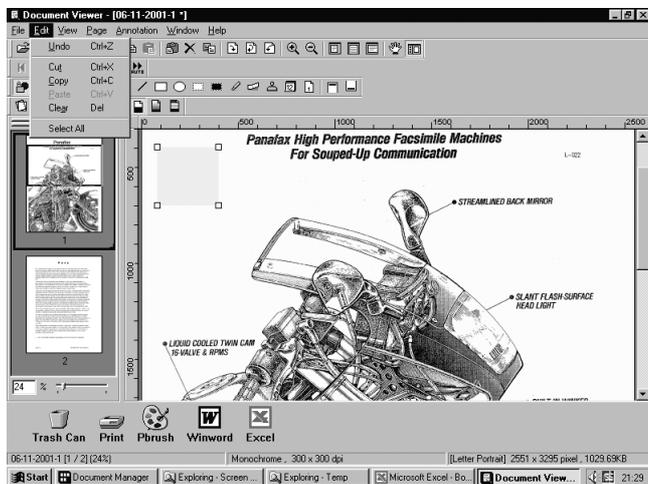
Deletes the pages in the Trash Can. If the page is emptied from the Trash Can, it is permanently deleted and does not stored in the Windows Recycle Bin.



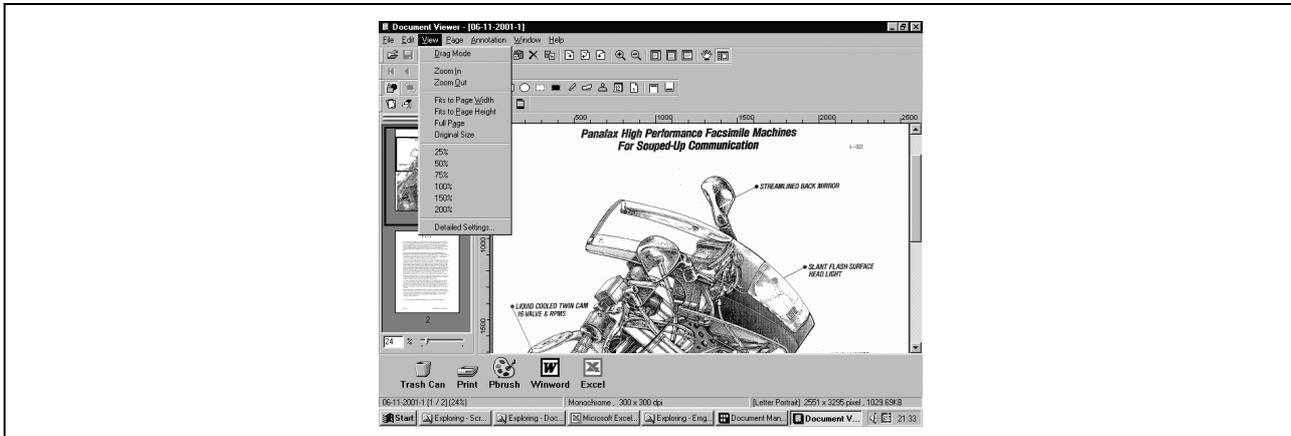
Document Viewer

Edit Menu

- **Undo**
Undo the last editing operation done.
- **Cut**
Delete a selected annotation from a folder and copy it to the clipboard.
- **Copy**
Copy a selected annotation onto the clipboard.
- **Paste**
Paste an annotation from the clipboard onto a selected page.
- **Clear**
Clear a selected annotation.
- **Select All**
Select all annotations onto a selected page.



View Menu



- **Drag Mode**
Changes from Drag Mode to Text Edit Mode.
- **Zoom In**
Zooms in an image.
- **Zoom Out**
Zooms out an image.
- **Fits to Page Width**
Fits the display to the page width.
- **Fits to Page Height**
Fits the display to the page height.
- **Full Page**
Fits the display to the page full size.
- **Original Size**
Returns the display to the original size.
- **25% - 200%**
Shows the display at 25% - 200%.
- **Detailed Settings**
Sets detailed settings such as thumbnail or page image setting.



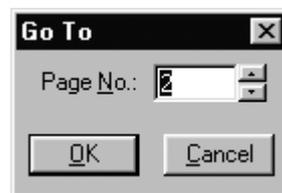
Document Viewer

Page Menu

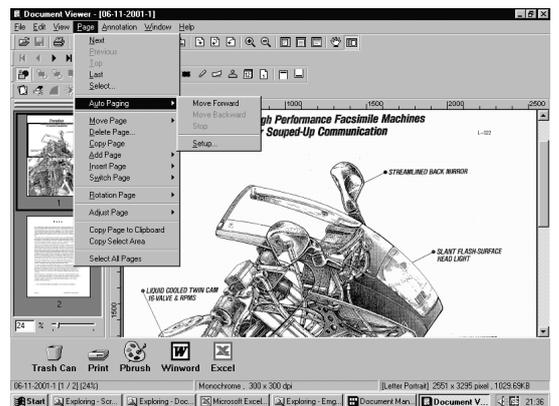
- **Next**
Display the next page.
- **Previous**
Display the previous page.
- **Top**
Display the top page.
- **Last**
Display the last page.



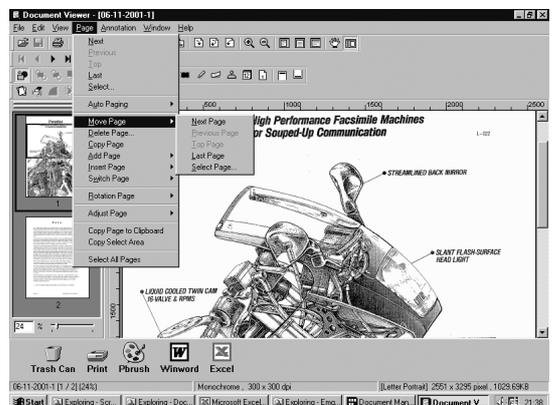
- **Select**
Display a specified page.



- **Auto Paging**
Turns the pages automatically.
 - **Move Forward**
Automatically step through pages forwards.
 - **Move Backward**
Automatically step through pages backwards.
 - **Stop**
Stop automatic page advance.
 - **Set up**
Set automatic page advance.



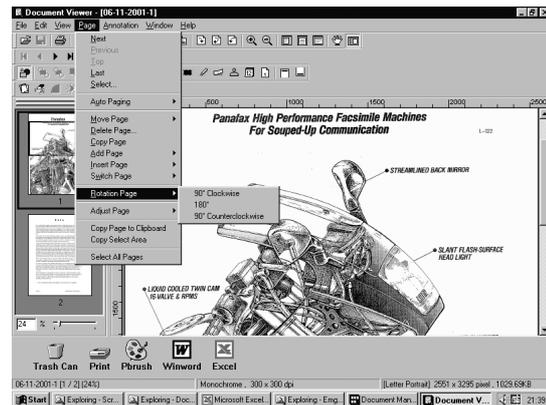
- **Move page**
Moves pages to the desired position.
 - **Next page**
Move the current page to be posterior to the next page.
 - **Previous page**
Move the current page to be anterior to the previous page.
 - **Top page**
Move the current page to be the top page.
 - **Last page**
Move the current page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



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

Page Menu

- **Add Page**
Adds new pages to documents.
- **Insert Page**
Inserts a page at the current position.
- **Replace Page**
Replace the current page with a new one.
- **Rotate Page**
 - **Rotate Right**
Rotate the page 90 degrees clockwise.
 - **Rotate 180 Degrees**
Rotate the page 180 degrees
 - **Rotate Left**
Rotate the page 90 degrees counterclockwise.
- **Adjust Page**
 - **Correct Skew**
Adjusting orientation.
 - **Eliminate Noise**
Eliminate the noise.
 - **Enhance Edge**
Enhances the edge.
 - **Brightness/Contrast**
Adjusts brightness or contrast.
 - **Hue/Chroma**
Adjusts hue or chroma.
 - **Reverse Gradation**
Reverse Gradation.
 - **Monochrome**
Convert to Monochrome.
 - **Grayscale**
Converting to Grayscale.
 - **RGB**
Converting to RGB full color.



NOTE

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

Document Viewer

Page Menu

- **Copy Page to Clipboard**
Copy the entire page selected onto the clipboard.
- **Copy Select Area**
Copy Select Area To Clipboard
- **Select All Pages**
Select All Pages.

Annotation Menu

- **Show Annotation**

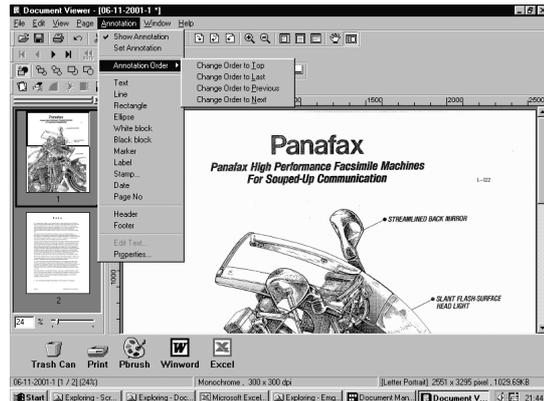
The check box on/off setting specifies whether to display an annotation in the page list thumbnail.

- **Set Annotation**

Protect the annotation from re-editing.

- **Annotation Order**

- Change Order To Top
- Change Order To Last
- Change Order To Previous
- Change Order To Next



- **Text**

Creates a text annotation and paste it to a page.

- **Line**

Creates a line annotation and paste it to a page.

- **Rectangle**

Creates a rectangular annotation and paste it to a page.

- **Ellipse**

Creates an ellipse annotation and paste it to a page.

- **White Block**

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

- **Black Block**

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

- **Marker**

Create a marker annotation and paste it to a page.

- **Label**

Creates a label annotation and paste it to a page.

- **Stamp**

Creates a stamp annotation and paste it to a page.

- **Date**

Creates a date annotation and paste it to a page.

- **Page No.**

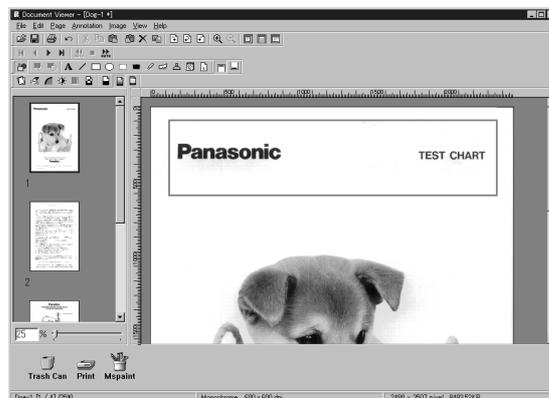
Creates a page number annotation and paste it to a page.

Document Viewer

Annotation Menu

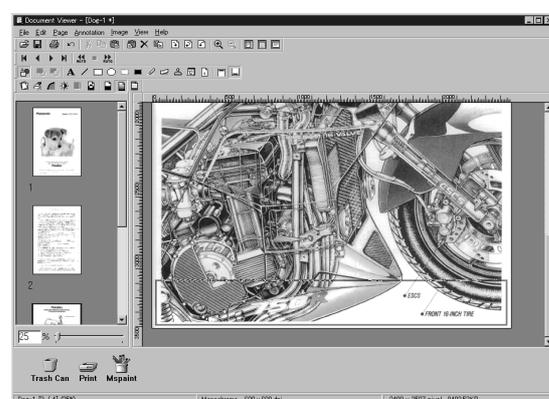
- **Header**

Edits a header common to each page.



- **Footer**

Edits a footer common to each page.



- **Edit Text**

Sets a format of a text in a selected annotation.

- **Properties**

Display Properties for annotation.

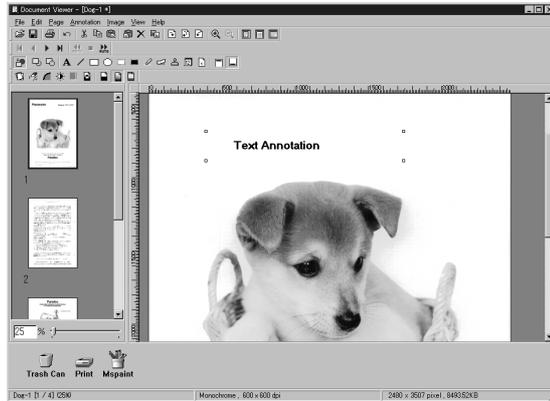
NOTE

1. For specifying text font and colors, select the drawn text and select **Properties** in the **Annotation** menu (See page 113). The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn text.
2. For specifying the thickness and color of a line, select a drawn line and then select **Properties** in the **Annotation** menu (See page 113). Graphics Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn line.

Annotation Menu

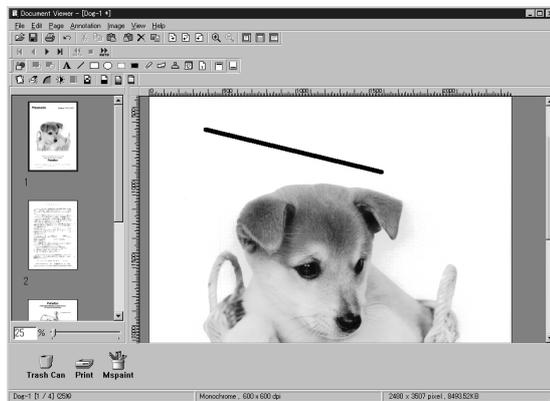
- **Text**

Creates a text annotation. Select text annotation in annotation menu (or tool button), and drag the mouse in the image window to specify the display position. A dialog box for text setup will appear. Enter the text to display, and then specify text color and font.



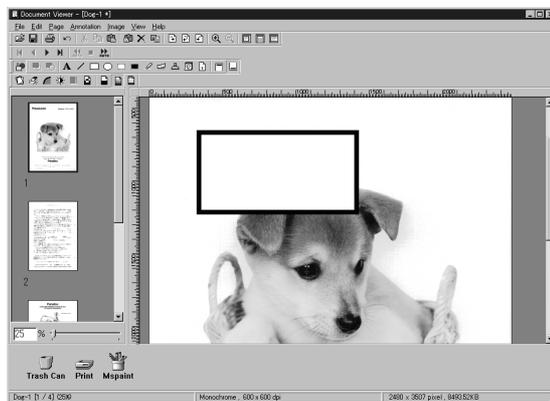
- **Line**

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



- **Rectangle**

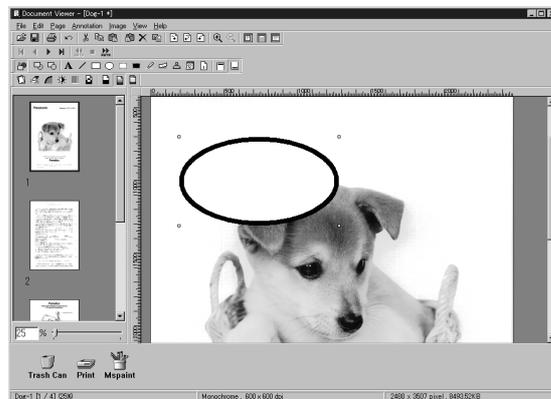
Creates a rectangle annotation. Select rectangle annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a rectangle.



Document Viewer

Annotation Menu

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



NOTE

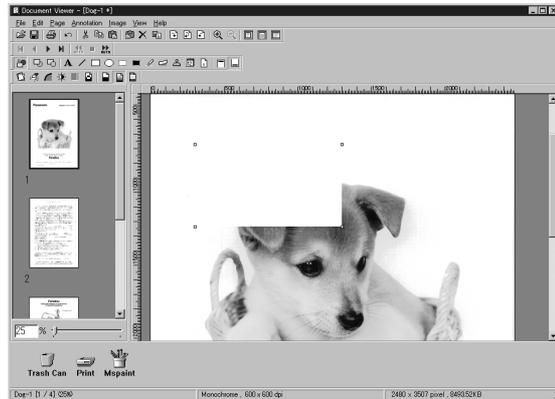
1. For specifying the thickness and colors of the rectangle, select the drawn rectangle and select **Properties** in the **Annotation** menu (See page 113). The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.
2. For specifying the thickness and colors of the ellipse, select the drawn ellipse and select **Properties** in the **Annotation** menu (See page 113). The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

Annotation Menu

- **White Block**

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

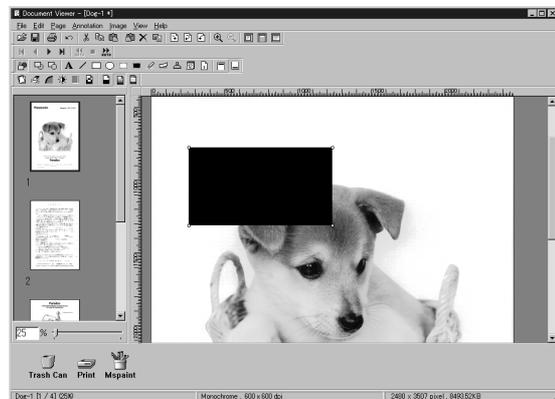
Select the white annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a white rectangle.



- **Black Block**

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

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



NOTE

1. For specifying lines and colors of solid white, select the drawn solid white rectangle and select **Properties** in the **Annotation** menu (See page 113). The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.
2. For specifying lines and colors of solid black, select the drawn solid black rectangle and select **Properties** in **Annotation** menu (See page 113). The **Graphic Format Setup** dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

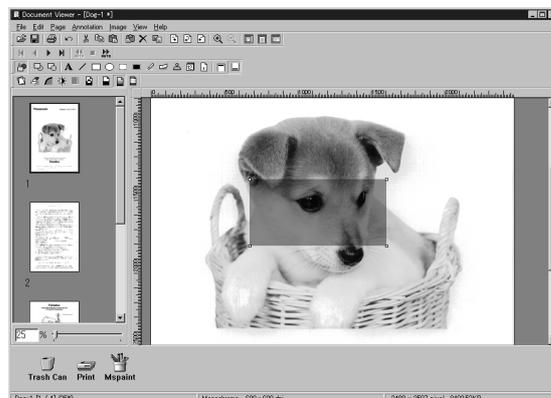
Document Viewer

Annotation Menu

- **Marker**

Creates a marker annotation.

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



- **Label**

Creates a label annotation.

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

Enter texts to display and specify text color and font.



NOTE

1. For specifying the color of a marker, select the drawn marker and select **Properties** in the **Annotation** menu (See page 113). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking
2. For specifying the color and font of a label, select the drawn label and select **Properties** in the **Annotation** menu (See page 113). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn label.

