

Digital Copier

Operating Instructions

(For Printer, Document Management System)

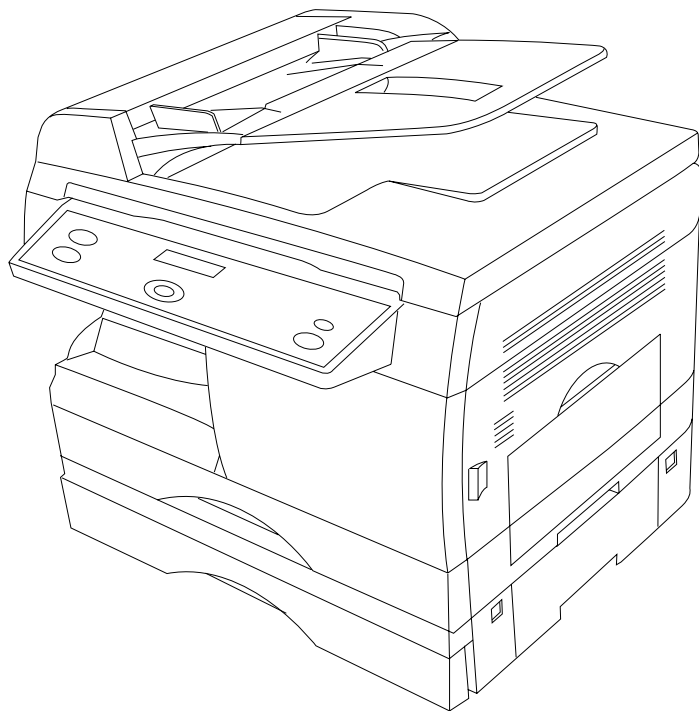
Model No.

DP-130P/135P/150P/150PA

DP-135FP/150FP/150FX

Options (Available separately)

DA-DS150/SM08B/SM16B; UE-410046/410047/410048/403171



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

English

■ Energy Star



The DP-130/135/150 copier complies with Tier 2 of the Environmental Protection Agency's Energy Star Program. This voluntary program specifies certain energy consumption and usage standards for copiers. These copiers will automatically "power down" after a specified period of non-use.

The use of these Energy Star compliant copiers will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please see your authorized Panasonic copier dealer for more details.

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

Table of Contents

Before Use

Precautions	5
External View and Control Panel	
■ External View	6
■ Control Panel	7

Printer Section

Installation and Configuration (Windows 95/98/Me)

■ Installing the Printer Driver	10
■ Configuring the Printer Driver Settings	13

Installation and Configuration (Windows NT 4.0)

■ Installing the Printer Driver	22
■ Configuring the Printer Driver Settings (Administrator)	26
■ Configuring the Printer Driver Settings (User)	35

Installation and Configuration (Windows 2000)

■ Installing the Printer Driver	40
■ Configuring the Printer Driver Settings (Administrator)	45
■ Configuring the Printer Driver Settings (User)	54

Print Operation	
■ Printing from Windows Applications	60
■ Printing on Network	61

Troubleshooting	
■ Starting with:	62
■ Document is not printed correctly	63
■ Error messages displayed on computer	65

Appendix	
■ Printing/Scanning Area	66
■ Pararell Interface Connector	67

Class 2 Fax Modem Section

Installing the Panasonic Class 2 Fax Modem

■ Installing (Windows 95/98Me)	70
■ Installing (Windows NT 4.0)	76
■ Installing (Windows 2000)	79

Table of Contents

Document Management System Section

Document Manager	■ Main Window	89
	■ Basic Operations	91
	■ Setting Plug-in	93
	■ File Menu	95
	■ Edit Menu	100
	■ View Menu	101
	■ Document Menu	102
<hr/>		
Document Scanner	■ Main Window	103
	■ Tool Menu	107
	■ Image Scanning	109
<hr/>		
Document View	■ Main Window	111
	■ Basic Operations	113
	■ Annotation Function	114
	■ File Menu	115
	■ Edit Menu	119
	■ Page Menu	120
	■ Annotation Menu	121
	■ Image Menu	128
■ View Menu	131	
<hr/>		
Status Monitor	■ Task Bar Display	132
	■ Task Bar Menu	133
	■ Display Status Details	133
<hr/>		
Configuration Editor	■ Main Window	137
	■ User Parameters Folder	139
	■ Fax Parameters Folder	140
	■ Copier Settings Folder	141
	■ Journal Folder	142
	■ Print Out	143
	■ Directory Dialing Settings Shortcut Activation Folder	144
<hr/>		
Phone Book Editor	■ Features	145
	■ Activation Procedure	147
	■ Retrieve/Write	148
	■ Open/Save File	150
	■ Insert Entry	152
	■ Delete Entry	153

Precautions

For U.S.A.

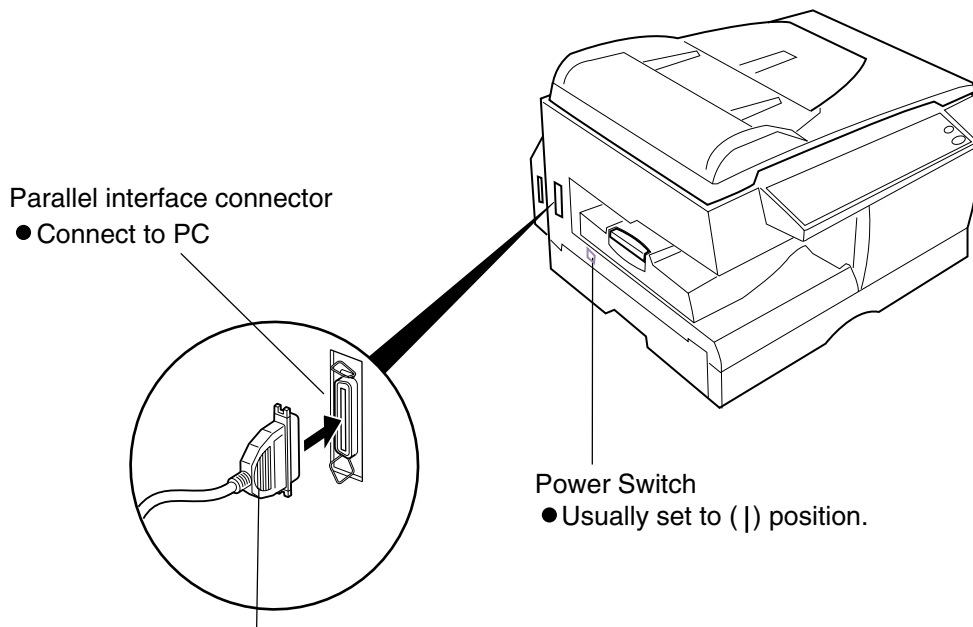
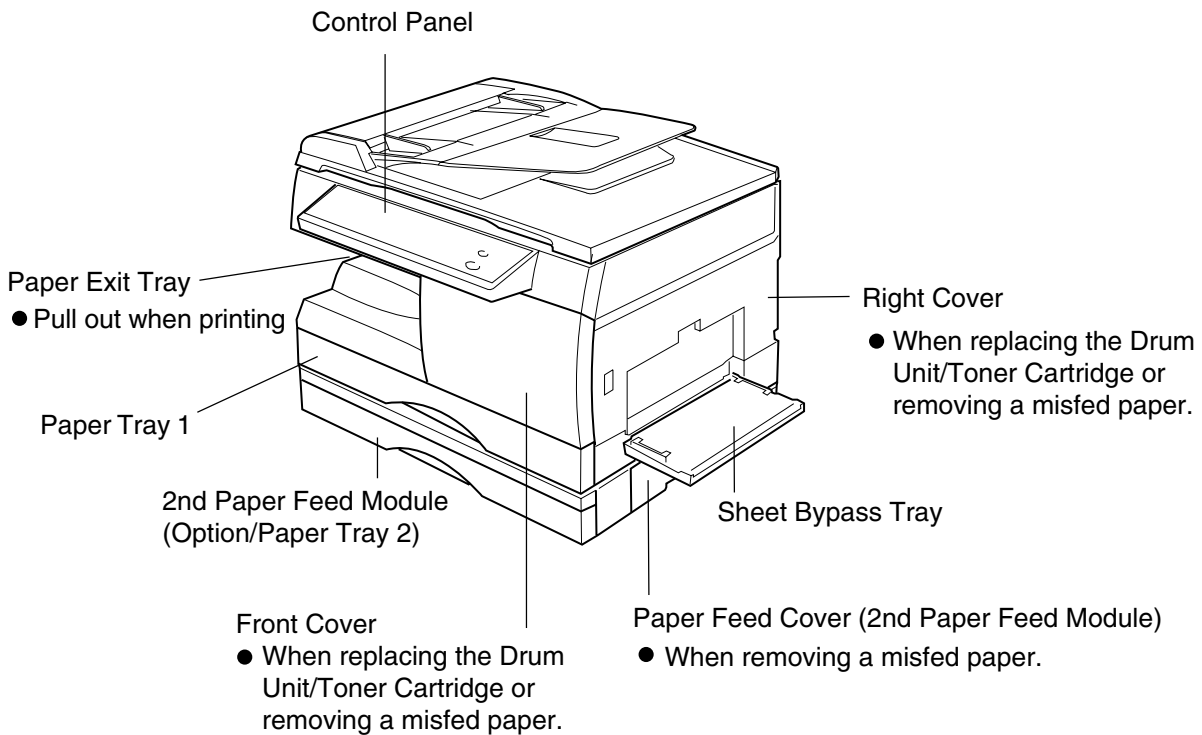
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

- 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 Copier Operating Instructions.
 - Installation
 - Ventilation
 - Handling
 - Toner and Paper
 - For your safety

External View and Control Panel

External View



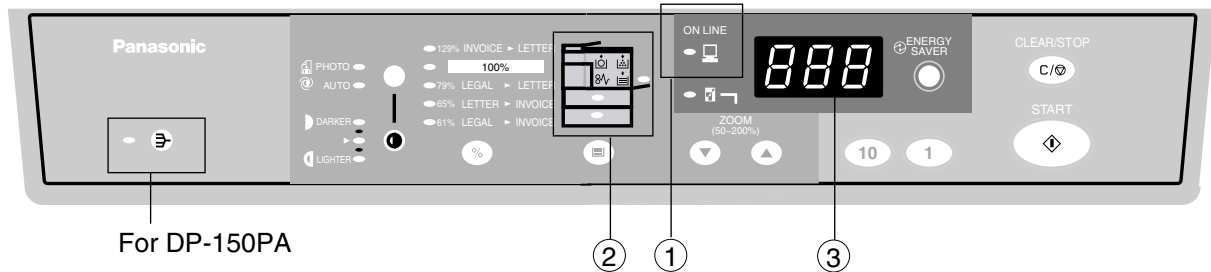
Parallel interface cable

Obtain a cable conforming to a PC separately. (A cable does not come with the unit.) Use a cable of IEEE1284 specifications, with a maximum length of 6 ft (2m). Consult a service provider for details.

External View and Control Panel

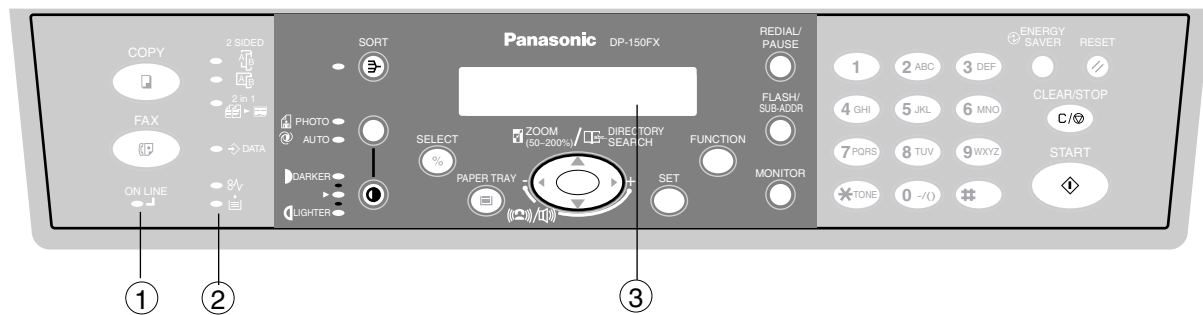
Control Panel

For DP-130P/150P/150PA



For DP-150PA

For 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-130P/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.

NOTE

Digital Copier

Printer Section

Installation and Configuration (Windows 95/98/Me)

Installing the Printer Driver

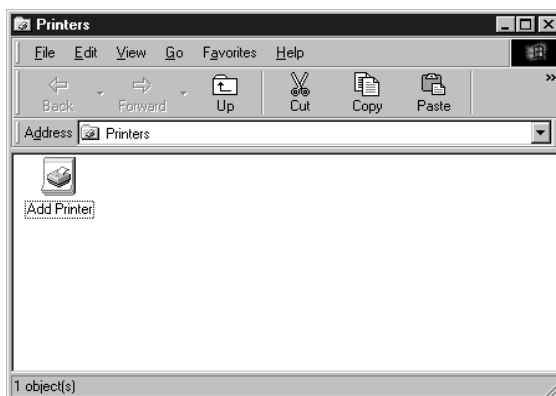
1

Open the **Printers** folder.

① Click the **Start** button.

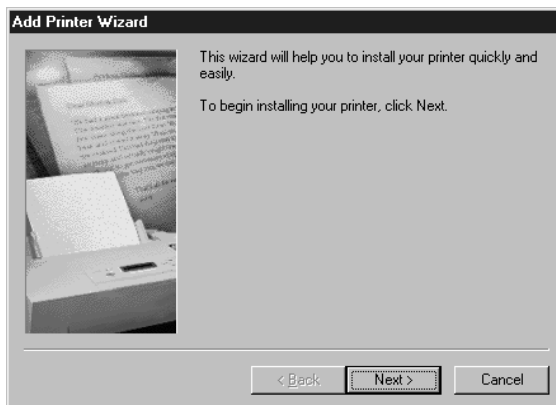
② Place the cursor on **Settings** and click **Printers**.

2



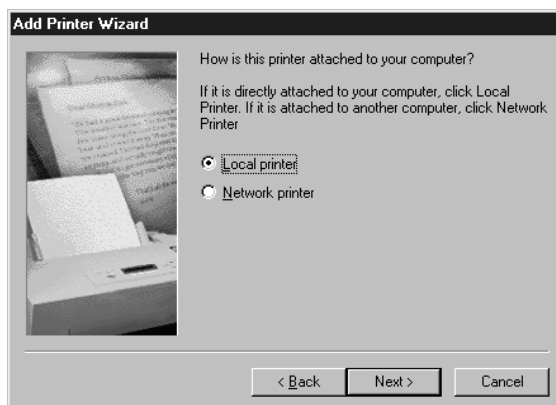
Double-click the **Add Printer** icon.

3



Click the button.

4



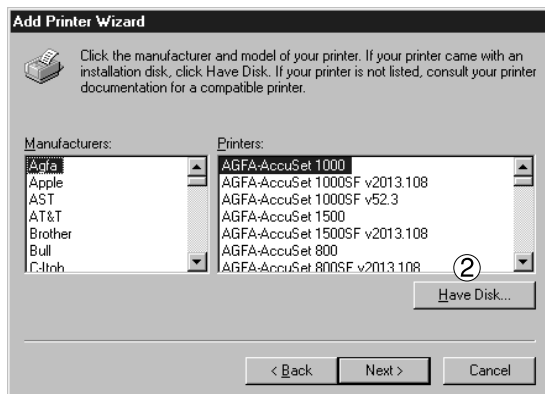
Select **Local printer** and click the button.

Network printer is specified when a printer on the network is installed.

Refer to the Windows 95/98/Me users' manual for details.

Installation and Configuration (Windows 95/98/Me)

5



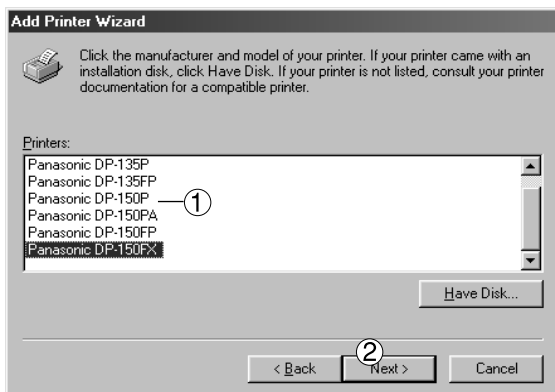
- ① Insert the CD-ROM containing the printer driver.
- ② Click the button.

6



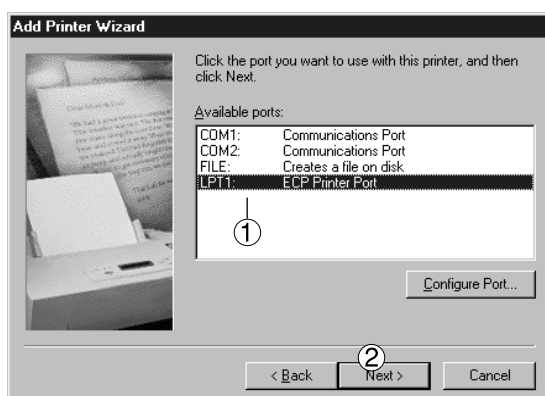
- ① Specify the drive name and type
D:\Driver\Win9x.
(Where "D:" is your CD-ROM drive.)
- ② Click the button.

7



- ① Select your device (Ex. Panasonic DP-150FX).
- ② Click the button.

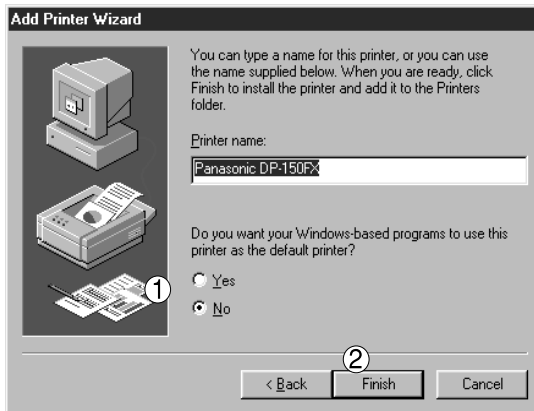
8



- ① Select LPT1.
- ② Click the button.

Installation and Configuration (Windows 95/98/Me)

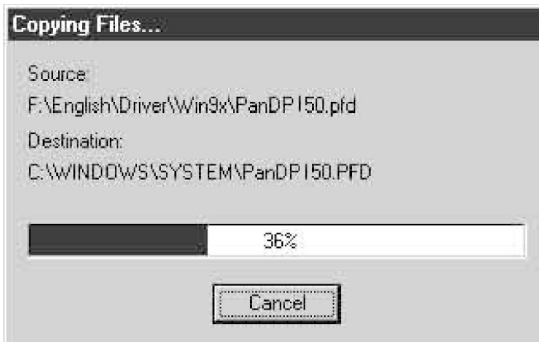
9



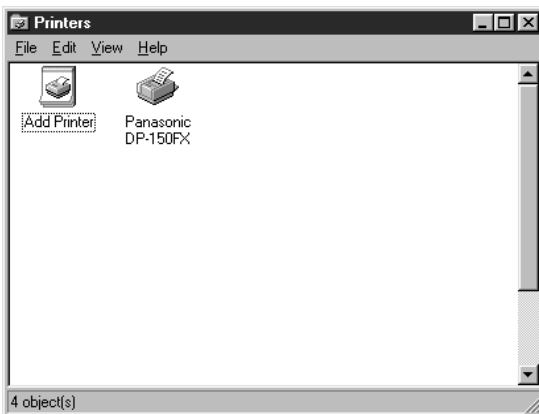
① In response to **Do you want your Windows-based programs to use this printer as the default printer?**, select **Yes** or **No**.

② Click the **Finish** button.

10



The required files are copied.



The **Printers** icon is now displayed in the **Printers** folder.

NOTE

- Be sure to delete the drivers of earlier version before updating drivers.
- Restart Windows after updating drivers.

12

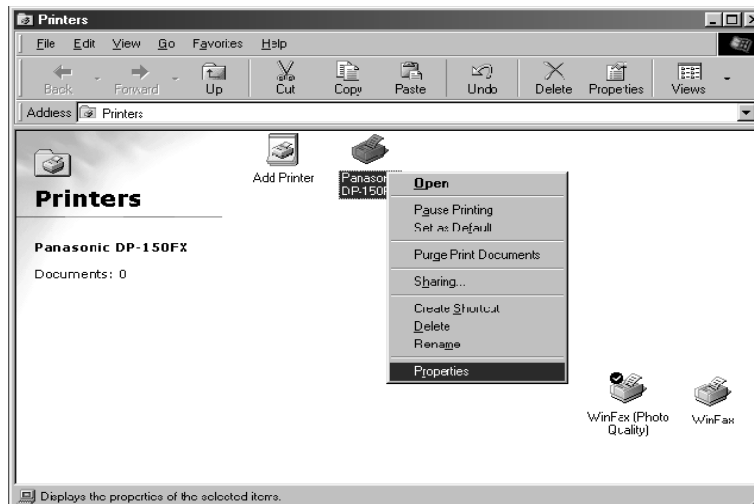
Installation and Configuration (Windows 95/98/Me)

Configuring the Printer Driver Settings

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

1 Click the **Start** button, place the cursor on **Settings**, and then click **Printers**

2 Right-click the printer icon in the printers window, and select **Properties** in the dropdown menu.
The dialog box for the printer properties appears.

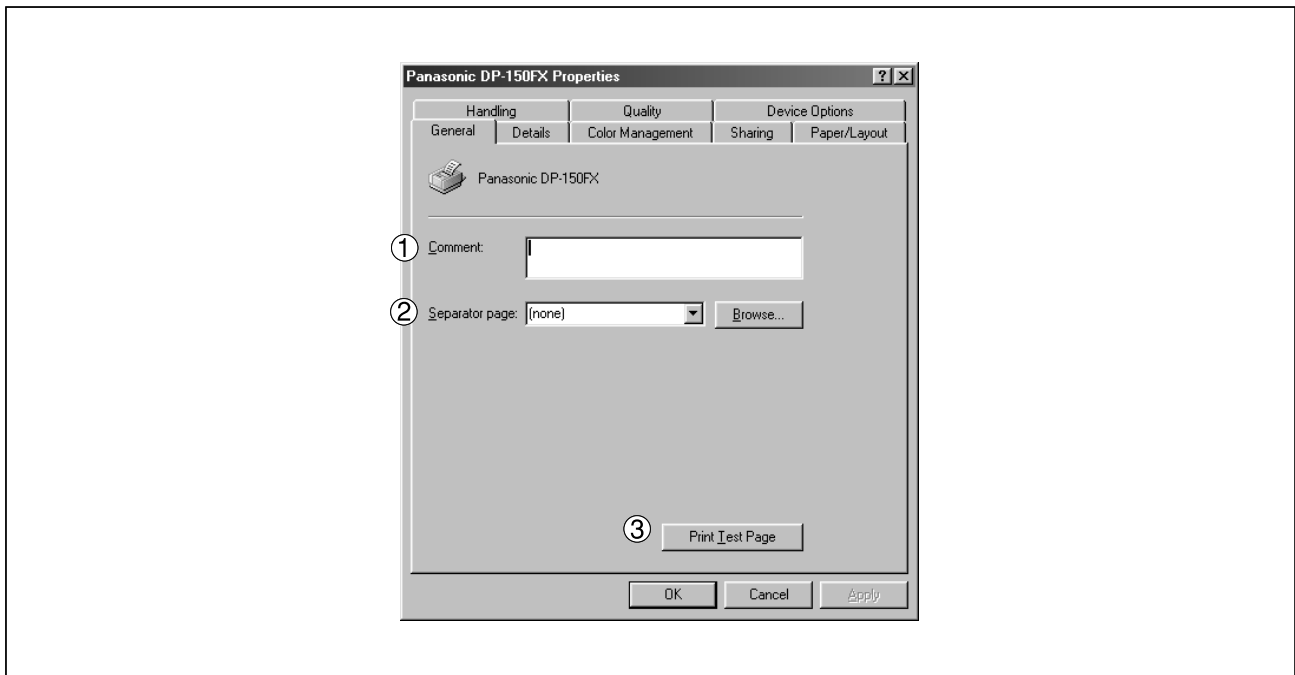


NOTE

- Upon printing, changing properties **Paper/Layout, Handling, Quality** and **Device Options** is allowed by clicking **Properties** in the print dialog box of an application.
- Management tab of the color of property dialog box is not used for the DP-130/135/150.
- **Sharing** Tab in property dialog box is not displayed unless printer sharing has not been specified.

Installation and Configuration (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

Inserts a separator page for every document to be printed. This feature is useful when multiple users share the same printer or when printing multiple documents at one time. The user can choose between **Full**, which is adorned with graphics, and **Simple** which consists of only text.

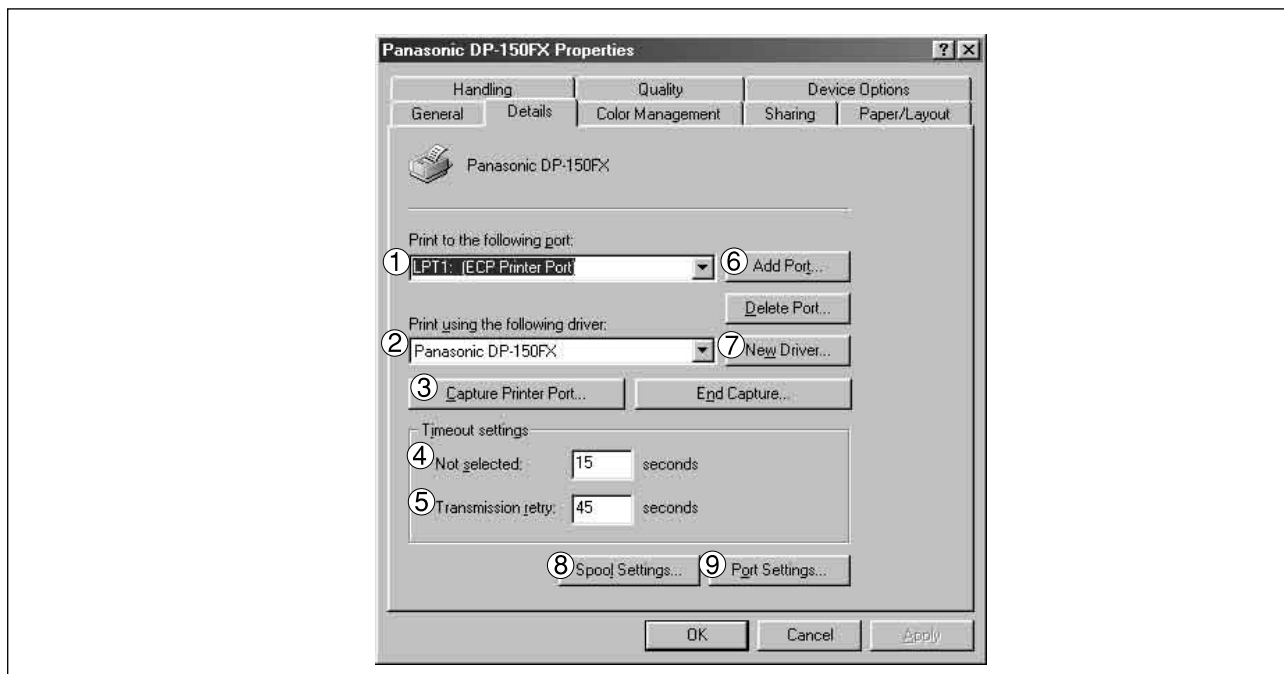
To use a specific separator page, click on and then specify any Windows metafile (.WMF) to be used as the separator page.

③ button

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

Installation and Configuration (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.

Installation and Configuration (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.

⑨ button

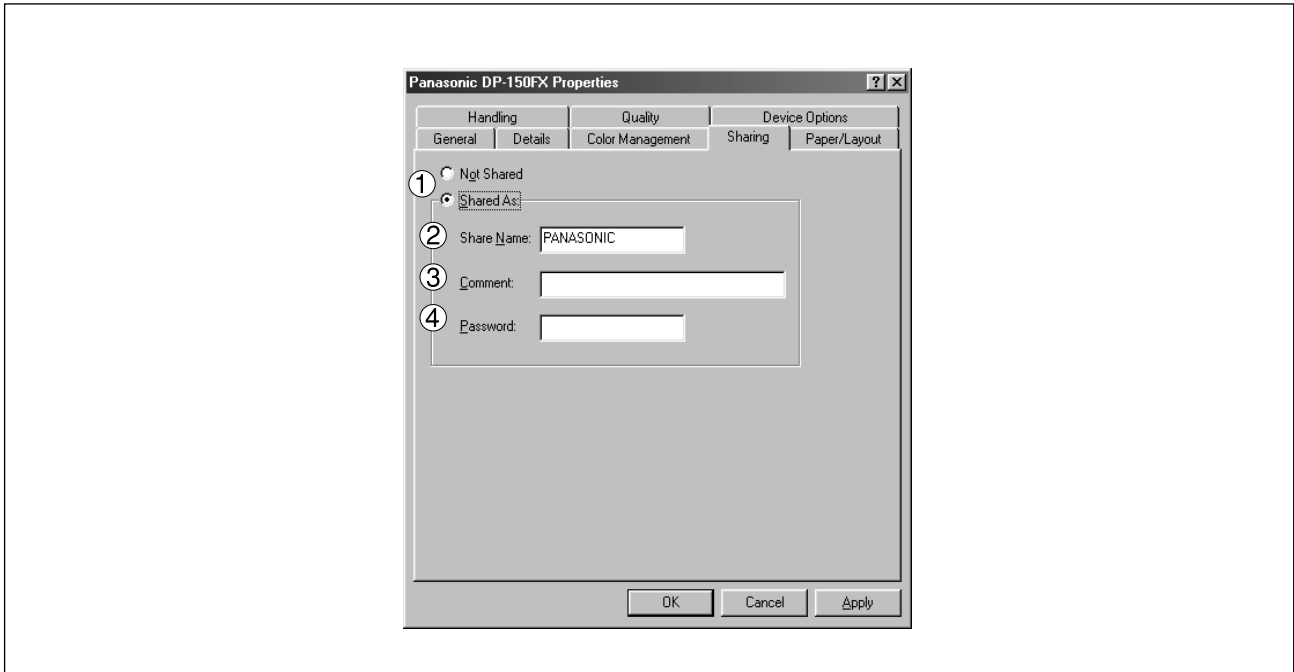
Modifies printer port settings.

Enable bidirectional support

Be sure to check the check box for "Enable bidirectional support" when installing the status monitor. Printing may be disabled without checking it.

Installation and Configuration (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

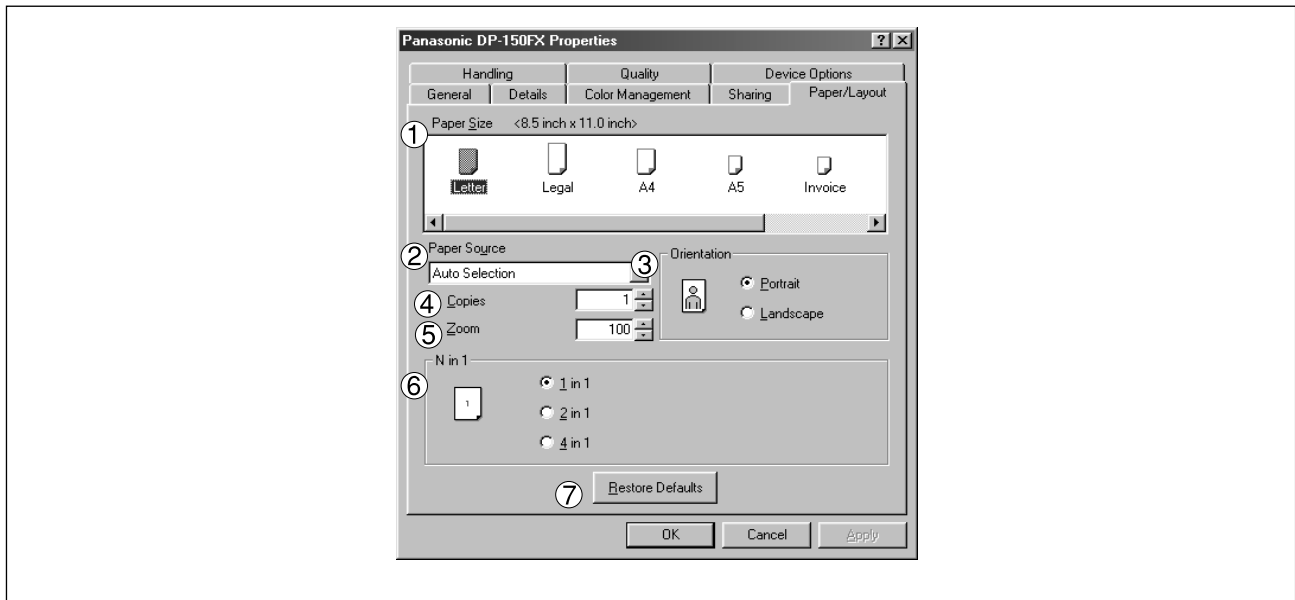
Specify a password when other users will connect to this printer. Leave the box blank in order not to use any password.

