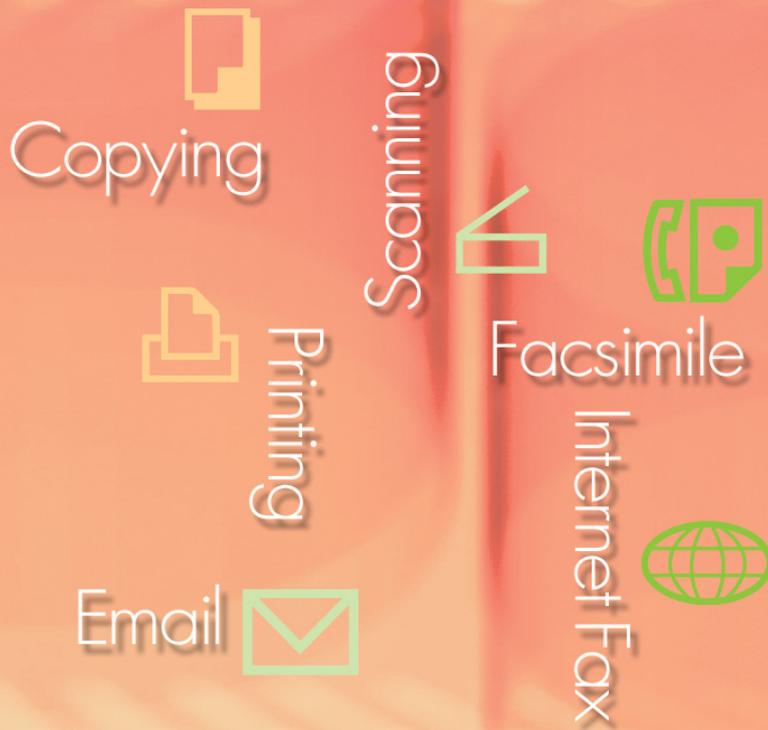


## Operating Instructions Software (Panafax Desktop) For Digital Imaging Systems

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

English

General  
Description

System  
Requirements

Connection  
Configuration

Setup  
Parameters

Using Panafax  
Desktop

Appendix

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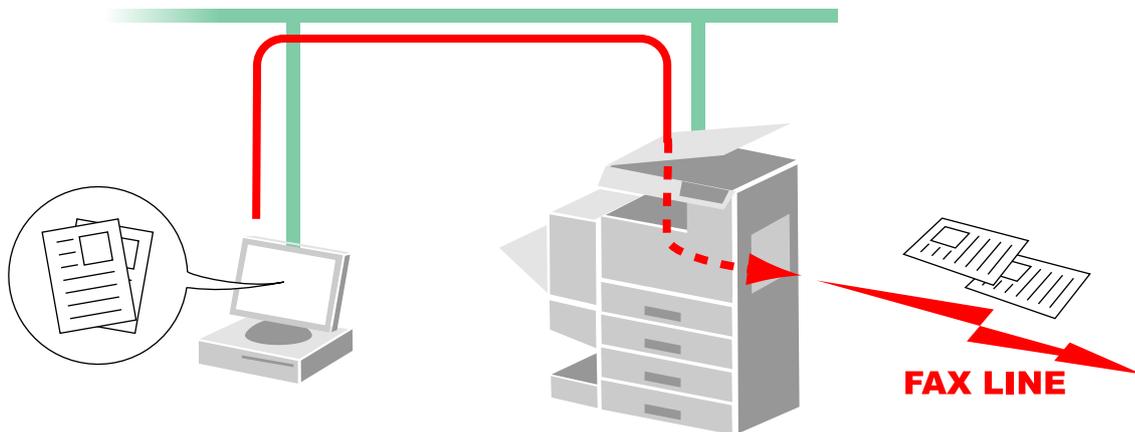
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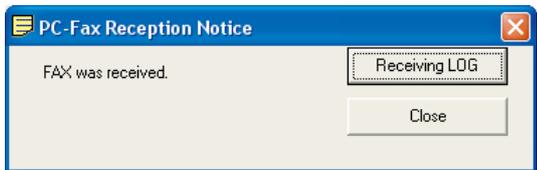
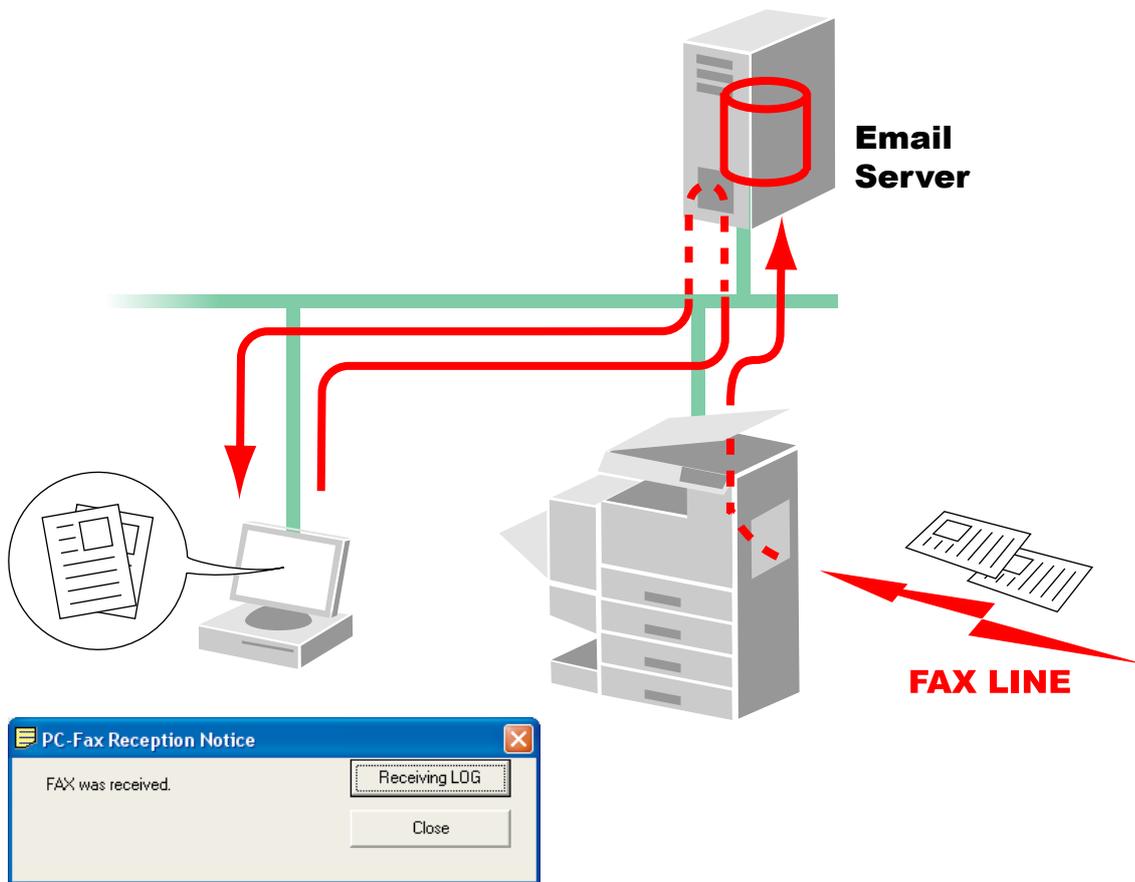
## General Description