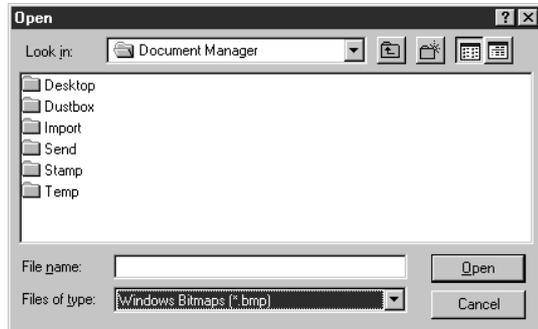
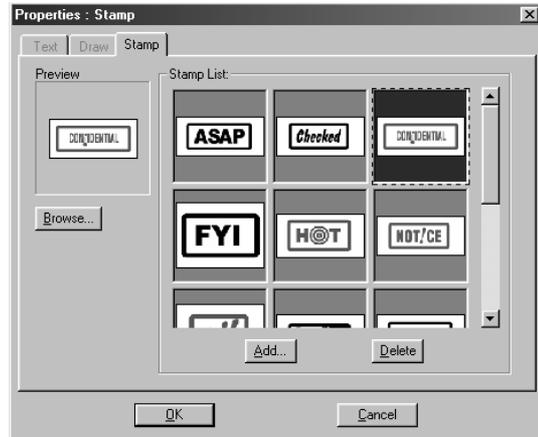
Annotation Menu

• **Stamp**

Creates a stamp annotation.
 The stamp annotation pastes another image file like a stamp.
 Select the stamp annotation in the annotation menu (or tool button) and click the button. Then drag the mouse in the image window to specify the area, displaying the stamp dialog box.

Click the button to specify an image from a file.

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



Annotation Menu

• Date

Creates a date annotation.

Select the date annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area, displaying the Properties dialog box.

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

1. Font Name

Specify the font here.

2. Style

Specify the font style.

3. Size

Specify the font size.

4. Text Color

Select the text color here.

5. Date

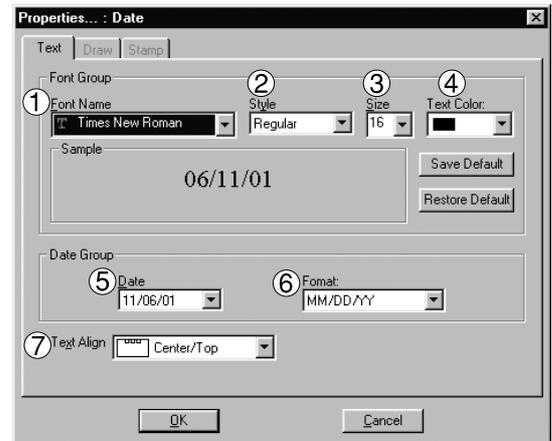
Specify the date here. Selecting from the calendar or entering the date is selectable for data entry.

6. Format

Specify the display format here.

7. Text Align

Specify the text alignment.



NOTE

1. For specifying the color or font of the date, select the drawn date and select **Properties** in the **Annotation** menu (See page 113). The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

Annotation Menu

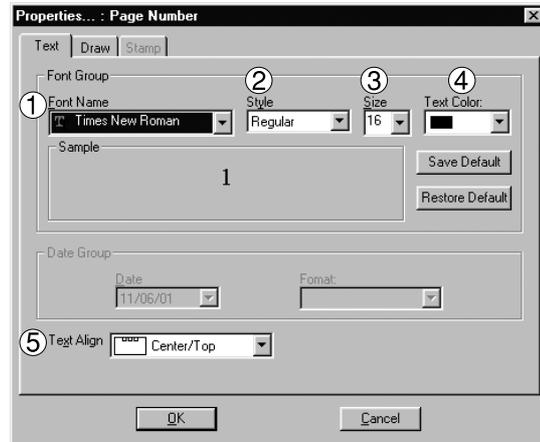
• **Page No.**

Creates a page number annotation.

Select the page number annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area. Double-click the Page No area to display the text the settings dialog box.

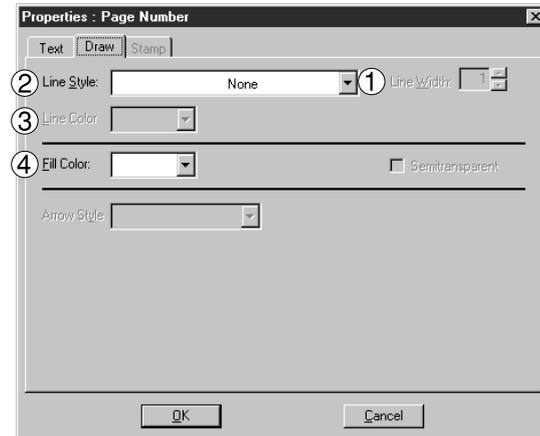
Specify format, color, and font of the page number to be displayed.

1. **Font Name**
Specify the font here.
2. **Style**
Specify the font style.
3. **Size**
Specify the font size.
4. **Text Color**
Select the text color here.
5. **Text Align**
Specify the text alignment.



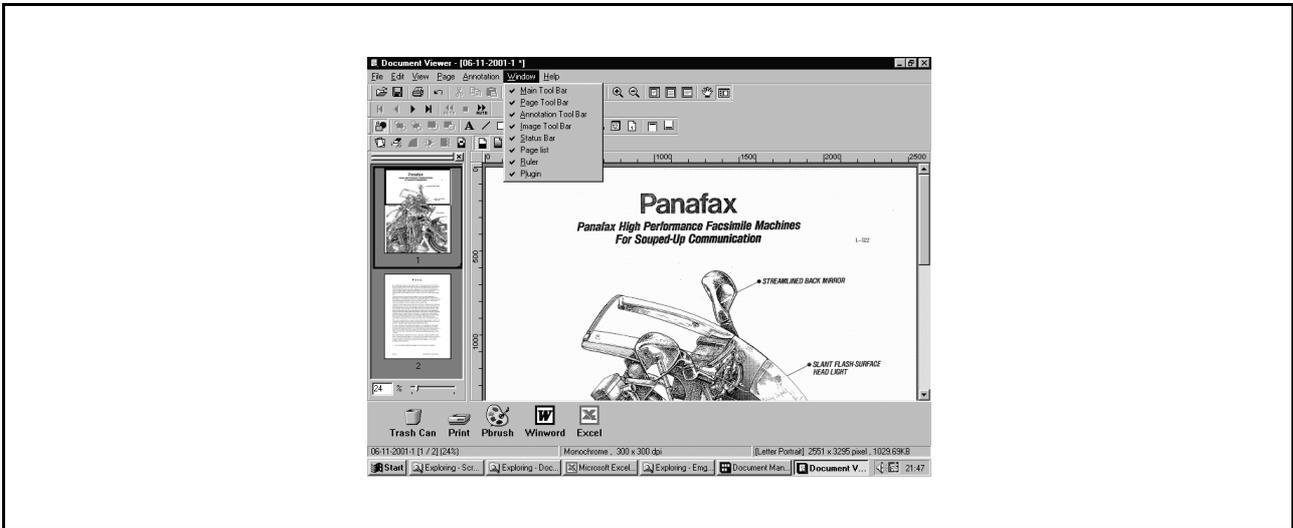
Opens the Graphics Format Setup Dialog box. Click on the drawn figure and select Properties to change the thickness and colors of the lines.

1. **Line Width**
Specify the thickness of the lines here.
2. **Line Style**
Specify the types of lines here
3. **Line Color**
Specify the color of the lines here.
4. **Fill Color**
Select the color for solid painting here.



Document Viewer

Window Menu

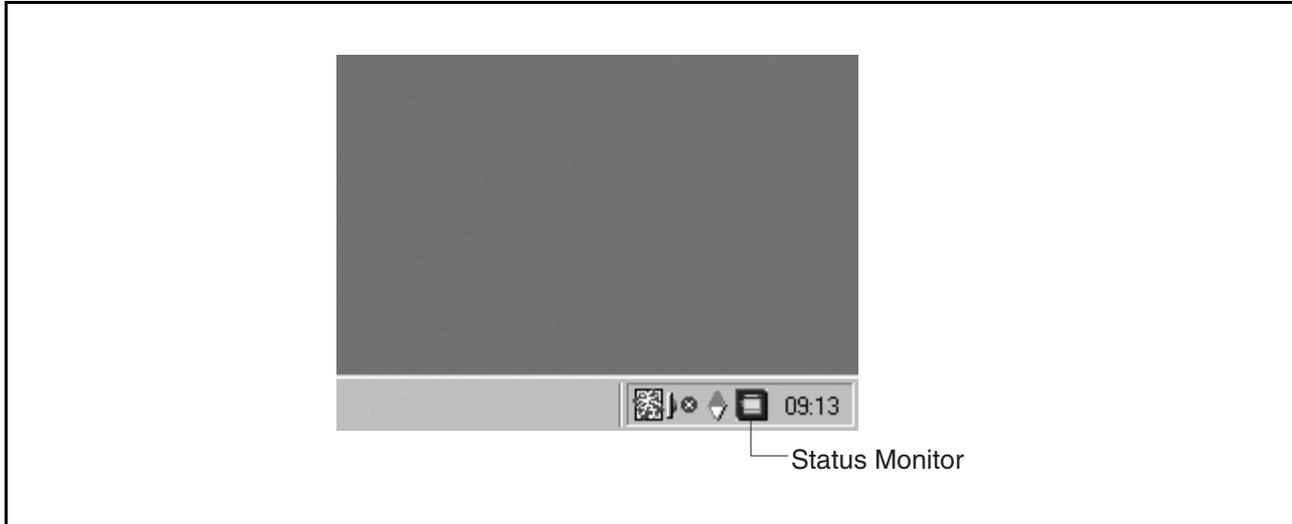


- **Main Tool Bar**
Show/hide main toolbar.
- **Page Tool Bar**
Show/hide page toolbar.
- **Annotation Tool Bar**
Show/hide page adjustment toolbar.
- **Image Tool Bar**
Show/hide page adjustment toolbar.
- **Status Bar**
Show/hide statusbar.
- **Page List**
Show/hide page list.
- **Ruler**
Show/hide ruler.
- **Plugin**
Show/hide plug-in.

Status Monitor

Task Bar Display

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



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

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

NOTE



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

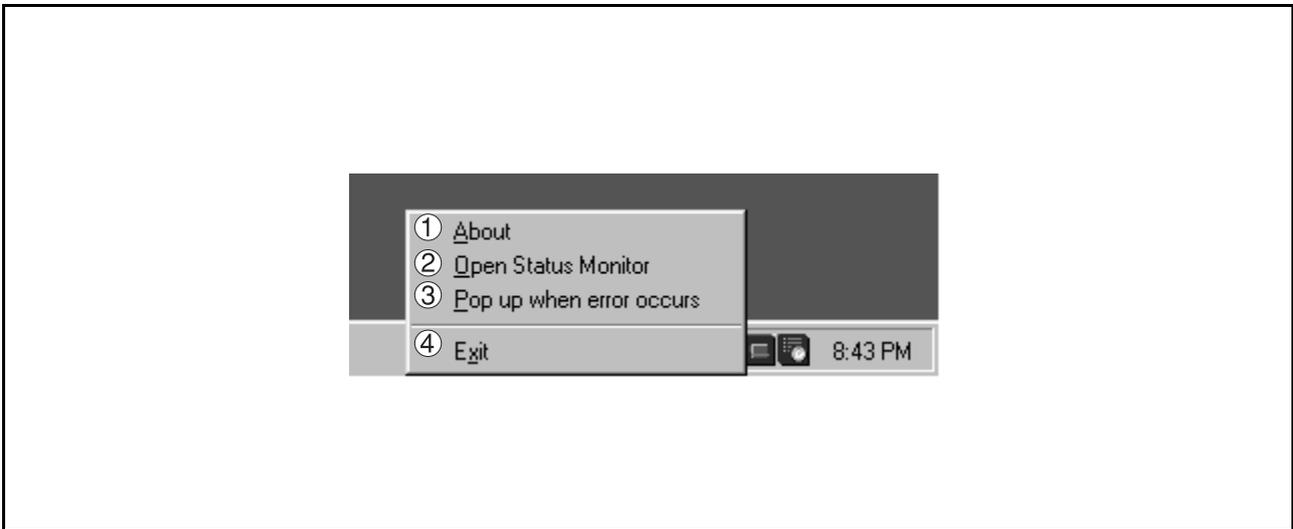
Verify the power source and parallel cable and then press the **Retry** button.

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

Status Monitor

Task Bar Menu

Right-clicking on the status monitor in the System Tray displays the dropdown menu as shown below:



1. About

Displays the version information about the status monitor.

2. Open Status Monitor

Displays details about the current status of the device.

3. Pop up when error occurs

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

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

< Example of a pop-up error message box >



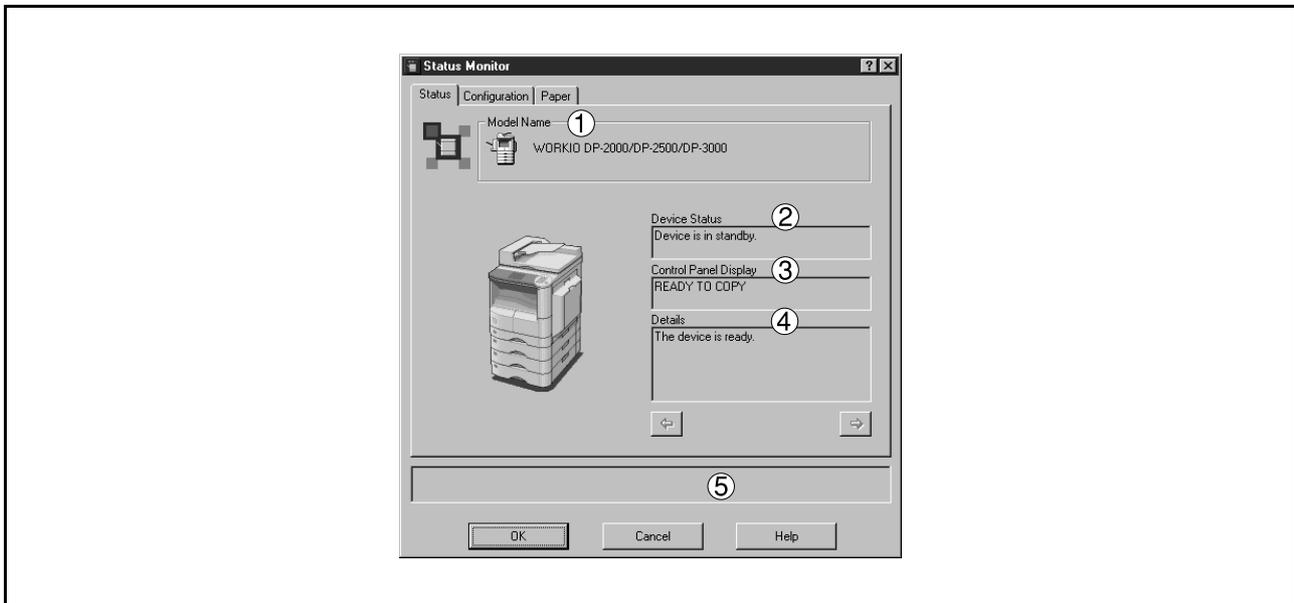
4. Exit

Close the status monitor.

Display Status Details

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

• Status Tab

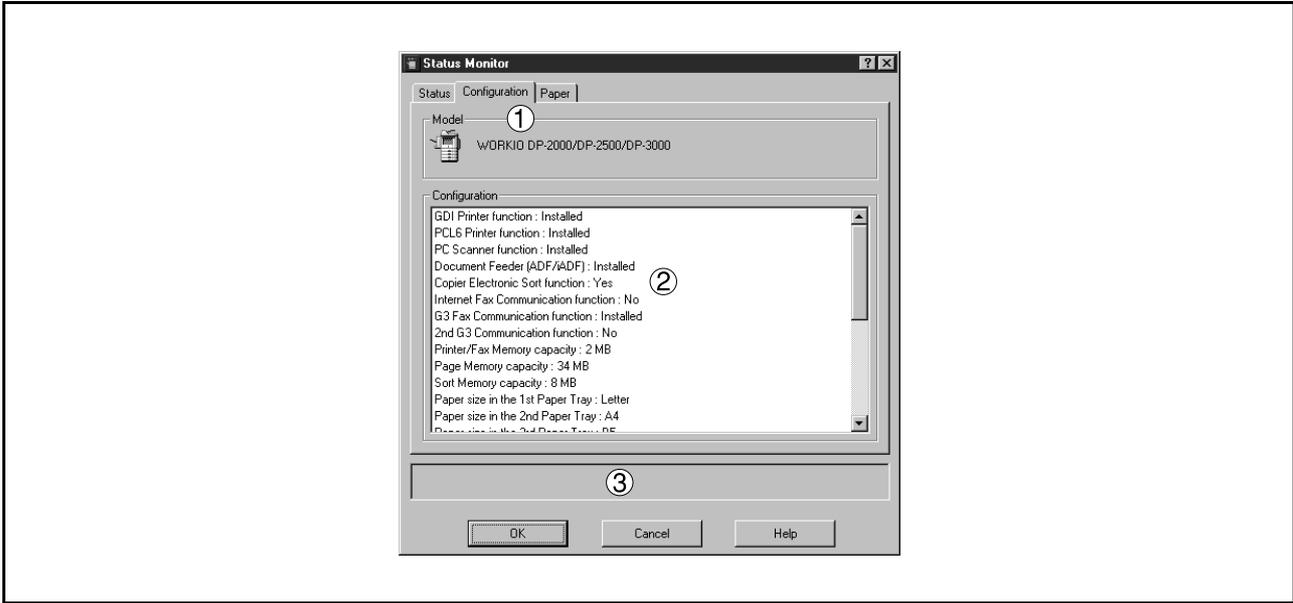


1. **Model**
Displays the name and number of a connected device.
2. **Device Status**
Displays the current status of the device.
If two or more items have been detected, clicking  /  buttons allows viewing all items.
3. **Control Panel Display**
Displays information as appear on the panel of the device.
If two or more items have been detected, clicking  /  buttons allows viewing all items.
4. **Details**
Displays the current status of the device in details.
If two or more items have been detected, clicking  /  keys allows viewing all items.
5. **Status**
Displays the communication status between the status monitor and the device.

Status Monitor

Display Status Details

• Configuration Tab



1. Model

Displays the name and number of a connected device.