NOTE

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

Installation and Configuration (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

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

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

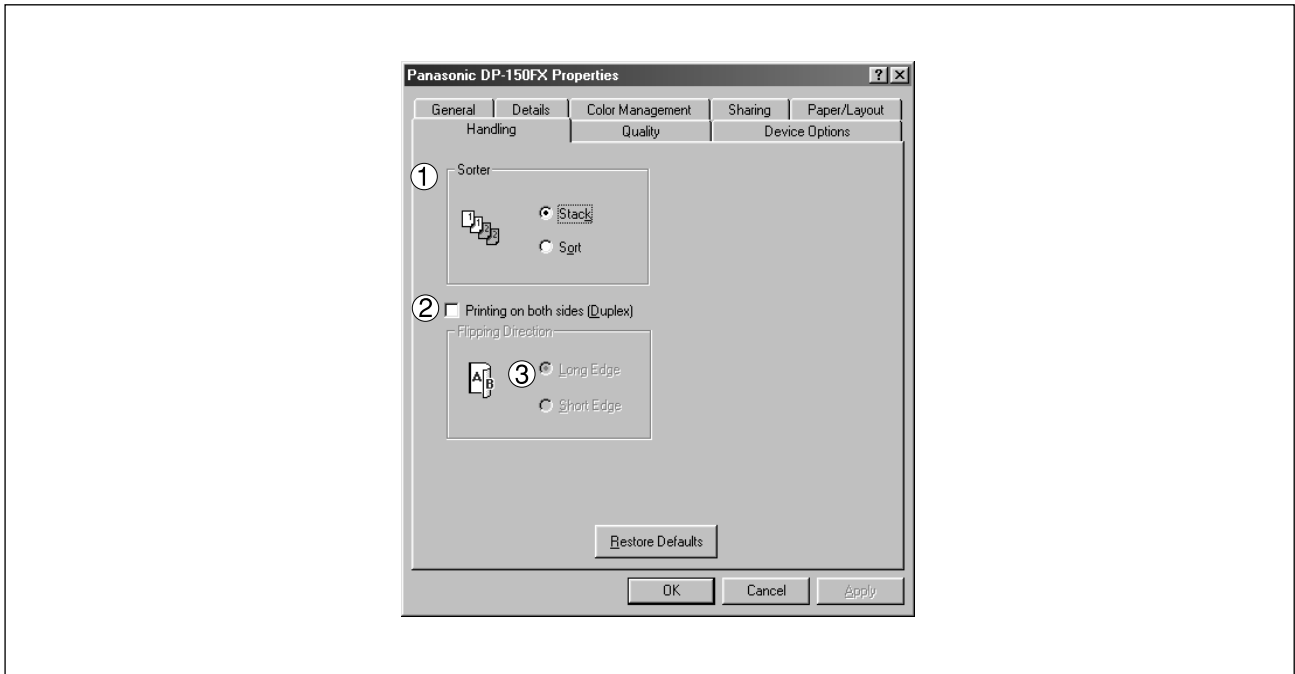
For printing two or more pages on one sheet, specify a printing method. Layout is selected by combining with "Orientation." Each layout is displayed with icon.
2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.
4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

⑦ Restore Defaults button

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

Installation and Configuration (Windows 95/98/Me)

■ Handling Tab



① Sorter

Select whether to Stack or Sort when printing multiple copies.

② Printing on both sides (Duplex) [DP-150FX only]

Select duplex printing for printing on both sides.

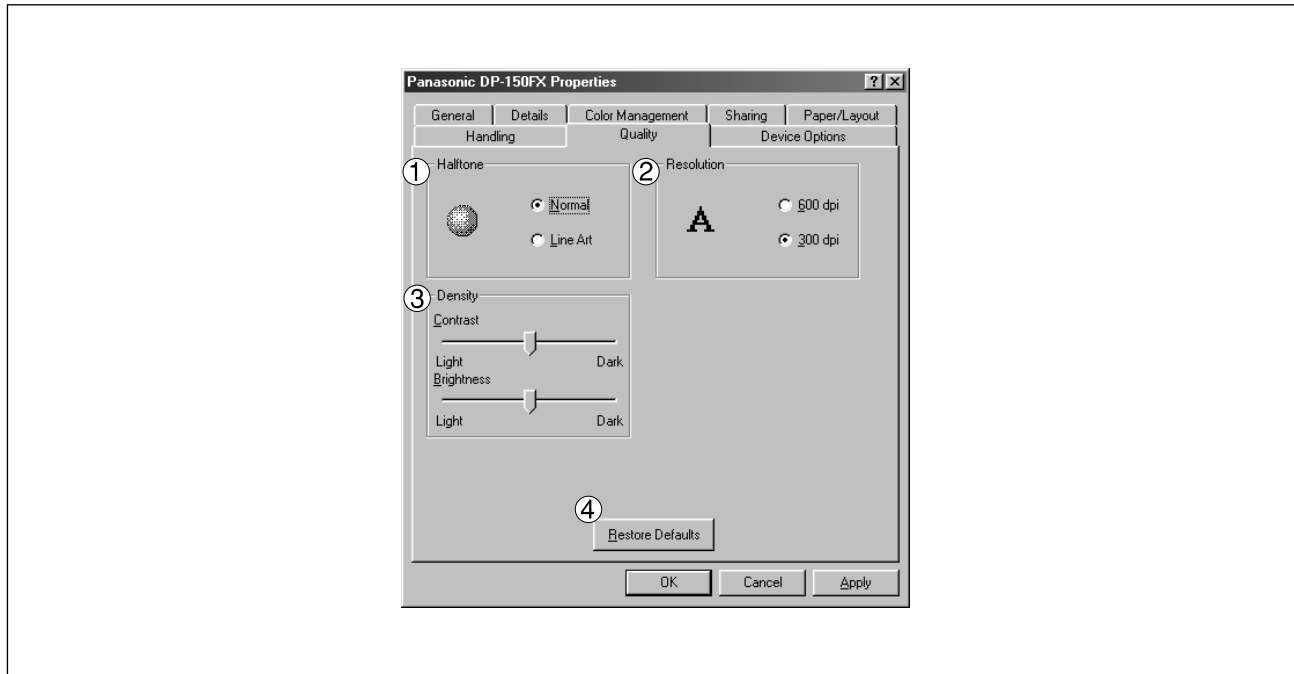
Note: Duplex Printing on Invoice/A5 is not supported.

③ Flipping Direction

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

Installation and Configuration (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

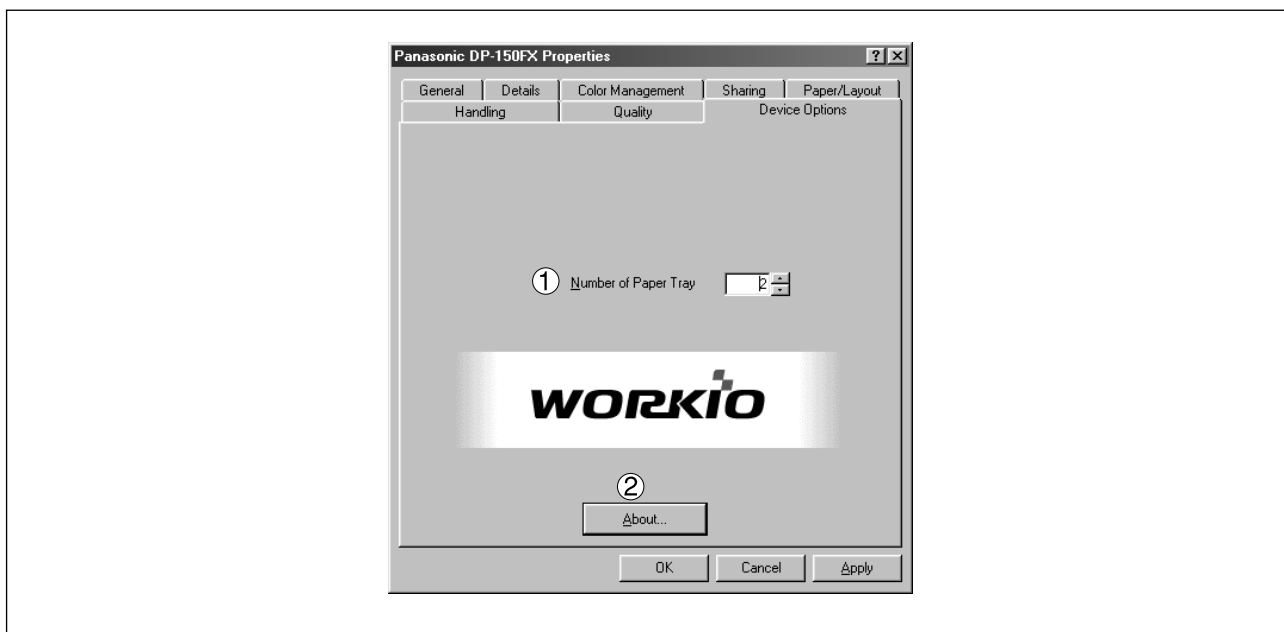
Return all items in the **Quality** Tab to standard settings (default).

NOTE

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

Installation and Configuration (Windows 95/98/Me)

■ Device Options Tab



① Number of Paper Tray

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

② About button

Displays the version information about the printer driver.

NOTE

- **Device Options** Tab is specified on the printer properties.

Installation and Configuration (Windows NT 4.0)

Installing the Printer Driver

Log in using an account with the authority to change system settings (e.g. Administrator).

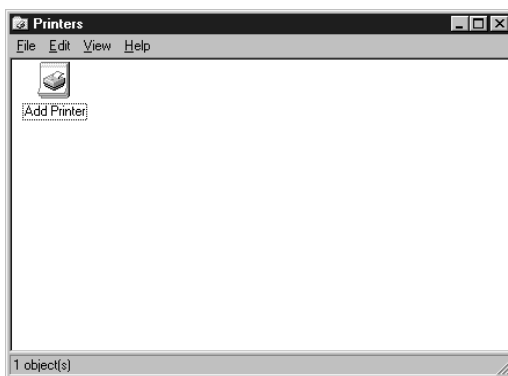
1

Open the **Printer** folder.

① Click the **Start** button.

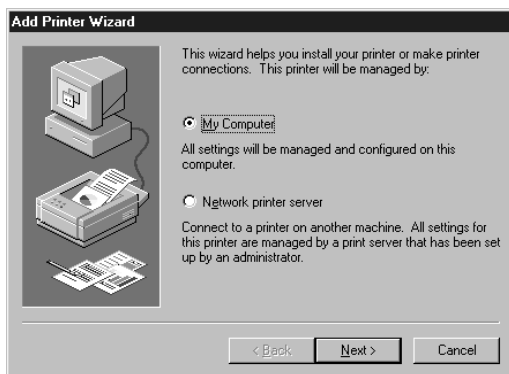
② Place the cursor on **Settings** and click **Printers**.

2



Double-click the **Add Printer** icon.

3



Select **My Computer** and then click the **Next** button.

Network printer server is specified when a printer on the network server is installed.

Refer to Windows NT 4.0 users' manual for details.

Installation and Configuration (Windows NT 4.0)

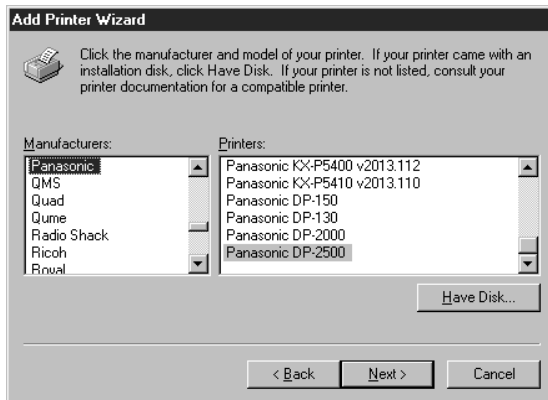
Installing the Printer Driver

4



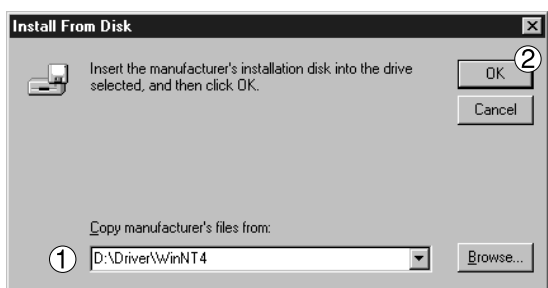
Select the printer port and click button.

5



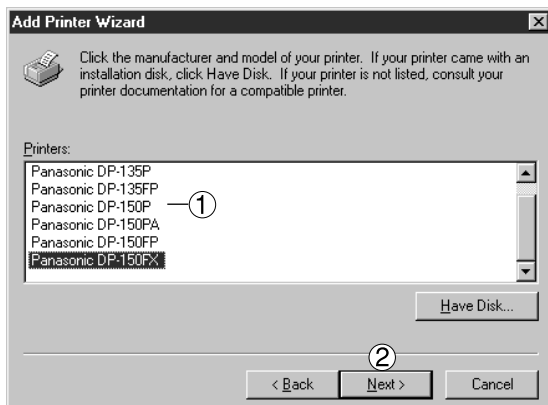
- ① Insert the CD-ROM containing the printer driver.
- ② Click the button.

6



- ① Specify drive name and type **D:\Driver\WinNT4**. (Where "D:" is your CD-ROM drive.)
- ② Click the button.

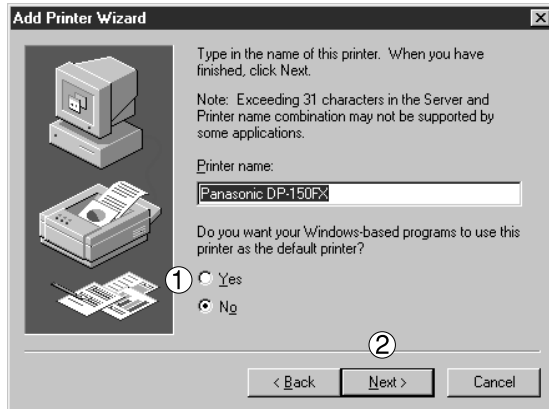
7



- ① Select your device (Ex: Panasonic DP-150FX).
- ② Click the button.

Installation and Configuration (Windows NT 4.0)

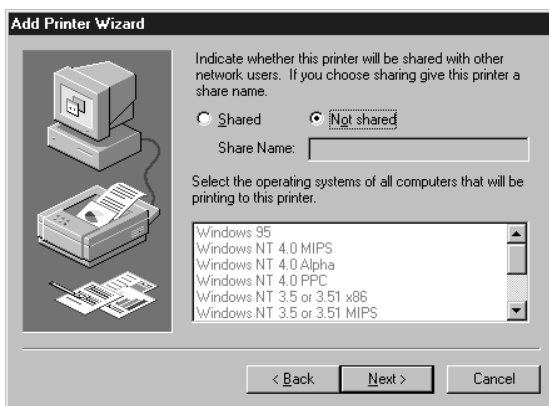
8



① In response to **Do you want your Windows-based programs to use this printer as the default printer?**, select **Yes** or **No**.

② Click the **Next** button.

9

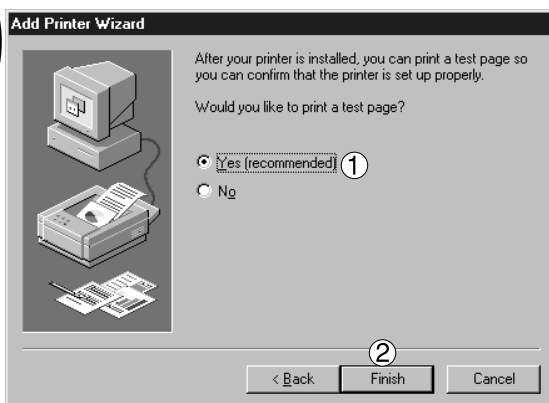


Select **Not Shared** and click the **Next** button.

Select **Shared** only when installing on a network server.

See the Windows NT 4.0 users' manual for details.

10



① Select **Yes (recommended)** and click the **Finish** button.

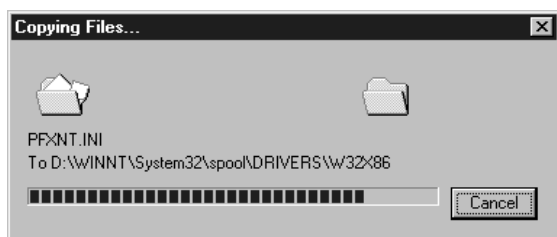
Test printing starts.

Default (initial setting) for paper size is Letter/A4.

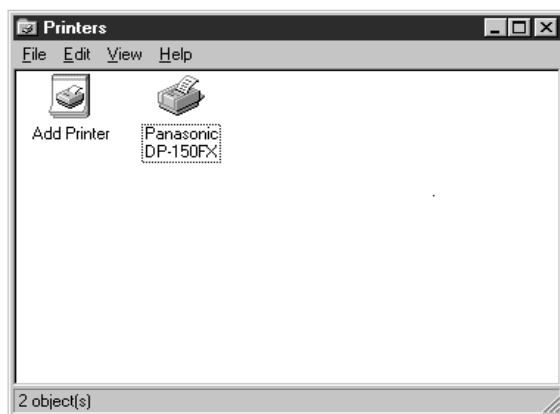
② Select **No** when skipping test printing, and click the **Finish** button.

Installation and Configuration (Windows NT 4.0)

11



The required files are copied.



The **Printers** icon is now displayed in the **Printers** folder.

NOTE

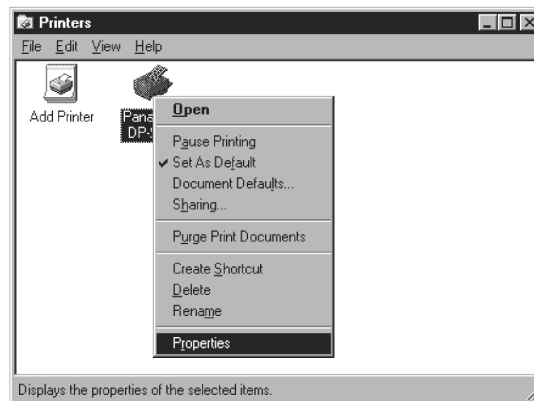
- Be sure to delete the drivers of earlier version before updating a drivers.
- Restart Windows after updating drivers.

Installation and Configuration (Windows NT 4.0)

Configuring the Printer Driver Settings (Administrator)

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

- 1** Log in using an account with the authority to change system settings (e.g. Administrator).
- 2** Click the **Start** button, place the cursor on **Settings**, and then click **Printers**.
- 3** Right-click the printer icon in the printers window, and select **Properties** in the dropdown menu. The dialog box for the printer properties appears.

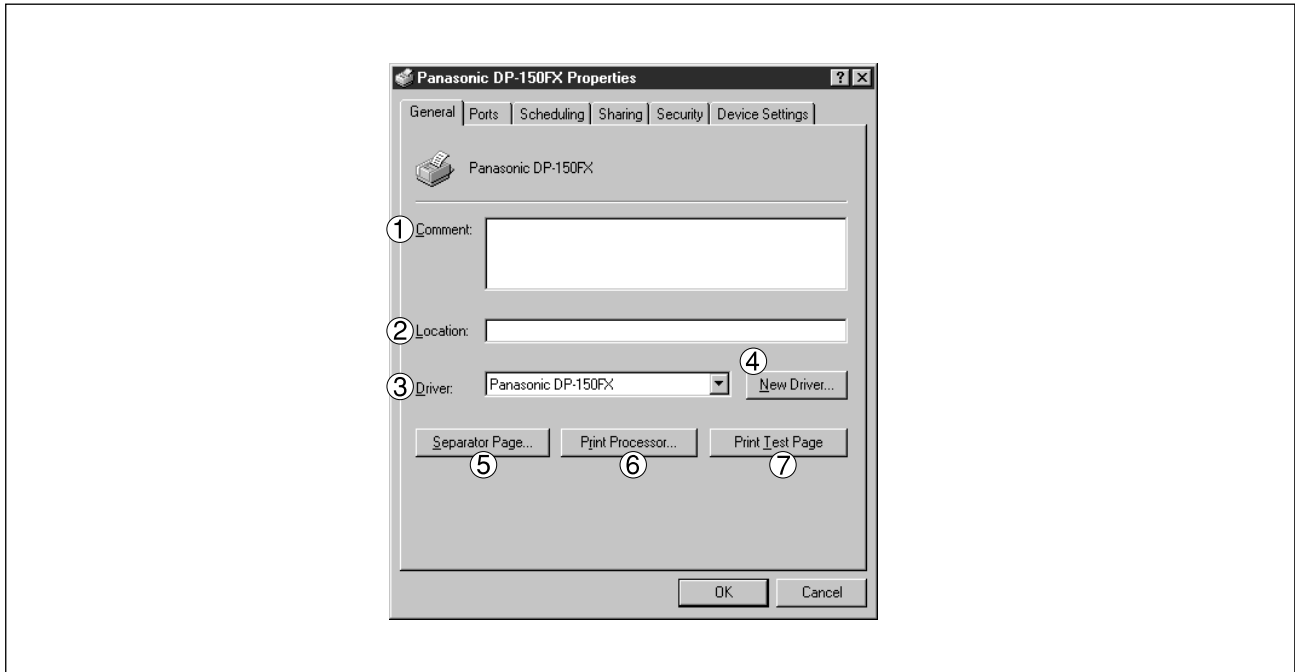


NOTE

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

Installation and Configuration (Windows NT 4.0)

■ 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 a user already set-up 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 button

Either updates or modifies the printer driver.

⑤ button

Inserts a separator page for every document to be printed. This feature is useful when multiple users share the same printer or when printing multiple documents at one time.

Enter the separator page file name in the Separator Page dialog box or Click on to specify the file (.sep) to be used as the separator page.

Installation and Configuration (Windows NT 4.0)

⑥ button

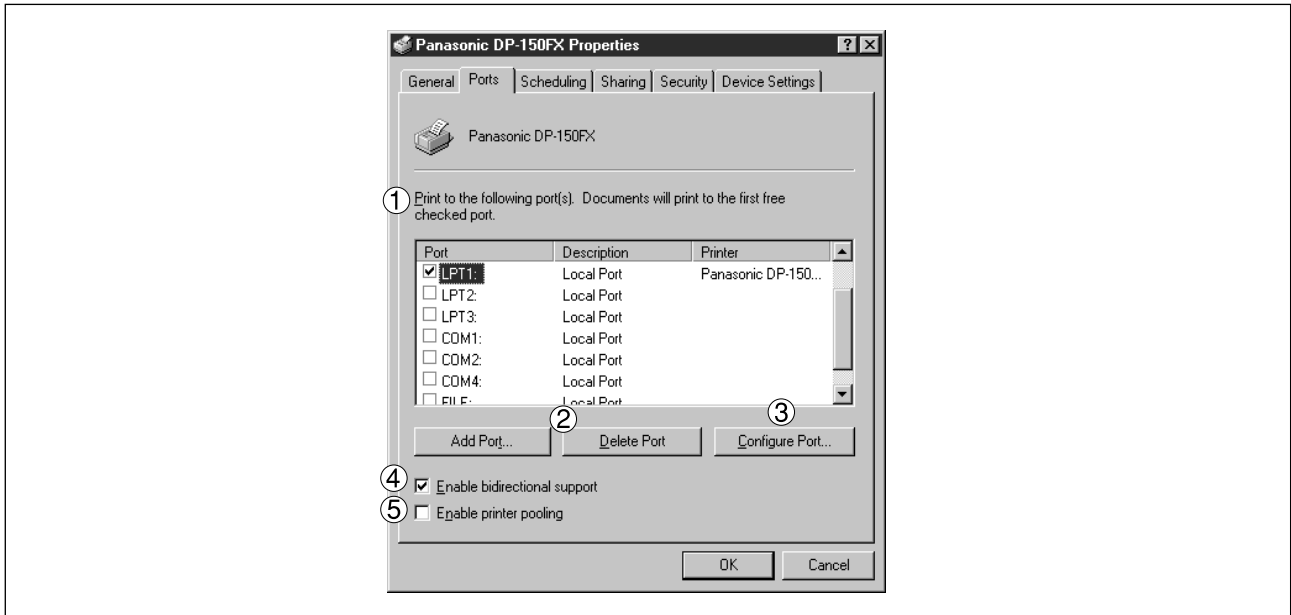
Specify the processor to be used for printing (Print Processor) and the data type (Default Data type). The processor and data type affect the manner in which the printer functions in Windows NT. Normally they do not need to be modified. However, modification might be necessary when the printer is used with a special application.

⑦ button

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

Installation and Configuration (Windows NT 4.0)

■ 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 / button

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

③ 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. Printing may be disabled without checking on the checkbox.

⑤ Enable printer pooling

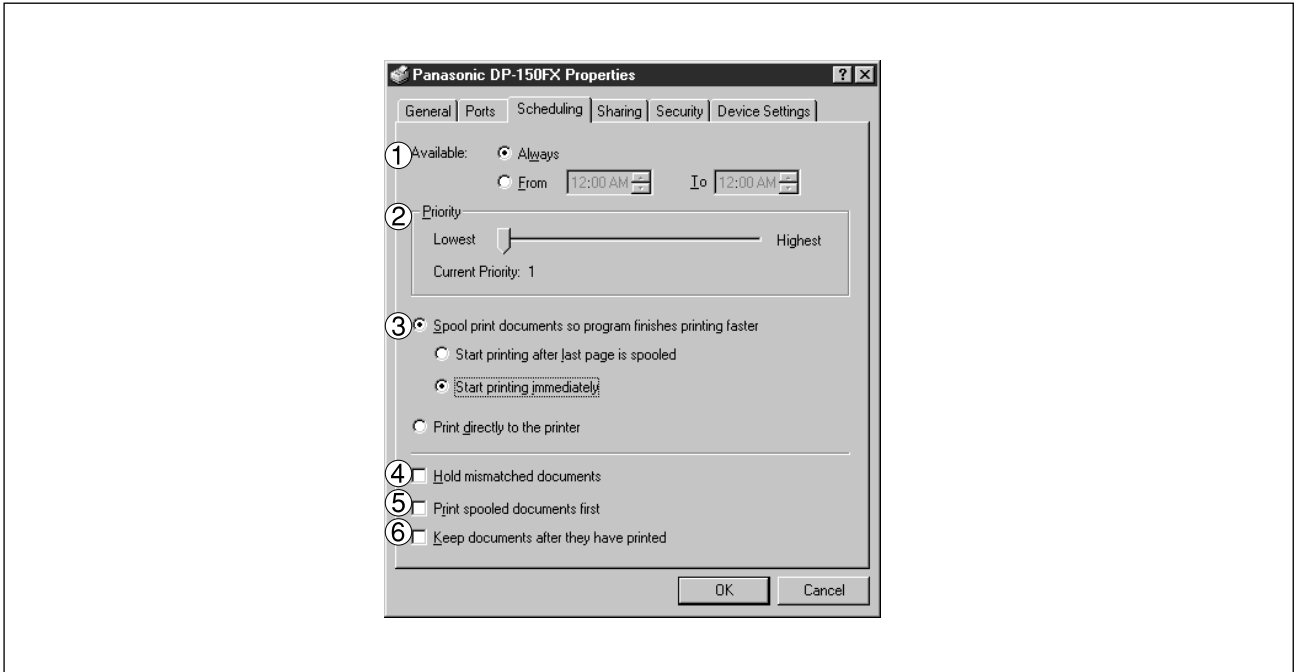
Printer spool allows outputting data from one logical printer to two or more printers. With printer spool enabled, a transmitted printing job is output to the first printer that allows printing.

NOTE

- Specify 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.
- If a timeout error occurs frequently upon printing a large size document, specify a larger value here.

Installation and Configuration (Windows NT 4.0)

■ 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

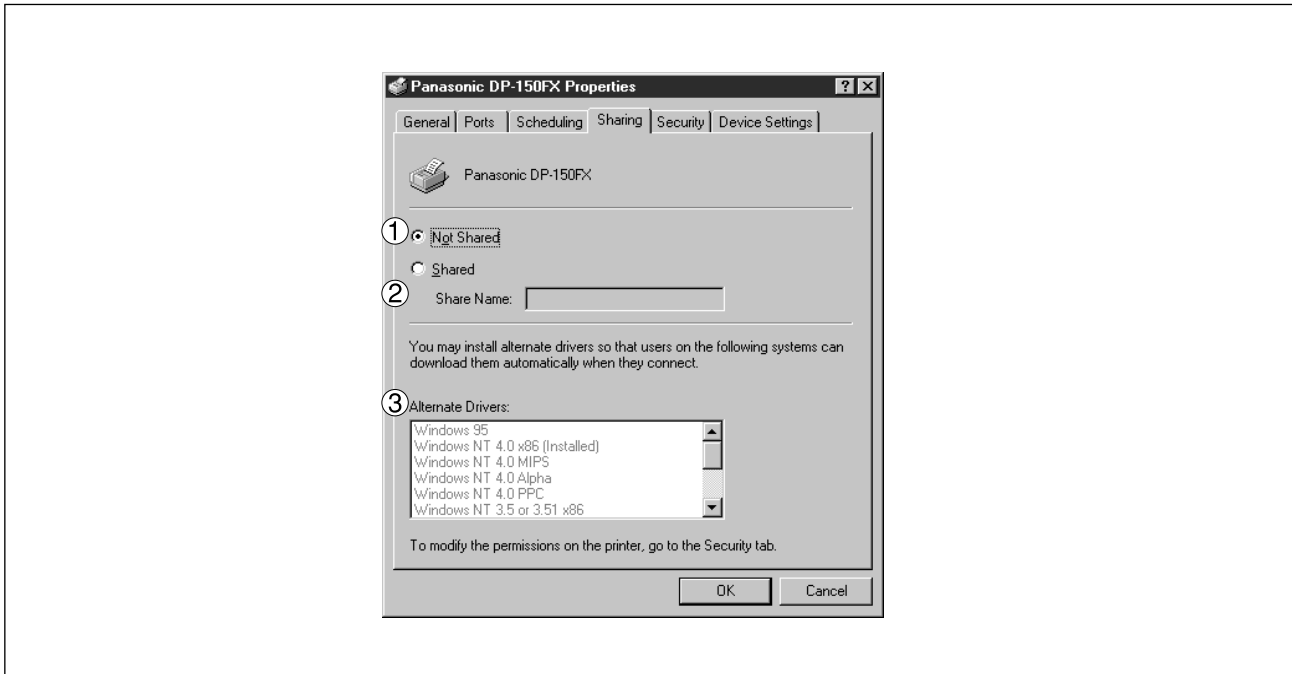
Always prints spooled documents first regardless of printing priority.

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.

Installation and Configuration (Windows NT 4.0)

■ Sharing Tab



① Not Shared/Shared

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

② Share Name

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

③ Alternate Drivers

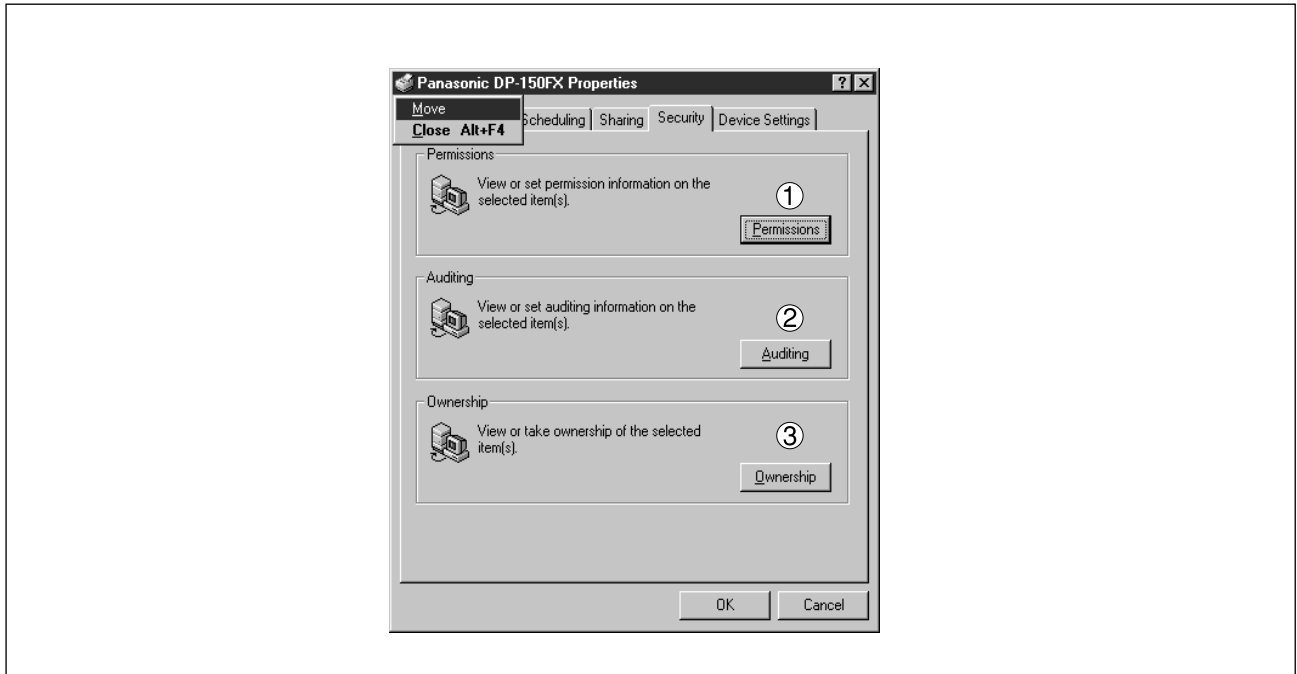
Specify the operating systems of other computers that might share this printer.

NOTE

- 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. 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.

Installation and Configuration (Windows NT 4.0)

■ Security Tab



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

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

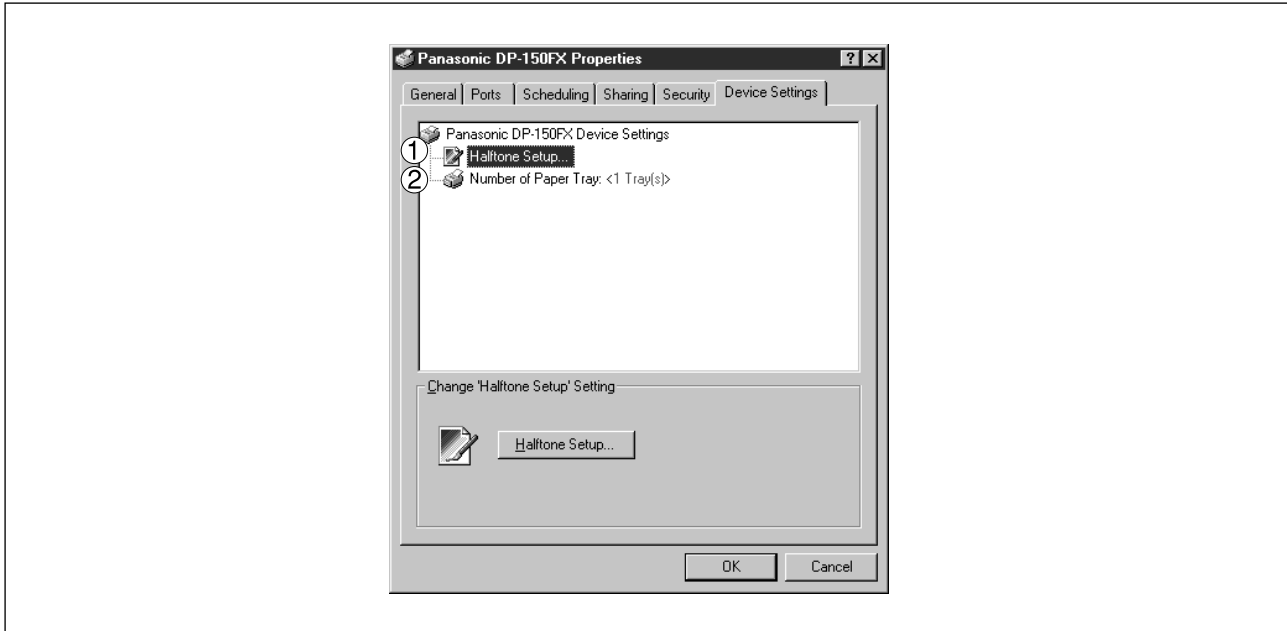
③ **Ownership button**
Set the ownership of the printer.

NOTE

- 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.

Installation and Configuration (Windows NT 4.0)

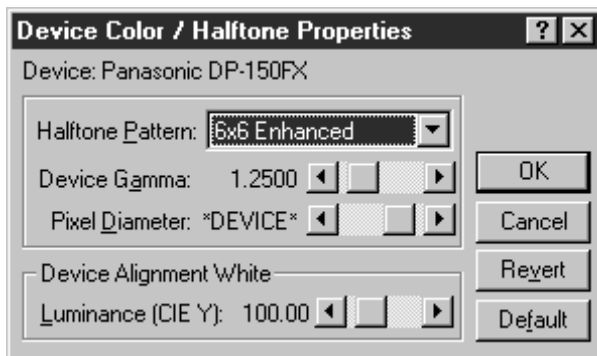
■ Device Settings Tab



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.

NOTE

- **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.
- Settings specified in this section are saved as standard (default) settings of the printer.

Installation and Configuration (Windows NT 4.0)

- **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.

- ② **Number of Paper Tray**

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

Installation and Configuration (Windows NT 4.0)

Configuring the Printer Driver Settings (User)

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

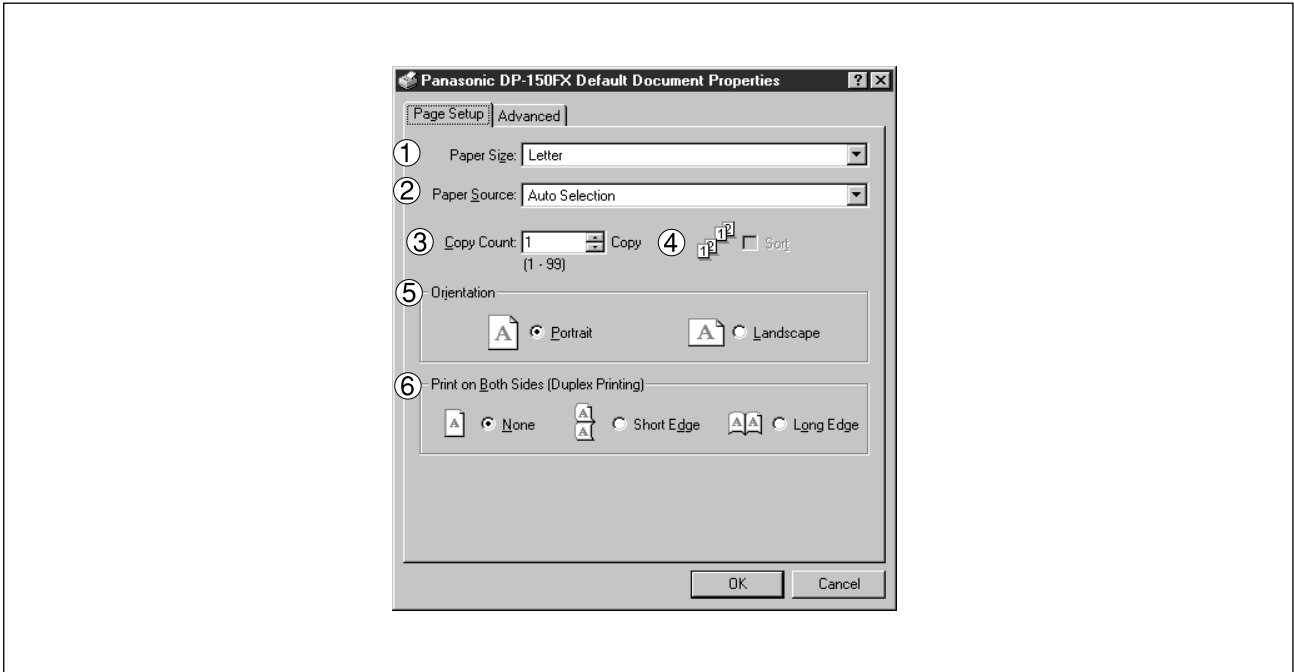
- 1 Select **Print** in the **File** menu of the application.
- 2 Click the button in the Print dialog box. The dialog box for the printer properties appears.
Click the top tabs of the dialog box and specify the properties.

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.

Installation and Configuration (Windows NT 4.0)

■ Page Setup Tab



① Paper Size

Select the size of the document.

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).

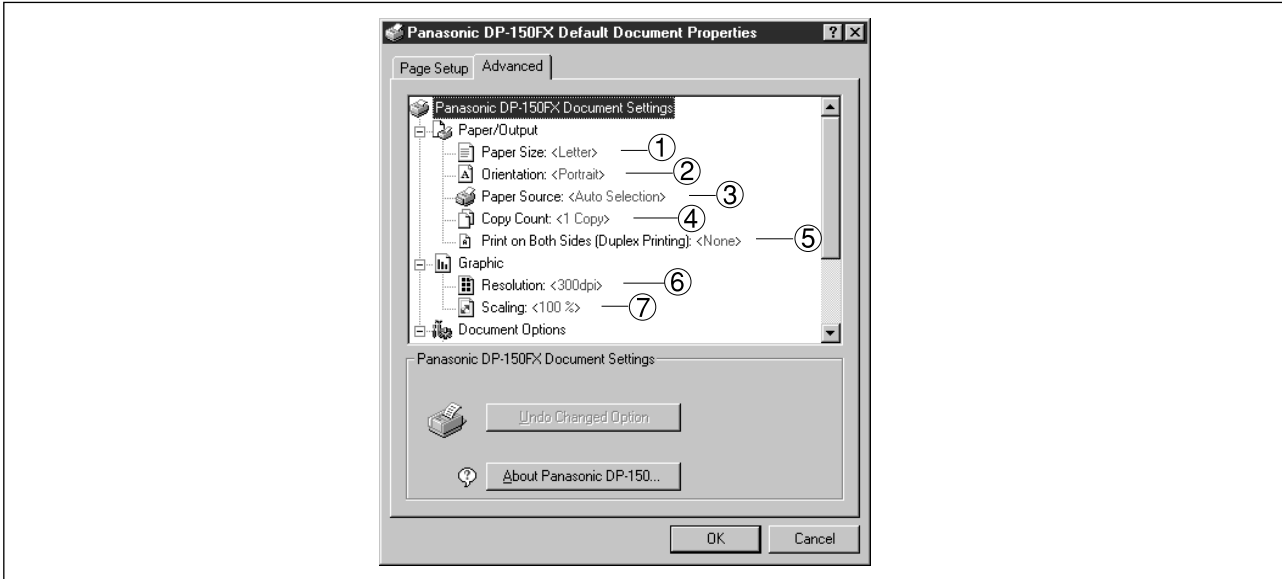
⑥ Print on Both Sides (Duplex Printing) [DP-150FX only]

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

Note: Duplex Printing on Invoice/A5 is not supported.

Installation and Configuration (Windows NT 4.0)

■ Advanced Tab



① Paper Size

Select the size of the document.

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) [DP-150FX only]

Specify if duplex printing is performed.

⑥ Resolution

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

⑦ Scaling

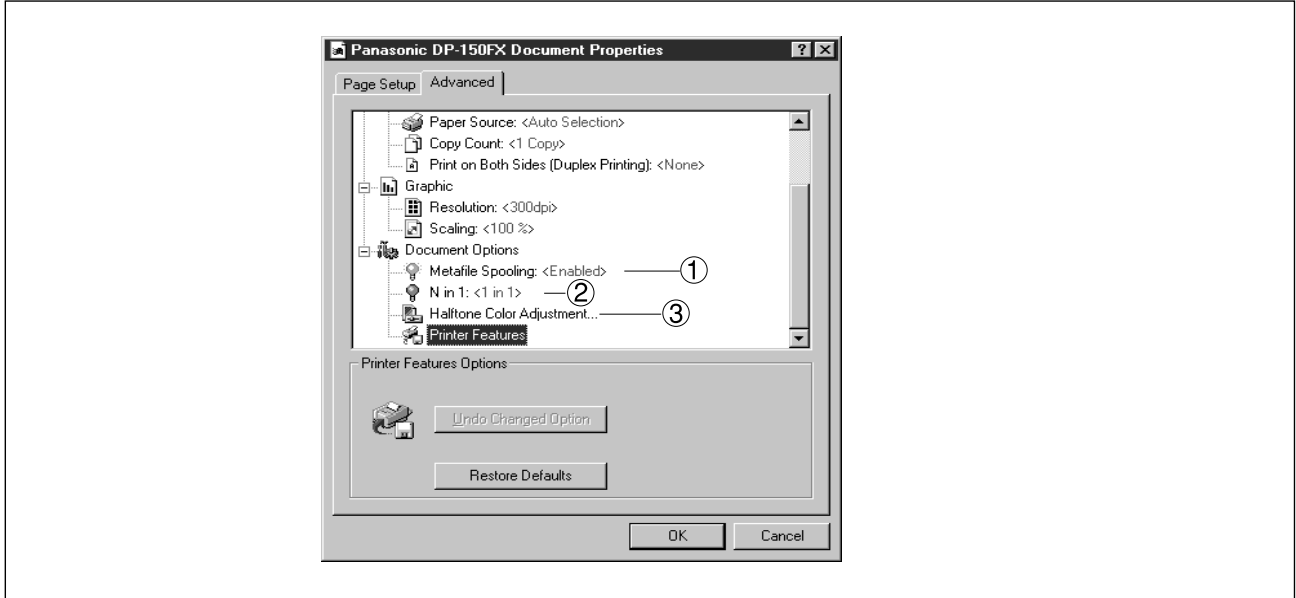
Specify custom zoom when printing a document by zooming in/out at a desired rate. If the zooming rate is specifiable in an application, specify "100%" (same size) here. Specify a zooming rate in the print dialog box of the application.

NOTE

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

Installation and Configuration (Windows NT 4.0)

■ Advanced Tab



① Metatile Spooling

With Metatile Spooling enabled, the file is spooled in EMF format (metatile 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

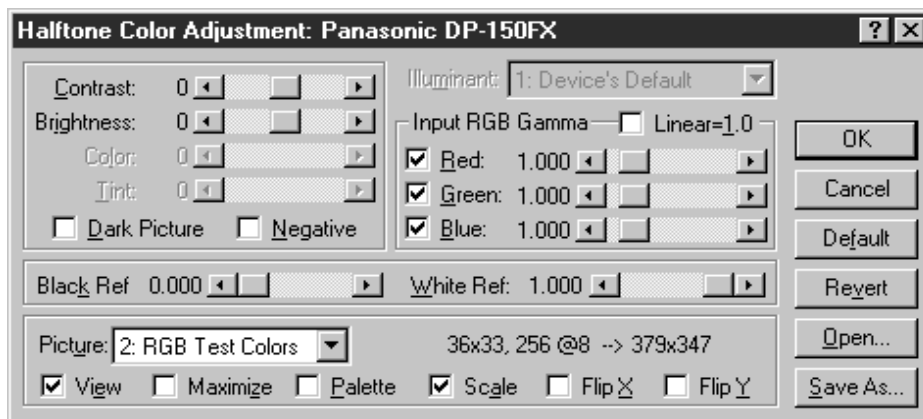
For printing two or more pages on one sheet, specify a printing method.

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 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

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

Installation and Configuration (Windows 2000)

Installing the Printer Driver

Log in using an account with the authority to change system settings (e.g. Administrator).

● About Windows 2000

Panasonic has performed operational tests on the **Document Scanner, Status Monitor and Printing System - software** using **Office 2000**. However, the company does not necessarily guarantee normal operation of all applications on **Windows 2000**.

Panasonic has not registered with the Windows 2000 logo. Ignore the warning message about the logo upon installation. Windows 2000 is capable of disallowing installation of drivers without logo registration. If the function has been activated, cancel the function for installation.

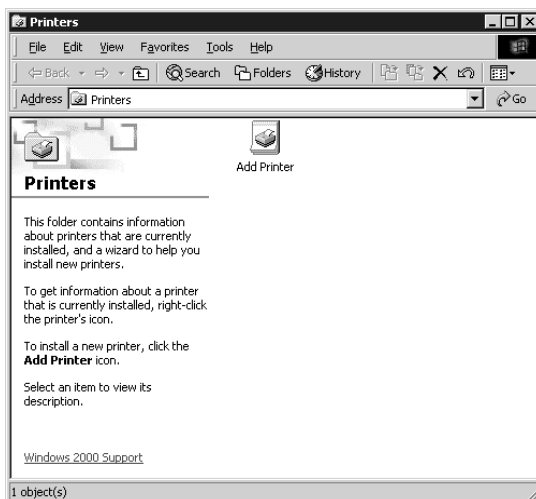
1

Open the **Printer** folder.

① Click the **Start** button.

② Place the cursor on **Settings** and click **Printers**.

2



Double-click the **Add Printer** icon.

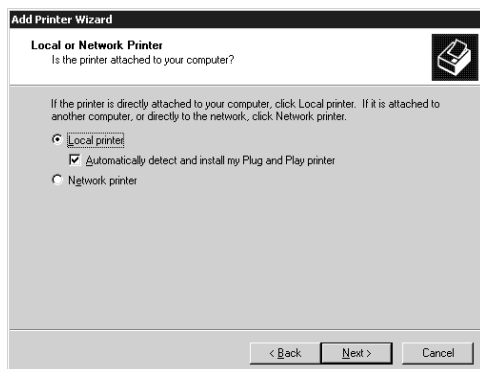
3



Click the button.

Installation and Configuration (Windows 2000)

4



Select **Local Printer** and click the **Next** button.

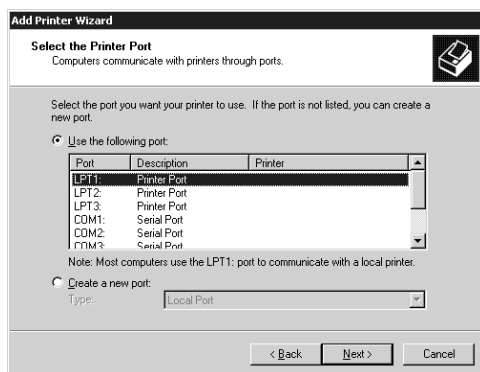
Specify Network Printer for installing a printer on server upon network. Refer to the manual about Windows 2000.

5



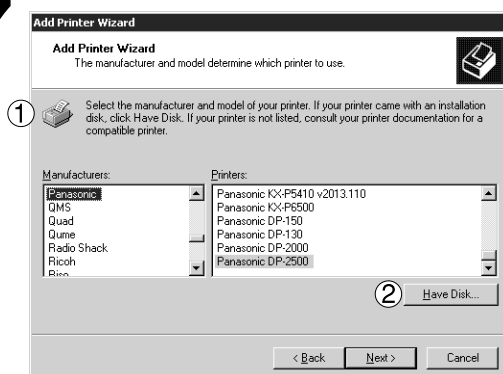
Click the **Next** button.

6



Select **Printer Port** and click the **Next** button.

7



① Insert the CD-ROM containing the printer driver.

② Click the **Have Disk...** button.

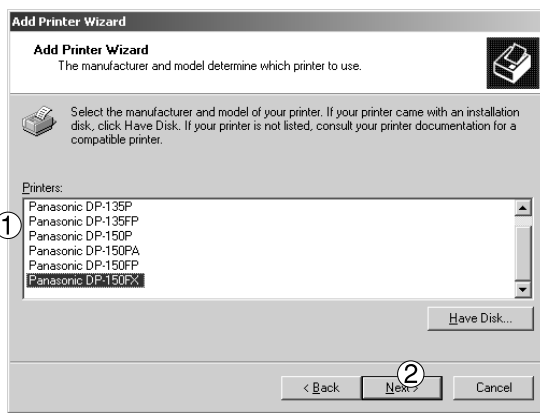
Installation and Configuration (Windows 2000)

8



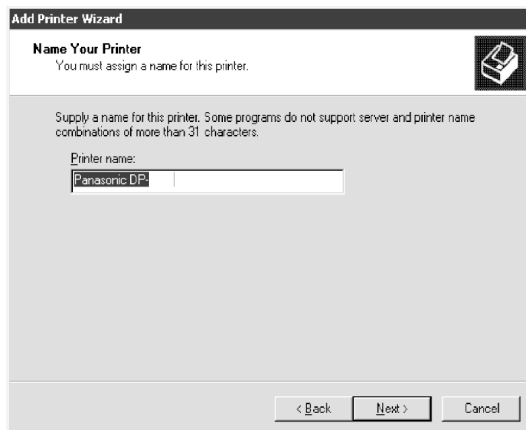
- 1 Specify the drive name and type **D:\Driver\WinNT4.**
(Where "D:" is your CD-ROM drive.)
- 2 Click the button.

9



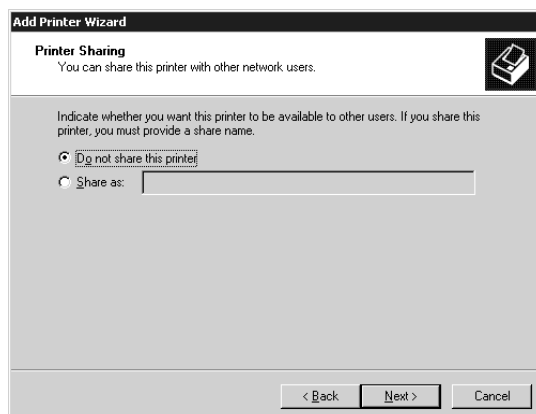
- 1 Select your device (Ex: Panasonic DP-150FX)
- 2 Click the button.

10



Click the button.

11

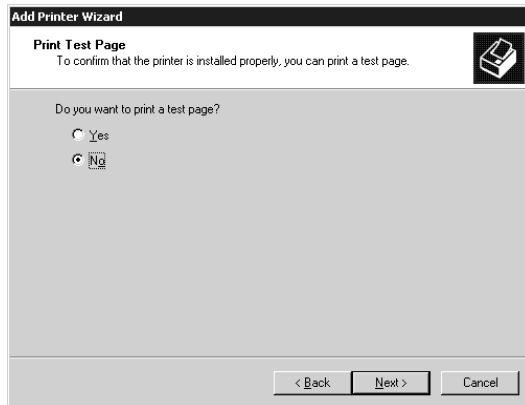


Select **Do not share this Printer** and click the button.

- Select **Share as** only when installing onto a network server. Refer to the manual of Windows 2000 for details.

Installation and Configuration (Windows 2000)

12



Select **No** and click the **Next** button.

13



Click the **Finish** button.

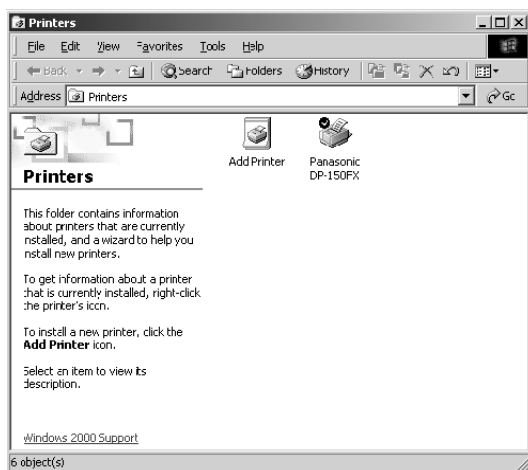
14



Click the **Finish** button.

Installation and Configuration (Windows 2000)

15



The required files are copied.

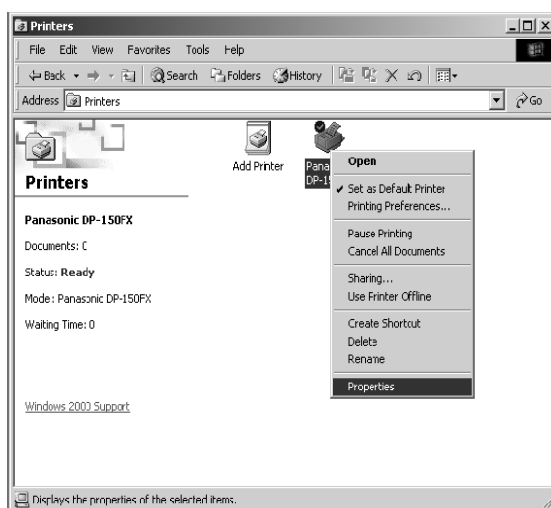
The **Printers** icon is now displayed in the **Printers** folder.

Installation and Configuration (Windows 2000)

Configuring the Printer Driver Setting on Windows 2000 (Administrator)

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

- 1 Log in using an account with the authority to change system settings (e.g. Administrator).
- 2 Click the **Start** button, place the cursor on **Settings**, and then click **Printers**.
- 3 Right-click the printer icon in the printers window, and select **Properties** in the dropdown menu. The dialog box for the printer properties appears.

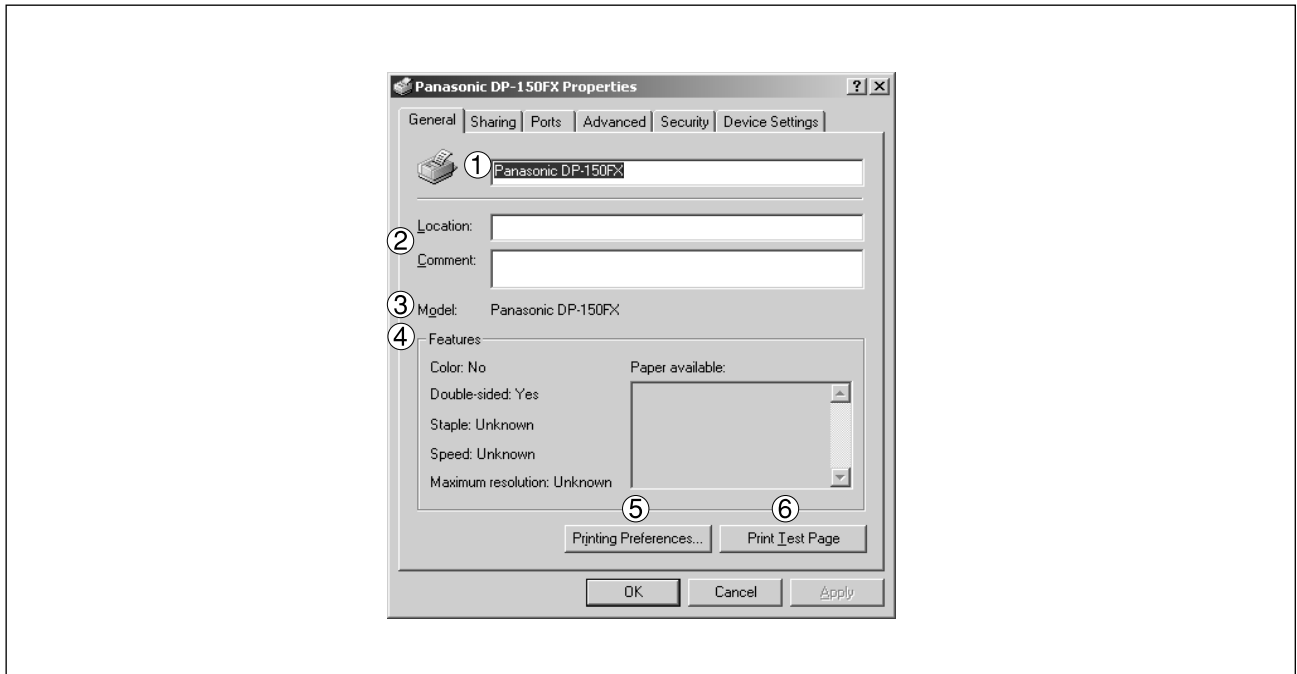


NOTE

- In Windows 2000, 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.

Installation and Configuration (Windows 2000)

■ 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 button

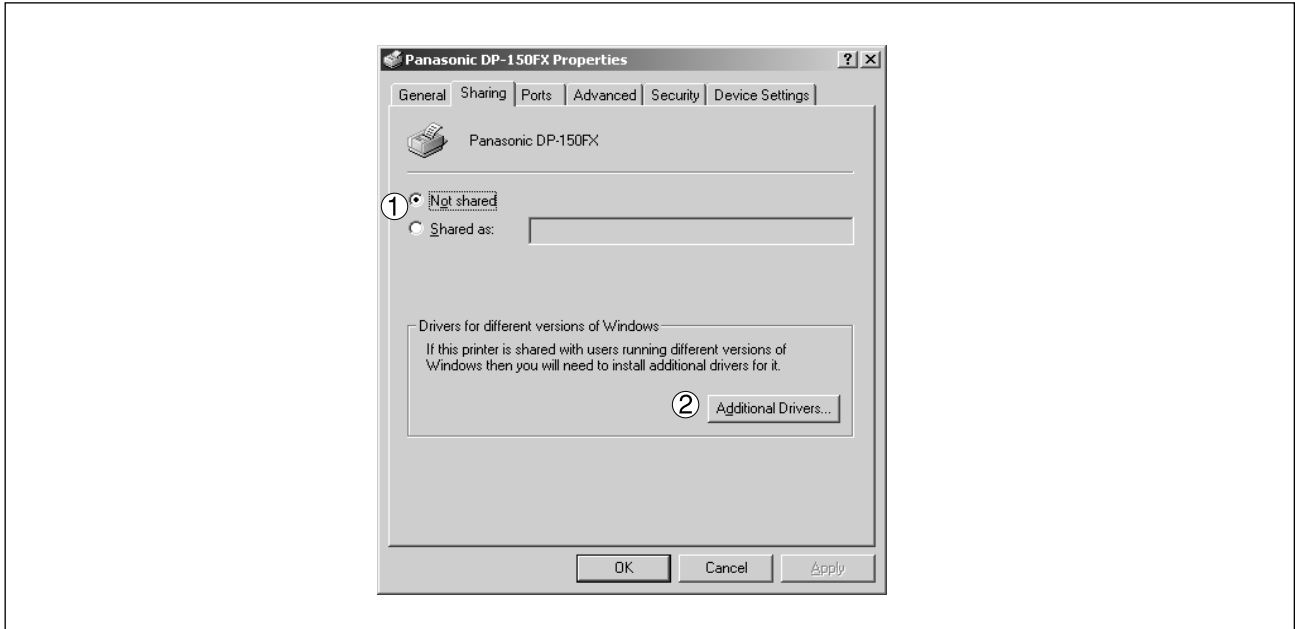
Changes properties (print settings) specifiable for each user. Refer to "Configuring the Printer Driver Settings" for details of settings.

⑥ button

Prints a test page. This operation verifies that a printer has been properly installed.

Installation and Configuration (Windows 2000)

■ 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.

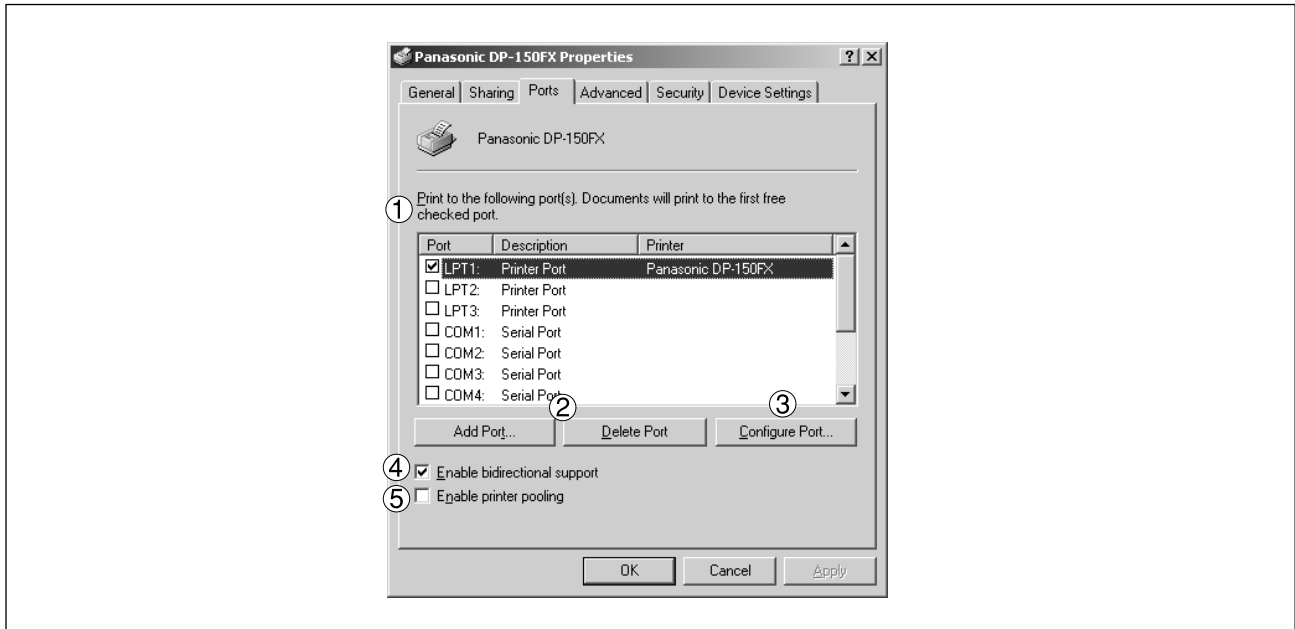
When users running different versions of Windows share a printer, installing additional drivers avoids the necessity for installing new drivers on their systems.

NOTE

- 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.

Installation and Configuration (Windows 2000)

■ 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

Add or delete a new local port or a new network port.

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 the computer. Be sure to check this checkbox when installing the status monitor. Printing may be disabled without checking this checkbox.

⑤ Enable printer pooling

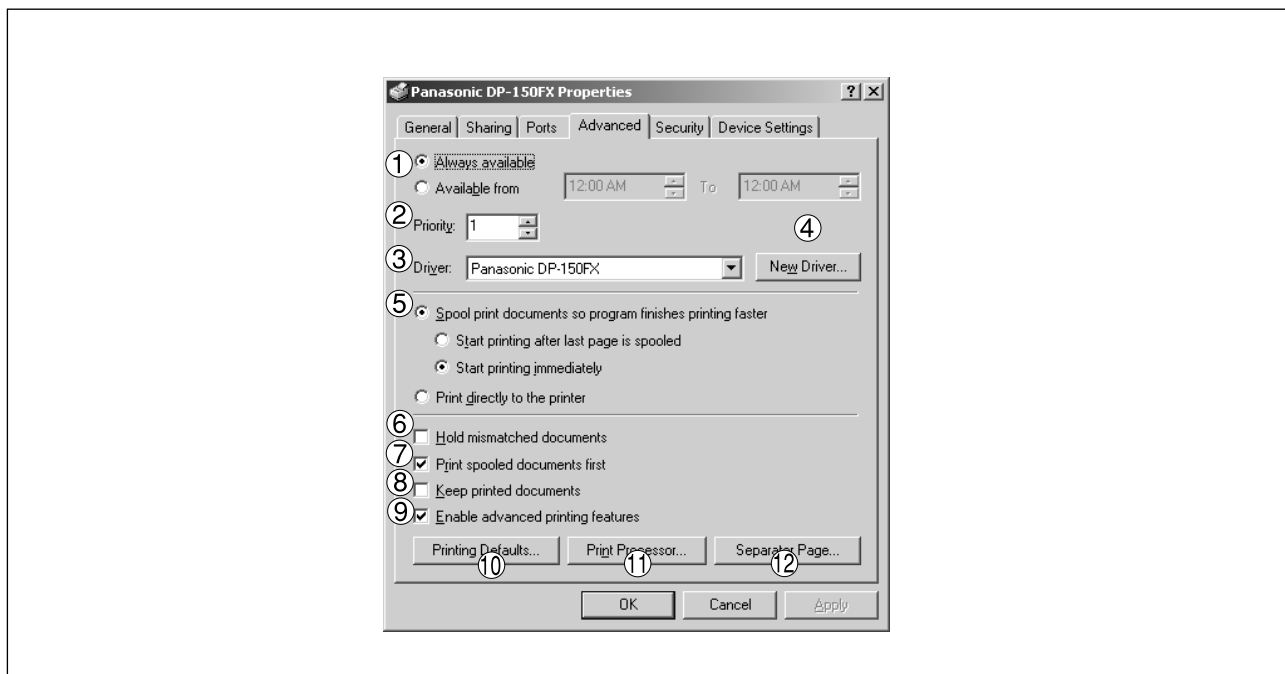
Printer pooling allows outputting data from one logical printer to two or more printers. With printer pooling enabled, a transmitted printing job is output to the first printer that allows printing.