2. Configuration

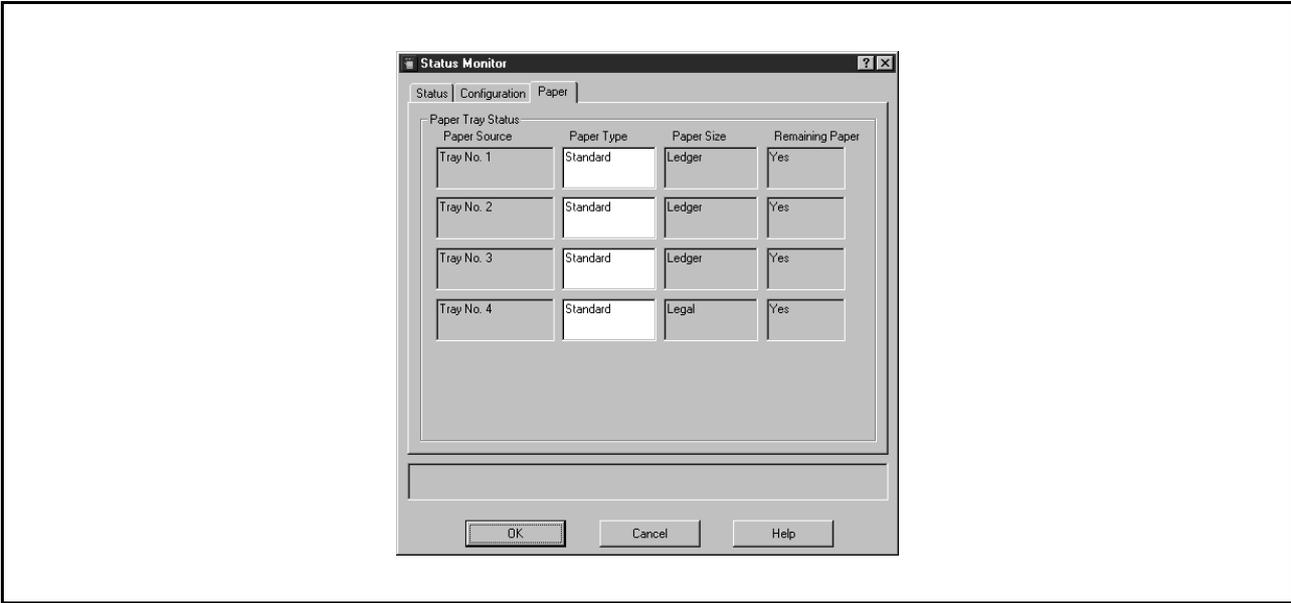
Display a list with the current device configuration (optional devices, etc.).

3. Status

Displays the communication status between the status monitor and the device.

Display Status Details

• Paper Tab



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

NOTE

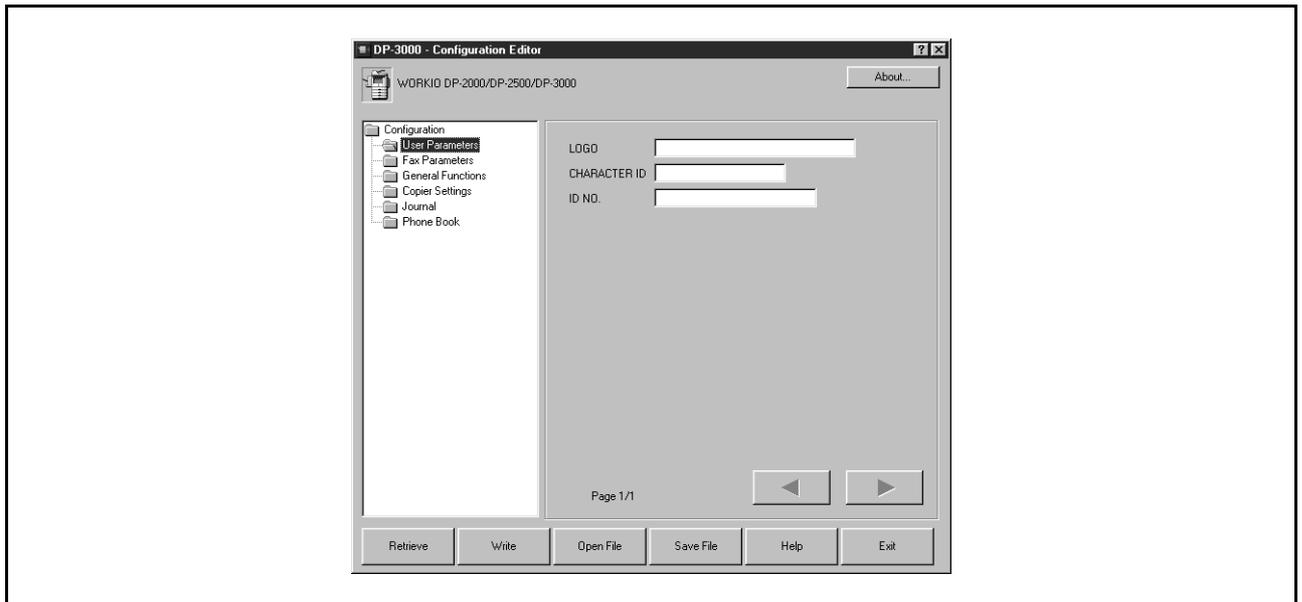
- 1. Changing the types of loaded paper does not change the comment in <Paper Type> unless it is rewritten by a user.

Configuration Editor

Main Window

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

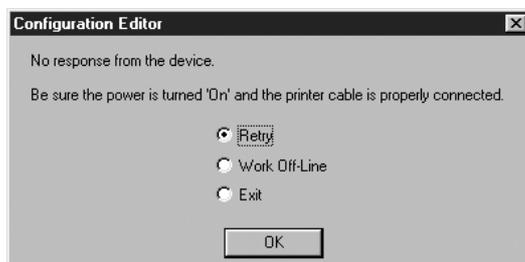
Startup Windows, and select **Panasonic** → **Panasonic Document Management System** → **MFP Utilities** → **Configuration Editor** from the **Programs** in the **Start** menu to display the configuration editor dialog box.



Each setting category appears as a folder on the left frame and the setting item appears on the right frame.

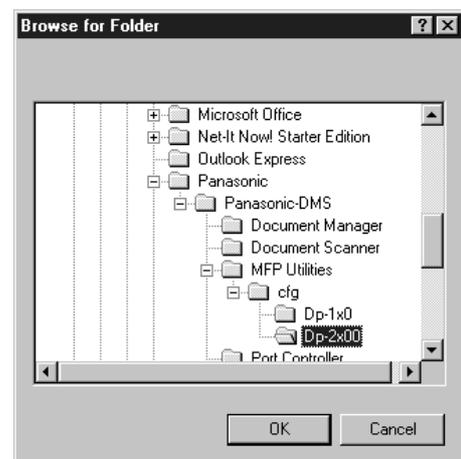
If the device is turned "Off" or not connected, a dialog box appears as below. You may select.

- **Retry**
After turned "On" the power or connected the device.
- **Work Off-Line**
Edit the data from an existing file.
- **Exit**
Exit the program.



When there is more than 1 supported model series installed, a "Browse for Folder" dialog box appears as below.

- Select the model series folder and click **OK**.



Main Window

- **Retrieve** button
Retrieve the current settings of the selected folder from the device.
- **Write** button
Write's the settings in the folder to the device.
- **Open File** button
Opens the settings in the folder from a file.
- **Save File** button
Saves the settings in the folder to a file.
- **◀ and ▶** buttons
Switch between pages if the settings have two or more pages.
- **Help** button
Displays the help screen.
- **About...** button
Displays version information.
- **Exit** button
Close the Configuration Edit utility. If the data has not been sent after being modified on the screen, a confirmation message for sending the data is displayed.

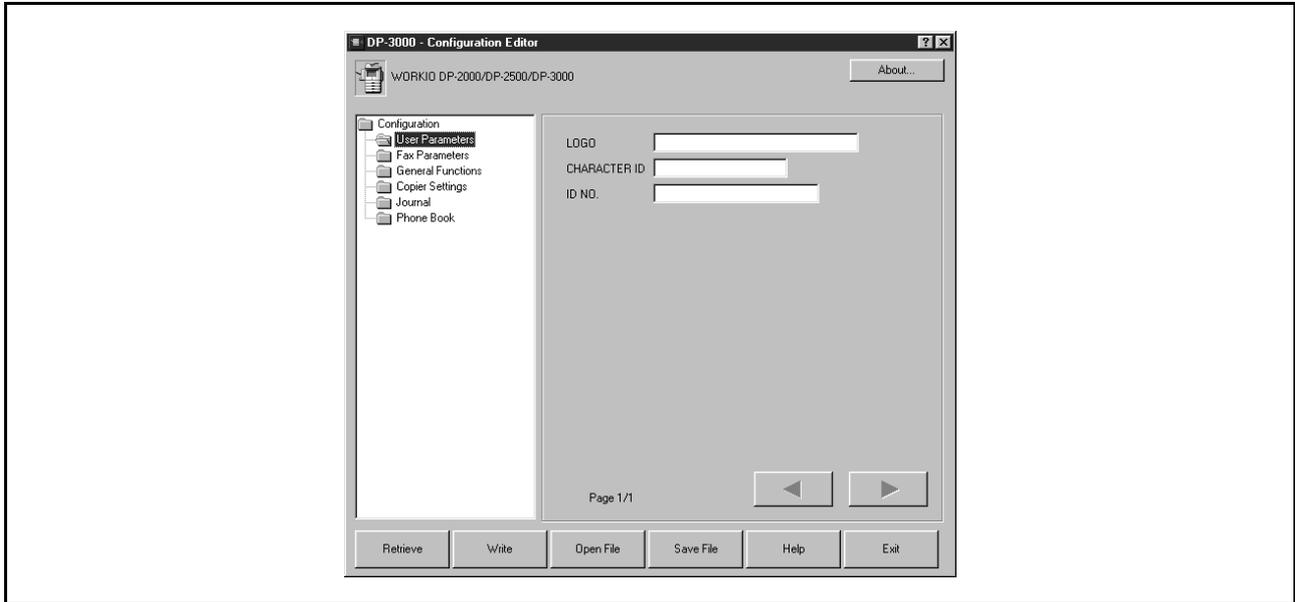
NOTE

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

Configuration Editor

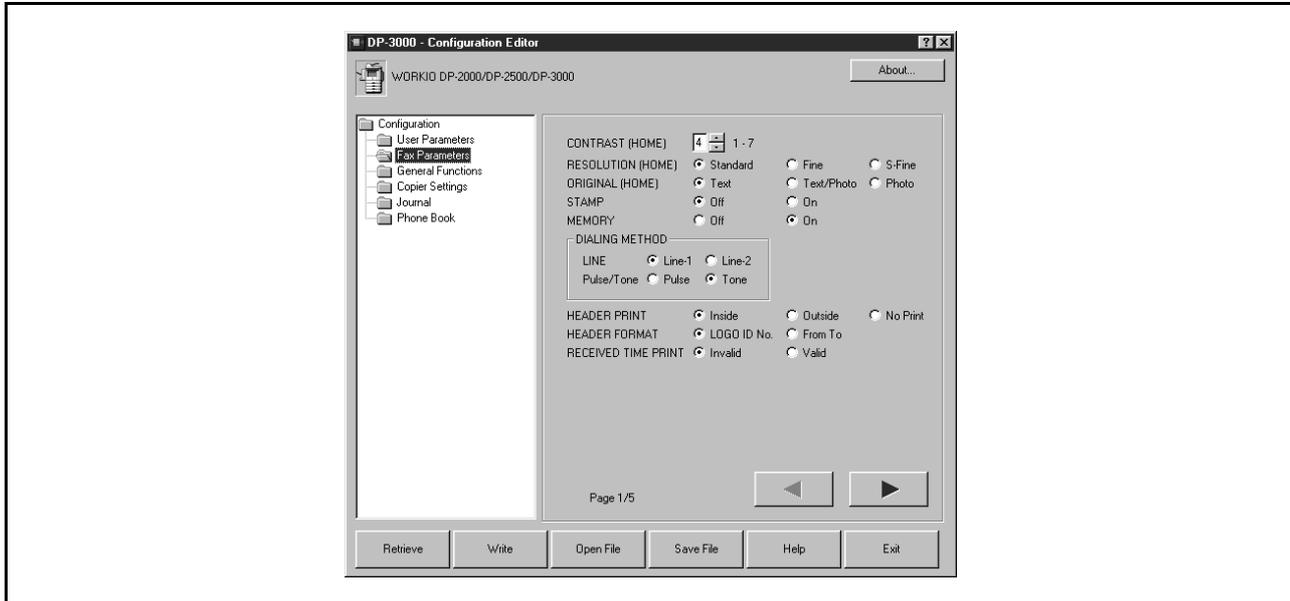
User Parameters Folder

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



Fax Parameters Folder

Display or change the Fax Parameter Settings.



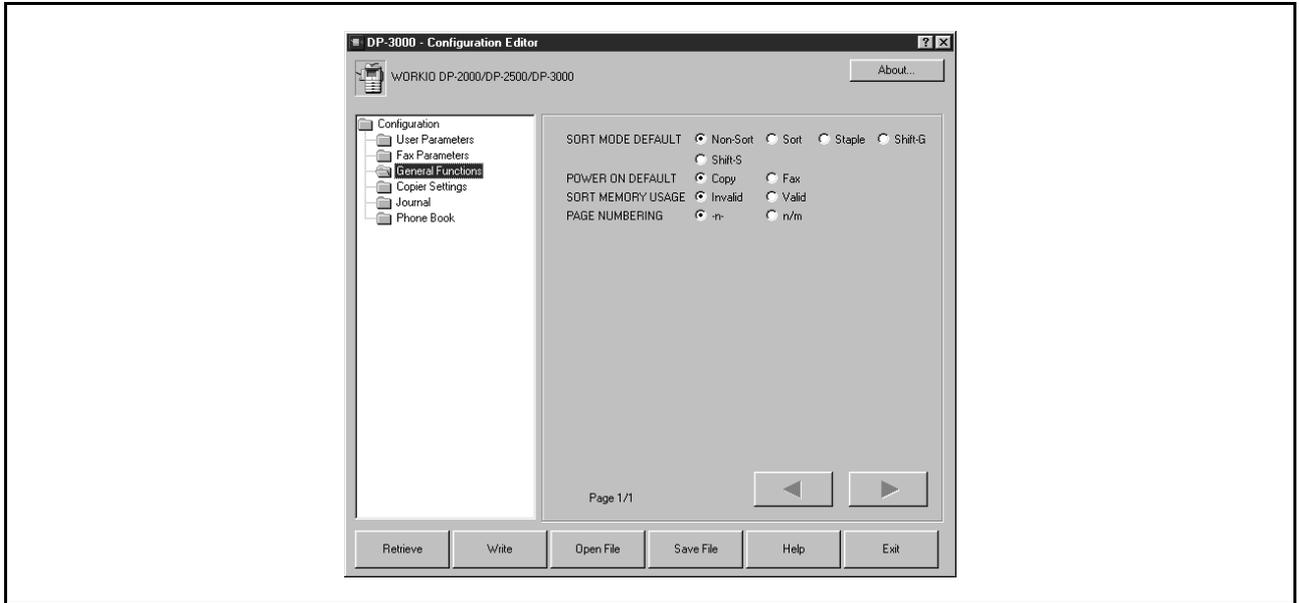
NOTE

1. The contents of the Fax Parameter differs depending on the model.

Configuration Editor

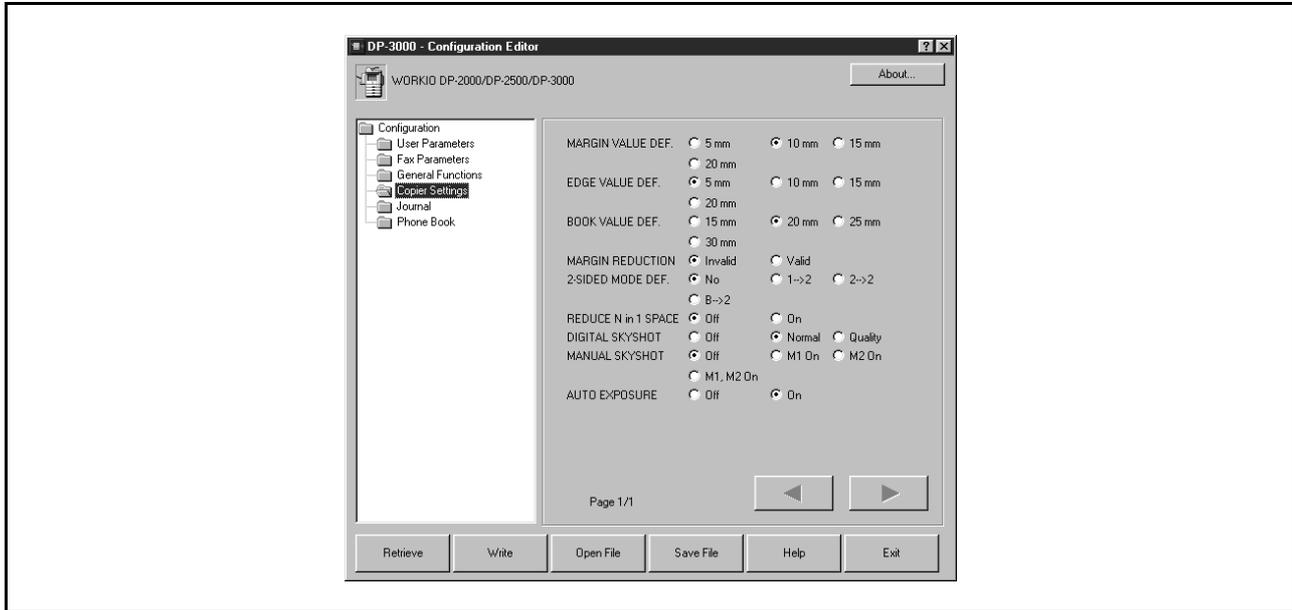
General Functions Folder

Display or change the General Functions.