NOTE

- Specify 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. If a timeout error occurs frequently upon printing a large size document, specify a larger value here.

Installation and Configuration (Windows 2000)

■ 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. ORIGINAL of higher priority are printed before those of lower priority.

③ **Driver**

Printer drivers are displayed. Specify a printer being used or specify a printer type that allows emulation by the printer being used.

④ **New Driver... button**

Update or change 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**

Spooler compares the printer settings with the paper settings (such as paper size and printing orientation). If the settings are inconsistent, the printing is suspended.

⑦ **Print spooled documents first**

Always print spooled documents first regardless of the printing priority.

Installation and Configuration (Windows 2000)

⑧ **Keep printed documents**

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

⑨ **Enable advanced printing features**

Usually enables advanced printing features. Optional features of the printer (page ordering, booklet printing, numbering on sheets) are enabled. The features can be disabled if a problem occurs regarding compatibility. 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.

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.

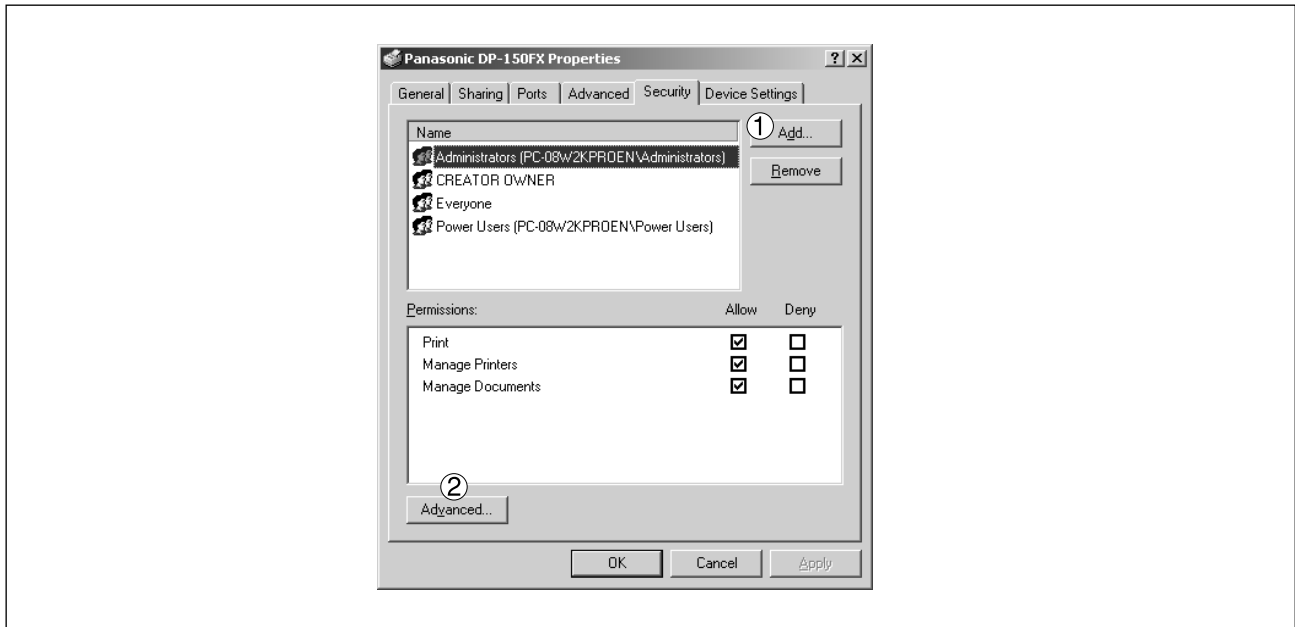
Usually no change is required in the settings. Use of a printer on a special application, however, may require changes on the settings.

⑫ **Separator Page... button**

A Separator page is inserted between documents to be printed. This function is useful when using one printer among two or more users and when printing two or more documents by one operation.

Installation and Configuration (Windows 2000)

■ Security Tab



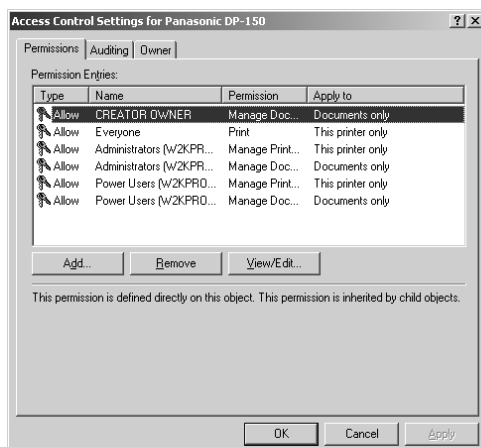
Displays a list of users and groups that are assigned access to this printer. A list of standard access permitted/prohibited for each group or user is displayed. Check the checkbox for permitting or prohibiting access. Gray checkbox indicates inheritance of access permission.

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.

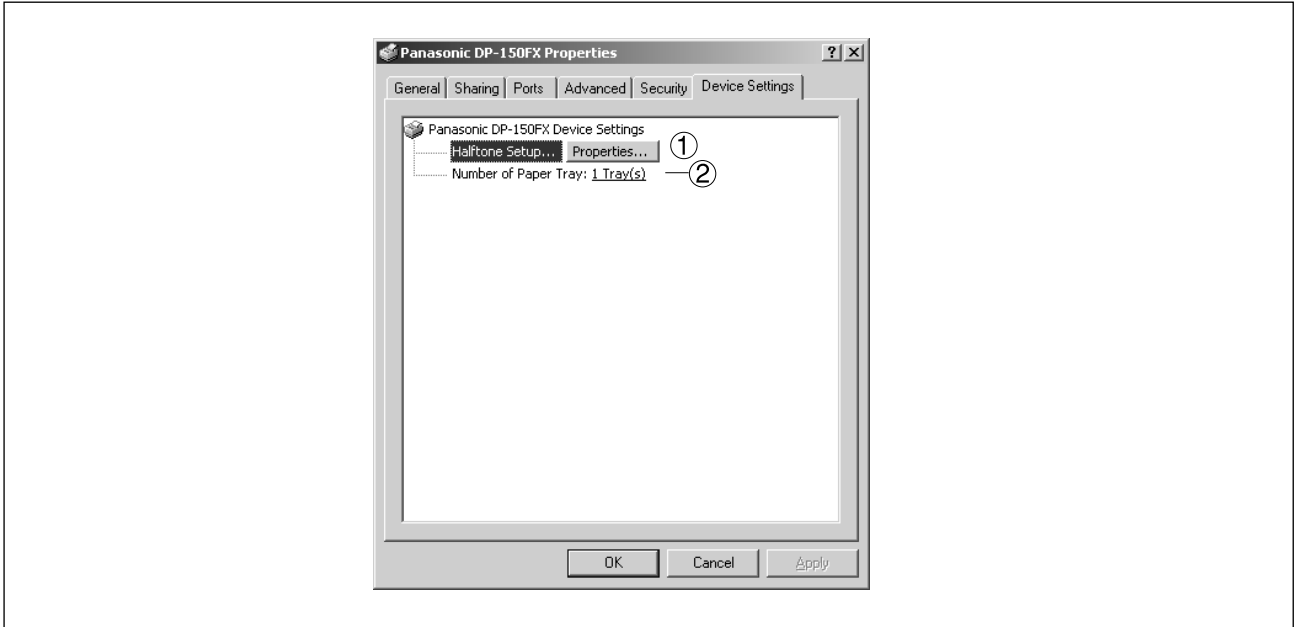


NOTE

- Windows 2000 provides the capability of managing access to various objects (e.g. printers) on users. Refer to manuals of Windows 2000 for details of access permission, audit, and owner.

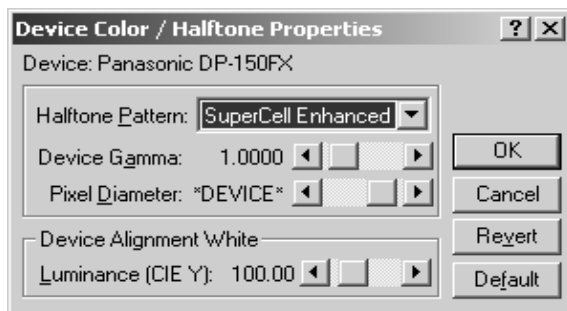
Installation and Configuration (Windows 2000)

■ Device Settings Tab



① Half-tone 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 size of pixels to be used for halftone.

Selecting larger size pixels results in a rough image, which is suitable for printing of wider area.

Enhanced patterns, which allow printing an image of higher resolution using a same number of pixels, may cause random lines or patterns and moire.

● Device Gamma

Adjust the gamma (strength of colors) of printing image.

● Pixel Diameter

Adjust the density of a printing image. Specify the size of pixels by moving the slide bar. One of the two methods, specifying pixel size by inch or by ratio to the printer resolution (in per cent), is selectable.

● Luminance (CIE Y)

Adjust the luminance of a printing image.

Installation and Configuration (Windows 2000)

② Number of Paper Tray

Select the number of available paper tray(s) for the printer if an optional Paper Feed Module is installed.

NOTE

- **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.
- Settings specified in this section are saved as standard (default) settings of the printer.

Installation and Configuration (Windows 2000)

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

1

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

2

Click the button of the print dialog box.

3

The dialog box for printer properties appears. Click the top tab of the dialog box and specify the properties.

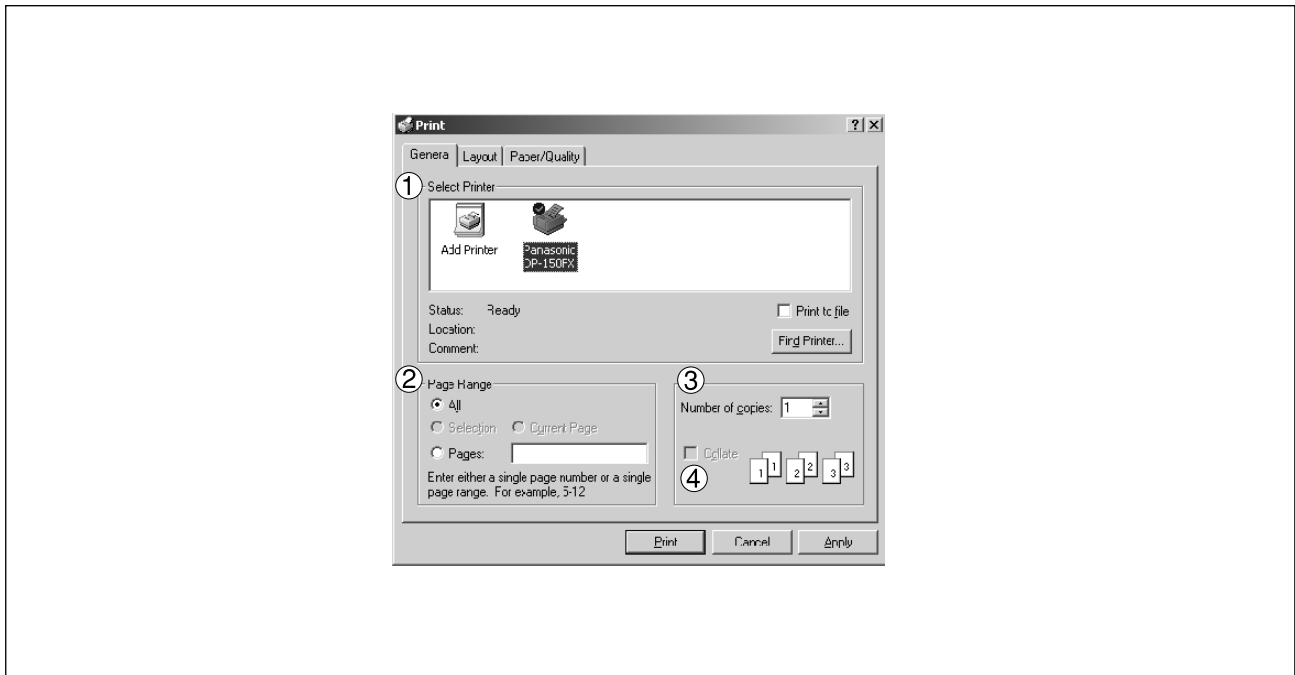
NOTE

- In Windows 2000, 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 (Administrator)" for details of administrator (system manager) properties.

Installation and Configuration (Windows 2000)

■ General Tab

The "General" tab will not be indicated, depending on each software application.



① Select Printer

Select a printer for printing.

② Page Range

Select a page range for printing.

③ Number of copies

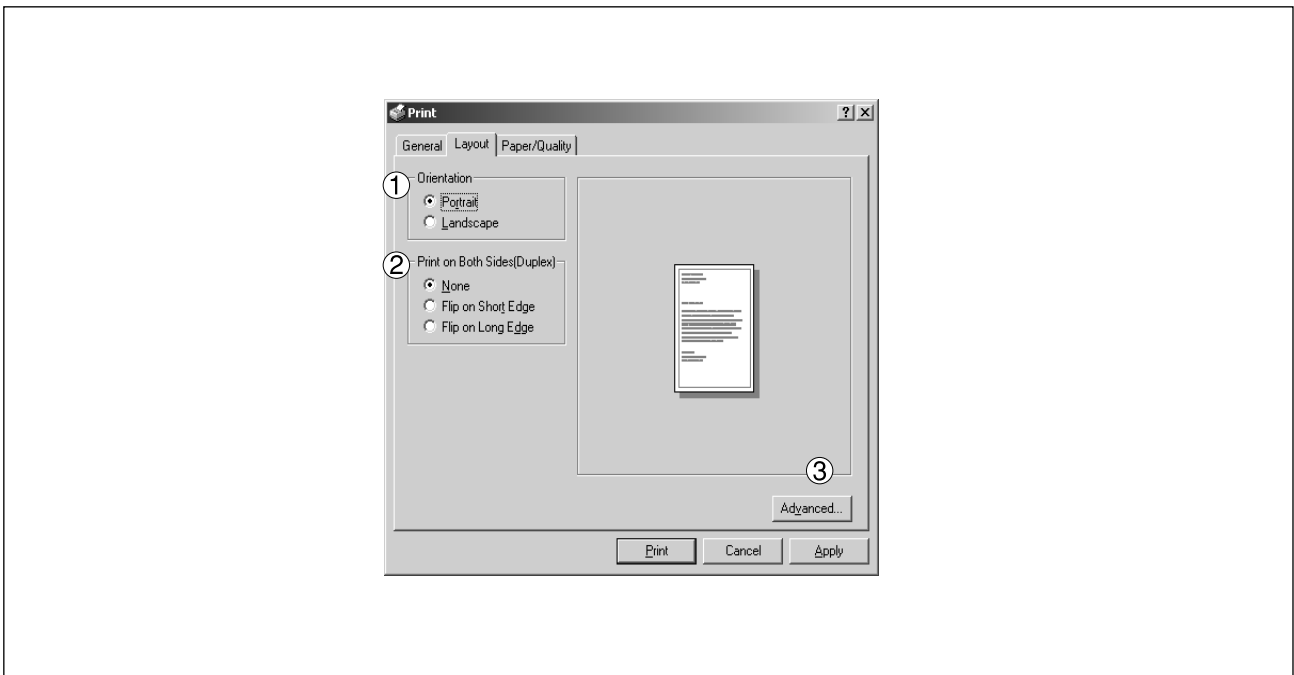
Specify the number of copies.

④ Collate

Upon printing two or more copies, pages are output for each copy.

Installation and Configuration (Windows 2000)

■ Layout Tab



① Orientation

Select portrait (vertical) or landscape (horizontal).

② Print on Both Sides (Duplex) [DP-150FX only]

Specify duplex printing for printing on both sides.

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

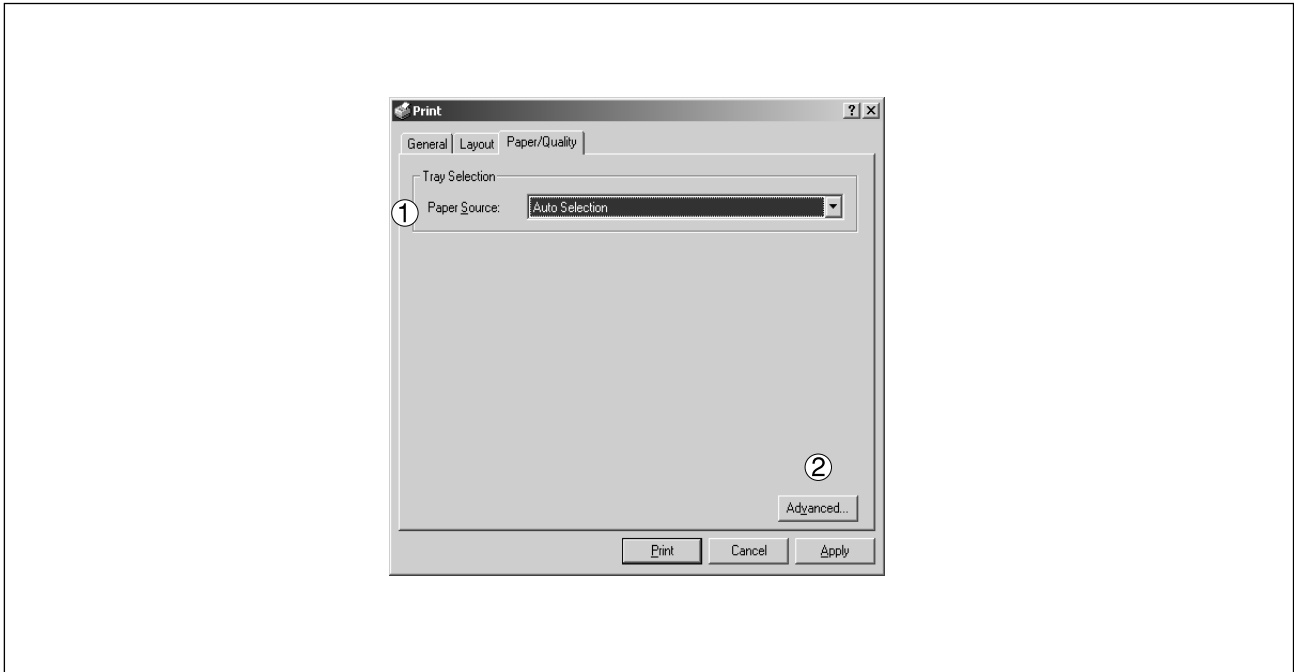
Note: Duplex Printing on Invoice/A5 is not supported.

③ button

Specify detailed settings. Refer to **Advanced** for details. (See page 58)

Installation and Configuration (Windows 2000)

■ Paper/Quality Tab



① Paper Source

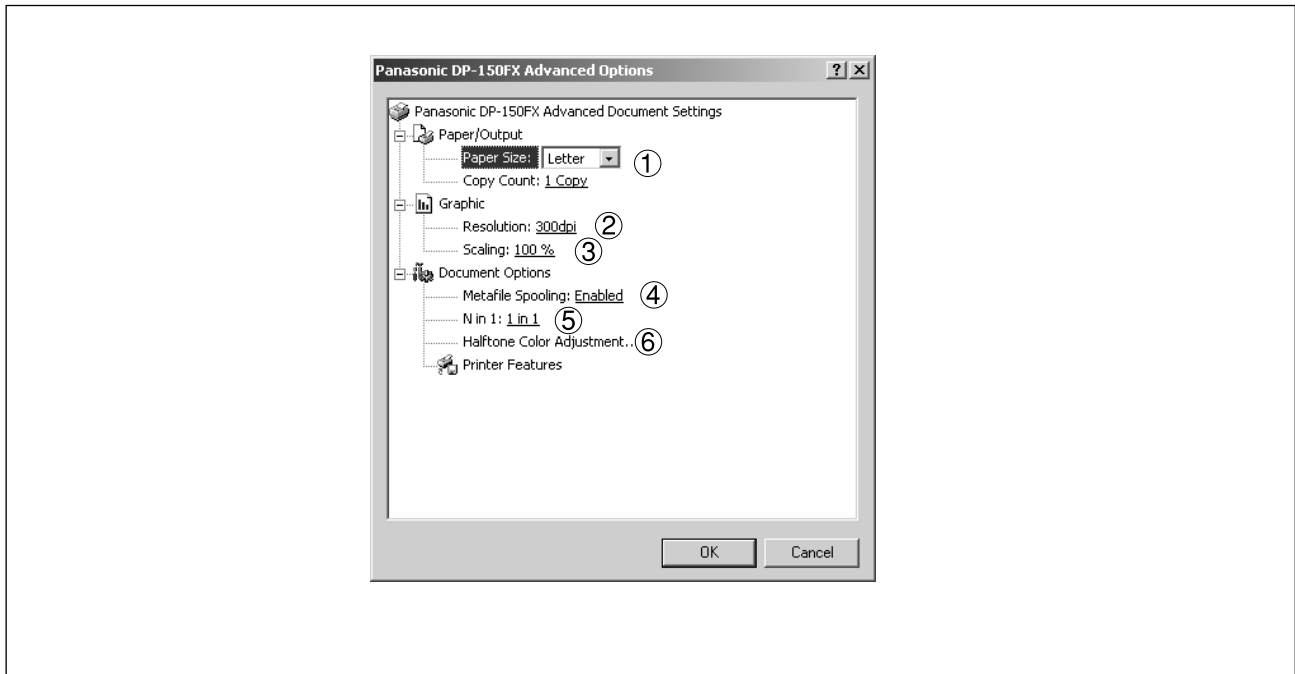
Specify an input tray. Selecting **Auto Selection** allows automatic selection of an input tray according to the paper size.

② button

Specify detailed settings. Refer to **Advanced** for details. (See page 58)

Installation and Configuration (Windows 2000)

■ Advanced



① Paper Size

Select a paper size.

② Resolution

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

③ Scaling

Specify a custom zoom when printing a document by zooming in/out at a desired rate. If the zooming rate is specifiable on 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, a file is spooled in EMF format (metafile compression). With the function disabled, a file is spooled in RAW (non-compression) format. Specifying RAW format results in a longer time before an application becomes 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 screen display.
- 2) Printing requires excessive time.

⑤ N in 1

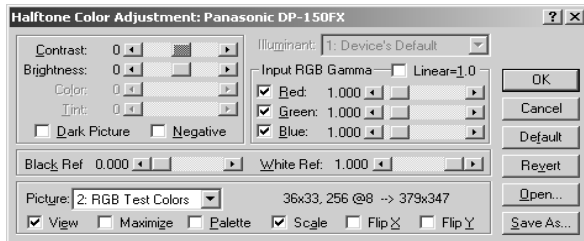
For printing two or more pages on one sheet, specify a printing method.

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 Halftone Color Adjustment



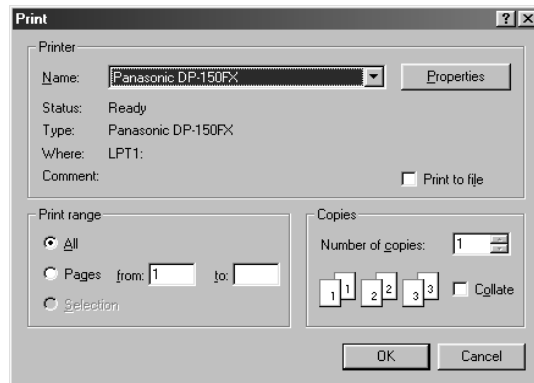
- **Contrast**
Adjust the contrast of the printing image.
- **Brightness**
Adjust the lightness of the printing image.
- **Dark Picture**
Check to print a dark image into light image.
- **Negative**
Check to print in reverse.
- **Input RGB Gamma**
Adjust the gamma (strength of colors) in the printing image. Red, green and blue colors can be individually adjusted.
- **Black Ref/White Ref**
Adjust the difference between the darkest color and the lightest color in an image. Increasing the blackref value or decreasing the white ref value strengthens the contrast of an image, narrowing the range of middle colors in the meantime.
- **Picture**
Select a test pattern.
Checking the checkboxes displays results of halftone adjustments on 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 **OK** to start printing.

While documents are being printed, a printer indicator remains displayed on the left side of the clock on the task bar. The indicator disappears when printing is completed.

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

NOTE

Follow the steps below to set a default printer:

- Click the **Start** button and select **Printers** in the **Settings** menu.
- Select the printer icon in the window and select **Set as Default Printer** in dropdown menu by right-clicking it. Then the check mark is displayed.

Printing on Network

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

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

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

Printer server (PC connected to a printer)

- 1 Install the printer driver on a computer to be connected to the main unit.
- 2 Click the **Start** button, place the cursor on **Settings**, and then click **Printers**.
- 3 Select the printer icon and select [**Sharing...**] in the dropdown menu by right-clicking it.
- 4 Select **Shared As** in the properties dialog box.
- 5 Click the button.

Upon completion of the settings, the shape of the icon changes displaying sharing settings.

NOTE

- Refer to the manuals of network cards and Windows users guide for connection among computers.
- 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 **Network** in control panel, and then click button in the **Network Configuration** tab.
 2. Check [**I want to be able to allow others to print to my printer(s).**] in the File and Print Sharing dialog box.

Print Operation

Printing on Network

■ Remote (PC that uses other computer's printer)

1

Click **Start** button, place cursor on **Settings** and then click **Printers**.

2

Double-click **Add Printer** in the printer window.

Add Printer Wizard appears.

Click the button.

3

Select **Network Printer**

Click 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 remote computer to a printer connected to a printer server.

Troubleshooting

Starting with:

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

- The printer cable is properly connected.
- Length of the printer cable is not longer than 6 ft. (2 m).
- Power to the device is turned on.
- Paper is loaded on the device properly.
- Error message is not displayed on device.

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

Windows 95/98/Me	[General Tab] (See page 14)
Windows NT 4.0	[General Tab] (See page 27)
Windows 2000	[General Tab] (See page 46)

NOTE

The status of the devices can be verified by the status monitor.

Troubleshooting

Document is not printed correctly

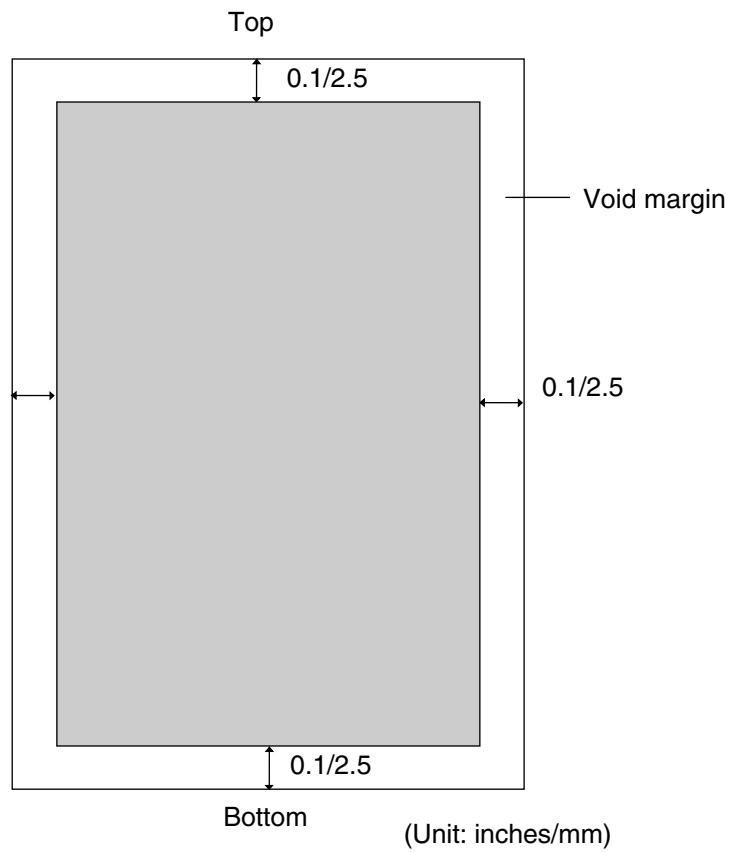
Problem	Action
Printing position is wrong	Paper size or printing orientation is different between the application settings and the printer driver settings. Specify the settings again. The specified paper has not been loaded on the device. Specify the settings again or load the appropriate paper.
Characters and symbols not used in documents are printed	Verify that the Panasonic DP-130/135/150 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 15) Windows NT 4.0 [Advanced Tab] (See page 37) Windows 2000 [Advanced Tab] (See page 49)

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 15) Windows NT 4.0 [Ports Tab] (See page 29) Windows 2000 [Ports Tab] (See page 48)
Printing is disabled due to 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

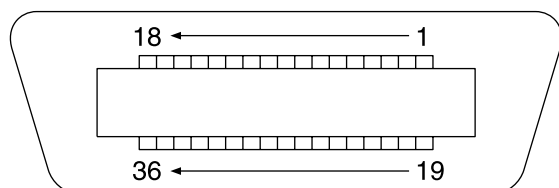
Printing/Scanning Area



Parallel Interface Connector

The printer has a parallel interface for connecting to PC.

Shape of Connector



Signal lines and pin arrangement

No.	I/O	Signal name	No.	I/O	Signal name
1	I	/STB	19	—	GND
2	I/O	DATA0	20	—	GND
3	I/O	DATA1	21	—	GND
4	I/O	DATA2	22	—	GND
5	I/O	DATA3	23	—	GND
6	I/O	DATA4	24	—	GND
7	I/O	DATA5	25	—	GND
8	I/O	DATA6	26	—	GND
9	I/O	DATA7	27	—	GND
10	O	/ACK	28	—	GND
11	O	BUSY	29	—	GND
12	O	PE	30	—	GND
13	I	SELECT	31	I	/INIT
14	O	/AUTOFD*	32	O	/FAULT
15	—	Not used	33	—	Not used
16	—	GND	34	—	Not used
17	—	GND	35	—	Not used
18	O	VCC	36	I	/SELIN*

*Signal used for bidirectional communication

Signal functions

Signal name	Function
/STB	Signal for sending data to printer. Steady-state value is High . Printer reads data until this signal becomes from Low to High .
DATA0 to Data7	Input signal for receiving 8-bit data. Logic 1 is High . DATA0 is LSB and DATA 7 is MSB .
/ACK	Signal indicating that printer has read data into device completely. This signal is output in response to /STB .
BUSY	Signal indicating that printer is unable to receive data. Printer is able to receive data when this signal is Low .
PE	Signal indicating Paper Out of printer. This signal is Low when paper is loaded and is High when paper is out.
SELECT	Signal indicating that printer is under online status. Printer is capable of receiving data when this signal is High .
/AUTOFD	Signal used for bidirectional 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.
/INT	Signal for initializing printer. Steady-state value is High . Printer is initialized by Low .
/FAULT	Signal indicating that printer is faulty.
/SELIN	Signal used for bidirectional communication

NOTE

Digital Copier

Class 2 Fax Modem Section

Installing the Panasonic Class 2 Fax Modem

Installing (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).

■ Class 2 Fax Modem

1



Select Settings from the Start menu and open the control panel.

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

2



Click the **Next** button.

Installing the Panasonic Class 2 Fax Modem

3



(Windows 98 only)

Click the button.

4



① Select **No, the device isn't in the list.**

② Click 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 the button.

(Windows 98 only)

Installing the Panasonic Class 2 Fax Modem

5



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

6



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

7

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

8

- Click the button.

9

- Click the button.

10

- Click the button.

11

- Click the button and restart the PC.

Installing the Panasonic Class 2 Fax Modem

12 Repeat steps from "1" to "3."



① Select **No, the device isn't in the list.**

② Click 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 the button.

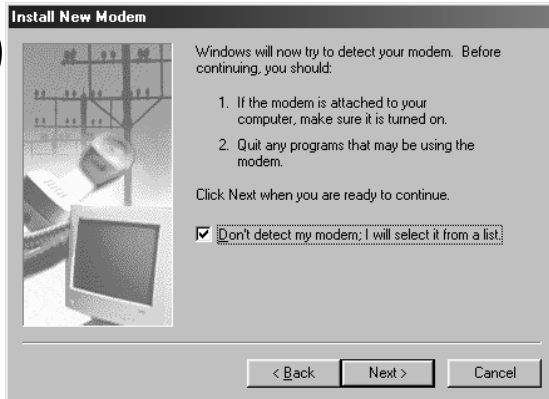


① Select **Modem.**

② Click the button.