Copier Setting Folder

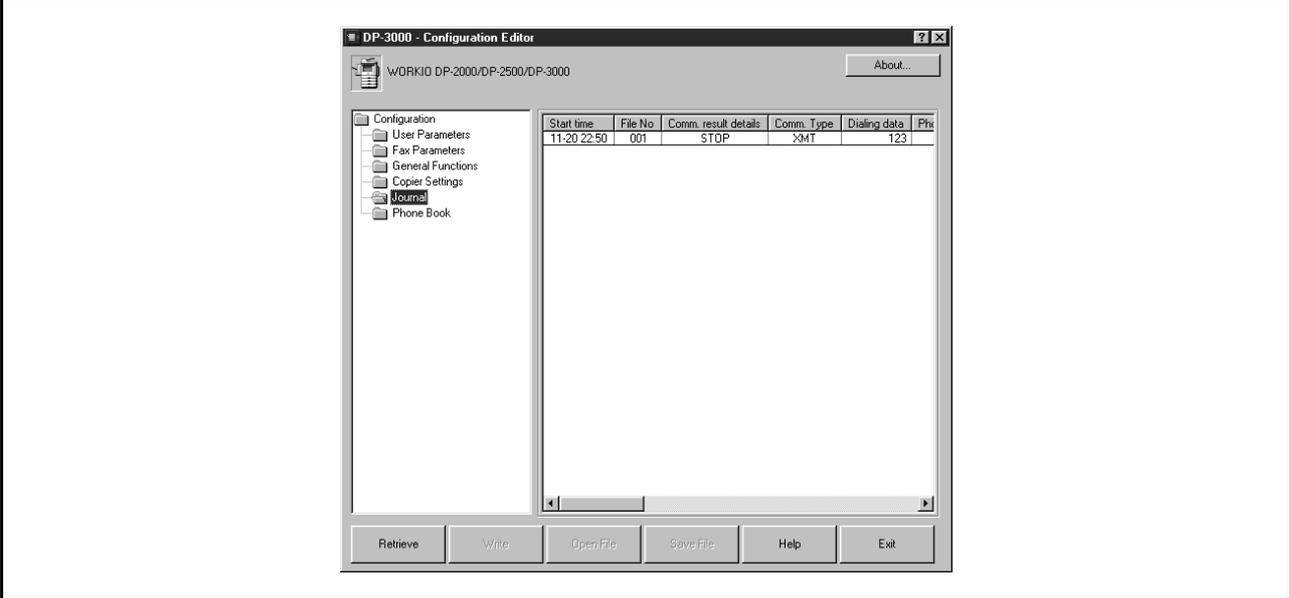
Display or change the Copier Settings.



Configuration Editor

Journal Folder

Display the Fax communication journal.



Phonebook Setting Shortcut Activation Folder

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



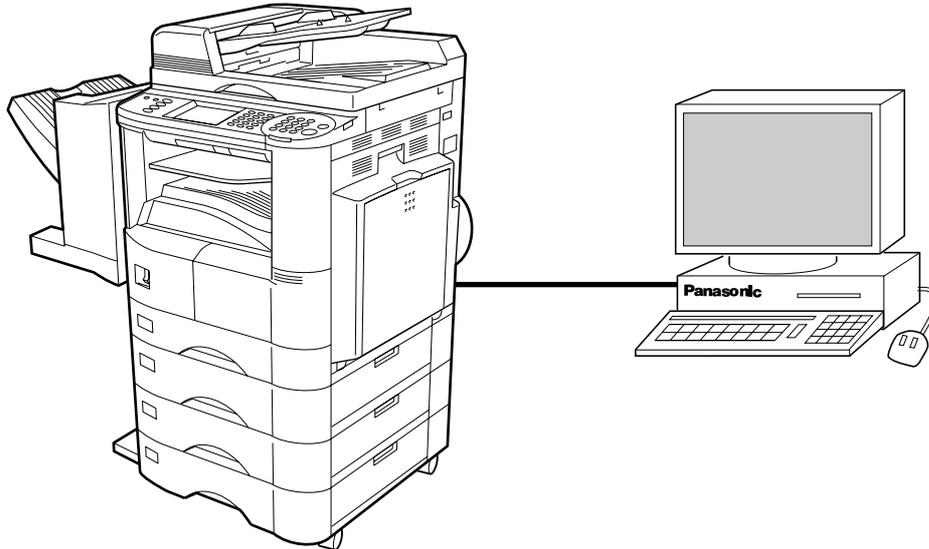
Phonebook Editor

Features

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

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

The operation described on the left is controllable on a connected PC.

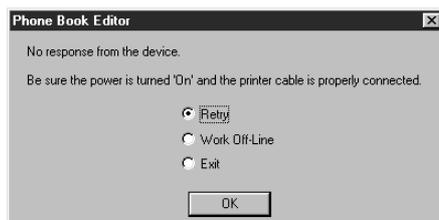


Features provided by the Phonebook Editor function are as follows:

Retrieve/Write	Retrieve fax numbers in main unit to the PC, or send fax numbers from the PC to the main unit.	Page 141
Open/Save File	Open or save fax numbers stored the PC.	Page 143
Insert/Delete Entry	Insert or delete lines in the fax number list.	Page 145 Page 146

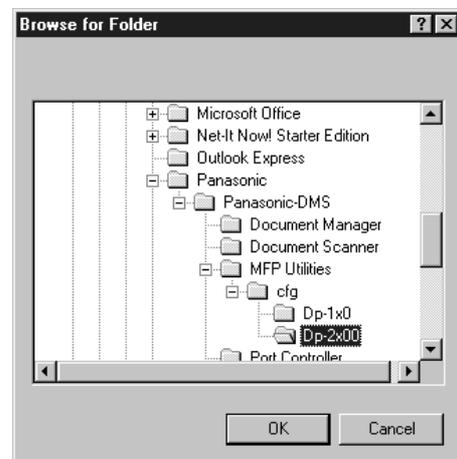
If the device is turned "Off" or not connected, a dialog box appears as below. You may select.

- **Retry**
After turned "On" the power or connected the device.
- **Work Off-Line**
Edit the data from an existing file.
- **Exit**
Exit the program.



When there is more than 1 supported model series installed, a "Browse for Folder" dialog box appears as below.

- Select the model series folder and click **OK**.



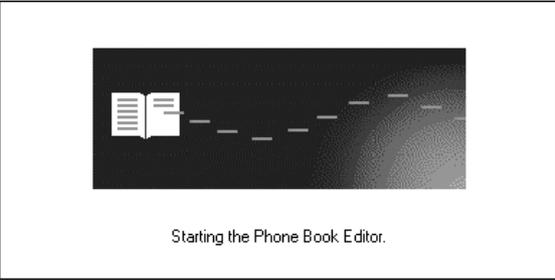
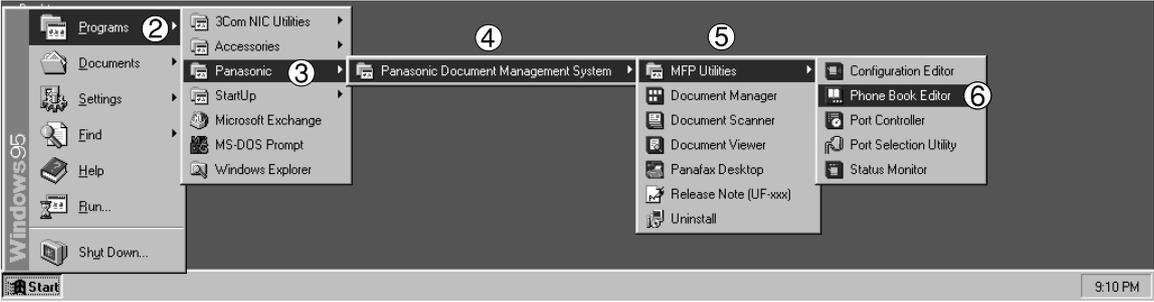
NOTE

1. UF-890/990 is not available with this feature.

Activation Procedure

Take the following steps to activate the phonebook editor software.

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

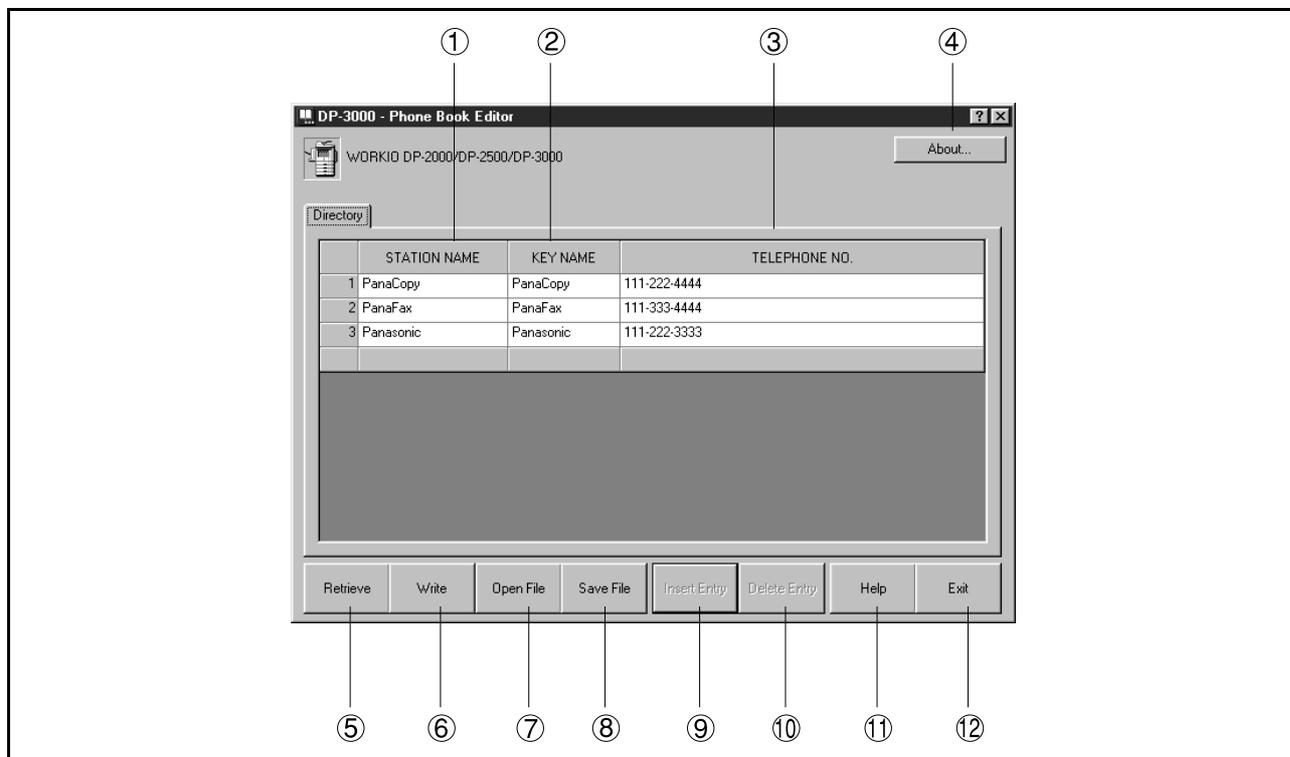


- ② Select **Programs**.
- ③ Select **Panasonic**.
- ④ Select **Panasonic Document Management System**.
- ⑤ Select **MFP Utilities**.
- ⑥ Select **Phone Book Editor**.
- ⑦ Phone Book Editor splash screen appears and the Phone Book Editor program is activated.

Phonebook Editor

Main Window (For DP-2500/3000)

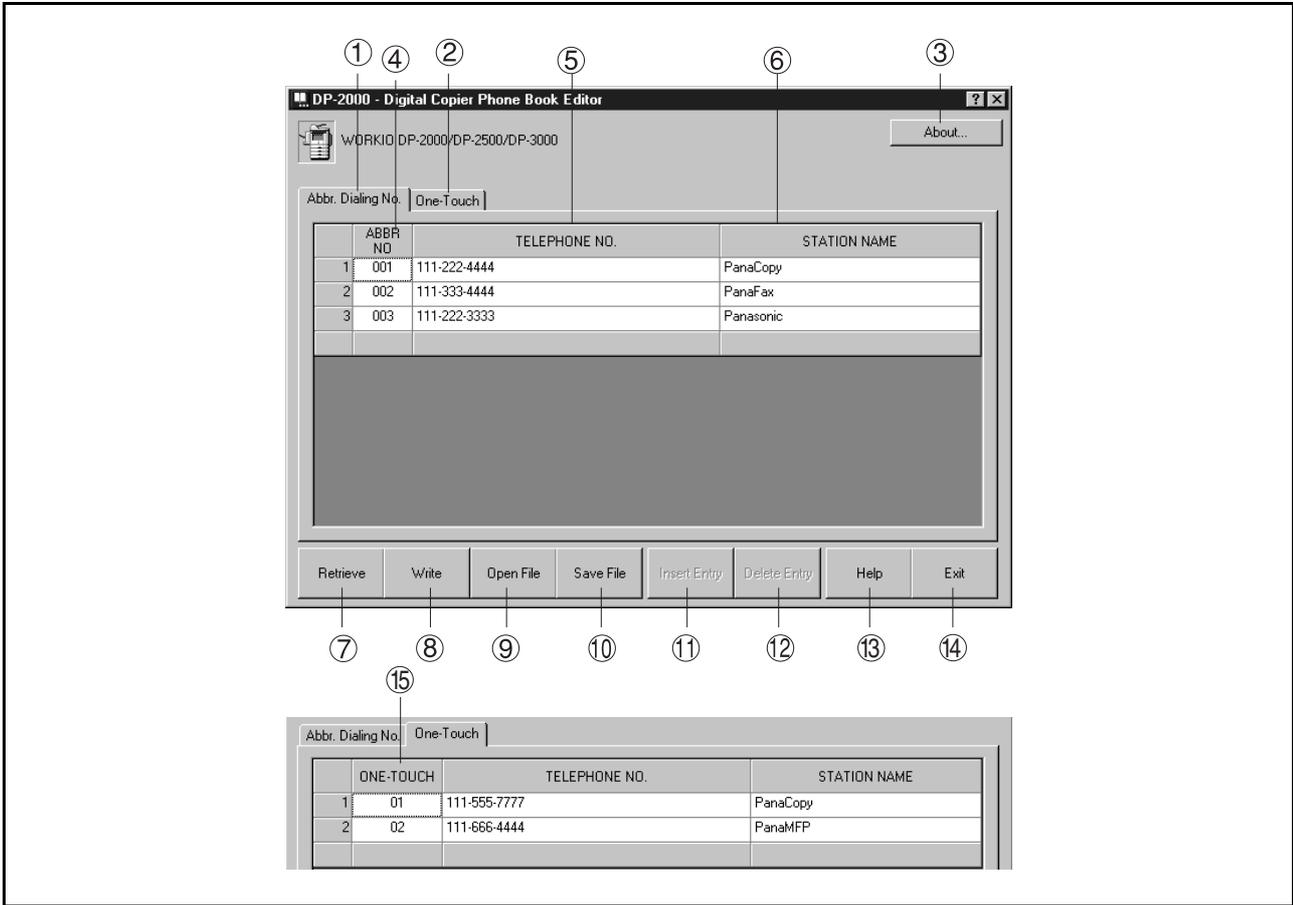
The screen shown below appears on the PC:



No.	Indication	Description	Reference
①	Station Name	Station name (Up to 200 stations with 15 characters each)	-
②	Key Name	Key name (Up to 10 characters)	-
③	Telephone No.	Telephone number (Up to 36 digits)	-
④	About	Version information of software	-
⑤	Retrieve	Retrieve phonebook information from the connected Page device.	Page 141
⑥	Write	Send phonebook information to main unit	Page 143
⑦	Open File	Read phonebook information in PC	Page 143
⑧	Save File	File Save phonebook information onto PC	Page 143
⑨	Insert Entry	Insert a blank entry in the phonebook list	Page 145
⑩	Delete Entry	Delete an entry in the phonebook list	Page 146
⑪	Help	Display help screen • When an explanation about the operation is needed.	-
⑫	Exit	Close the phonebook editor software	-

Main Window (For DP-135/150/1810/2000/2010)

The screen shown below appears on the PC:



No.	Indication	Description	Reference
①	Abbr. Dialing No. Tab	Contains the abbreviated dialing number entries	-
②	One-Touch Tab	Contains the One-Touch Key entries	-
③	About	Version information of software	-
④	ABBR. NO.	Abbreviated Dialing Number	-
⑤	Telephone No.	Telephone number (Up to 36 digits)	-
⑥	Station Name	Station name (Up to 15 characters)	-
⑦	Retrieve	Retrieve phonebook information from the connected Page device.	Page 141
⑧	Write	Send phonebook information to main unit	Page 141
⑨	Open File	Read phonebook information in PC	Page 143
⑩	Save File	File Save phonebook information onto PC	Page 143

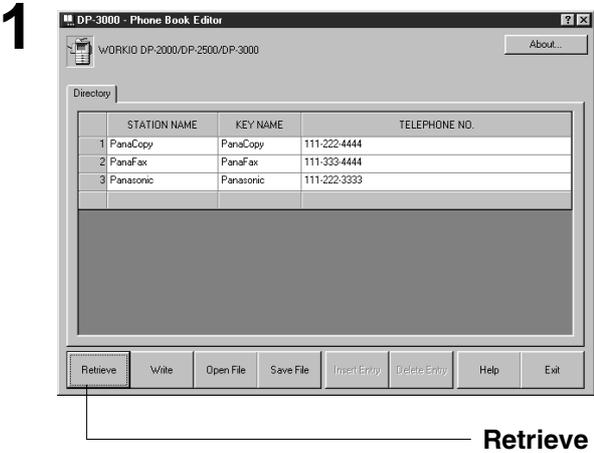
Phonebook Editor

Main Window (For DP-135/150/1810/2000/2010)

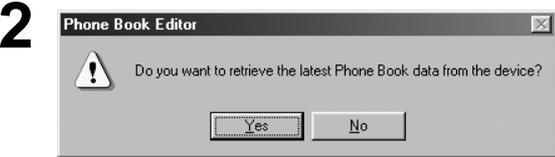
No.	Indication	Description	Reference
⑪	Insert Entry	Insert a blank entry in the phonebook list	Page 145
⑫	Delete Entry	Delete an entry in the phonebook list	Page 146
⑬	Help	Display an on-line help screen	-
⑭	Exit	Close the phonebook editor software	-
⑮	ONE-TOUCH	One-Touch Key	-

Retrieve/Write

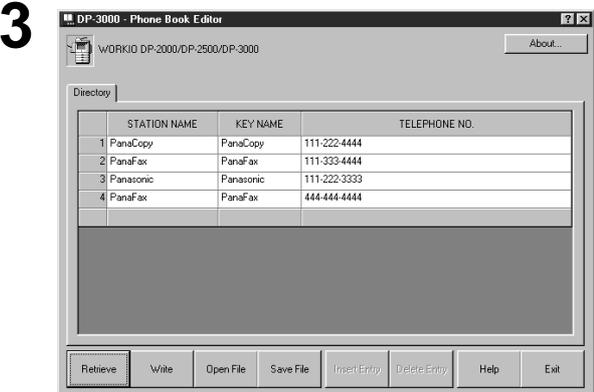
This function retrieves the fax numbers in the connected device by PC and writes fax numbers from the PC to main unit.



Click **Retrieve**.

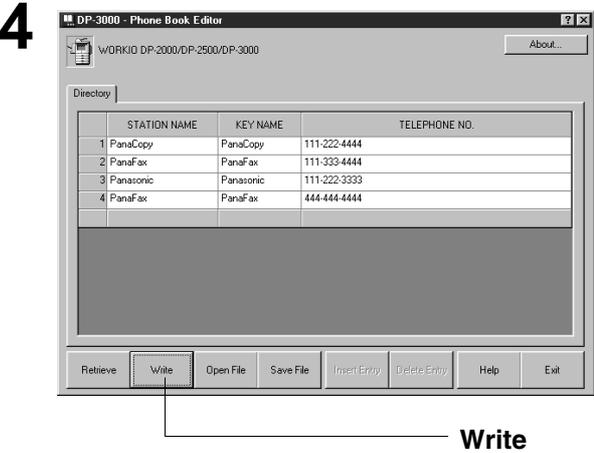


Click the button.



A list of fax numbers in the machine is displayed.

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



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

Continued on the next page...

Phonebook Editor

Retrieve/Write

5

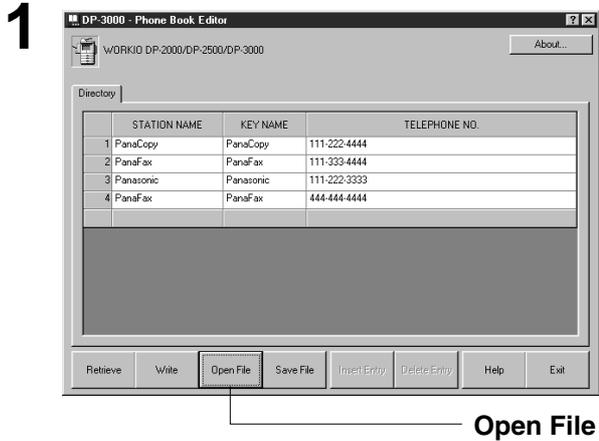


Click the button.

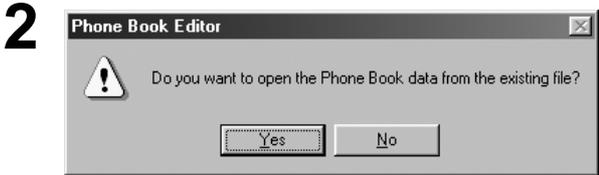
The phonebook information is written to the connected device.

Open/Save File

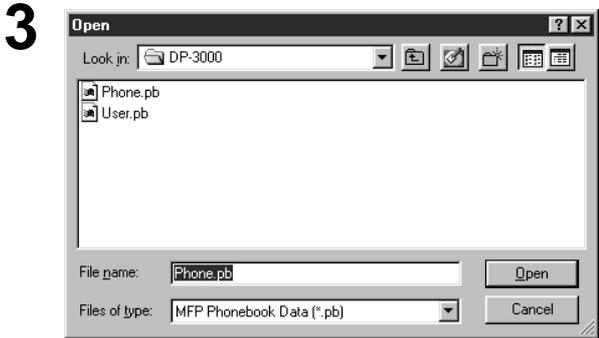
This function opens the phonebook file stored in the PC, edits the file and then saves the file in the PC again.



Click **Open File**

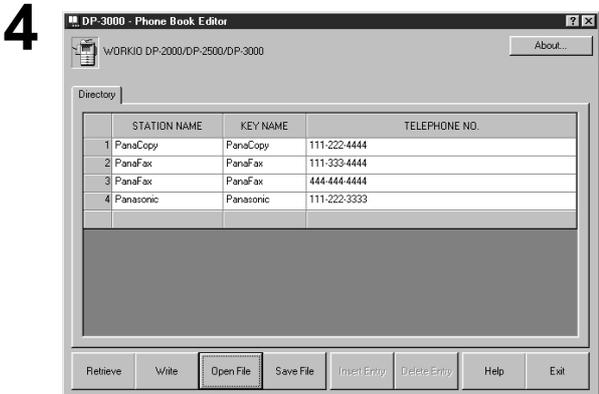


Click the button.



The File Open dialog box appears

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



The phonebook information stored in the PC is displayed.

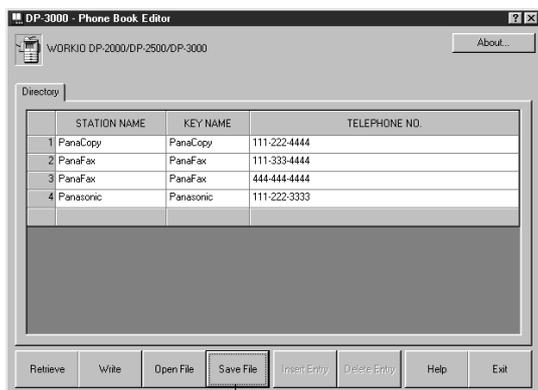
Modify and add destination names and dial numbers on this screen.

Continued on the next page...

Phonebook Editor

Open/Save File

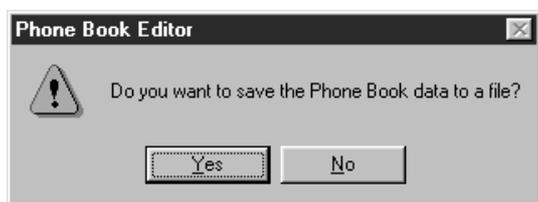
5



Save File

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

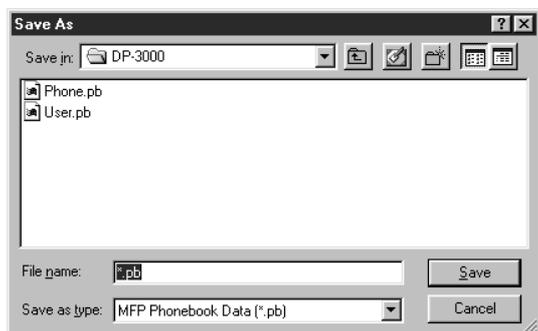
6



Click the button.

The phonebook information is saved in the PC.

7

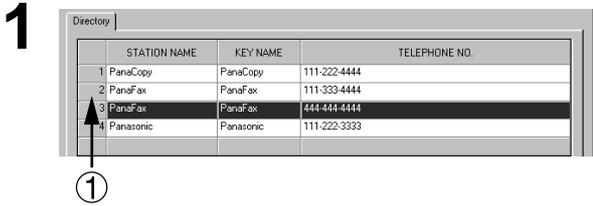


For Save File:

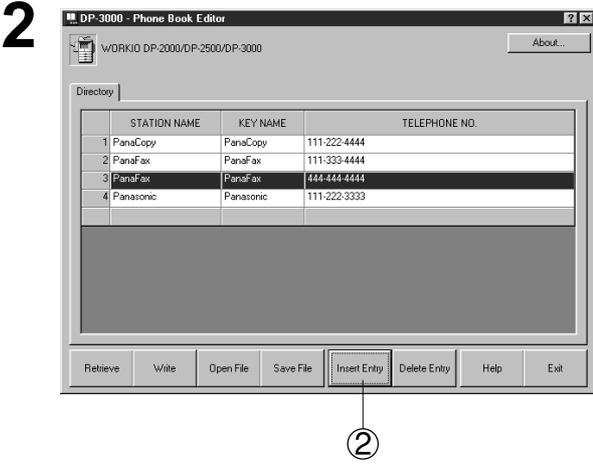
1. Select an existing file from the list or enter a new file name.
2. Click the button.

Insert Entry

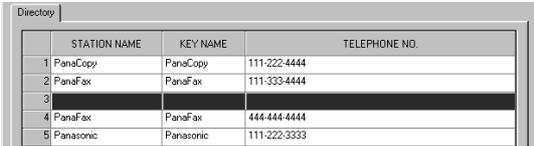
This function adds lines in the list when editing the phonebook. The steps for inserting lines is as follows:



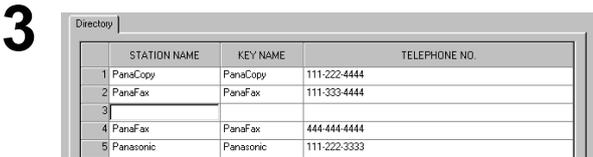
Ex: Insert a line between the 2nd and 3rd lines. Click the portion indicated as ①.



② Click **Insert Entry**.



A line is inserted as shown on the left.



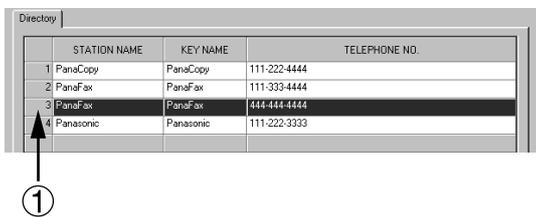
Double-click on the line for data entry.

Phonebook Editor

Delete Entry

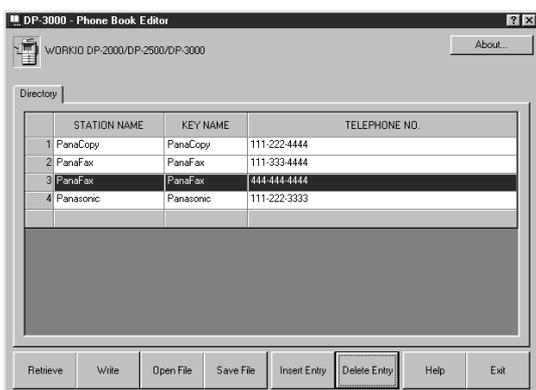
The steps for deleting lines is as follows:

1



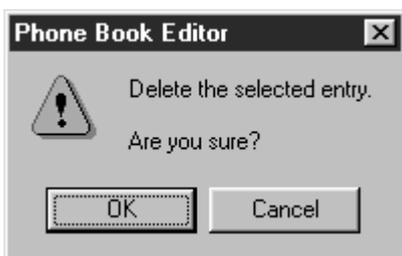
Ex: Delete the 3rd line.
Click the portion indicated as ①.

2



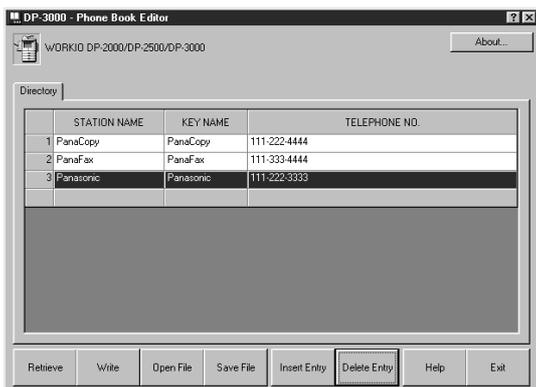
Click **Delete Entry**.

The screen shown on the left appears.



Click .

The line is deleted as shown on the left.



Panafax Desktop

General Description

Panafax Desktop is a PC Faxing application specifically designed to compliment the Panasonic line of multi-function products.

Document created on the PC can be easily faxed to a remote location directly without having to print a hard copy first and then put through the fax machine to send. This improves the copy quality received at the remote location and saving the cost and time of printing the hard copy locally before faxing it.

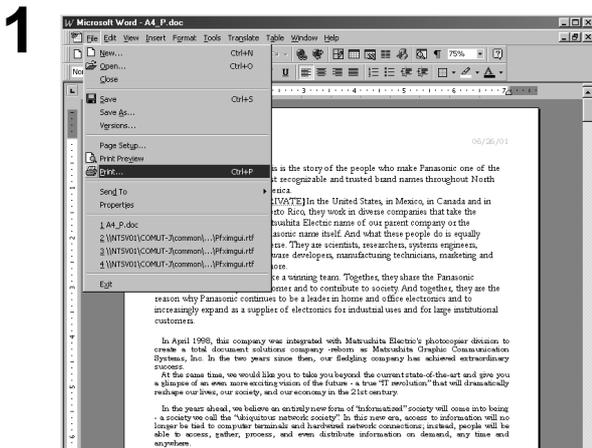
Note: DP-135/150/1810P/2000/2010E/2500/3000 is not available with this feature.

Sending Document

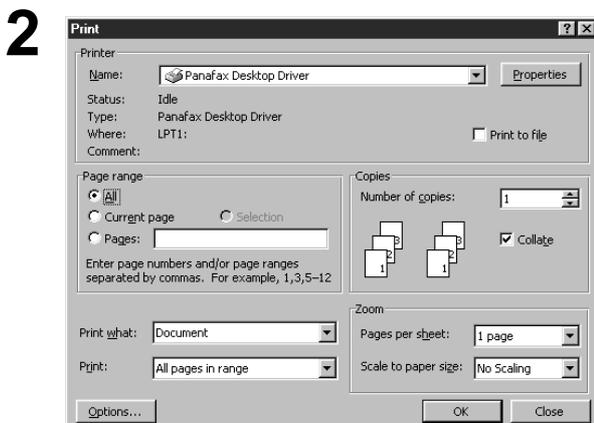
Sending a Document via Windows Application

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 procedures below.



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



The **Print** dialog box appears.

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

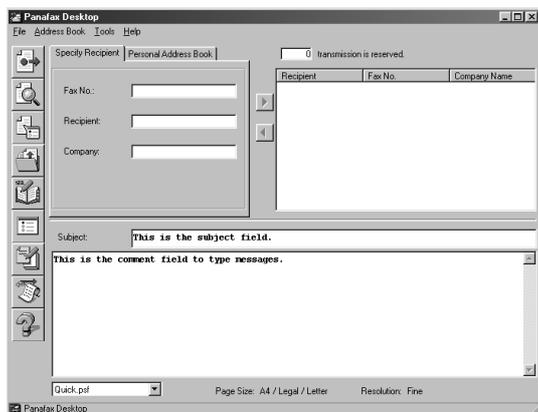
Click on the **OK** button to convert the document into a Fax image.

Continued on the next page...

Panafax Desktop

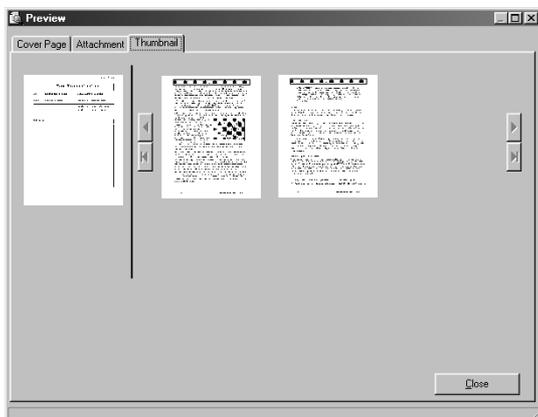
Sending Document

3



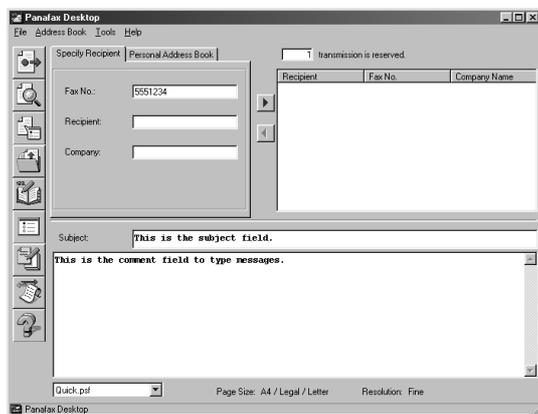
The Panafax Desktop window appears with the Fax image attached.

To preview the Fax image, click on the Preview button on the tool bar at the left of the window.



Click on the button to return to the Panafax Desktop window.

4



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

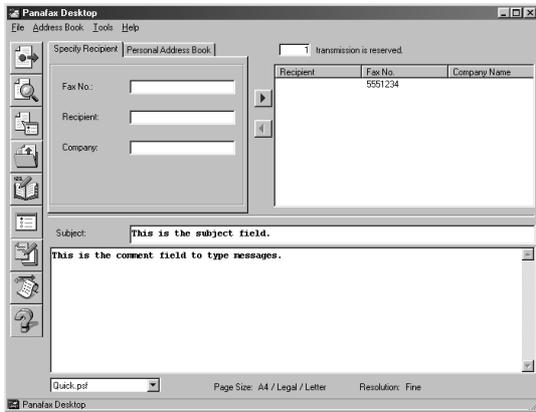
Click the button to register the recipient to the recipient list.

Enter/select another recipient if desire.

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

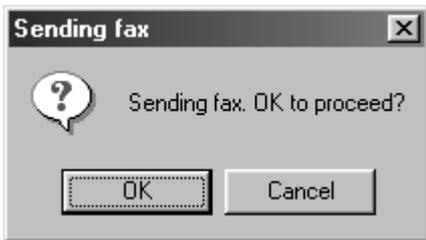
Sending Document

5



Click on the  (Send) button when ready to send the fax.

6



Click on the  button to start the transmission.

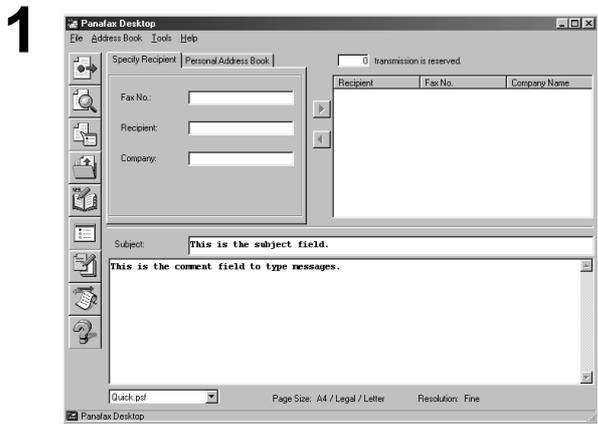
Panafax Desktop

Sending Document

Sending a Document to a recipient in the Personal Address Book

The frequently used fax numbers can be registered in the **Panafax Desktop Personal Address Book**.