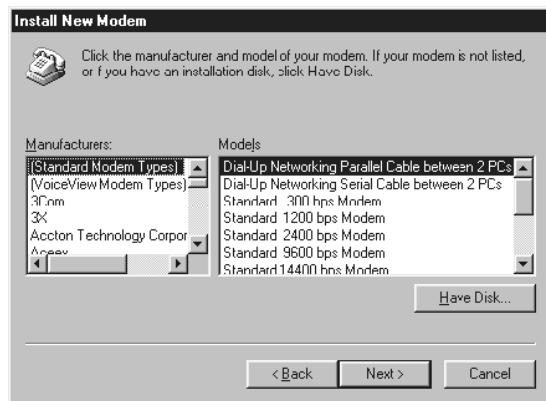
Installing the Panasonic Class 2 Fax Modem

15



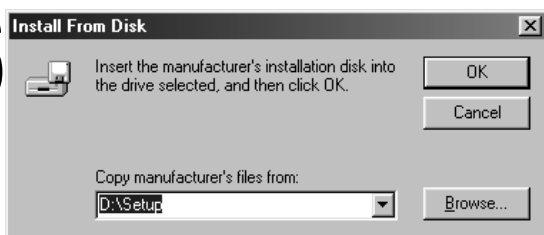
① Select **Don't detect my modem; I will select it from a list.**

② Click the button.



① Click the button.

16

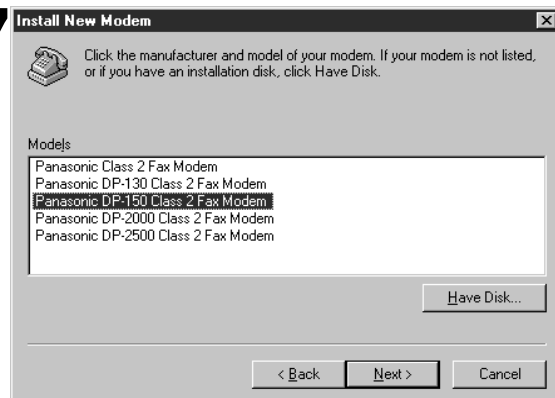


① Enter **D:\Setup.**

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

② Click the button.

17

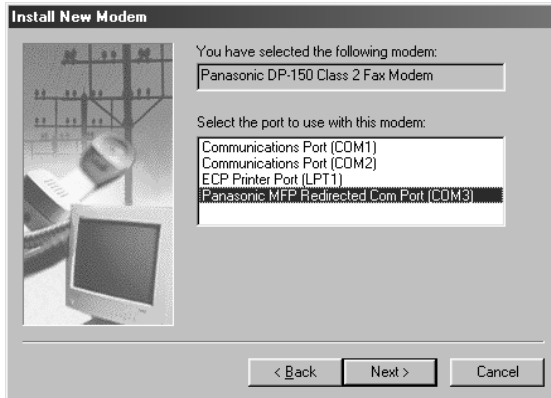


① Select **Panasonic DP-130 or DP-150 Class 2 Fax Modem.**

② Click the button.

Installing the Panasonic Class 2 Fax Modem

18



① Select **Panasonic MFP Redirected Com Port (COM3*)**.

* COM number depends on the PC.

② Click the button.

19



Click the button.

Installation of the modem is completed.

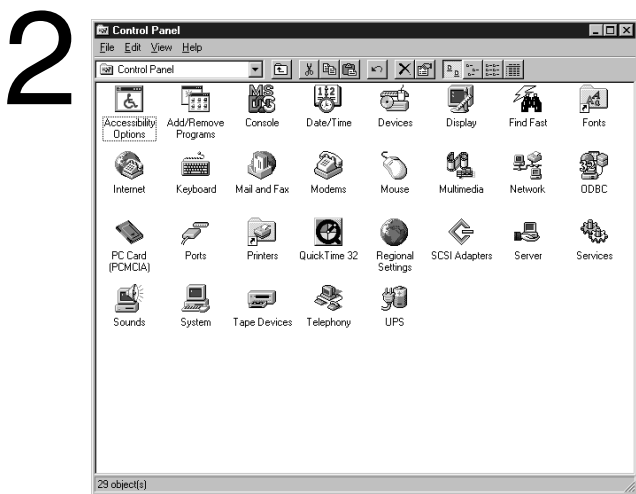
Installing the Panasonic Class 2 Fax Modem

Installing (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).

■ Class 2 Fax Modem

1 Select **Settings** from the **Start** menu and open the **control panel** folder.

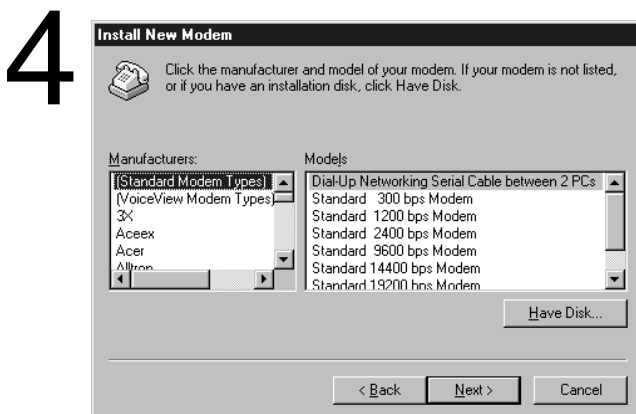


Double-click the **Modems** icon.



① Select **Don't detect my modem; I will select it from a list.**

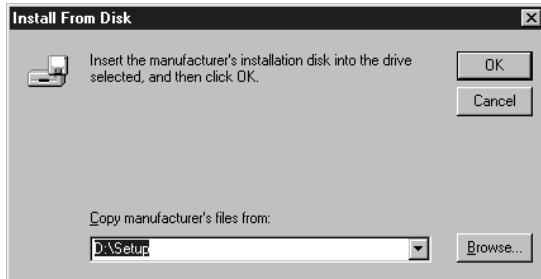
② Click the button.



Click the button.

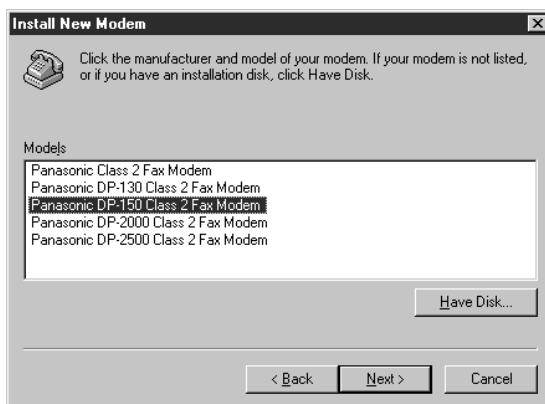
Installing the Panasonic Class 2 Fax Modem

5



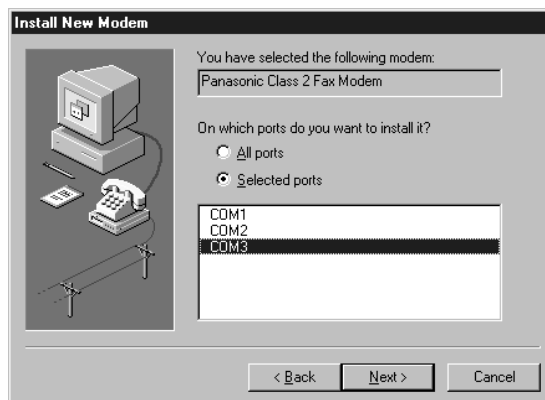
- ① Enter **D:\Setup**.
(Where "D:" is your CD-ROM drive.)
- ② Click the **OK** button.

6



- ① Select **Panasonic DP-130 or DP-150 Class 2 Fax Modem**.
- ② Click the **Next** button.

7



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

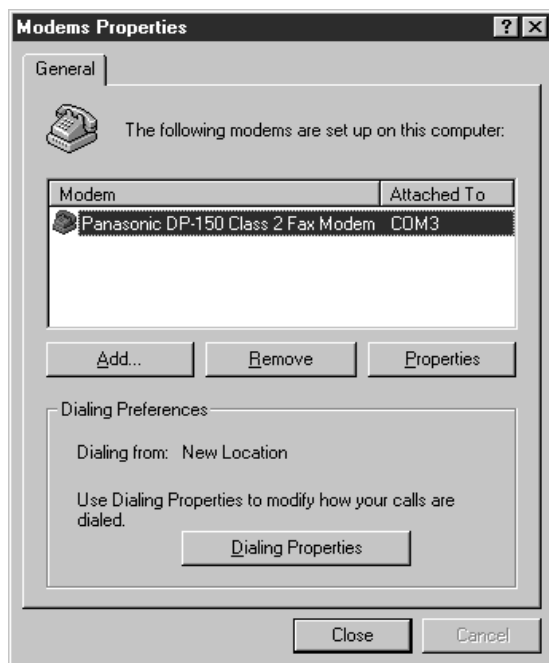
8



- Click the **Finish** button.
- Installation of the modem is completed.

Installing the Panasonic Class 2 Fax Modem

9



Close the Modems Properties screen.

Installing the Panasonic Class 2 Fax Modem


Installing (Windows 2000)

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


■ Class 2 Fax Modem

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

2 Double-Click the **Add/Remove Hardware** icon.

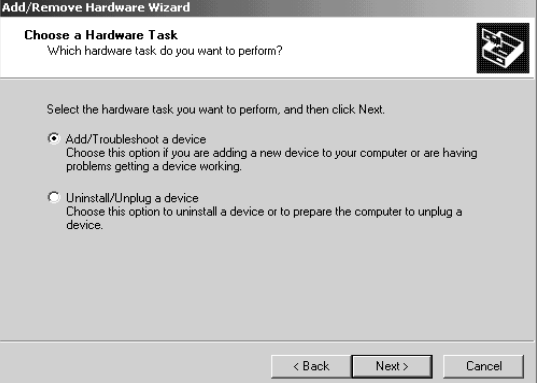


3 Click the **Next** button.



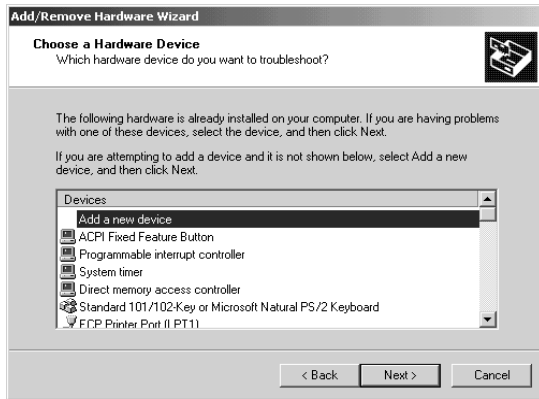
4

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



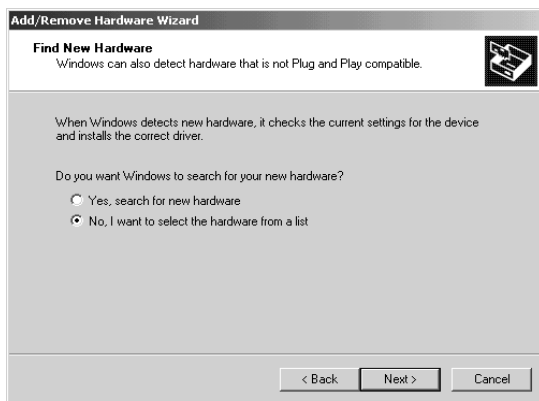
Installing the Panasonic Class 2 Fax Modem

5



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

6



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

7



- 1 Select **Modems**.
- 2 Click the **Next** button.

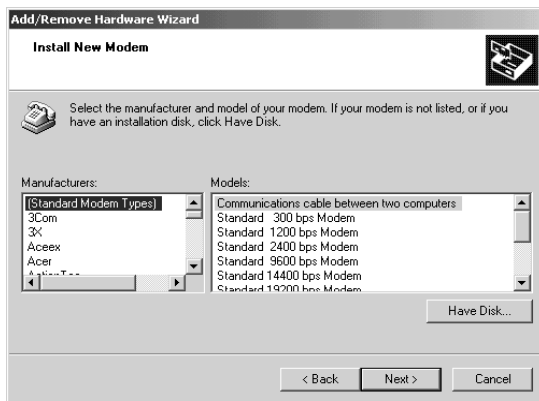
Installing the Panasonic Class 2 Fax Modem

8



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

9



Click the button.

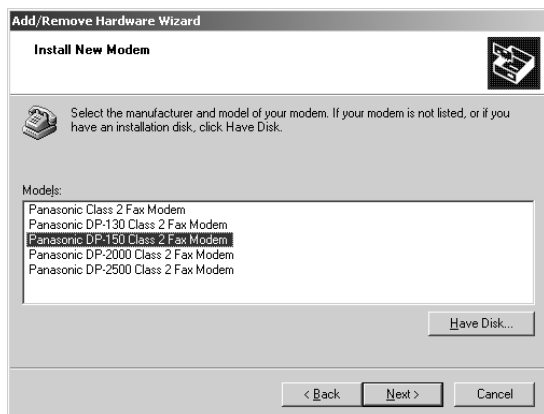
10



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

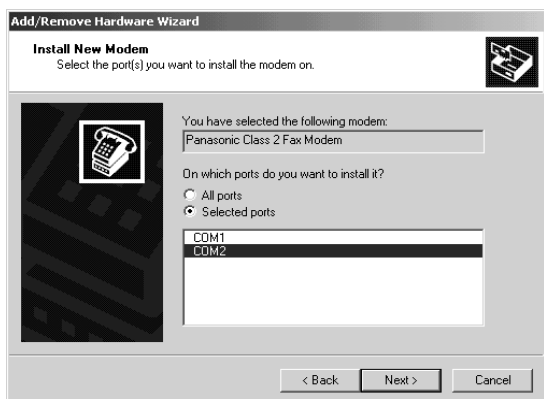
Installing the Panasonic Class 2 Fax Modem

11



- ① Select **Panasonic DP-130 or DP-150 Class 2 Fax Modem**.
- ② Click the **Next** button.

12



- ① Select **COM2**.
- ② Click the **Next** button.

Installing the Panasonic Class 2 Fax Modem

13



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



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

NOTE

Digital Copier

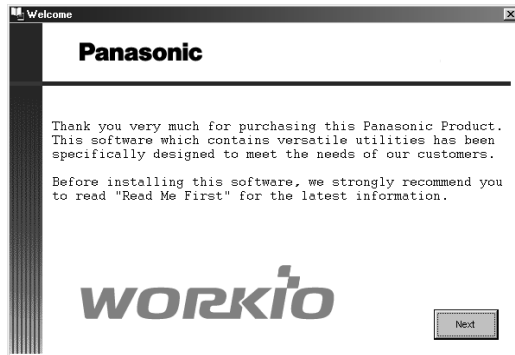
Document Management System Section

Installing the Document Management System

1

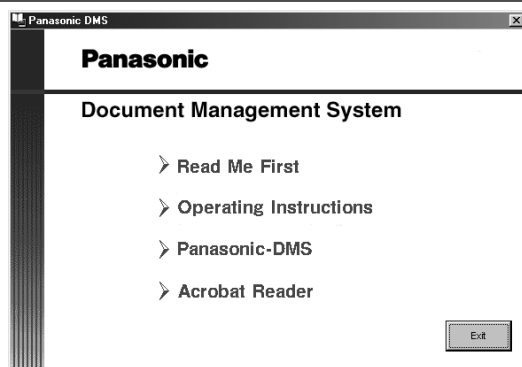
Insert the provided CD-ROM.

2



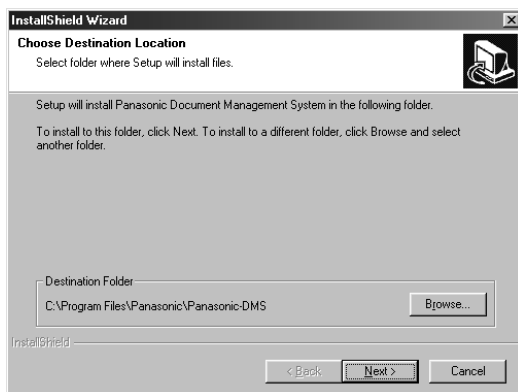
Click the button.

3



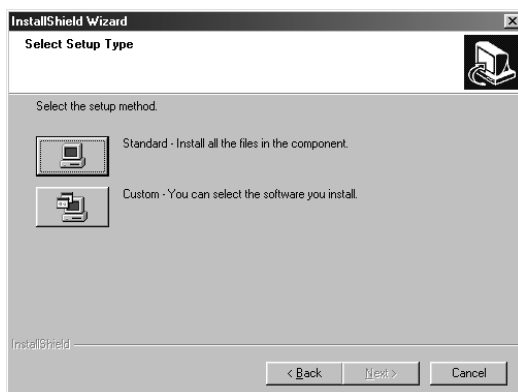
Click **Panasonic-DMS**.

4



Verify the installation destination and click the button.

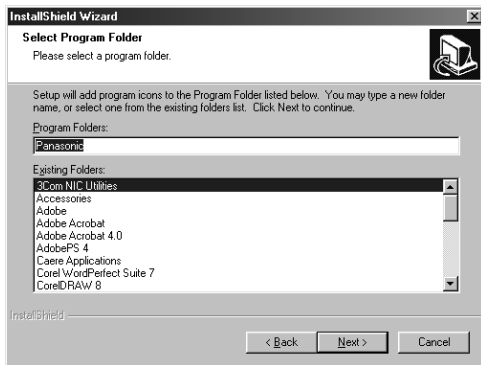
5



Click the **Standard** button.

Installing the Document Management System

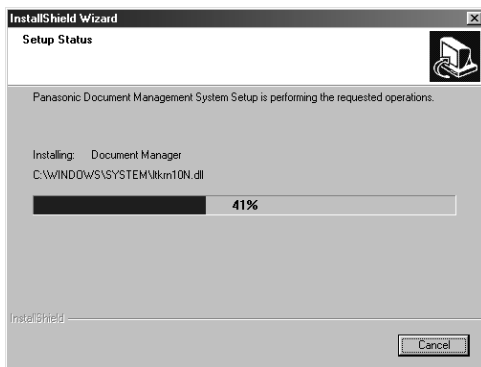
6



Enter the program folder name and click the

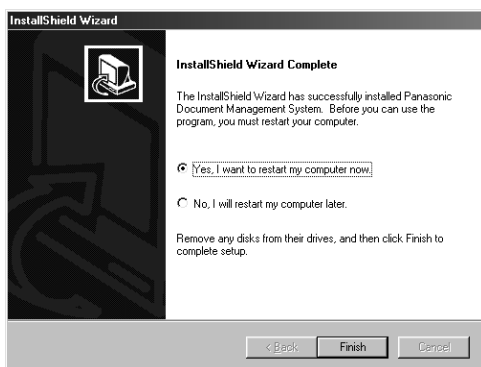
button.

7



The required files are copied.

8



Click the button.

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

Installing the Document Management System

NOTE

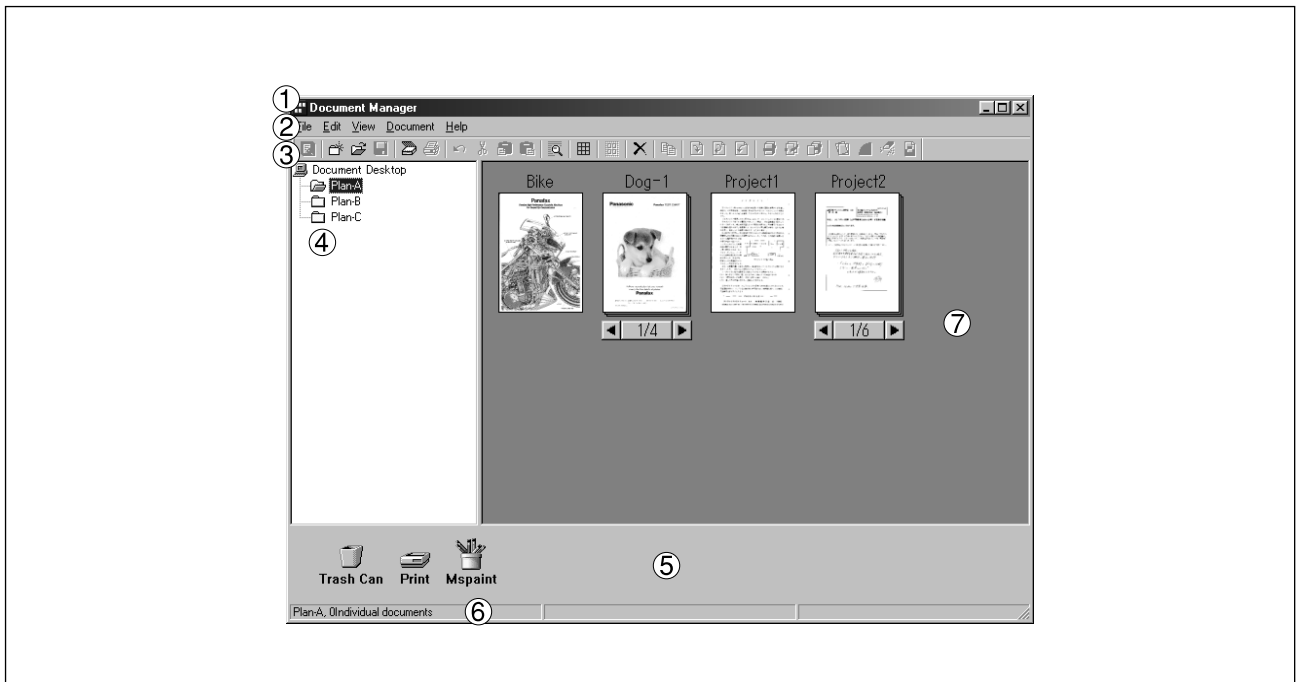
- When installing on Windows NT4.0, log in using an account with the authority to change system settings (e.g. Administrator).
- Standard installation method installs all of the following drivers and applications. Selecting the custom installation allows the selected installation of scanner and MFP utilities individually.
 - Scanner
Document Scanner (TWAIN scanner driver) (See page 103)
 - Manager
Document Manager (Image management application) (See page 89)
Document Viewer (Image editing application) (See page 111)
 - MFP utility
Status Monitor (Device status monitor) (See page 132)
Configuration Editor (See page 137)
Phone Book Editor (See page 145)
- By installing this software, the system selects LPT1 as a parallel port to be connected to a device. For connecting a 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.
- Before updating the software, be sure to delete the older version of software.
- Take the following steps to install the software on Windows 2000:
 1. For installation, log in using an account with the authority to change system settings (e.g. Administrator).
 2. Restart Windows after completion of installation.
 3. After restart, log in again using an account with the authority to change system settings (e.g. Administrator).
 4. After completion of installation, normal operation is enabled by logging in with an ordinary user account.

Document Manager

Main Window

Document Manager is application for managing image files. By utilizing the Document Manager and Document Viewer (see page111) in combination, a number of 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.



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 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.

⑦ Document Window

Displays a list of documents in the selected folder.

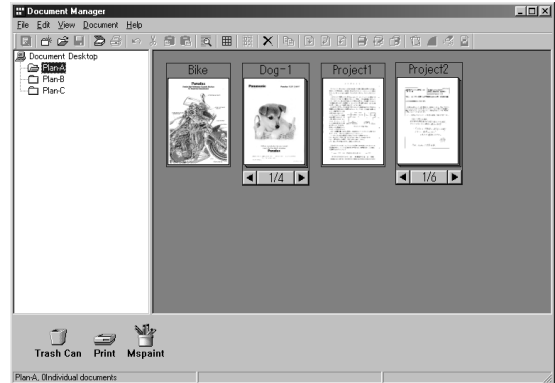
Documents are displayed in thumbnails (reduced images). Page number and  and  buttons are displayed at the bottom of a thumbnail image for grouped documents (configured with two or more pages). Clicking the buttons turns the pages.

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:

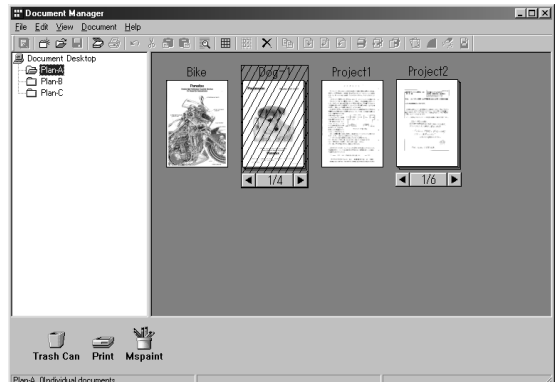
■ Selecting documents

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

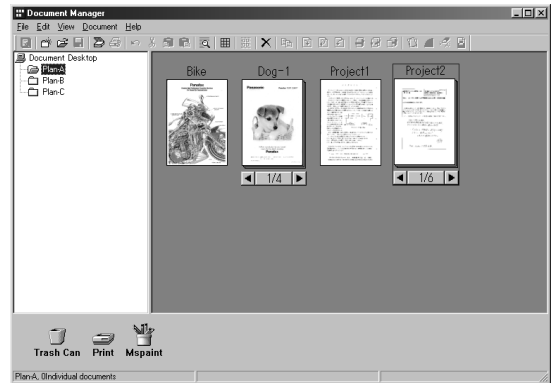
Double-clicking thumbnail images in document window activates Document Viewer (See page 108), allowing opening and editing documents.



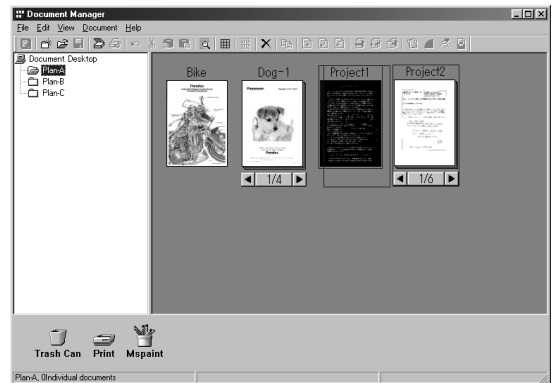
Document Manager

■ 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.

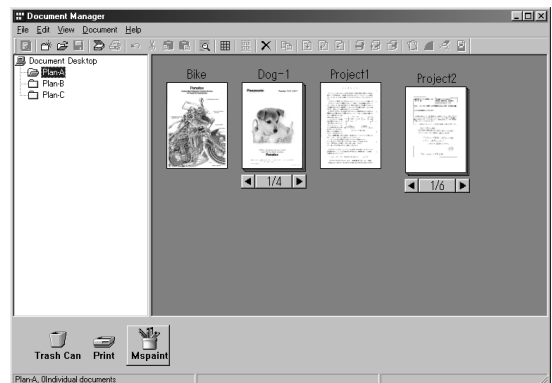


Dragging a document and dropping it onto another document in a document folder results in grouping the two documents together.



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.



Setting Plug-in

■ Import document (from scanner)

Selecting **Acquire Image...** in the **File** menu displays a window for the Document Scanner (See page 104). 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 are freely registered by selecting **Launch to another application → Destination 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.)
 - Annotation : Paste to transmission image as an image.
 - File format : Select one among TIFF, JPEG, BMP, and PNG.
 - Compression : Select the compression method.
 - Image type : Select one among monochrome, grayscale, RGB color and no conversion.
 - Resolution : Resolution of transmission image
 - Correct : <Correct skew>
 - Inclination of document can be automatically corrected.
 - <Eliminate noise>
 - Noise on document can be removed.
 - Original document : If edited and saved (overwriting) on destination application, editing result is saved on original document.
 - Transmission check message : Set the number of the maximum displayable active windows.

Document Manager

- OCR software (Application such as e-Typist, etc.)
 - File format : Select one among TIFF, JPEG, BMP, PNG.
 - Annotation : Paste to transmission image as an image.
 - Image type : Select one among monochrome, grayscale, RGB color and no conversion.
 - Resolution : Resolution of transmission image
 - Correct skew : Inclination of document can be automatically corrected.
 - Eliminate noise : Noise on document can be removed.

- PC-FAX software
 - File format : Select one among TIFF, JPEG, BMP, and PNG.
 - Annotation : Paste to transmission image as an image.
 - Image type : Select one among monochrome, grayscale, RGB color and no conversion.
 - Resolution : Resolution of transmission image
 - Correct skew : Inclination of document can be automatically corrected.
 - Eliminate noise : Noise on document can be removed.

- E-Mail software (MAPI-compatible mail application such as MS-Outlook, MS-Exchange, etc.)
 - File format : Select one among TIFF, JPEG, BMP, and PNG.
 - Annotation : Paste to transmission image as an image.
 - Image type : Select one among monochrome, grayscale, RGB color and no conversion.
 - Resolution : Resolution of transmission image
 - Correct skew : Inclination of document can be automatically corrected.
 - Eliminate noise : Noise on document can be removed.

- Others
 - Only program activation occurs on applications other than above.

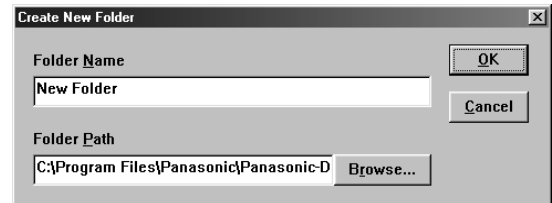
NOTE

- 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 121) for details of annotation.

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.



■ Open

An image file saved in computer can be imported into a folder as document.

File of the following formats can be opened in the Document Manager:

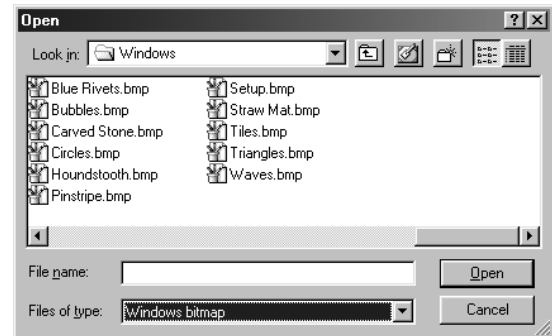
TIFF : Tagged-Image File Format (TIFF)

JPEG : Joint Photographic Experts Group (JPEG) format

BMP : Windows standard bitmap format

PNG : Portable Network Graphics format

DDM : Document Manager file format



■ Save As

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

Document Manager saves a file in the following formats:

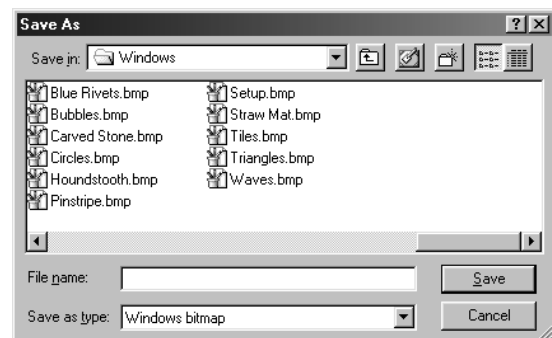
TIFF : Tagged-Image File Format (TIFF)

JPEG : Joint Photographic Experts Group (JPEG) format

BMP : Windows standard bitmap format

PNG : Portable Network Graphics format

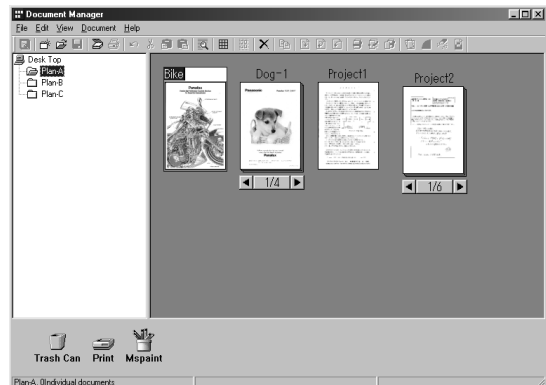
DDM : Document Manager file format



Document Manager

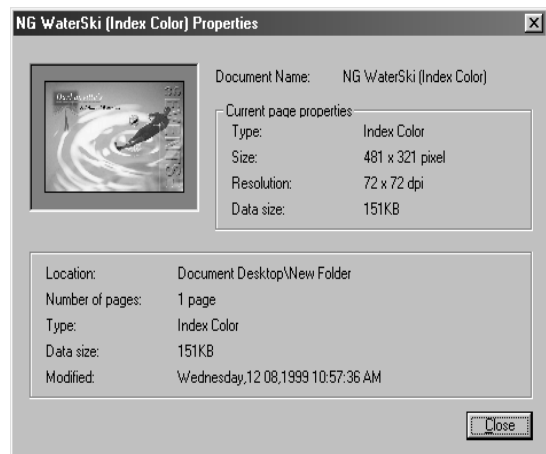
■ Rename

Change the names of a document.



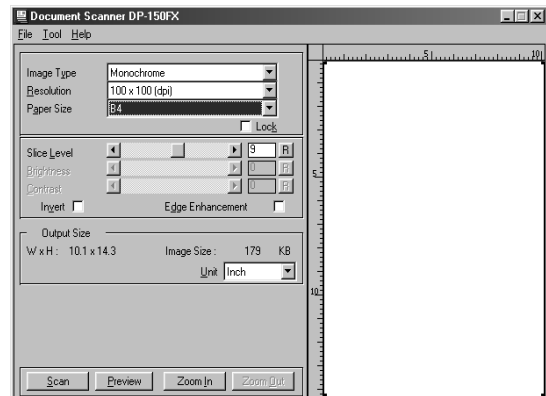
■ Properties

Display the file properties.



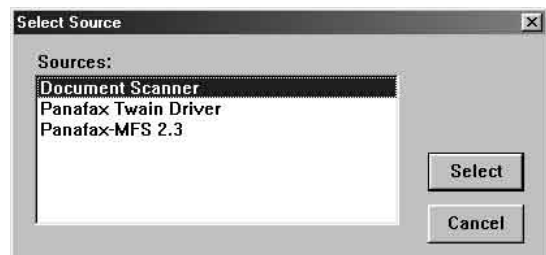
■ Acquire Image...

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.

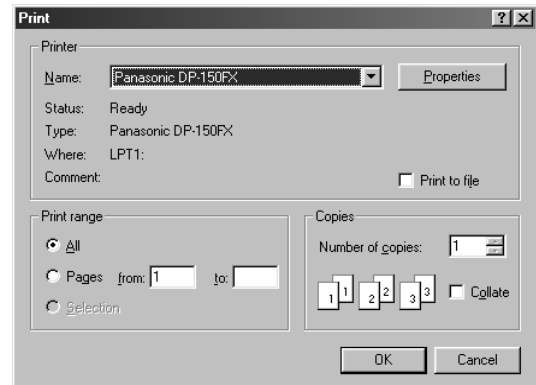


NOTE

See "Document Scanner" (See page 104) for operation of scanner.

■ 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

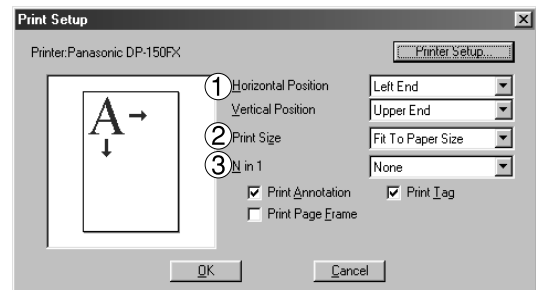
Adjust the printing position on a sheet.

② Print Size

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

③ N in 1

Select for printing reduced pages on one sheet.



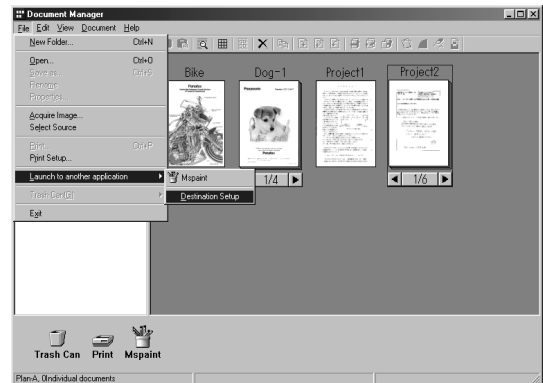
NOTE

Print Setup specifies printing or not printing annotation edited in the Document Viewer. See "Annotation Menu" (See page 121) for details of annotation.

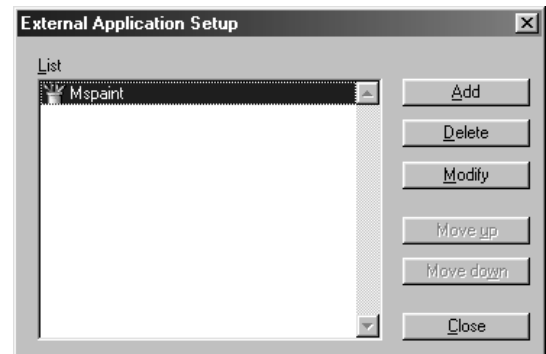
Document Manger

■ Launch to another application

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

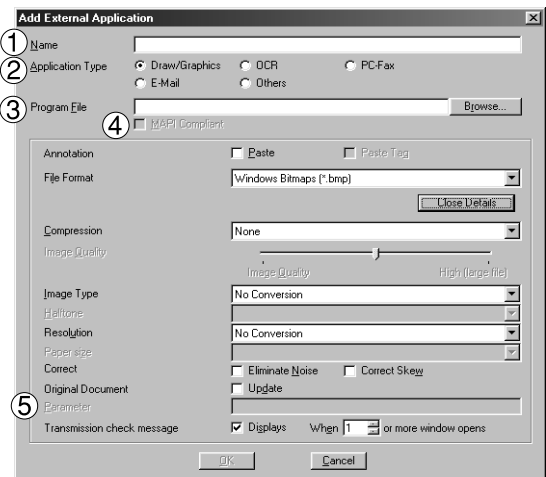


Selecting **External Application Setup** displays a dialog box for adding/changing/deleting the application.



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 **ProgramFile**
Specify the execute 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

See "Setting Plug-in" (See page 93) for specifying an destination application.

■ Trash Can

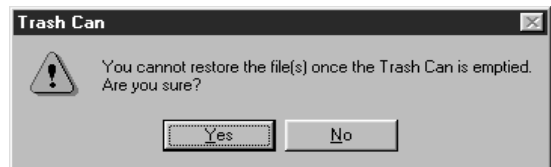
Open Trash Can

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



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.



Document Manager

Edit Menu

■ Undo

Undo the last editing operation done.

■ Cut

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

■ Copy

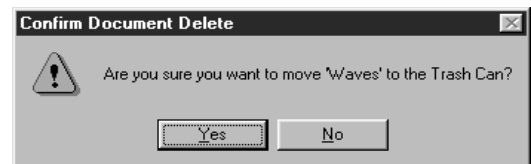
Copy a selected document onto the clipboard.

■ 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.

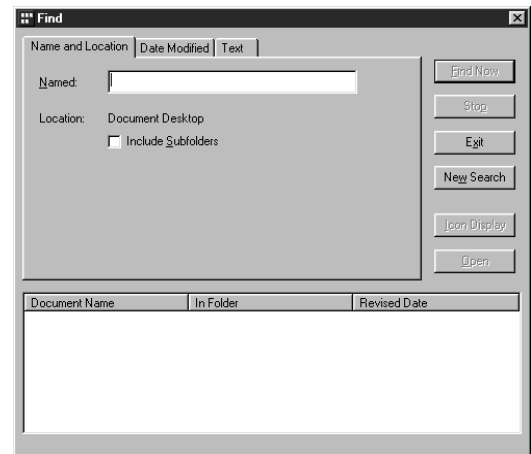


■ Select All

Select all documents in the folder.

■ Find

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



NOTE

See "Annotation Menu" (See page 121) for details of annotation.

View Menu

■ Tool Bar

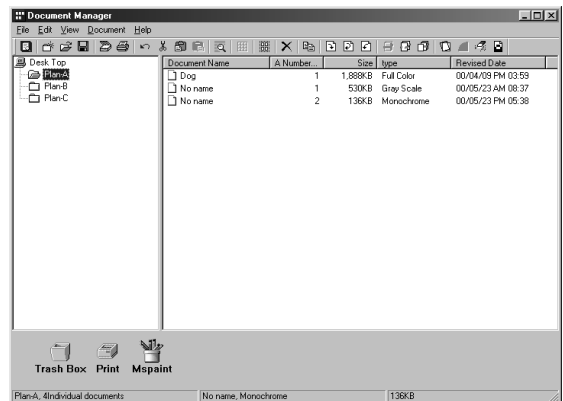
Switch between displaying/hiding the tool bar.

■ Status Bar

Switch between displaying/hiding the status bar.

■ List Format/Thumbnail Format

Switch between list display and thumbnail display in the documents window.



■ Arrange Documents

Arrange documents in the document window by specifying order. Sorting by name, by type, by size, or by date is selected.

■ Line Up Documents

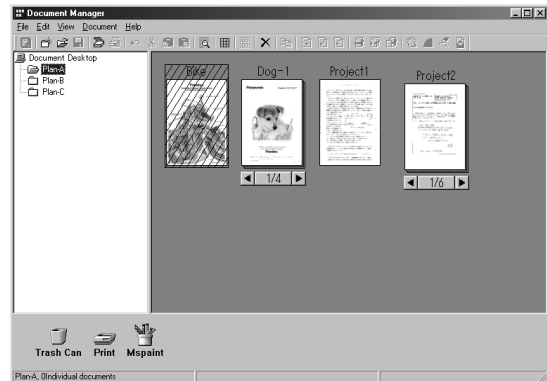
Line up the documents in the document window.

Document Manager

Documnet Menu

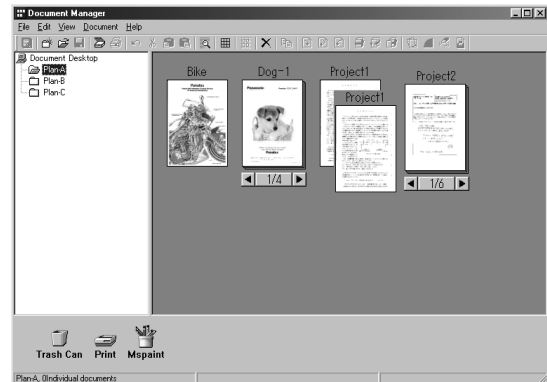
■ Open

Open a selected document. Activates the Document Viewer (See page 111) and opens a document for editing.



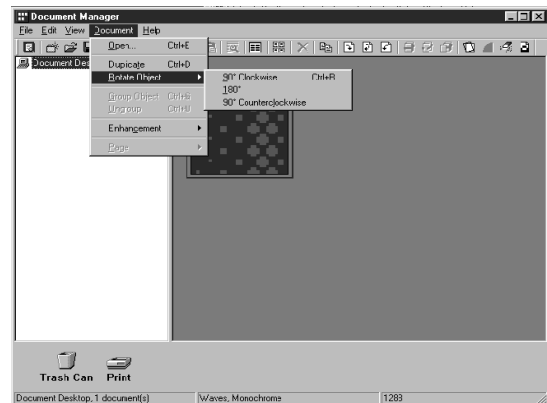
■ Duplicate

Make a copy of the selected document in a folder.



■ Rotate Object

Rotate the selected document.
90° Clockwise
180°
90° Counterclockwise



■ Group Object

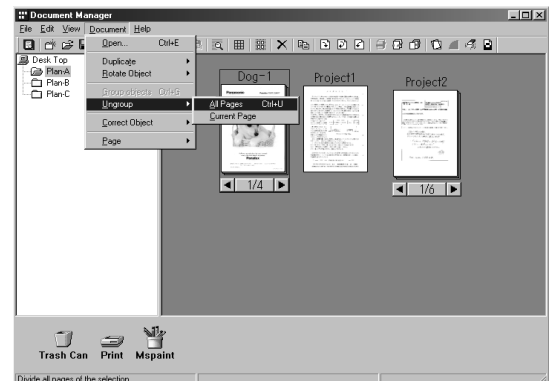
Makes a group of two or more selected documents. The grouped documents are indicated by page number and

◀ and ▶ buttons at the bottom of a thumbnail image. Clicking the buttons turns the pages.



■ 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.



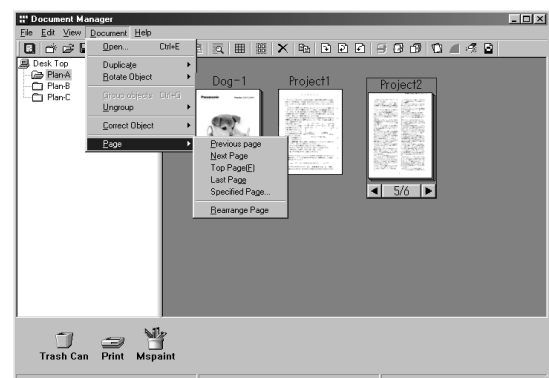
■ Enhancement

Apply the following correction to a selected document:

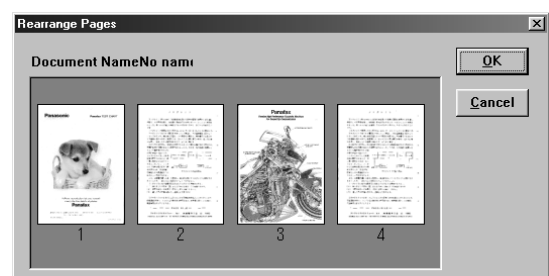
- Correct Skew** : Detect any inclination of a document and automatically correct it.
- Enhance Edge** : Enhance edge (border) of image.
- Eliminate Noise** : Remove noise on a document.
- Invert Colors** : Display image in reverse.

■ 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.

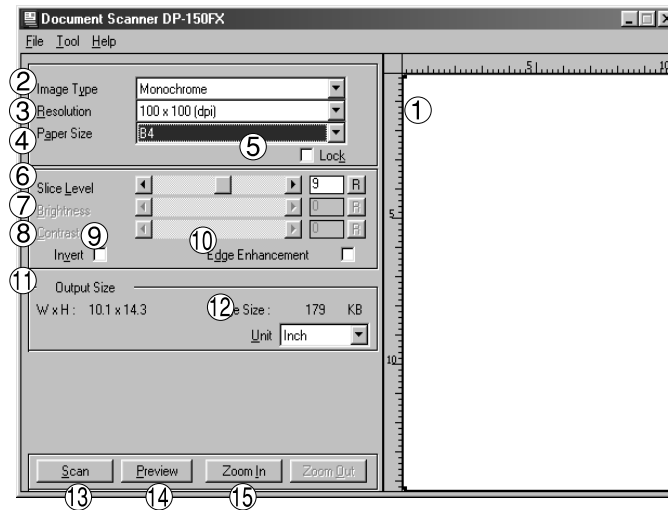


Document Scanner

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 a dialog box for the Document Scanner.



NOTE

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

① Preview Window

Displays an image after preview-scanning. The scanning area (black frame) is specified on the displayed image.

Dragging the mouse in the preview window allows specifying the scanning area (black frame), changing the frame size, and moving the frame.

The black-frame area is displayed in values <Output Size>.

② Image Type

Select the type of image to be scanned.

The following two types of image scanning are selectable:

● 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.

③ Resolution

Select the resolution for scanning.

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.

⑥ Slice Level (valid only when monochrome is selected)

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

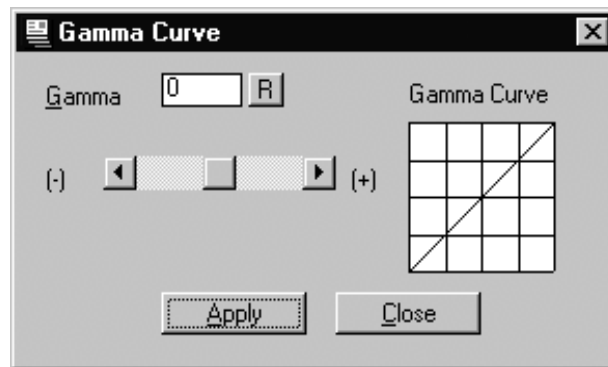
Document Scanner

- ⑦ **Brightness (valid only when halftone is selected)**
Adjust the brightness for halftone or grayscale document.
- ⑧ **Contrast (valid only when halftone is selected)**
Adjust the contrast (difference between dark and light) for halftone or grayscale document.
- ⑨ **Invert**
Scan the image in negative.
- ⑩ **Edge Enhancement**
Scan the image with a highlighted edge.
- ⑪ **Output Size**
Display 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 size for indication (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.

Tool Menu

■ Adjustment - Gamma Curve

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

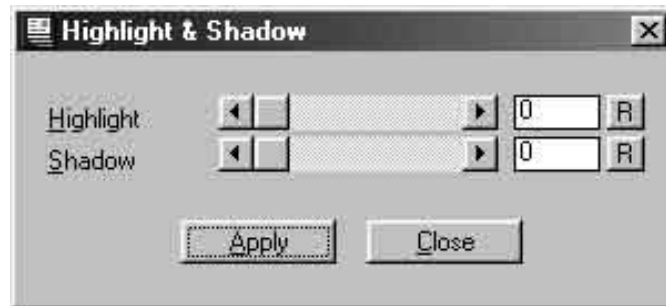
NOTE

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

Documnet Scanner

■ Adjustment - Highlight and Shadow

Display a dialog box for adjusting highlight and shadow. (valid only when halftone 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 calibration result.

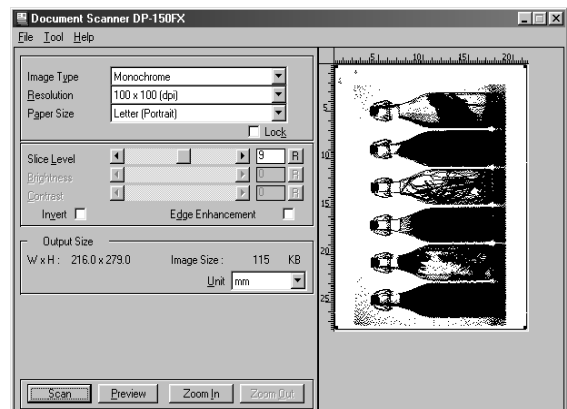
■ Parameter Reset

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

Image Scanning

Image scanning is performed by the following procedures:

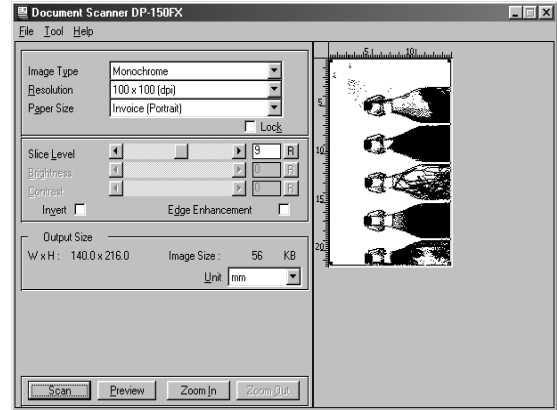
- 1 Activate TWAIN-compatible application.
- 2 Select **Acquire Image...** in the **File** menu to display Document Scanner.
- 3 Specify the image type, resolution, and paper size of a document to be scanned.
- 4 Place a manuscript on Platen or ADF and click the button. A preview-scanned image is displayed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



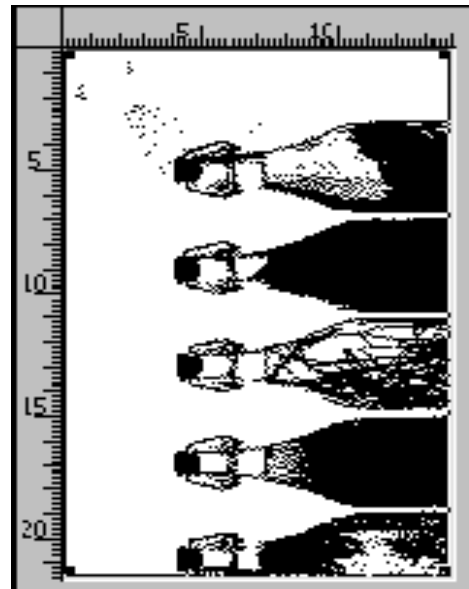
Document Scanner

5 Apply the following adjustment 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 button held down selects the whole image. Clicking / button zooms in/out a preview-scan image. Adjust the threshold value, brightness, and contrast (difference between dark and light portions) as required.



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



NOTE

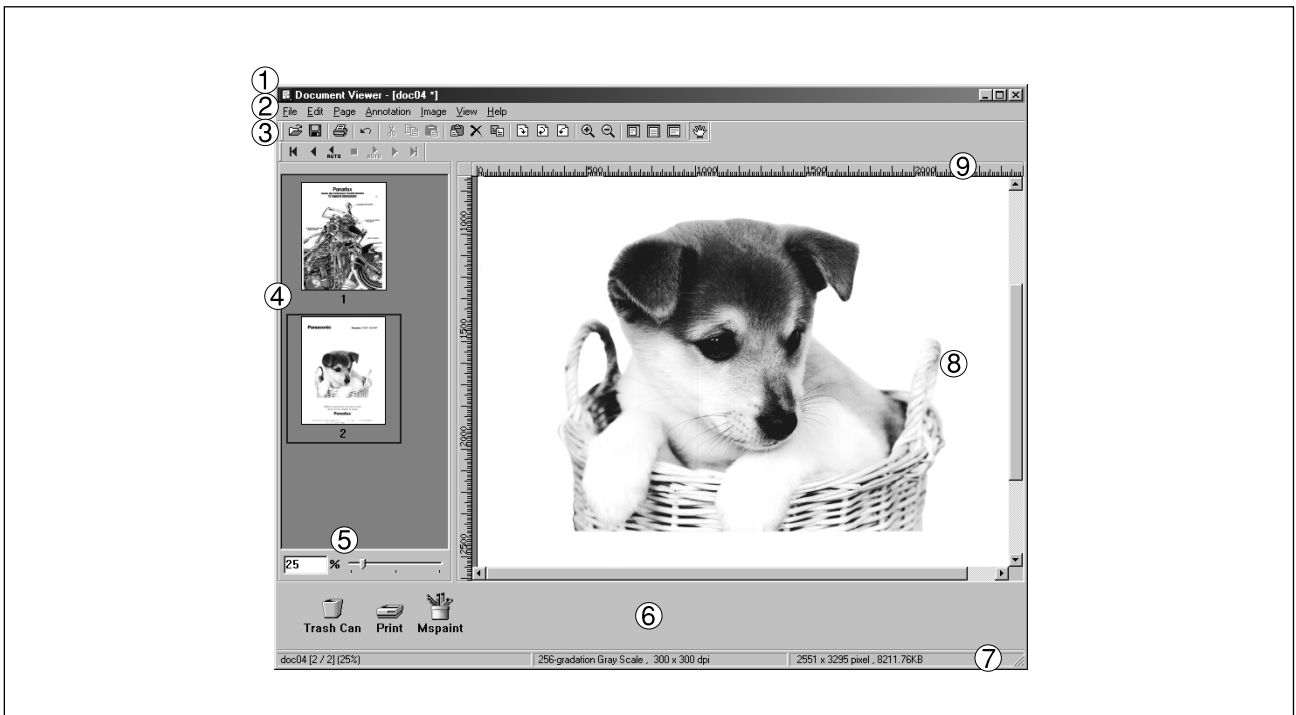
- Adjust parameters for an optimum scanning image, with the view on preview image. Preview scanning can be repeated any number of times.
- Image scanning is only possible by the PC that the device is connected to directly through the parallel port.

Document Viewer

Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (see page 89). In addition to usual image editing, the program provides various editing capabilities for documents with a wide selection of annotation functions.

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



NOTE

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

Documnet Viewer

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

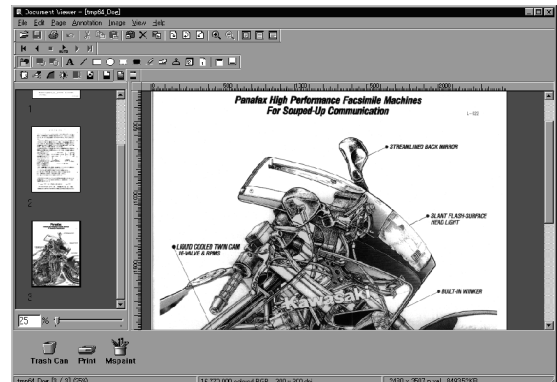
Displays the actual size of an image that is selected. The unit of measurement is switched by **Ruler Unit** in the **View** menu.

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

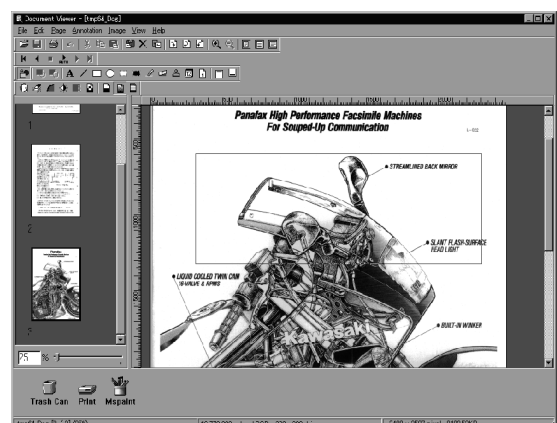
The image displayed in the image window is edited with the menu below:

Edit menu : Editing operations such as cutting, copying, pasting annotation added to an image. Deleting, copying, and rotating the page.

Image 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.



Document Viewer

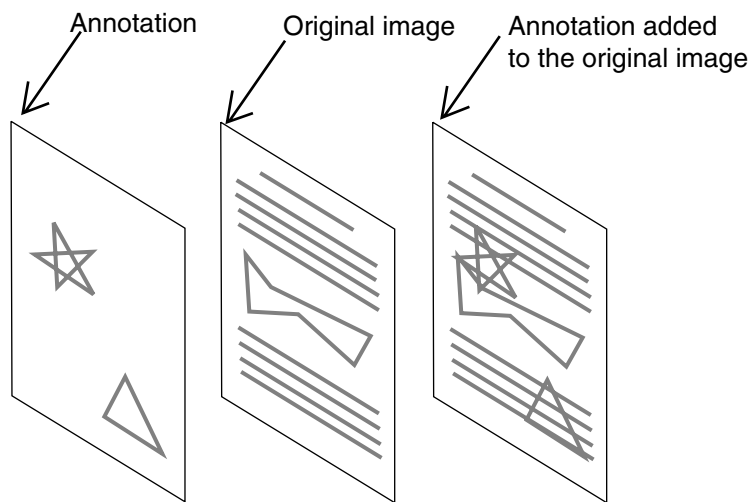
Annotation Function

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.



File Menu

■ Open

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

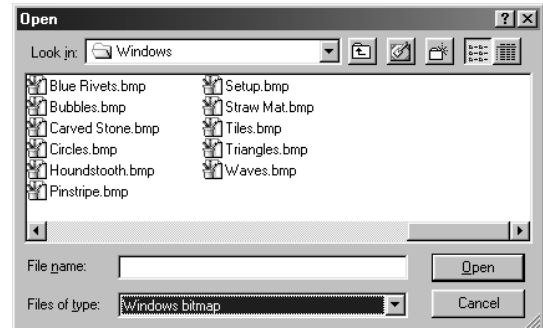
TIFF : Tagged-Image File Format (TIFF)

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.

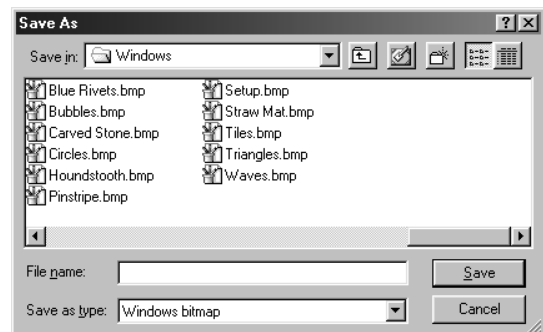
■ Save As

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

All pages : Save all pages in the document.

Current page : Save only a specified page.

Specified area : Save only portion specified in image window.



Document Viewer saves a file in the following formats:

TIFF : Tagged-Image File Format (TIFF)

JPEG : Joint Photographic Experts Group (JPEG) format

BMP : Windows standard bitmap format

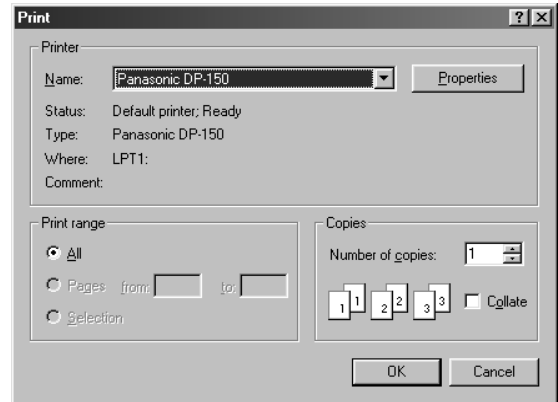
PNG : Portable Network Graphics format

DDM : Document Manager file format

Document Viewer

■ 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

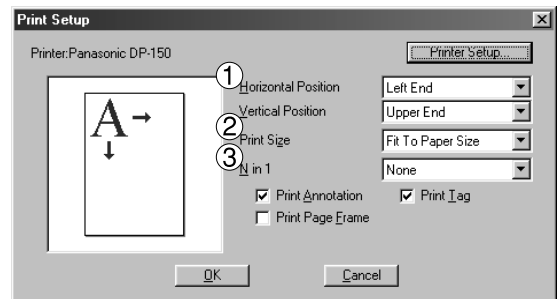
Adjust the printing position on a sheet.

② Print size

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

③ N-in-1 printing

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

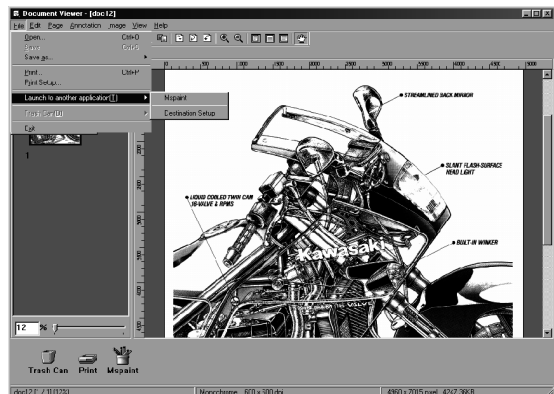


NOTE

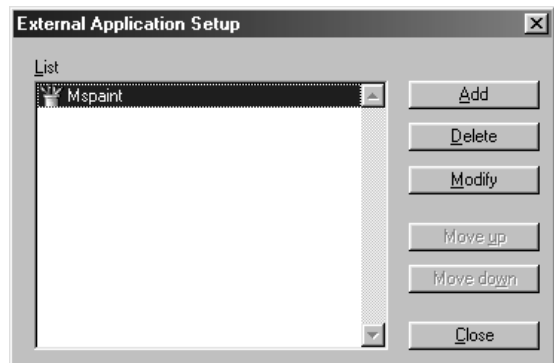
- When saving a document with annotations, save the document in the Document Manager file format (DDM). This format saves the annotations and image data separately (as objects) so that they can be edited later. Although saving a document in another format allows further editing, the annotations cannot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

■ Launch to another application

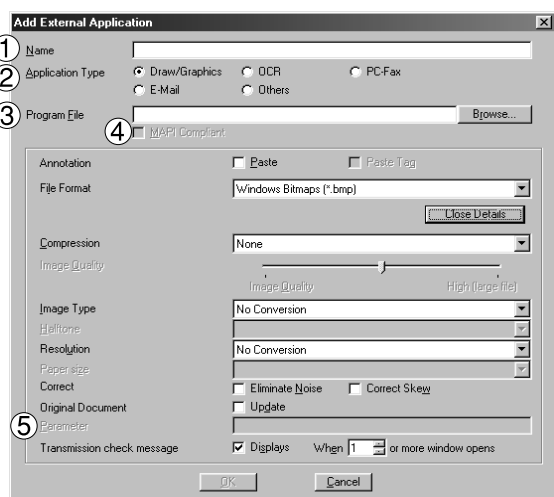
Opens a document selected in the document window with a specified application.



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 the application.

④ MAPI Compliant

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

⑤ Parameter

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

NOTE

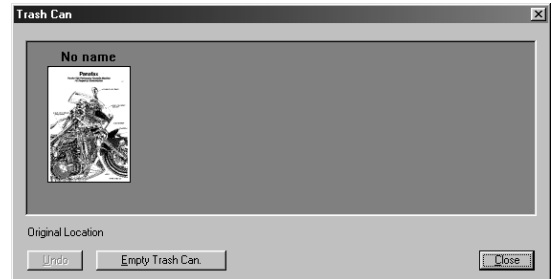
See "Setting Plug-in" (See page 93) for specifying an external application.

Document Viewer

■ Trash Can

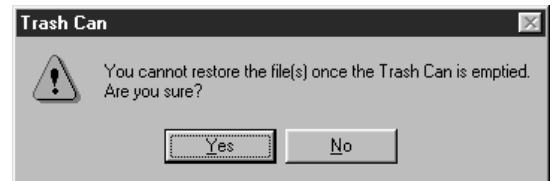
Open Trash Can

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



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.

■ Clear

Delete a selected annotation.

■ 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.

■ Copy Page to Clipboard

Copy the entire page selected onto the clipboard.

■ Delete Page

Delete a selected page to the trash can.

■ Duplicate Page

Make a duplication of a page and add it to the end of the last page.

■ Rotate Page

Rotate the selected page.



Document Viewer

Page Menu

■ Next

Display the next page.

■ Previous

Display the previous page.

■ First

Display the first page.

■ Last

Display the last page.

■ Go To

Display a specified page. A dialog box for specifying the page is displayed.



■ Auto Paging

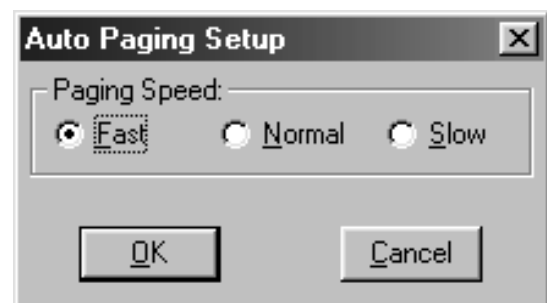
Turns the pages automatically.

Forward : Turns the pages forward.

Reverse : Turns the pages in reverse.

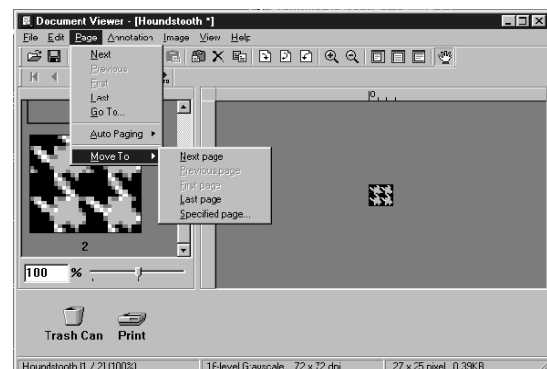
Stop : Stop automatic page turning.

Setup : Displays the setup dialog box for automatic page turning.



■ Move To

Displays pop-up menu for changing page order. Allows changing order of pages by moving selected page to a specified position.



Annotation Menu

■ Display Annotation

Switch between displaying and hiding the annotation.

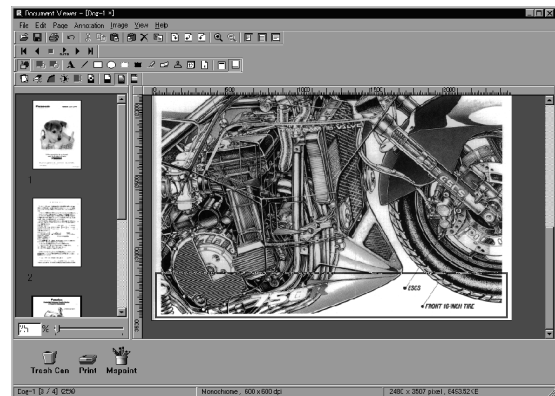
■ Header

Creates a header annotation. Selecting header annotation displays a header-specifying frame. If an annotation such as graphics and texts are created within the displayed frame, the frame is managed as a header.