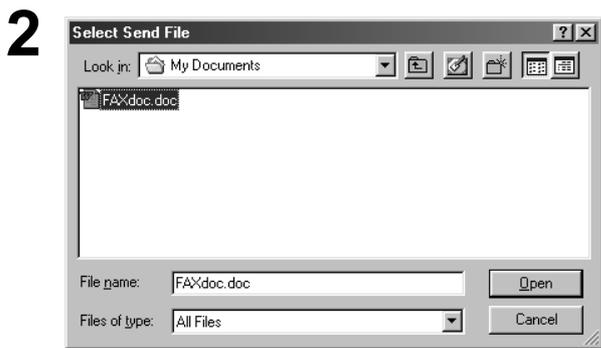
To register a recipient to the **Personal Address Book**, see page 152.



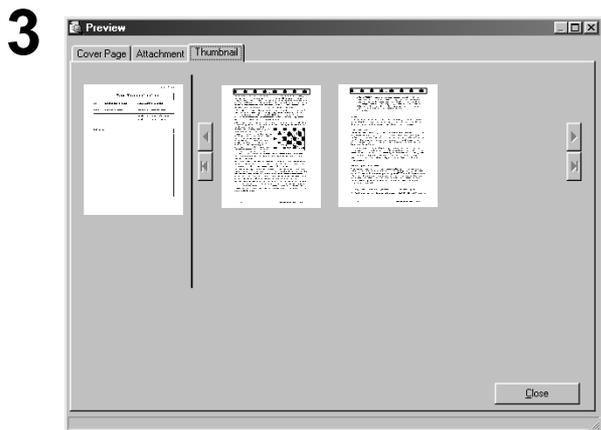
From the Panafax Desktop main window.

Click on the  (Open File) button to select a file for the transmission.

Note: You may also attach the file by printing to the Panafax Desktop Driver from any Windows application as described on page 147.

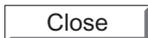


Select the file and click the  button.



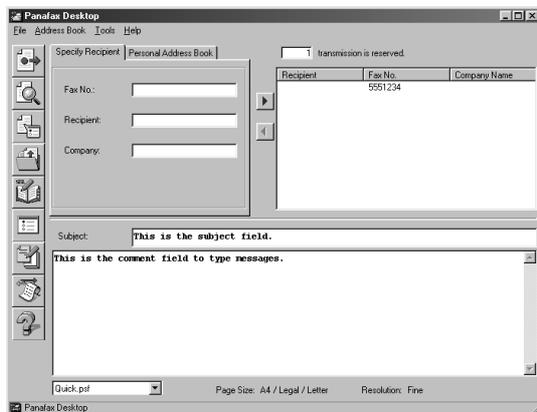
The Panafax Desktop window appears with the Fax image attached.

To preview the Fax image, click on the Preview button on the tool bar at the left of the window.

Click on the  button to return to the Panafax Desktop window.

Sending Document

4



Click on the **Personal Address Book** tab and select the recipient(s) from the list.

Click on the  button to register the recipient(s) to the recipient list.

Then, click the  (Send) button.

5

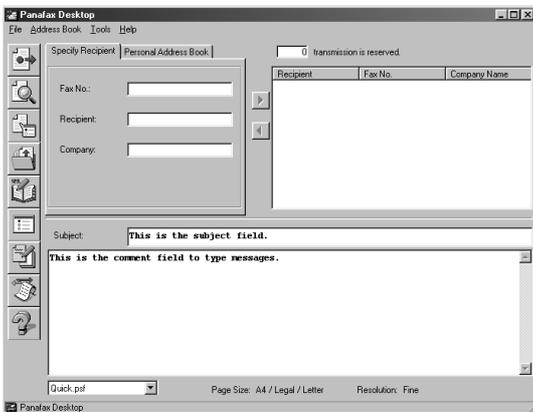


Click on the  button to start the transmission.

Managing the Personal Address Book

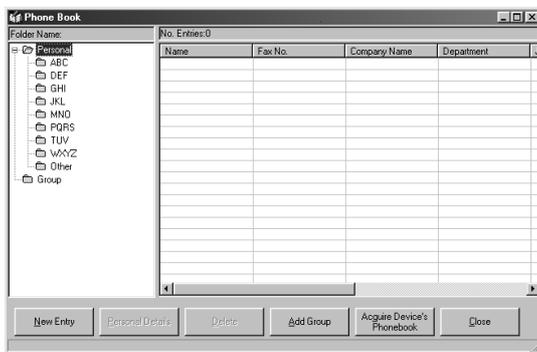
To register a recipient to the Personal Address Book, follow the steps below:

1



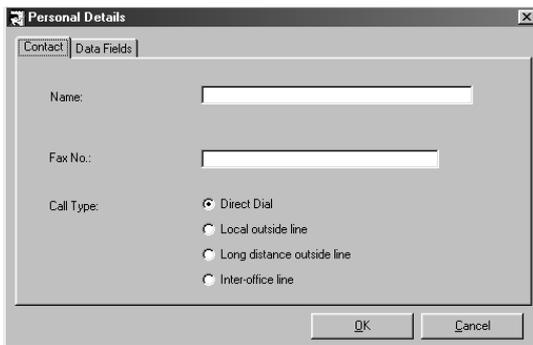
Click on the  (Personal Address Book) button to open the **Phone Book** dialog box.

2



Click on the  button.

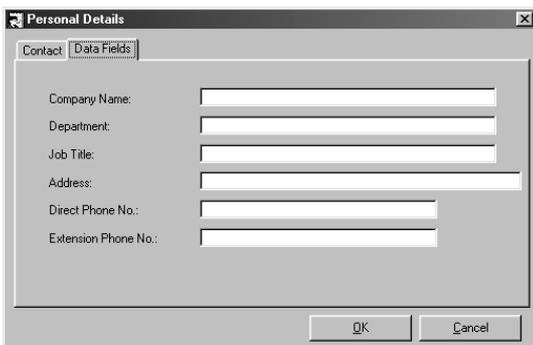
3



<Contact Tab>

- **Name**
Enter the recipient's name.
- **Fax No.:**
Enter the fax number.
- **Call Type:**
Select how the call should be dialed.

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.

Managing the Personal Address Book

5

Click on the button to save the entry.

To add another entry, repeat from step 2.

NOTE

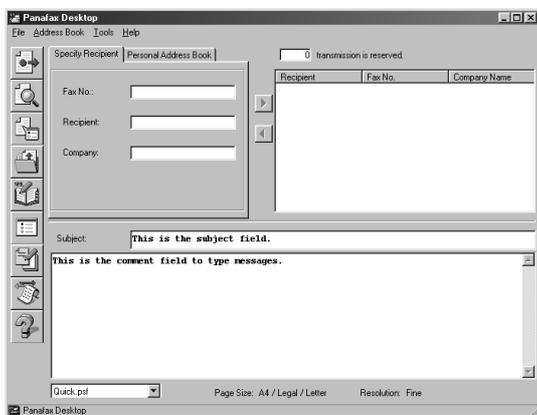
1. *The One-Touch/Abbreviated Dialing Numbers registered in the your machine are automatically uploaded in the Personal Address Book when activating the Panafax Desktop if the machine is corrected to your PC.*

Panafax Desktop

Managing the Personal Address Book

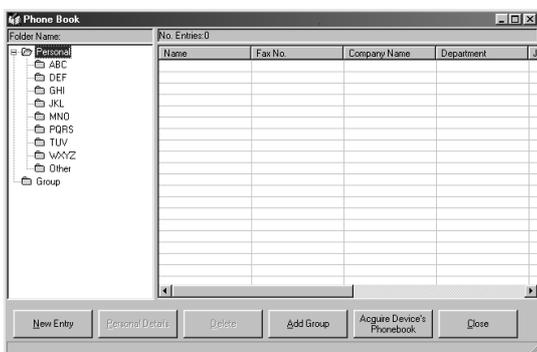
To register a group of recipients, follow the steps below:

1



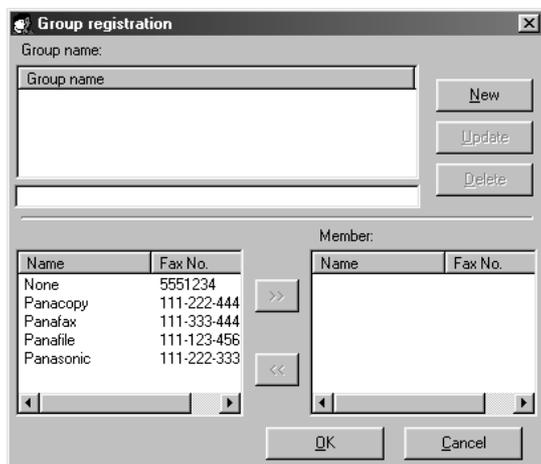
Click on the (Personal Address Book) button to open the **Phone Book** dialog box.

2



Click on the Add Group button.

3

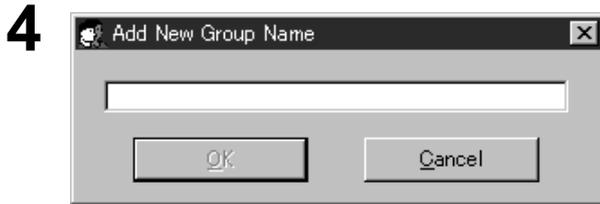


The Group Registration dialog box appears.



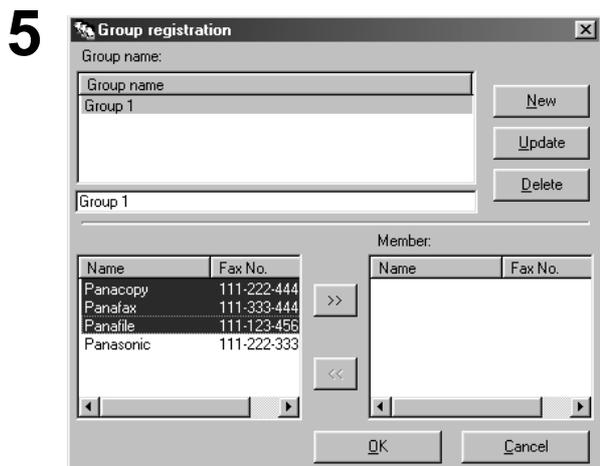
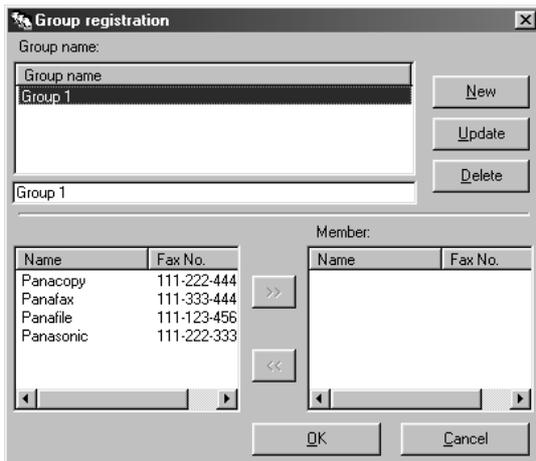
Click on the New button.

Managing the Personal Address Book

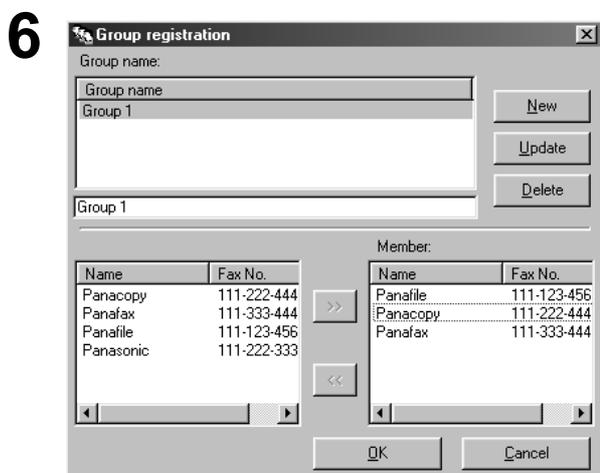


The Add New Group Name dialog appears.

Enter the group name and click button.



Select the desired recipients.



Click the button to add the recipient(s) to the Member list.

To add another group, repeat from step 3.

If finished, click the button to exit Group Registration.

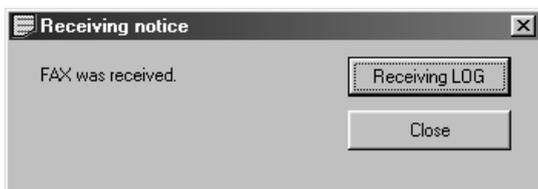
Panafax Desktop

Receiving Document

If you have set the **Fax Parameter No. 63** (PC-FAX RCV Mode) on your machine to "Upload & Print" or "Upload", the received faxes is automatically uploaded to the **Panafax Desktop**.

When a fax is receive on the machine, it will proceed as follow:

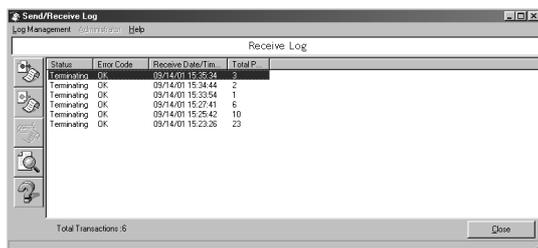
1



A receiving notice appears on the connected PC.

Click the **Receiving LOG** button.

2



The Receive Log appears.

Select a transaction from the log then click the



(View Faxes) button to view the received fax.

3



The received fax is shown on the PC.

NOTE

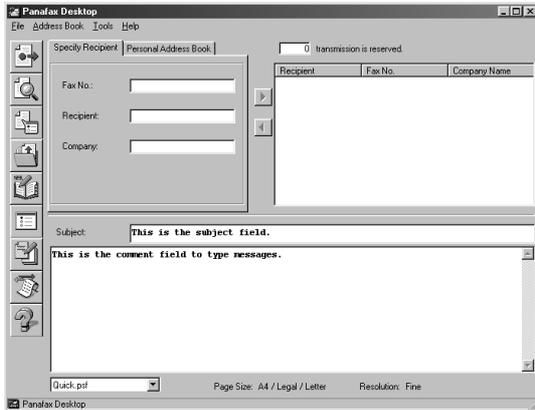
1. Make sure that the Port Controller is activated when receiving a fax. Otherwise, the received fax cannot be uploaded to your PC even if the Fax Parameter No. 63 is set to "Upload & Print" or "Upload".

Cover Sheet

The **Cover Sheet** is attached to the first page of every sending fax and contains information such as the recipient's name, sender's name, date, title, etc.

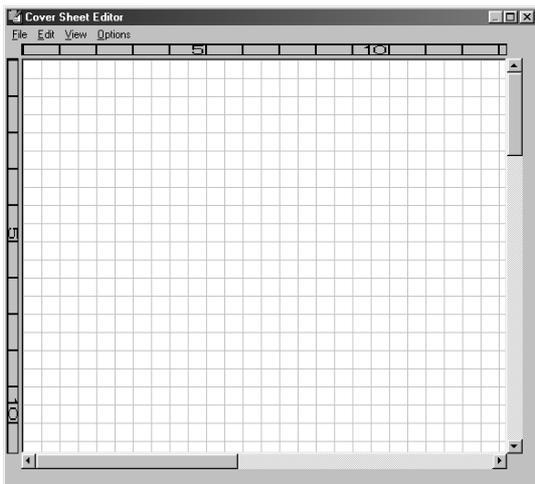
Creating a Cover Sheet

1



Click on the  (Cover Sheet Editor) button.

2



The Cover Sheet Editor window appears.

[Edit] menu

- Page Size Sets the size of the cover sheet.
- Date Frame Inserts a date field.
- Text Frame Inserts a text box.
- Line/Box Inserts a line or box.
- Image Frame Inserts an existing image file (bmp file).
- Recipient Details Inserts the information set in the **Data Fields** and **Personal** tabs on the Personal Address Book.
- Sender Details Inserts the information set in the **Sender Details** tab on the Setup menu.
- Comment Inserts a comment field for typing a brief message when sending a fax.
- Subject Inserts a subject field when sending a fax.

Panafax Desktop

Cover Sheet

[View] menu

Show Grid	Display the grid.
Preview	Display the preview of the cover sheet.
Show Status Bar	Display the status bar.
Zoom	Sets the ratio for the cover sheet editing screen.
Scale unit	Sets the scale unit of measure (cm/inch).

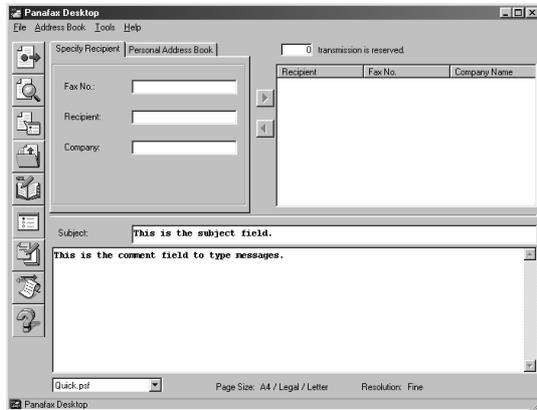
[Options] menu

Font	Specifies the character font.
Line Style	Specifies the line style.
Text Alignment	Adjusts the text position.
Date Format	Sets the date format.

Cover Sheet

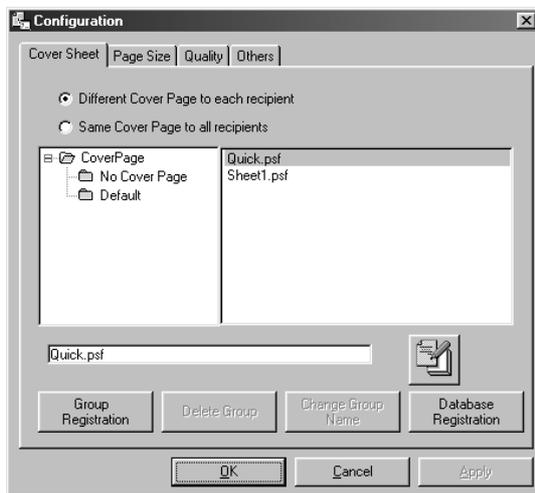
Setting the Usage of the Cover Sheet

1



Click on the  (Configuration) button.

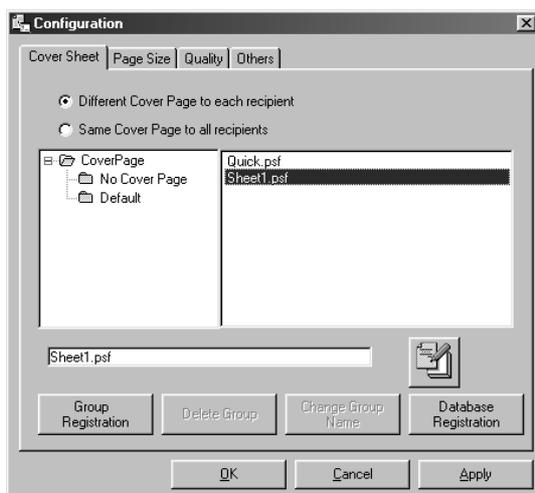
2



The Options dialog box appears.

Show the  tab.

3



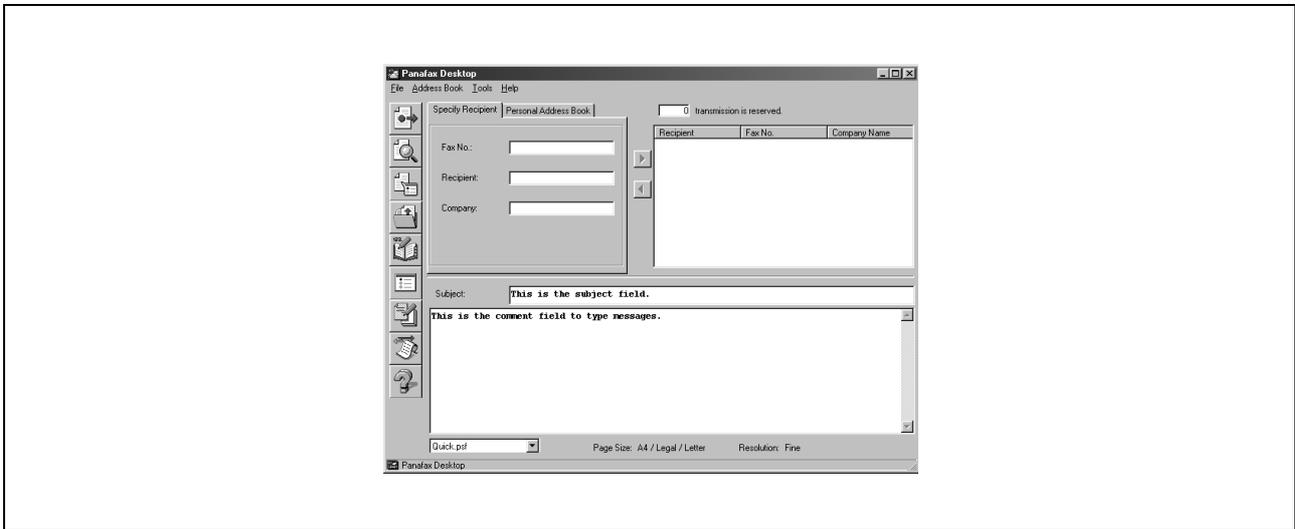
Select the Cover Sheet then set the usage.

Click on the  button.

Panafax Desktop

Tool Bar

Panafax Desktop main dialog box.



[Send]

Used to start the transmission.



[Preview]

Used to view the cover sheet or transmission file.



[Configuration]

Used to specify the resolution and paper size for the transmission. Also, used to set the Cover sheet usage.



[Open]

Used to select the file to be send.



[Personal Address Book]

Used to open your personal address book.



[Setup]

Used to specify the Send Settings, Sender Details and Connection Settings.



[Cover Sheet Editor]

Used to create or edit a Cover Sheet.



[Send/Receive Log]

Used to show the Send/Receive Log Manager.



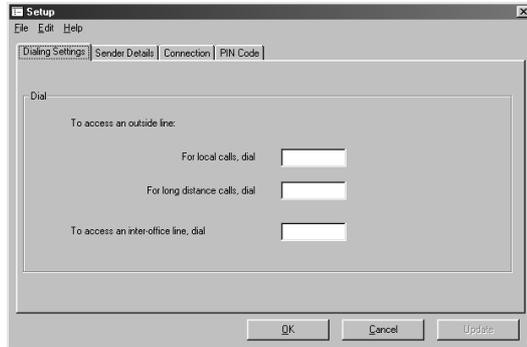
[Help]

Used to show the On-line help.

Setup Menu

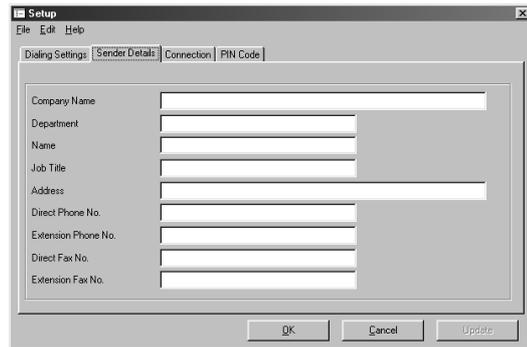
Dialing Settings Tab

Specify the local and long distance call access number and whether or not to apply it when dialing.



Sender Details Tab

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



Panafax Desktop

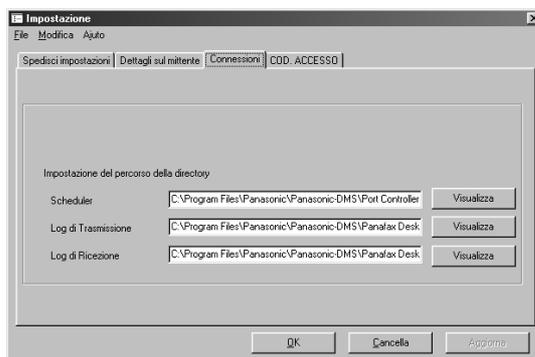
Setup Menu

Connection Tab

Specifies the connection type and directory/folder path of the following components.

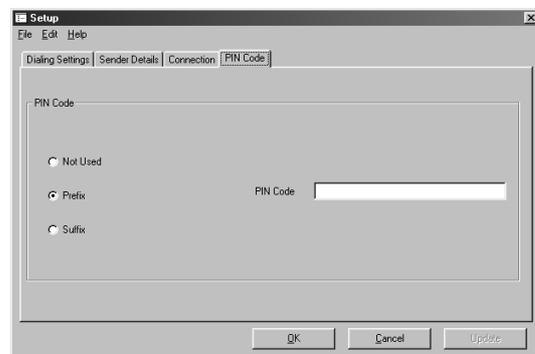
- Scheduler
- Send Log
- Receive Log

For details on setting up Client and Server connection, please refer to the section of Client and Server Setting on page 165.



PIN Code Tab

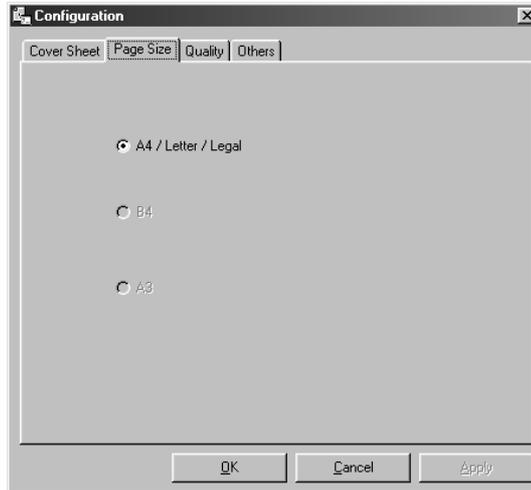
Specify the PIN Code settings when required by your telephone system.



Configuration Menu

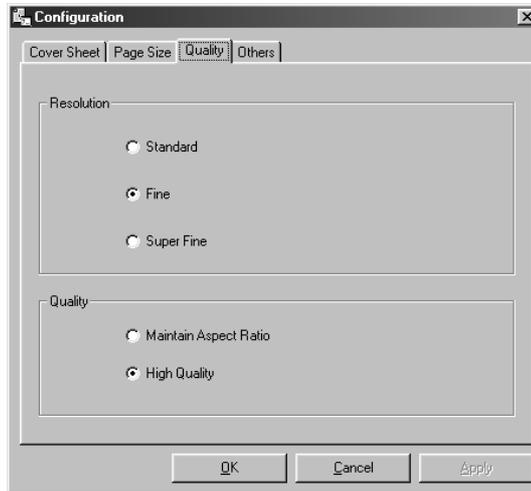
Page Size Tab

Set the page size to be used for the transmission. The selectable page sizes are depending on the capability of the machine connected to your PC.



Quality Tab

Set the quality to be used for the transmission.

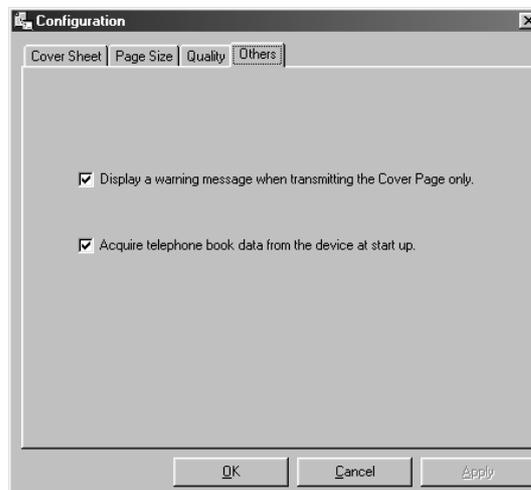


Panafax Desktop

Configuration Menu

Others Tab

Set the other preferences.

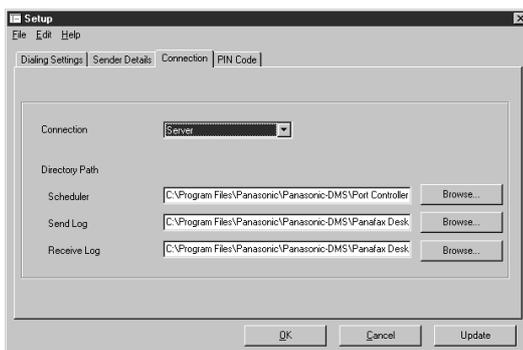


Client and Server Setting

The Panafax Desktop module can be setup on any Windows computer on a network to serve as a Fax Server with a compatible Panasonic MFP Fax/Copier connected. Other computer on the network with the Panafax Desktop module installed and setup as Client can then send and receive faxes through the Panafax Desktop Server PC. All received faxes are stored on the Panafax Desktop Server PC, and retrieved on the Client PC by accessing and viewing the shared Receive Log.

Setting the Panafax Desktop as a Server

- 1 Install the **Panafax Desktop** module of the Panasonic-DMS on a networked computer to be designated as the Fax Server.
- 2 Double-click the **Panafax Desktop** shortcut icon on the Windows Desktop.
- 3 The **Panafax Desktop** window appears.
- 4 From the Menu bar, select **Tools** then **Setup...**
- 5 The **Setup** dialog box appears.
- 6 Select the **Connection** tab.
- 7 Change the Connection setting to **Server** and click **Update**.



- 8 Start the Windows Explorer, locate the following folders and set them as a shared folder.
 - C:\Program Files\Panasonic\Panasonic-DMS\Port Controller (Set the Share Name as **SCHEDULER**)
 - C:\Program Files\Panasonic\Panasonic-DMS\Panafax Desktop\Send (Set the Share Name as **SEND_FOLDER**)
 - C:\Program Files\Panasonic\Panasonic-DMS\Panafax Desktop\Receive (Set the Share Name as **RCV_FOLDER**)

NOTE

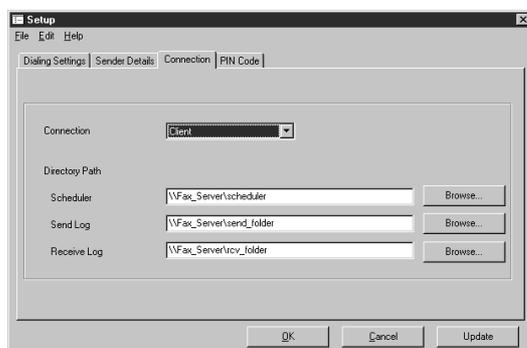
1. UF-490 for North America supports standalone connection only.

Panafax Desktop

Client and Server Setting

Setting the Panafax Desktop as a Client

- 1 Install the Panasonic-DMS on a networked computer and select **Client** install on the **Select Setup Type** dialog box during the installation.
- 2 Click to copy all the necessary files.
- 3 Click and restart the computer.
- 4 After the computer has restarted, double-click the **Panafax Desktop** shortcut icon on the Windows Desktop.
- 5 The **Panafax Desktop** window appears.
- 6 From the Menu bar, select **Tools** then **Setup...**
- 7 The **Setup** dialog box appears.
- 8 Select the **Connection** tab.
- 9 Verify the **Connection** setting is set to **Client**.
- 10 Set the Directory/Folder Path to the Panafax Desktop Server of the following components
 - Scheduler (Mfpscld.exe)
 - Send Log (SndLogList.mdb)
 - Receive Log (RcvLogList.mdb)



Printing operation fails

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

- The connection cable (Parallel Printer Cable or Ethernet LAN Cable) is properly connected.
- The length of the parallel printer cable is not longer than 20 ft. (6 m).
- Power of the device is turned ON.
- Paper is loaded properly on the device.
- Error message is not displayed on the device.

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

Windows 95/98/Me [General Tab] (See page 30)

Windows NT 4.0 [General Tab] (See page 40)

Windows 2000/XP [General Tab] (See page 54)

NOTE

1. The status of the devices can be verified by the status monitor (See page 123).

Troubleshooting

Document is not printed correctly

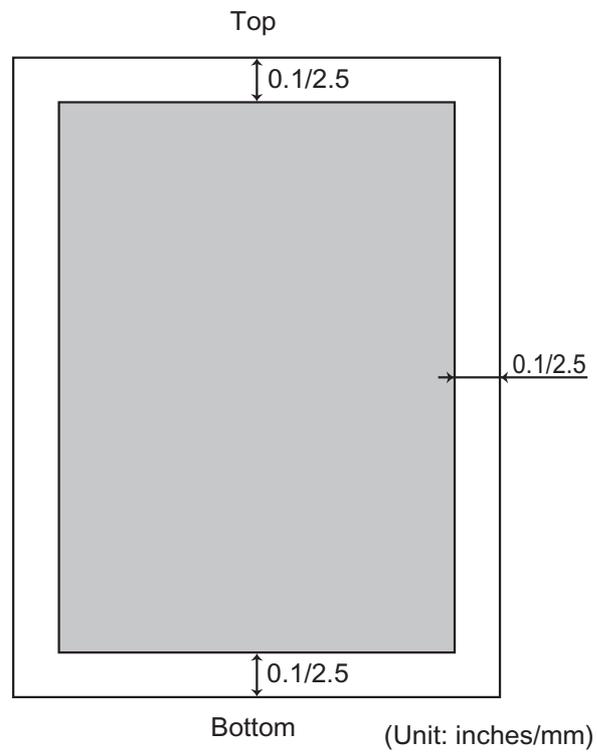
Problem	Action
Printing position is wrong or print is misses on the edge.	Paper size or printing orientation is different between the application settings and the printer driver settings. Specify the settings again. The specified paper has not been loaded on the device. Specify the settings again or load the appropriate paper. The document margin is not sufficient. On the machine, a margin of approx. 5 mm or more is required at the sheet edge. (Recommended printing margin) Adjust the margin correctly.
Characters and symbols not used in documents are printed.	Verify that your machine has been selected as the printer driver.
Printing operation takes excessive time.	The wait time for printing operations depends on the spool settings. Select Spool print jobs so program finishes printing faster in spool settings. • Reference : Windows 95/98/Me [Details Tab] (See page 31) Windows NT 4.0 [Scheduling Tab] (See page 42) Windows 2000/XP [Advanced Tab] (See page 57)

Error messages displayed on the computer

Problem	Action
Error in writing to LPT1. Unable to write to the Specified device.	Verify that the device is connected to the computer correctly. Verify that the power of the device is turned on. Verify that the paper is properly loaded.
Error in writing to LPT1. Printer timeout error occurred.	Verify that the power of the device is turned on. Excessive data volume or number of pages may overflow the device's memory, disabling data reception. Increase the timeout setting value in properties (for transmission retry). • Reference : Windows 95/98/Me [Details Tab] (See page 31) Windows NT 4.0 [Ports Tab] (See page 41) Windows 2000/XP [Ports Tab] (See page 56)
Printing is disabled due to an error in the current printer settings.	Differences in settings such as paper size or printing orientation exists between the application and the printer driver. Specify the correct settings.

Appendix

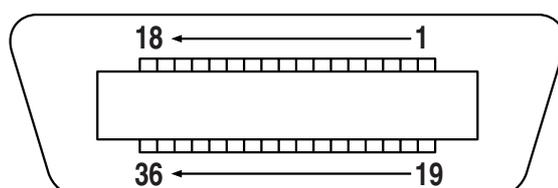
Printing/Scanning Area



Parallel Interface Connector

The printer has a parallel interface for connecting to the PC.

Shape of Connector



Signal lines and pin assignment

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

*Signal used for bidirectional communication

Signal functions

Signal name	Function
STB	Signal for sending data to printer. Steady-state value is High . Printer reads data until this signal becomes from Low to High .
DATA0 to DATA7	Input signal for receiving 8-bit data. Logic 1 is High . DATA0 is LSB and DATA7 is MSB .
nACK	Signal indicating that printer has read data into device completely. This signal is output in response to /STB .

Appendix

Parallel Interface Connector

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

Installing the Panasonic Class 2 Fax Modem

Installation (Windows 95/98/Me)

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

Class 2 Fax Modem

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



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

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



Click on the **Next** button.

Continued on the next page...

Installing the Panasonic Class 2 Fax Modem

Installation (Windows 95/98/Me)

4



Click on the  button.

(Windows 98/Me only)

5



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

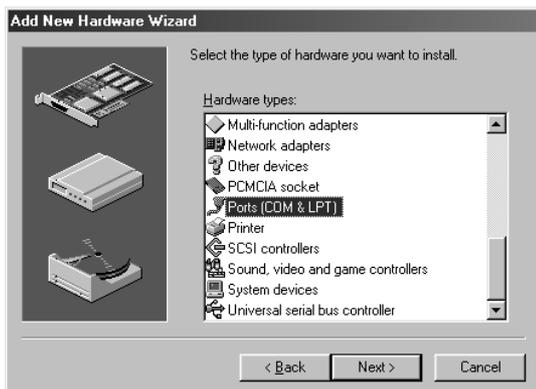
(This screen will only appear if a new device is found.)



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

(Windows 98/Me only)

6



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

Installing the Panasonic Class 2 Fax Modem

Installation (Windows 95/98/Me)

7



1. Select **Communications Port**.
2. Click on the button.

8



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

9



Click on the button.

10



Click on the button.

Continued on the next page...