■ Footer

Creates a footer annotation. Selecting footer annotation displays a footer-specifying frame. If an annotation such as graphics and texts are created within the displayed frame, the frame is managed as a footer.



■ Move Forward

Moves a selected annotation to the top layer.

■ Move Back

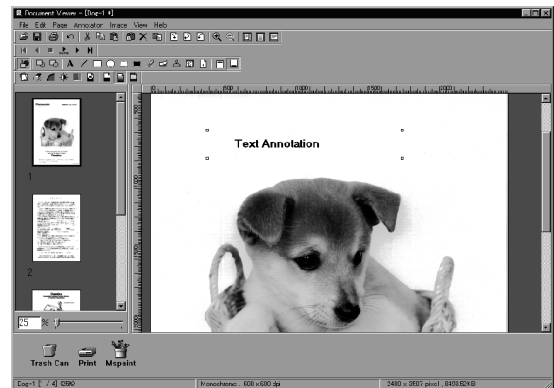
Moves a selected annotation to the bottom layer (behind any other annotations).

Document Viewer

■ 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.

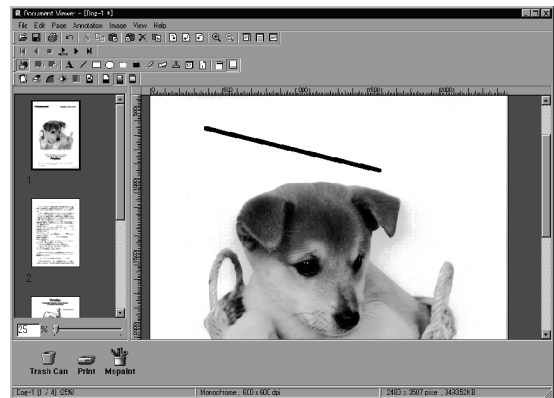
A dialog box for text setup will appear. Enter the text to display, and then specify text color and font.



■ 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.



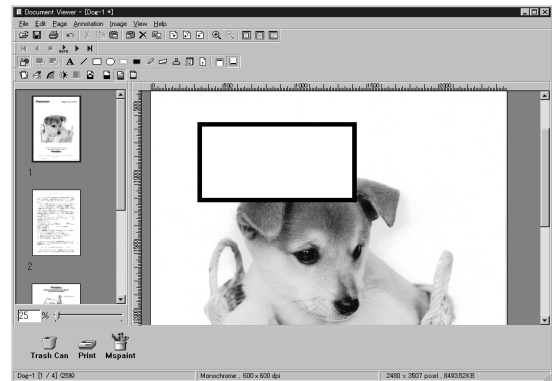
NOTE

- For specifying text font and colors, select the drawn text and select **Properties** in the **Annotation** menu (See page 121). 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.
- For specifying the thickness and color of a line, select a drawn line and then select **Properties** in the **Annotation** menu (See page 121). 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.

■ Rectangle

Creates a rectangle annotation.

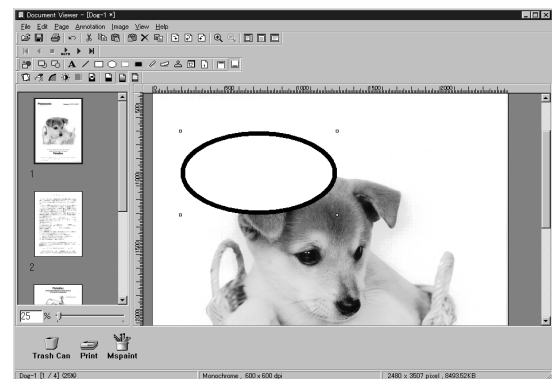
Select rectangle annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a rectangle.



■ 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

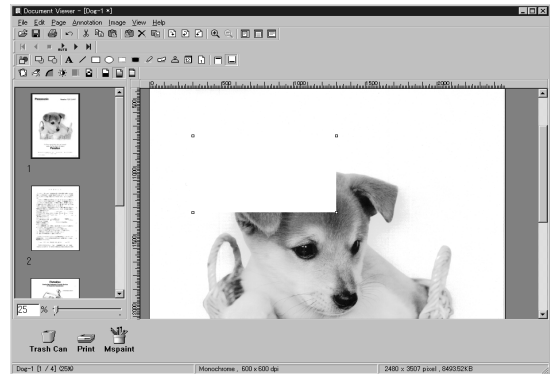
- For specifying the thickness and colors of the rectangle, select the drawn rectangle and select **Properties** in the **Annotation** menu (See page 121). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.
- For specifying the thickness and colors of the ellipse, select the drawn ellipse and select **Properties** in the **Annotation** menu (See page 121). 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

■ White Block

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

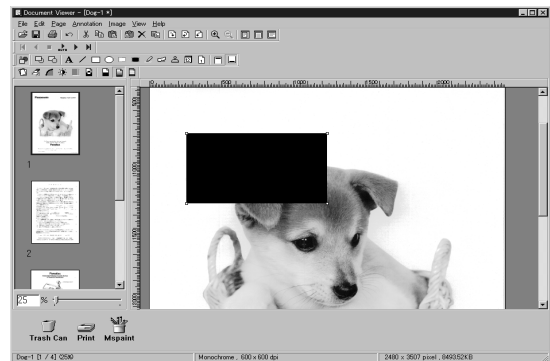
Select the white annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a white rectangle.



■ 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.

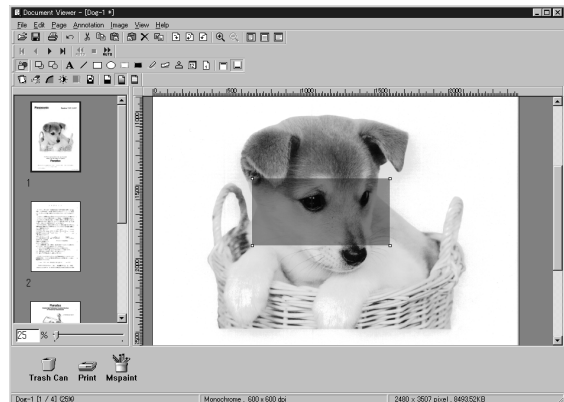


NOTE

- For specifying lines and colors of solid white, select the drawn solid white rectangle and select **Properties** in the **Annotation** menu (See page 121). 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.
- For specifying lines and colors of solid black, select the drawn solid black rectangle and select **Properties** in **Annotation** menu (See page 121). 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.

■ 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.



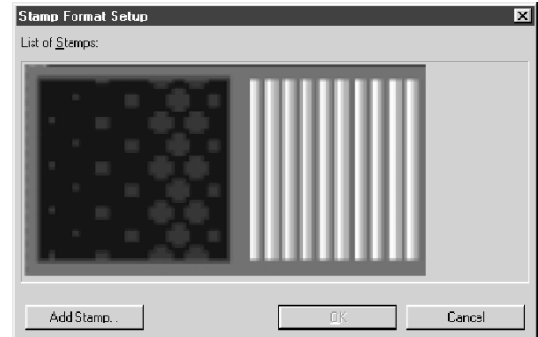
NOTE


- For specifying the color of a marker, select the drawn marker and select **Properties** in the **Annotation** menu (See page 121). 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.
- For specifying the color and font of a label, select the drawn label and select **Properties** in the **Annotation** menu (See page 121). 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.

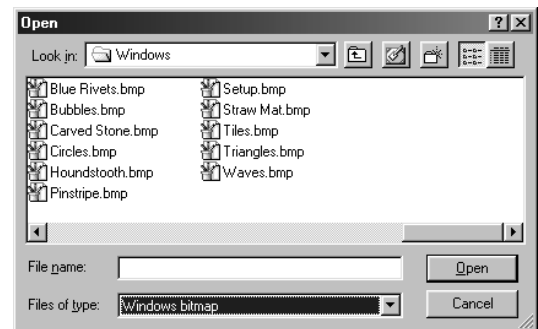
Document Viewer

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 drag the mouse in the image window to specify the area, displaying the stamp dialog box. Selecting the stamp allows drawing a stamp image.

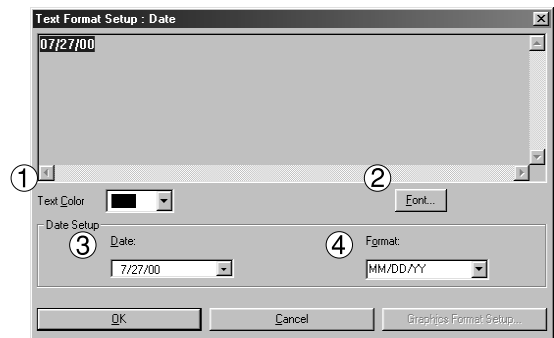


Clicking the  button allows selecting image files to be used as a stamp.



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 Text Format Setup dialog box. Specify the format, color, and font of the date to be displayed.



- ① **Text Color**
Select the text color here.
- ② **Font**
Specify the font here.
- ③ **Date**
Specify the date here. Selecting from the calendar or entering the date is selectable for data entry.
- ④ **Format**
Specify the display format here.

NOTE

- For specifying the color or font of the date, select the drawn date and select Properties in the Annotation menu (See page 121). 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.

■ Page Number

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, displaying the text the settings dialog box.

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

① Text input screen

Enter the text here.

② Text Color

Select the text color here.

③ Font

Specify the font here.



■ Text Format Setup

Opens the Text Format Setup dialog box.

Click on the drawn text, label, date or page number and select Properties to change the color and font of the text to be displayed.

① Text input screen

Enter the text here.

② Text Color

Select the text color here.

③ Font

Specify the font here.



■ Graphics Format Setup

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

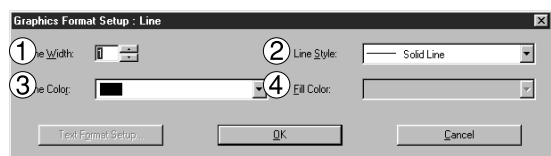
Specify the type of lines here.

③ Line Color

Specify the color of lines here.

④ Fill color

Select the color for solid painting here.



Document Viewer

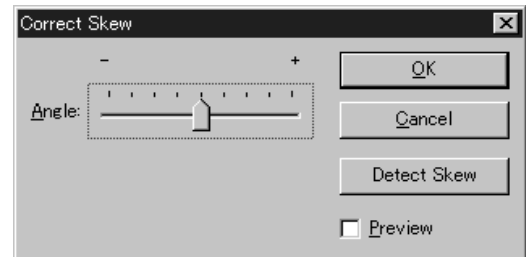
Image Menu

■ Correct Skew

Detects the Skew of a document and automatically corrects it. The dialog box of Correct Skew is displayed.

Adjust the Skew to be corrected by the slide bar. if **Preview** has been checked, the adjustment result is displayed on the image window.

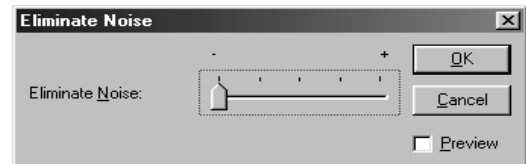
Clicking the button detects the inclination of the image automatically.



■ Eliminate Noise

Removes background noise from an image. The dialog box of Eliminate Noise is displayed.

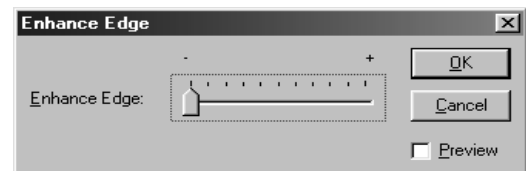
Adjust the level of background noise removal by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.



■ Enhance Edge

Enhance the edge (border) of an image. (Valid only for grayscale or RGB color image)
The dialog box of Enhance Edge is displayed.

Adjust the level of edge enhancement by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.

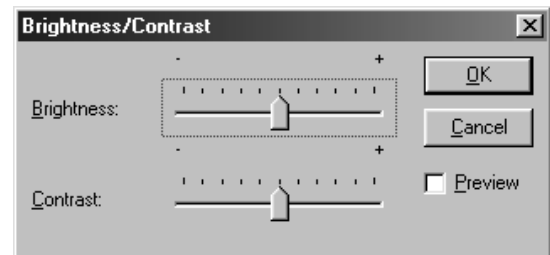


■ Brightness/Contrast

Adjust the brightness and contrast of an image. (Valid only for grayscale or RGB color image)

The dialog box of Brightness/Contrast is displayed.

Adjust the brightness and contrast by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.

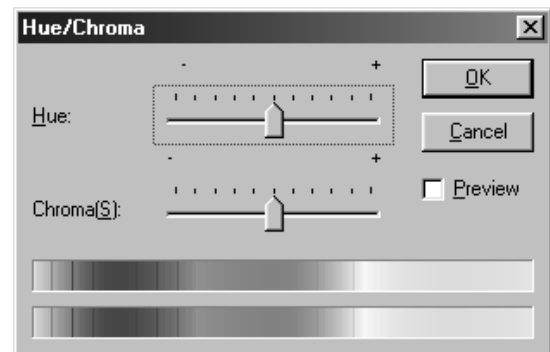


■ Hue/Chroma

Adjust the hue and chroma of an image. (Valid only for grayscale or RGB color image)

The dialog box of Hue/Chroma is displayed.

Adjust the hue and chroma by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.



■ Reverse Gradation

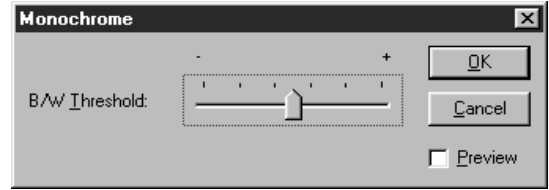
Reverses the gradation of the selected page.

Document Viewer

■ Monochrome

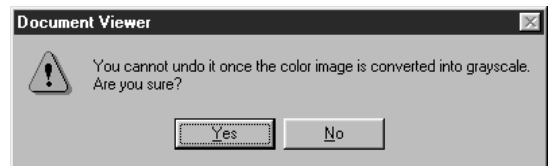
Converts the selected page into a monochrome image. The dialog box of Threshold Sizes is displayed.

Adjust the B/W Threshold by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.



■ Grayscale

Converts the selected page into a grayscale image. A message appears upon converting a color image into monochrome, or grayscale.



■ RGB Color

Converts a selected page into a RGB color image.

NOTE

- 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.
- Color information of a RGB color image is lost upon conversion into a grayscale image. The lost information is not restorable.

View Menu

■ Grayscale Indication

Selects grayscale display when displaying a monochrome image on the image window in reduced size.

■ Picture Quality Precedence

Switch the setting if making the image quality a higher priority than the displaying speed.

■ Tool Bar

Switch between displaying/hiding the tool bar.

■ Status Bar

Switch between displaying/hiding the status bar.

■ Thumbnail Window

Switch between displaying/hiding the thumbnail window.

■ Ruler Unit

Select the units of measurement used in the image window.

■ Zoom In

Increase the display scale on the image window.

■ Zoom Out

Reduce the display scale on the image window.

■ Zoom Ratio

Select the display scale on the image window.

Status Monitor

Task Bar Display

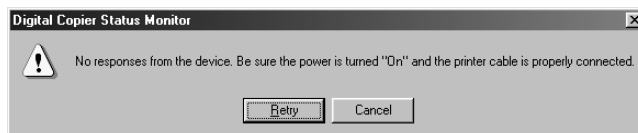
The Status Monitor is a MFP utility that monitors and displays the current status of connected devices. Upon activation of Windows, the icon of the status monitor appears on the System Tray.



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

Lamp color	Status
Green	Device is operational under standby, printing, copying status.
Yellow	Device inspection is required under initialization, open cover, paper jam, etc.
Red	Need for toner cartridge replacement, paper supply, or device failure.
Gray	Device is in off-mode.

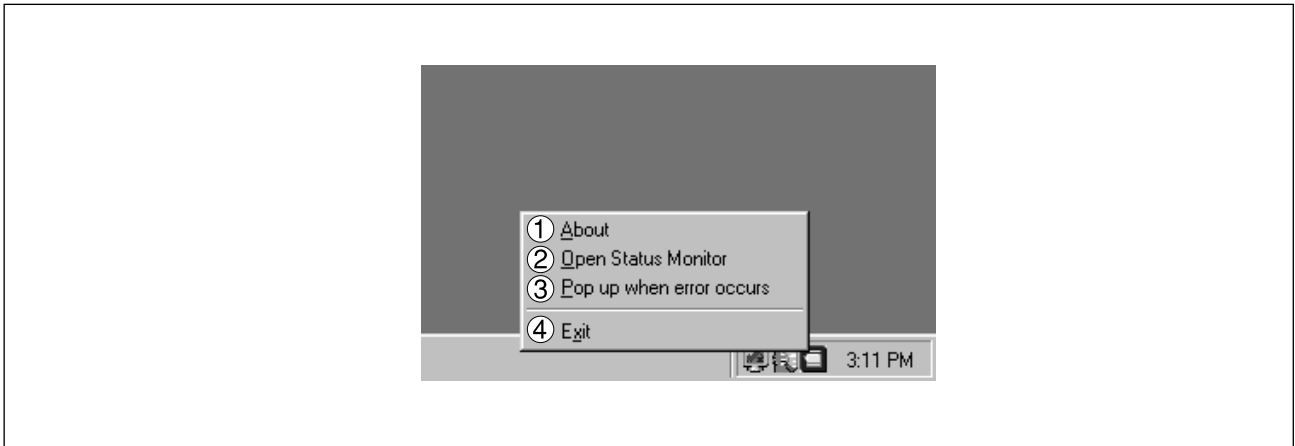
NOTE



- Installing the Panasonic Document Management System adds the status monitor to the startup menu. 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 button.
- Connecting the device to a network server disables the 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

If the menu is selected, a checkmark appears or a pop-up error dialog box appears upon occurrence of an error.

Select the menu again for removing the check mark.

<Dialog box example>



④ Exit

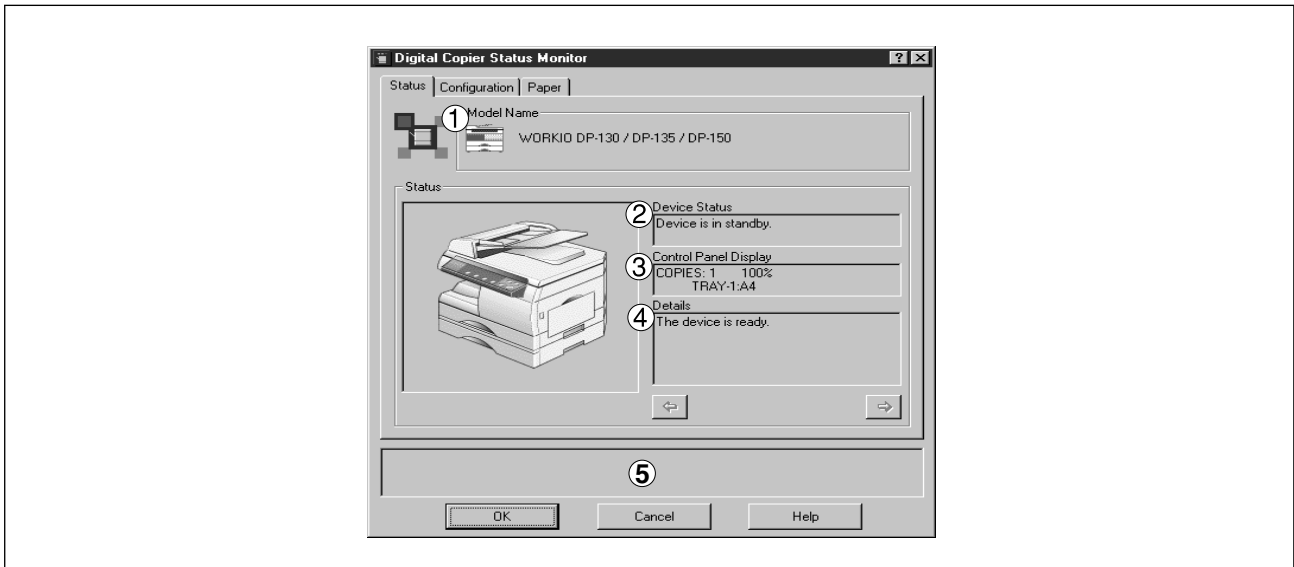
Close the status monitor.

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 Name

Displays the name and number of a connected device.

② Device Status

Display the current status of the device.

If two or more items have been detected, clicking  /  buttons allows viewing all items.

③ Status

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

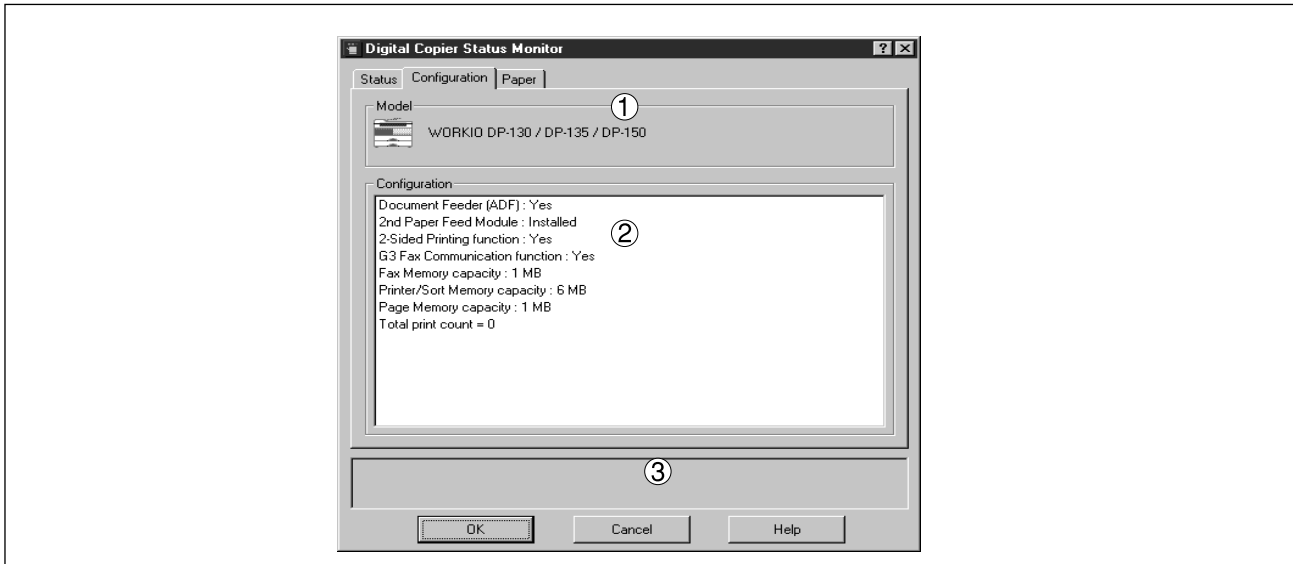
Displays the current status of the device in details.

If two or more items have been detected, clicking  /  buttons allows viewing all items.

⑤ Status

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

■ Configuration Tab



① Model

Displays the name and number of a connected device.

② Configuration

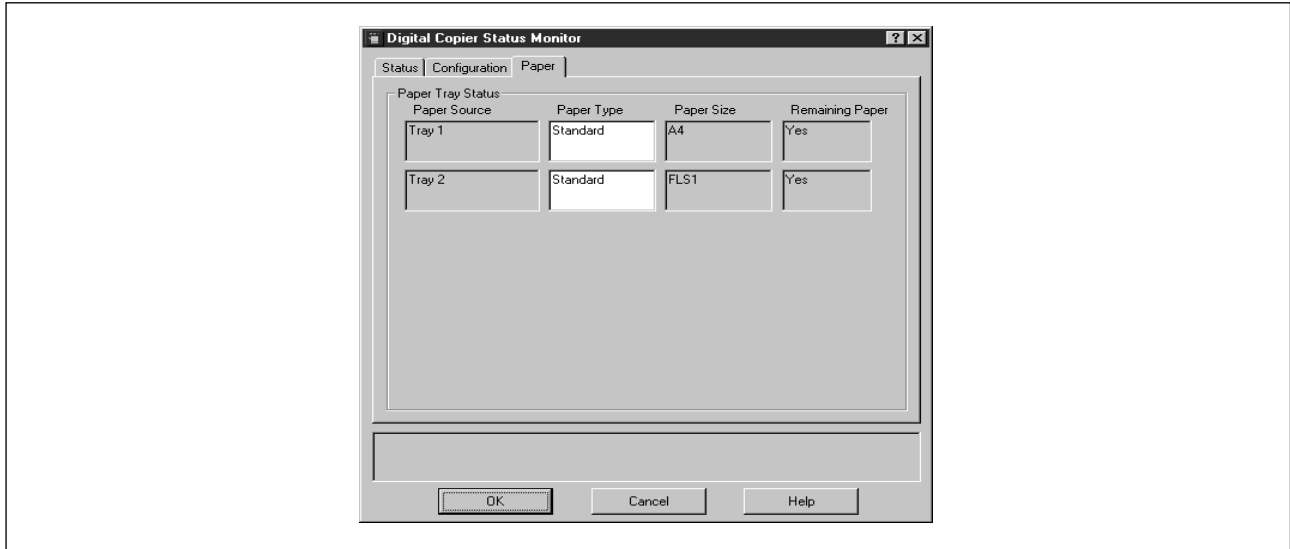
Display a list with the current device configuration (optional devices, etc.).

③ Status

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

Status Monitor

■ 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

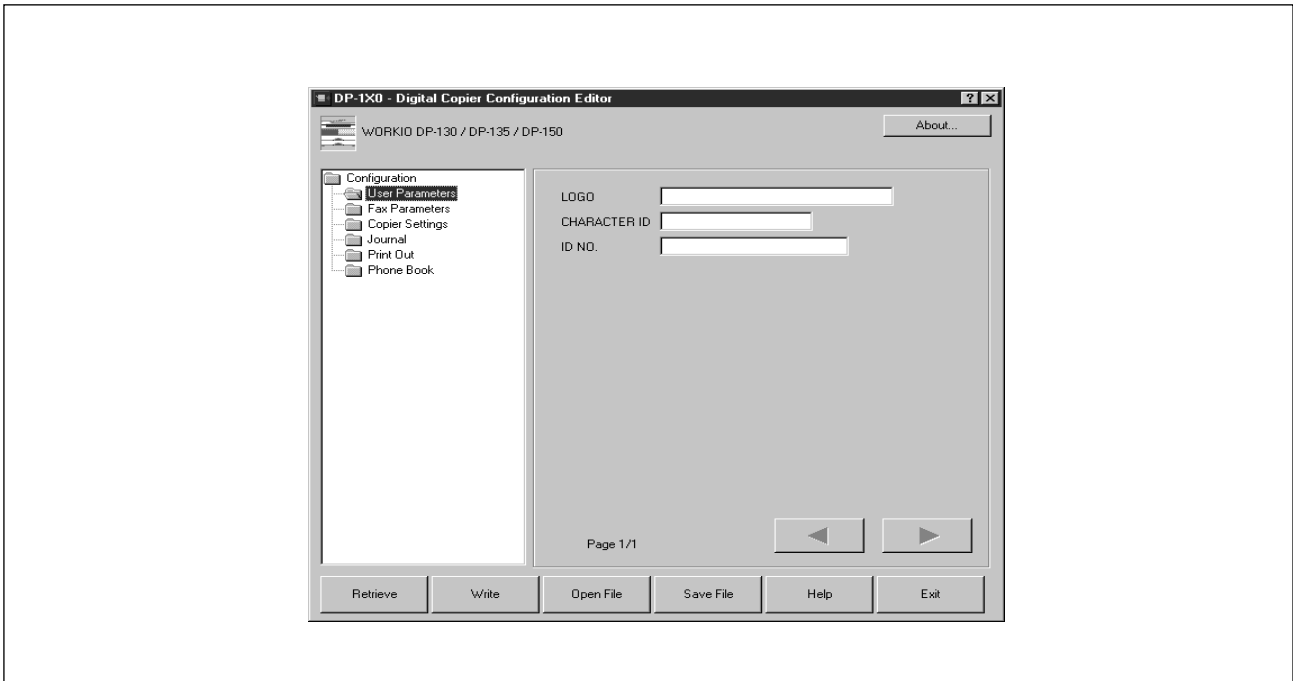
- Changing the types of loaded paper does not change the comment in <Paper Type> unless it is rewritten by a user.

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.



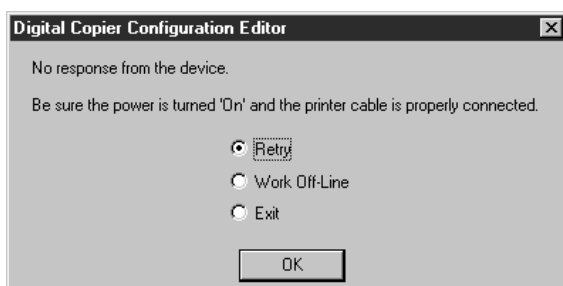
Each setting category appears as a folder on the left frame and the setting item appears on the right frame.

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

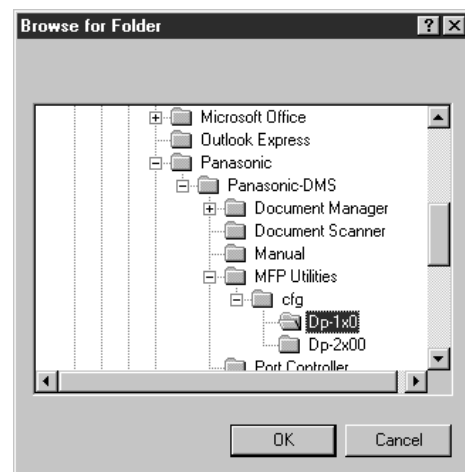
Retry : After turned "On" the power or connected the device.

Work Off-Line: Exit the data from an existing file.


Exit : Exit the program.



When there is more than 1 supported model series is installed, a "Browse for Folder" dialog box appears as below. Select the model series folder and click **OK**.



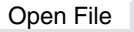
Configuration Editor

 **button**

Retrieve the current settings of the selected folder from the device.

 **button**

Write's the settings in the folder to the device.

 **button**

Open the settings in the folder from a file.

 **button**

Save the settings in the folder to a file.

 **and**  **buttons**

Switch between pages if the settings have two or more pages.

 **button**

Displays the help screen.

 **button**

Displays version information.

 **button**

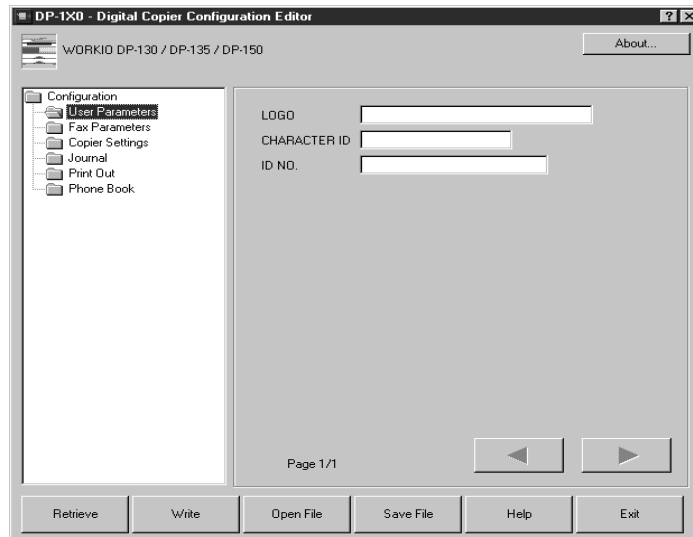
Close the Configuration Editor utility. If the data has not been sent after being modified on screen, a confirmation message for sending the data is displayed.

NOTE

- Only settings in the setting folder that are currently selected are applicable to retrieving/writing on the device, or opening/saving of a file.
- Current settings of each folder are read from the device by double-clicking a folder in the left of the dialog box.
- The setting menu's are different depending on the machine to be used with this MFP utility.

User Parameters Folder

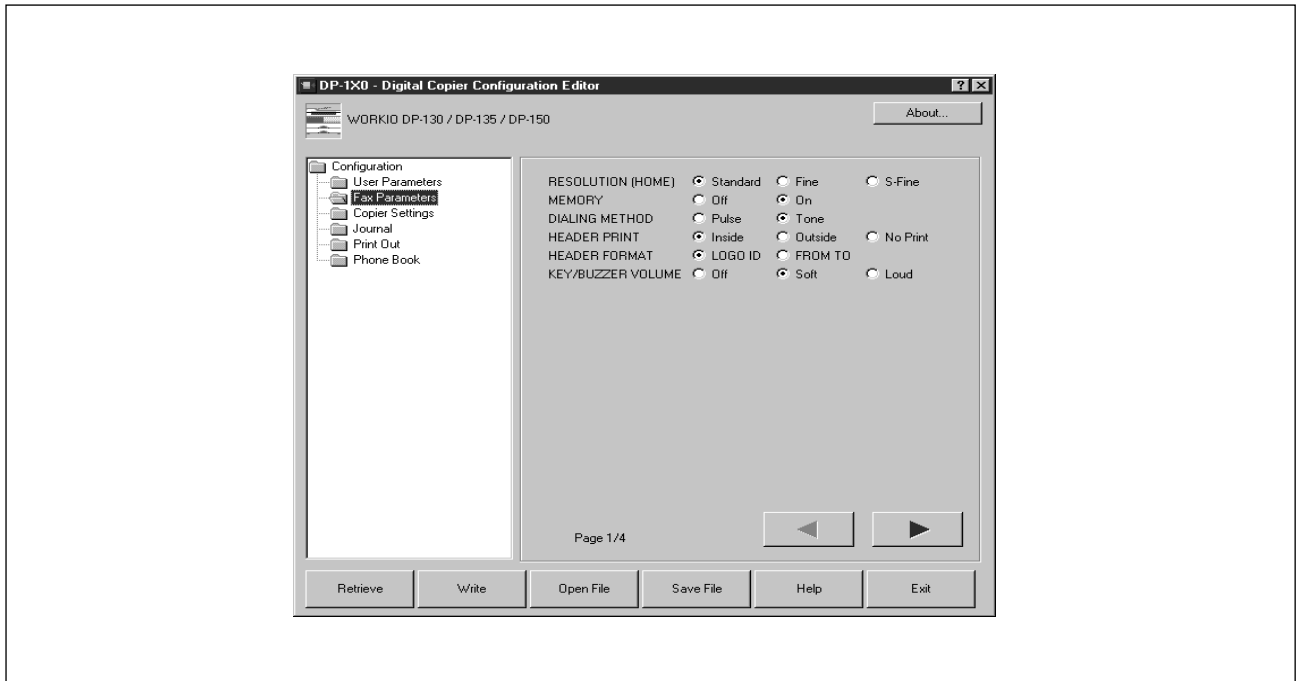
Specify the originating party name and telephone number, etc. to be registered on the device for fax communications.