Installing the Panasonic Class 2 Fax Modem

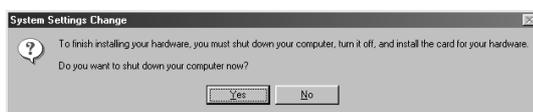
Installation (Windows 95/98/Me)

11



Click on the button.

12



Click on the button and restart the PC.

13

Repeat steps from "1" to "3."

14



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

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



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

(Windows 98/Me only)

Installing the Panasonic Class 2 Fax Modem

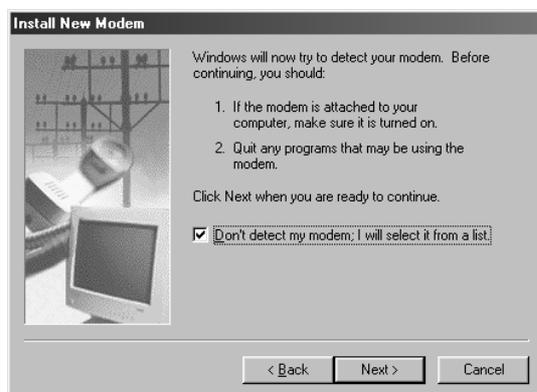
Installation (Windows 95/98/Me)

15

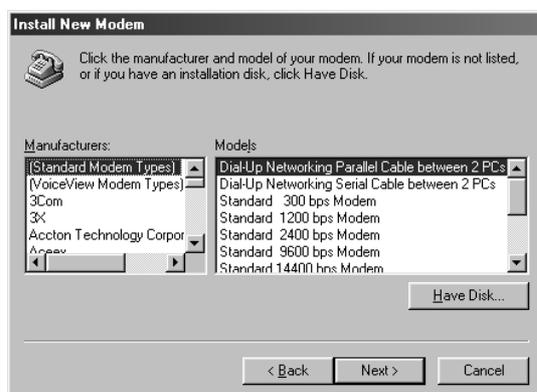


1. Select **Modem**.
2. Click on the button.

16



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



1. Click on the button.

17



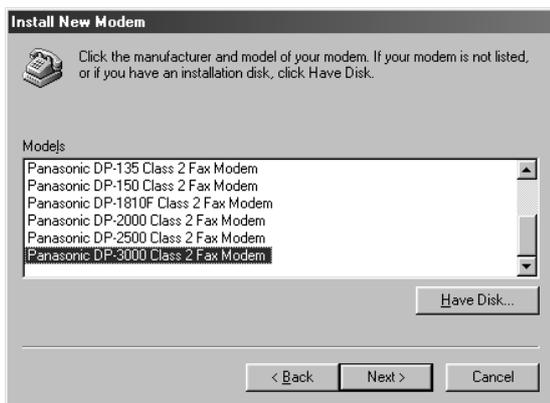
1. Enter **D:\English\Pdms\Setup**.
(Where "D" is your CD-ROM drive.)
2. Click on the button.

Continued on the next page...

Installing the Panasonic Class 2 Fax Modem

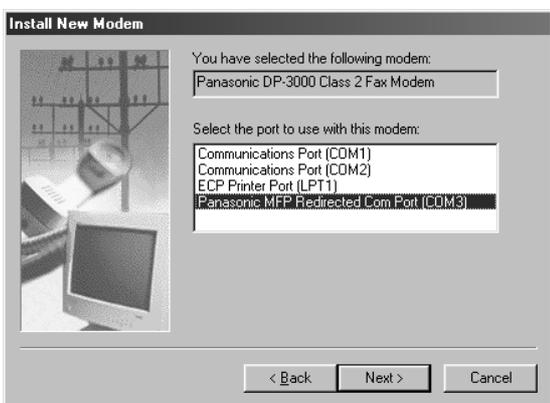
Installation (Windows 95/98/Me)

18



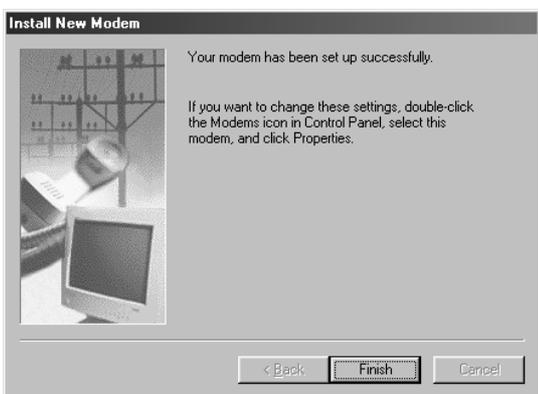
1. Select the **Class 2 Fax Modem** of your machine.
2. Click on the button.

19



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

20



- Click on the button.
- Installation of the modem is completed.

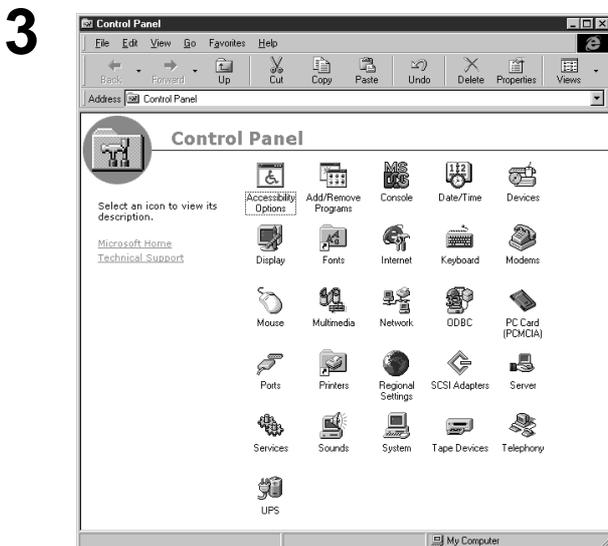
Installing the Panasonic Class 2 Fax Modem

Installation (Windows NT 4.0)

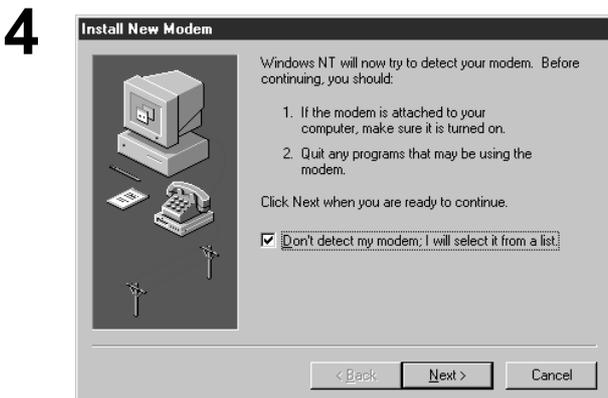
Installing the Panasonic Class 2 Fax Modem. The installation is required for transmitting/receiving Faxes with a PC, using general-purpose PC fax function software (recommended: WinFax PRO 10.0).

Class 2 Fax Modem

- 1 Install the Com Port Redirector component from the Panasonic-DMS installation using the Custom install if you haven't installed the PDMS software.
- 2 Select **Settings** from the **Start** menu and open the **Control Panel**.



Double-click **Modems** icon.



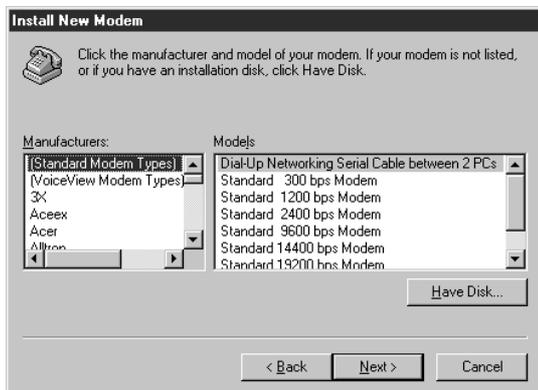
1. Select **Don't detect my modem; I will select it from a list.**
2. Click on the button.

Continued on the next page...

Installing the Panasonic Class 2 Fax Modem

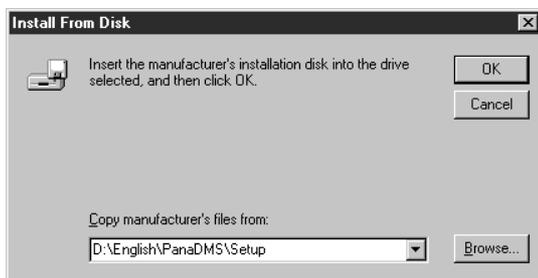
Installation (Windows NT 4.0)

5



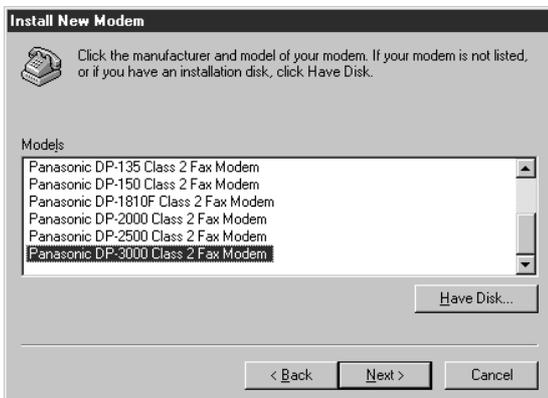
Click on the **Have Disk...** button.

6



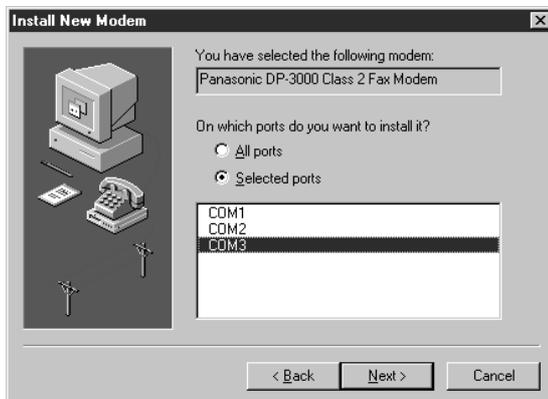
1. Enter **D:\English\PanaDMS\Setup.** (Where "D" is your CD-ROM drive.)
2. Click on the **OK** button.

7



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

8



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

Installing the Panasonic Class 2 Fax Modem

Installation (Windows NT 4.0)

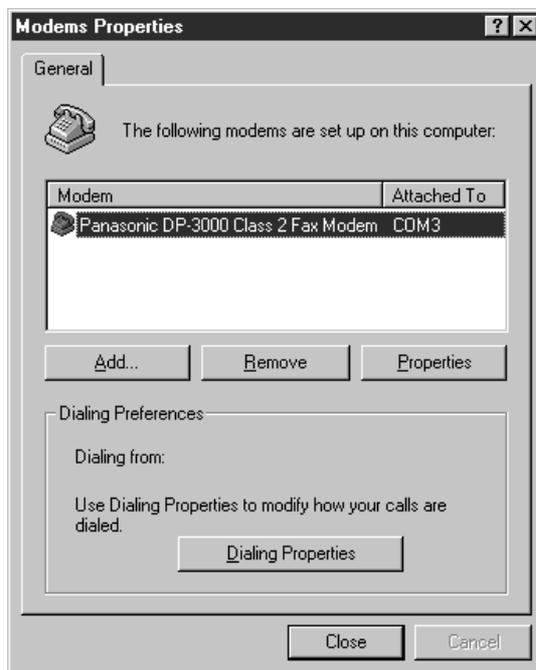
9



Click on the **Finish** button.

- Installation of the modem is completed.

10



Close the Modems Properties screen.

Installing the Panasonic Class 2 Fax Modem

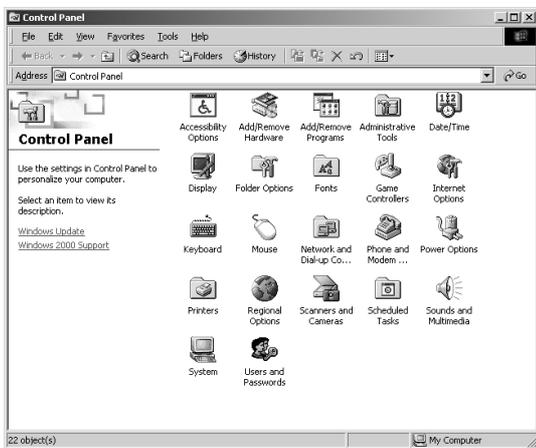
Installation (Windows 2000/XP)

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

Class 2 Fax Modem

- 1 Install the Com Port Redirector component from the Panasonic-DMS installation using the Custom install if you haven't installed the PDMS software.
- 2 Select **Settings** from the **Start** menu and open the **Control Panel**.
- 3

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



Click on the **Next** button.

Installing the Panasonic Class 2 Fax Modem

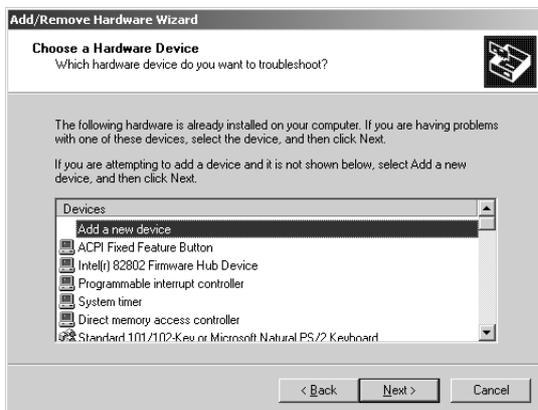
Installation (Windows 2000/XP)

5



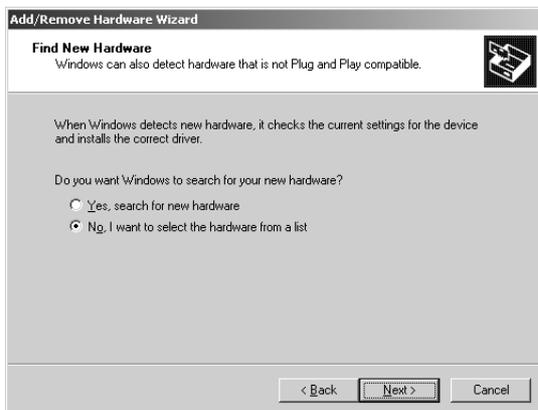
1. Select **Add/Troubleshoot a device**.
2. Click on the **Next** button.

6



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

7



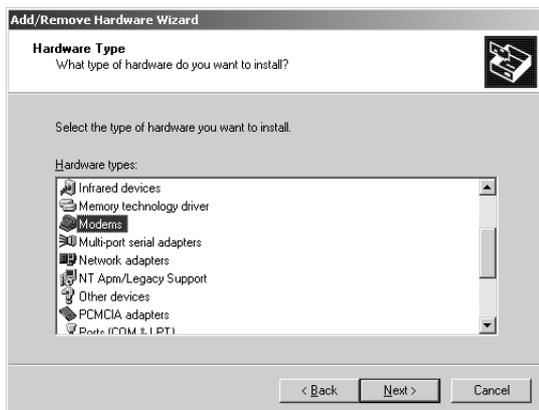
1. Select **No, I want to select the hardware from a list**.
2. Click on the **Next** button.

Continued on the next page...

Installing the Panasonic Class 2 Fax Modem

Installation (Windows 2000/XP)

8



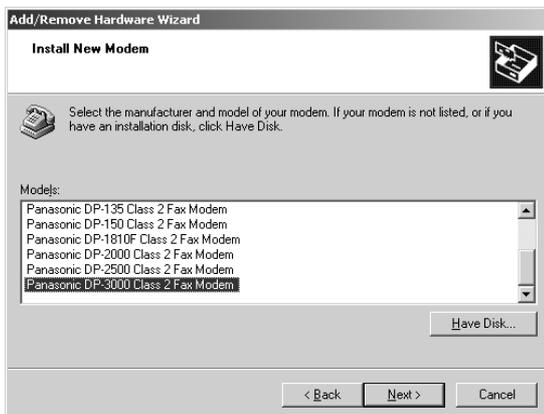
1. Select **Modems**.
2. Click on the  button.

9



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

10



Click on the  button.

11

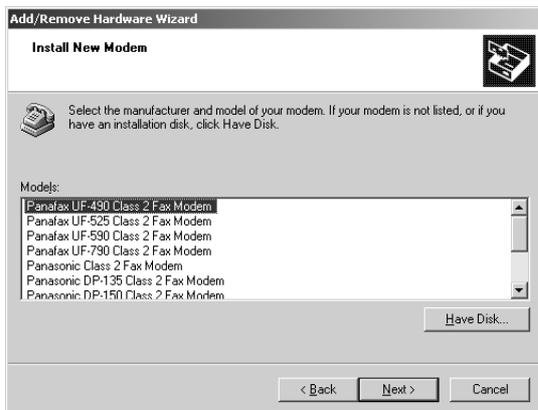


1. Enter **D:\English\PanaDMS\Setup**. (Where "D" is your CD-ROM drive.)
2. Click on the  button.

Installing the Panasonic Class 2 Fax Modem

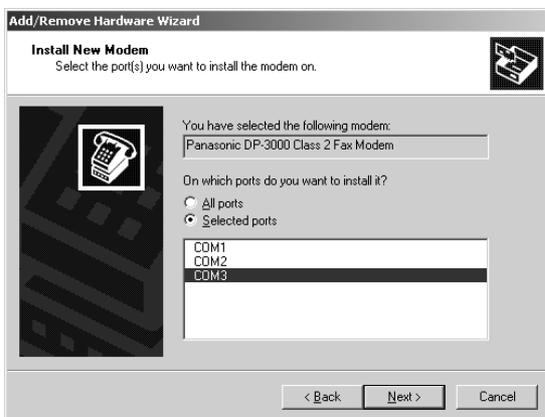
Installation (Windows 2000/XP)

12



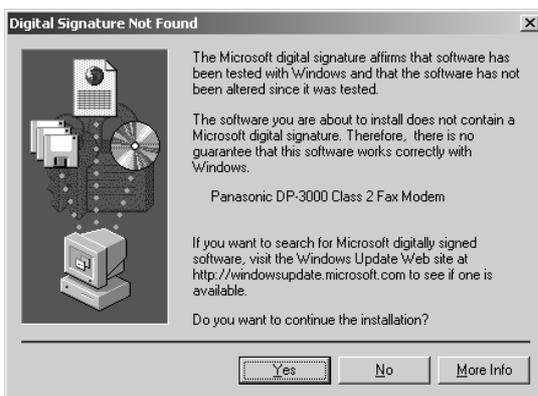
1. Select the **Class 2 Fax Modem** of your machine.
2. Click on the button.

13



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

14



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



2. Click on the button.
 - Installation of the modem is completed.

Continued on the next page...

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