Configuration Editor

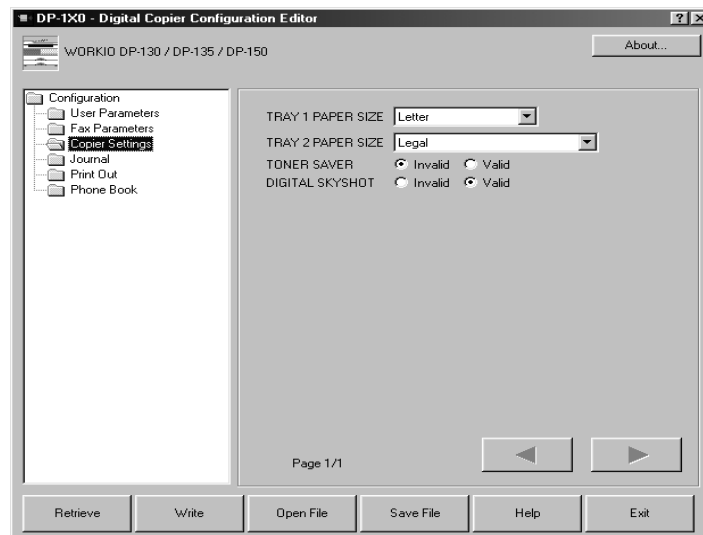
Fax Parameters Folder

Display or change the Fax Parameter Settings.



Copier Settings Folder

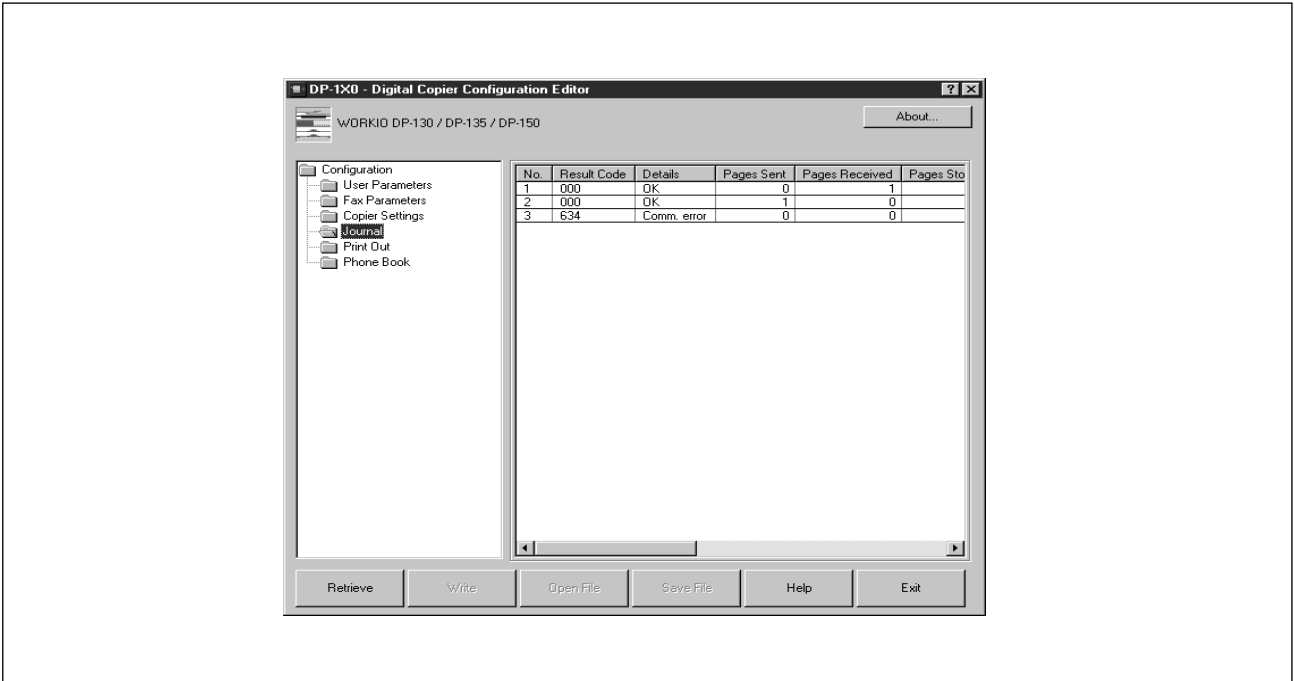
Display or change the Copier Settings



Configuration Editor

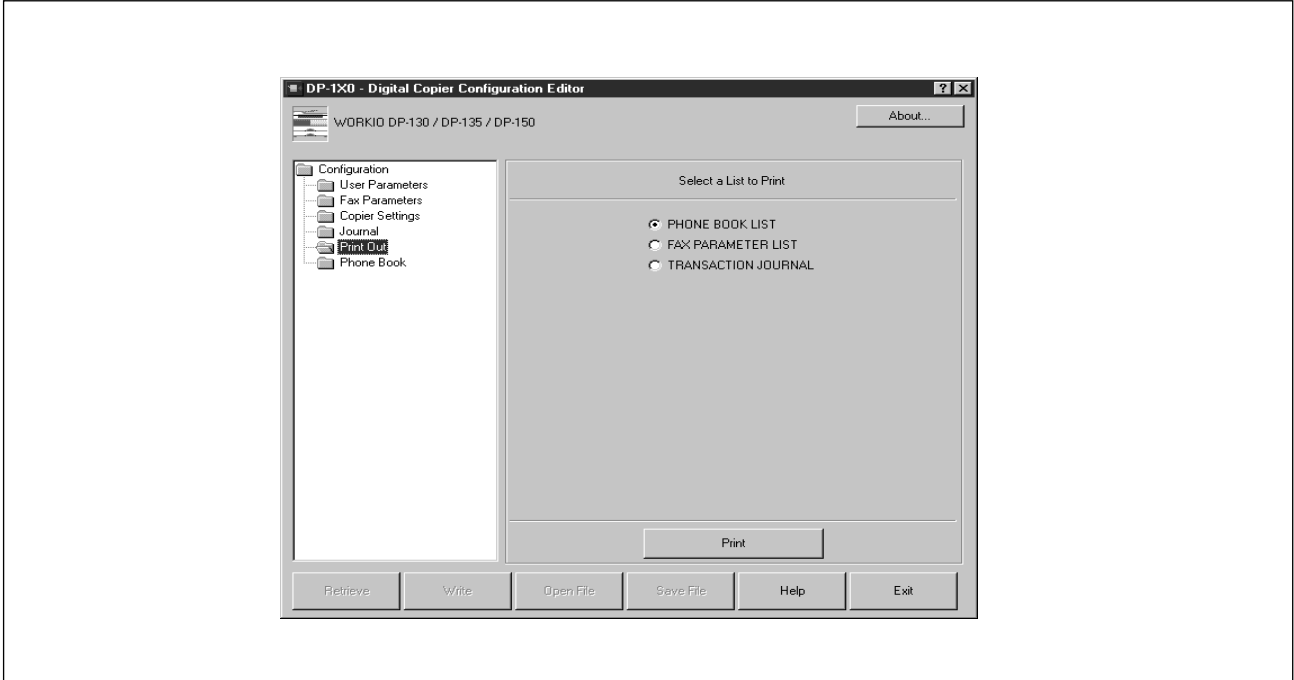
Journal Folder

Display the Fax communication journal.



Print Out

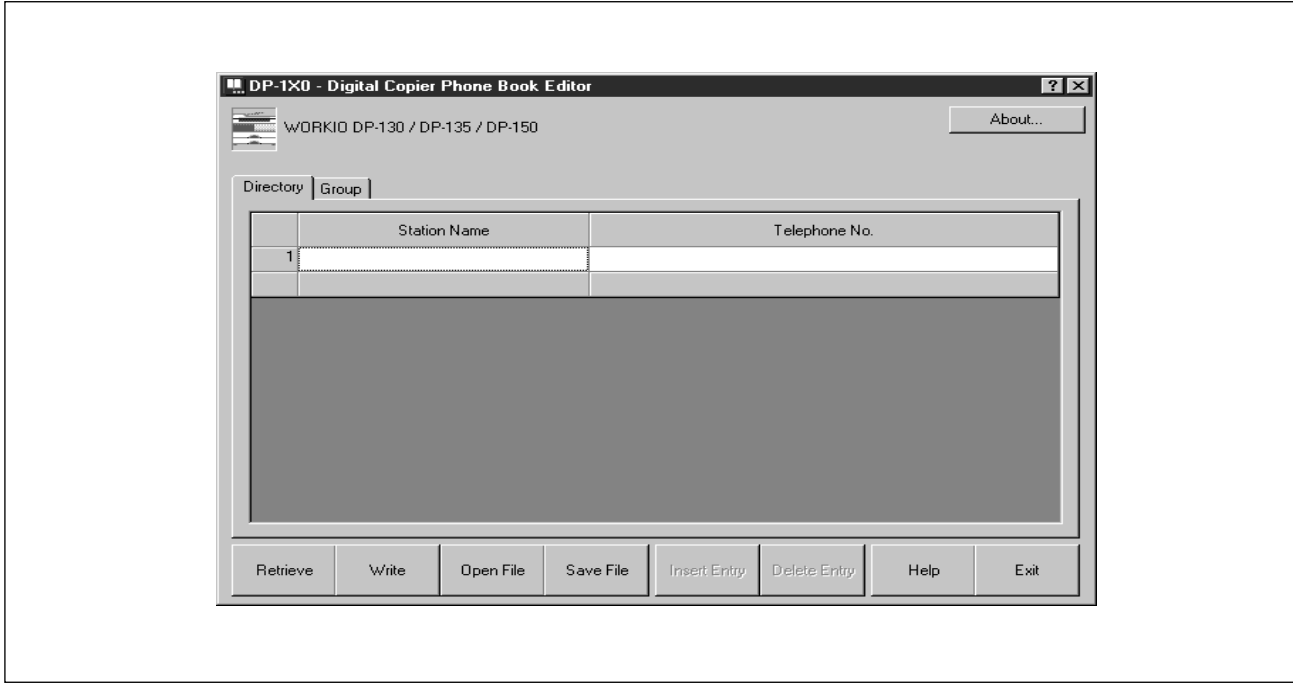
Print a Fax Parameter, Phonebook or Transaction Journal List.



Configuration Editor

Phone Book Settings Shortcut Activation Folder

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



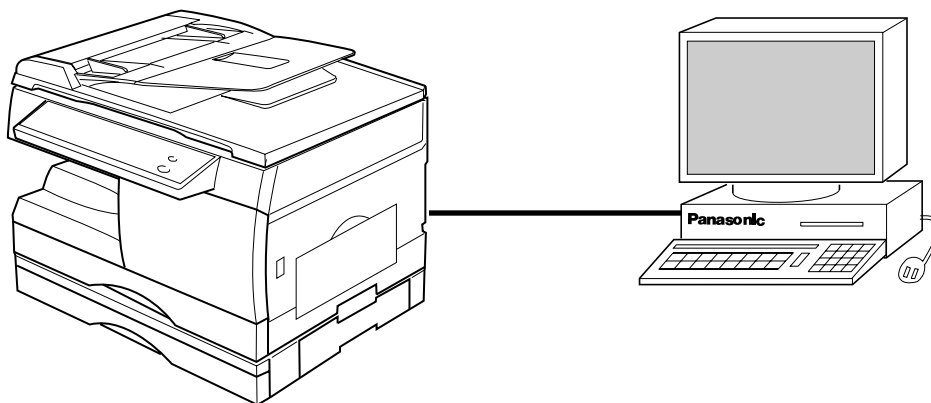
Phone Book Editor

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 Phone Book Editor function are as follows:

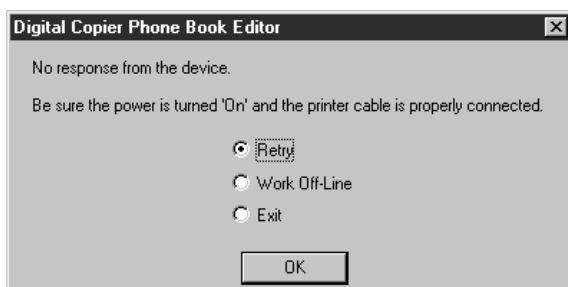
Retrieve/Write	Retrieve fax numbers in main unit to the PC, or send fax numbers from the PC to the main unit.	Page 148
Open/Save File	Open or save fax numbers stored the PC.	Page 150
Insert/Delete Entry	Insert or delete lines in the fax numbers list.	Page 152 Page 153

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

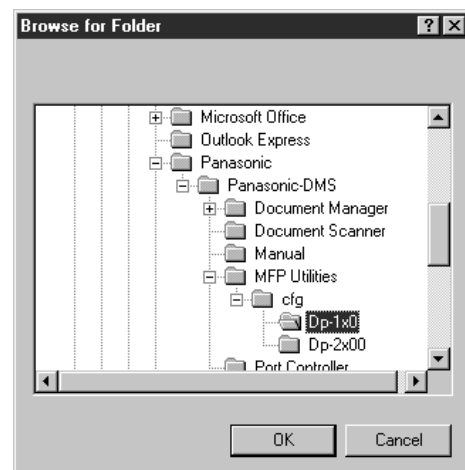
Retry : After turned "On" the power or connected the device.

Work Off-Line: Exit the data from an existing file.

Exit : Exit the program.



When there is more than 1 supported model series is installed, a "Browse for Folder" dialog box appears as below. Select the model series folder and click **OK**.



Phone Book Editor

Activation Procedure

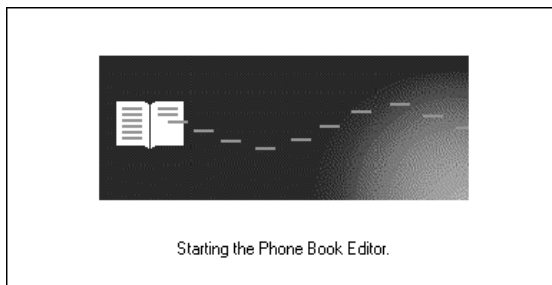
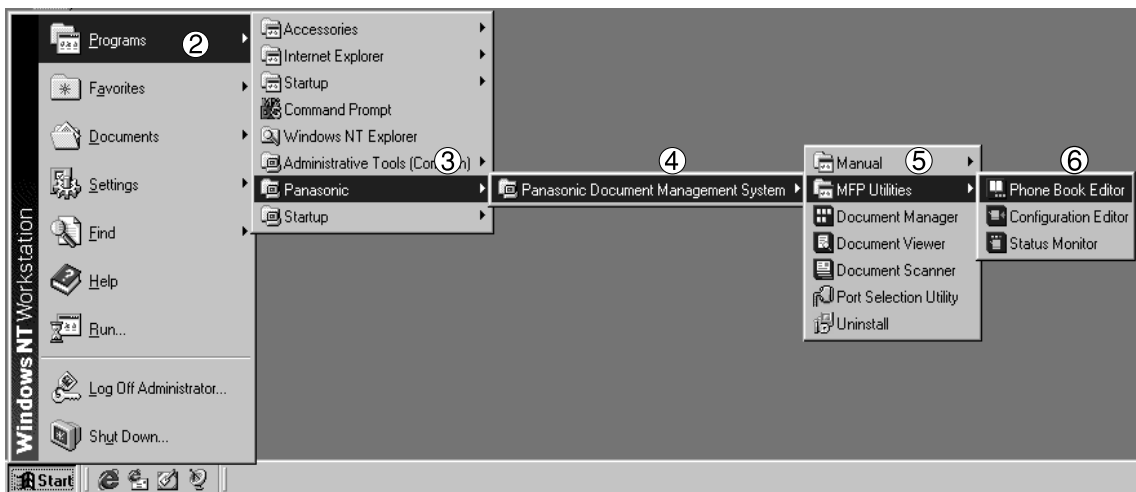
Take the following steps to activate phonebook edit software.

1



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

Start

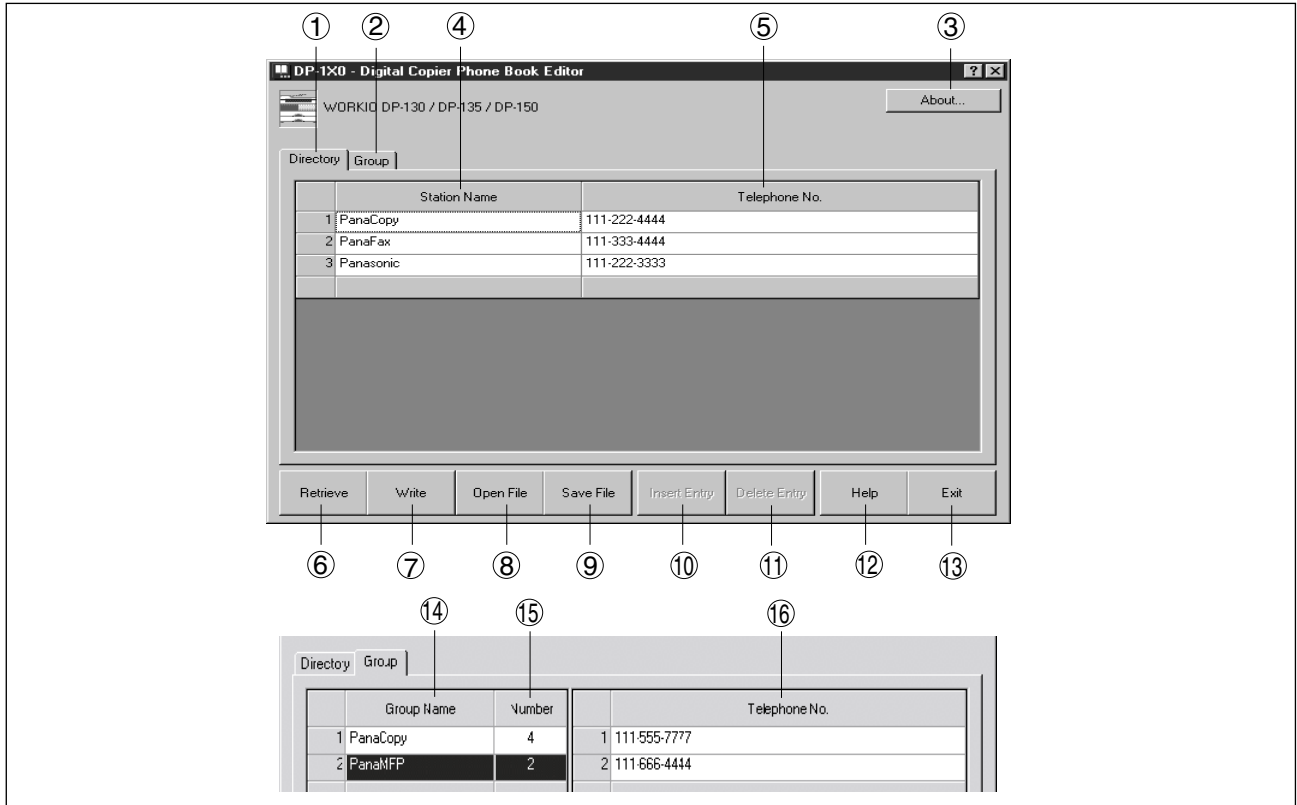


- ② Select **Programs**.
- ③ Select **Panasonic**.
- ④ Select **Panasonic Document Management System**.
- ⑤ Select **MFP Utilities**.
- ⑥ Select **Phone Book Editor**.
- ⑦ Phone Book Editor splash screen appears and the Phone Book Editor program is activated.

Phone Book Editor

Main Window

The screen shown below appears on the PC:



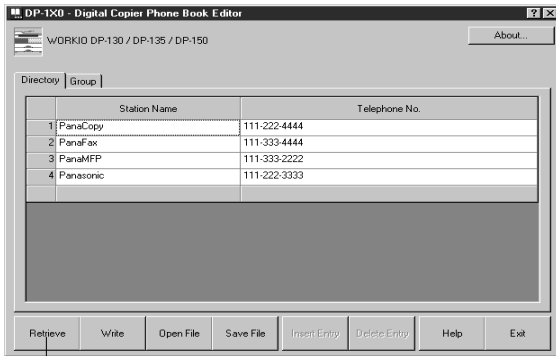
No.	Indication	Description	Reference
①	Directory Tab	Contains the individual dialing station entries (Up to 100 stations)	—
②	Group Tab	Contains the group dialing station entries (Up to 100 stations)	—
③	About	Version information of software	—
④	Station Name	Station name (Up to 15 characters)	—
⑤	Telephone No.	Telephone number (Up to 36 digits)	—
⑥	Retrieve	Retrieve directory dialing information from the connected device.	Page 148
⑦	Write	Send directory dialing information to main unit	Page 148
⑧	Open File	Read directory dialing information in PC	Page 150
⑨	Save File	Save directory dialing information onto PC	Page 150
⑩	Insert Entry	Insert a line in the directory dialing list	Page 152
⑪	Delete Entry	Delete a line in the directory dialing list	Page 153
⑫	Help	Display an on-line help screen	—
⑬	Exit	Close the Phone Book Editor program	—
⑭	Group Name	Group Name (Up to 15 characters)	—
⑮	Numbers	Number of telephone number stored in the group (Up to 10 numbers)	—
⑯	Telephone No.	Telephone number (Up to 36 digits)	—

Phone Book Editor

Retrieve/Write

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

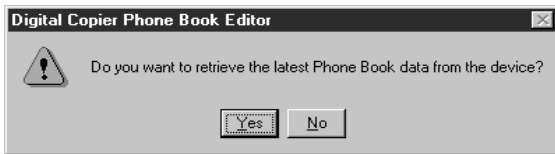
1



Click **Retrieve**.

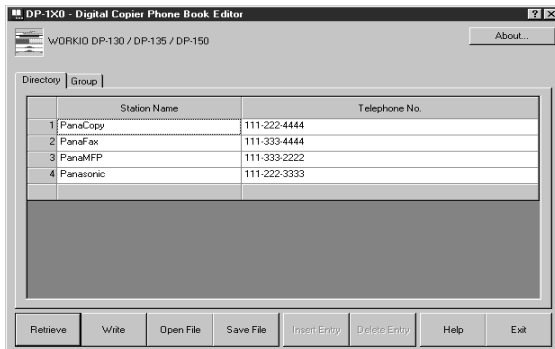
Retrieve

2



Click the button.

3



A list of fax numbers in the machine is displayed.

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

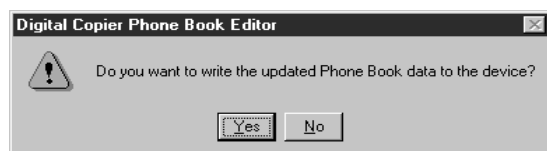
4



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

Write

5



Click the button.

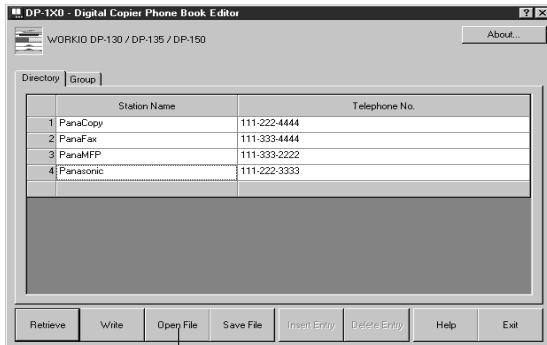
The phonebook information is written to the connected device.

Phone Book Editor

Open/Save File

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

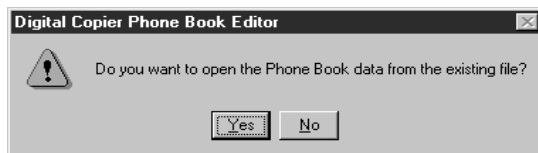
1



Click **Open File**

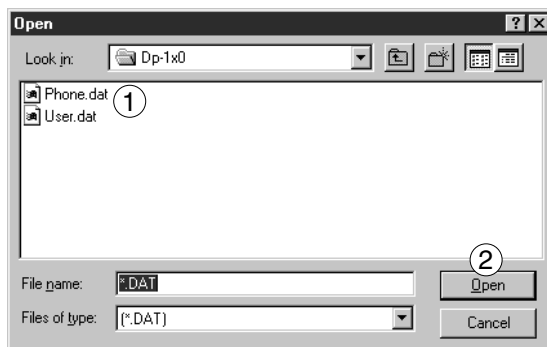
Open File

2



Click the button.

3

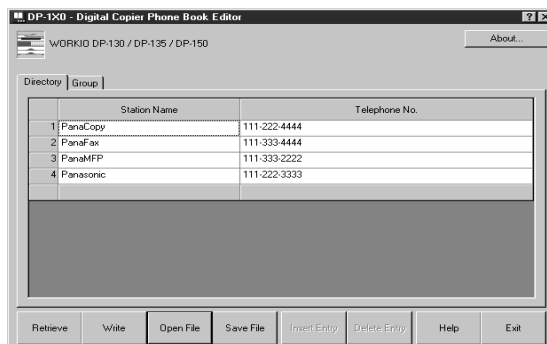


The File Open dialog box appears

① Select a file from the list (e.g. Phone.dat)

② Click the button.

4

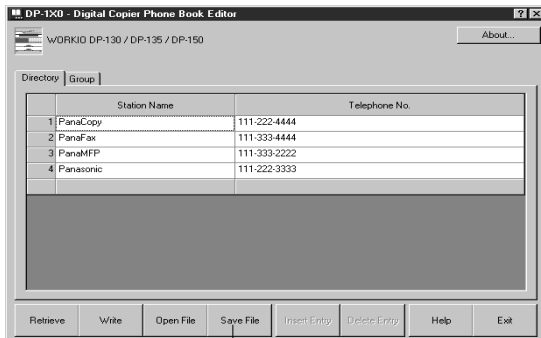


The phonebook information stored in the PC is displayed.

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

Phone Book Editor

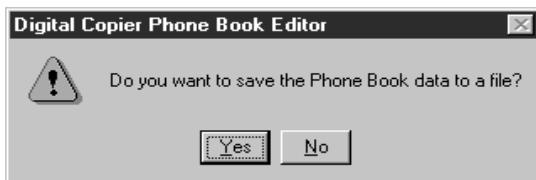
5



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

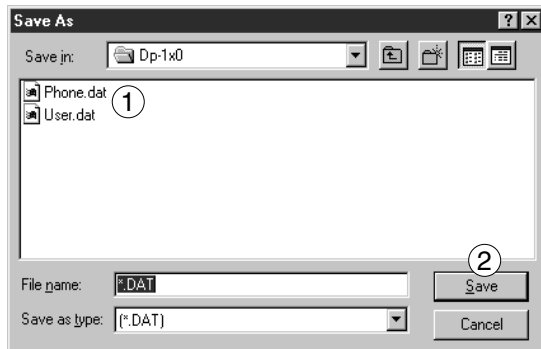
Save File

6



Click the button.

7



For Save File:

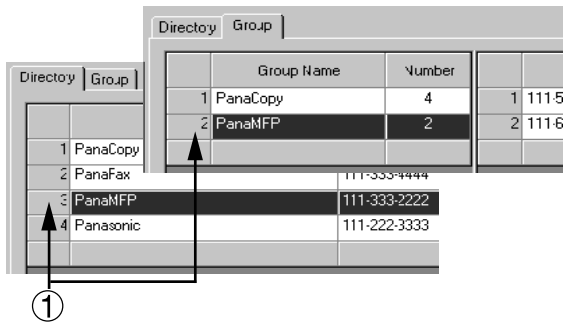
- ① Select an existing file from the list or enter a new file name.
- ② Click the button.
The phonebook information is saved to a file.

Phone Book Editor

Insert Entry

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

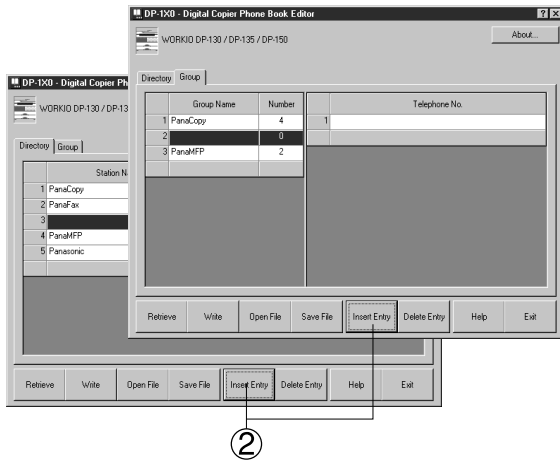
1



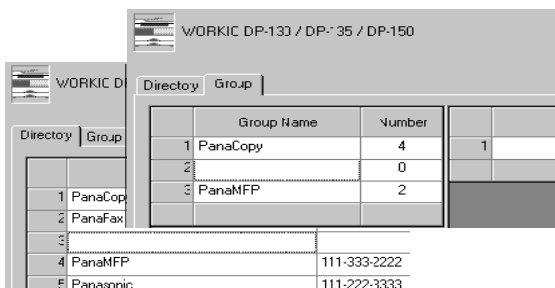
① Click on the row number where you would like to insert a blank entry.

The row will be highlighted as shown on the left.

2

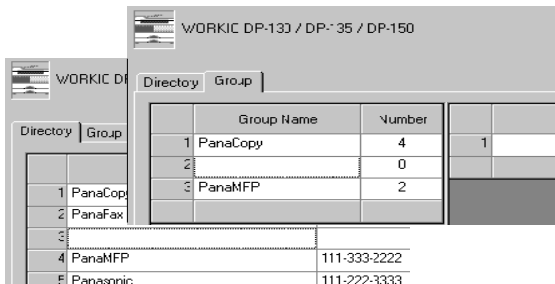


② Click Insert Entry.



A blank row is inserted as shown on the left.

3

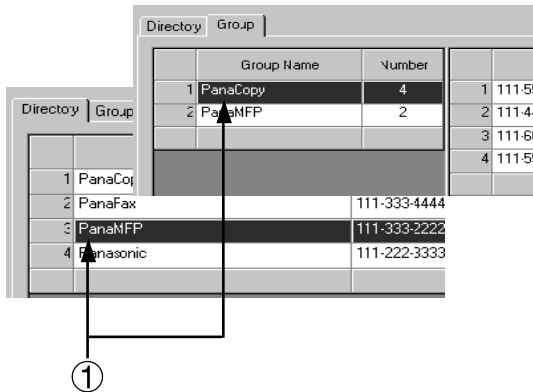


Double-click on the cell to enter the data.

Delete Entry

Steps for deleting lines is as follows:

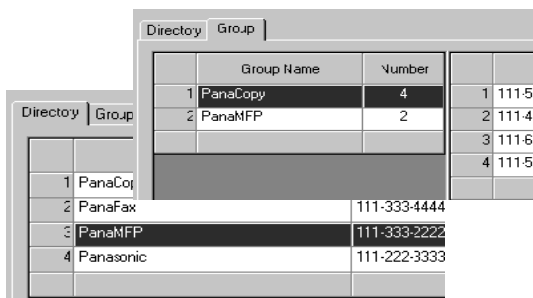
1



① Click on the row number where you would like to delete the entry.

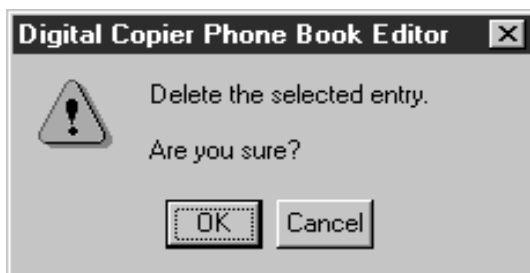
The row will be highlighted as shown on the left.

2

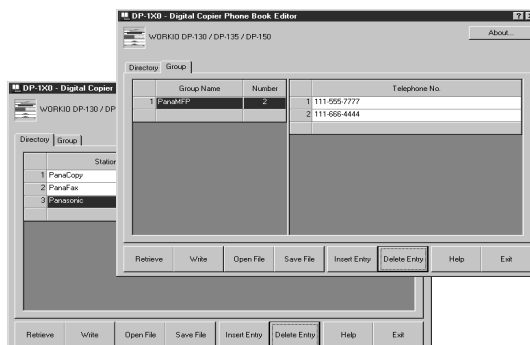


Click **Delete Entry**.

The screen shown on the left appears.



Click the button.



The row is deleted as shown on the left.

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