The Panafax Desktop software makes it possible for you to send and receive faxes on a computer by using devices connected to the network.

- Documents created on a computer can be faxed from the device.  
The document does not need to be printed first.



- A message appears on your PC when a Fax is received. The received fax image can be displayed on the computer screen.



## Compatible Models

Please refer to the Release Note.

## Restriction(s)

- The size of documents able to be transmitted are restricted to the device's memory storage size. If the memory on the device overflows while fax data is being sent from the PC to the device, the transmission is cancelled. Adding additional memory (available as an option) is recommended in this case.
- The maximum number of multi stations (in a Group) per transmission is 999.
- The total number of stations that a fax message can be transmitted to is limited by the total number of direct dialing stations available on the device. The transmission is canceled this number is exceeded during data transfer from the PC to the device.

If you are running Anti-virus Software, it may interfere with the Panafax Desktop from sending a PC Fax Job to the Device properly. You may be required to temporarily disable the Anti-virus software when using the Panafax Desktop. Please consult with your Network Administrator.

## System Requirements

- Personal Computer : IBM® PC/AT® and compatibles (CPU Intel® Pentium® 4 1.6 GHz or greater is recommended)
- Operating System : Microsoft® Windows® 2000 operating system (Service Pack 4 or later)\*<sup>1</sup>,  
Microsoft® Windows® XP operating system (Service Pack 2 or later)\*<sup>2</sup>,  
Microsoft® Windows Server® 2003 operating system (Service Pack 1 or later)\*<sup>3</sup>,  
Microsoft® Windows Vista® operating system\*<sup>4</sup>,  
Microsoft® Windows Server® 2008 operating system\*<sup>5</sup>.  
  
\* The following Operating Systems are not supported :  
Microsoft® Windows Server® 2003 x64 Edition,  
Microsoft® Windows® XP x64 Edition,  
Microsoft® Windows Vista® 64-bit edition,  
Microsoft® Windows Server® 2003 Enterprise Edition for Itanium®-based systems,  
Microsoft® Windows Server® 2008 Enterprise Edition for Itanium®-based systems.
- Application Software: Microsoft® Internet Explorer® 6.0 Service Pack 1 or later,  
Microsoft® .NET Framework Version 2.0,  
.NET Framework Version 2.0 Language Pack .
- System Memory : Recommended Memory for each OS:
 

Microsoft® Windows® 2000 operating system	: 256 MB or more
Microsoft® Windows® XP operating system	: 512 MB or more
Microsoft® Windows Server® 2003 operating system	
Microsoft® Windows Vista® operating system	: 1 GB or more
Microsoft® Windows Server® 2008 operating system	
- Free Disk Space : 300 MB or more (For installation and work space, not including storage space)
- CD-ROM Drive : Used for installing the software and utilities from the CD-ROM
- Interface : 10Base-T/100Base-TX/1000Base-T Ethernet Port, USB Port, Parallel Port  
(The interface that can be used is different depending on the model)

\*1 Microsoft® Windows® 2000 operating system (hereafter Windows 2000)

\*2 Microsoft® Windows® XP operating system (hereafter Windows XP)

\*3 Microsoft® Windows Server® 2003 operating system (hereafter Windows Server 2003)

\*4 Microsoft® Windows Vista® operating system (hereafter Windows Vista)

\*5 Microsoft® Windows Server® 2008 operating system (hereafter Windows Server 2008)

# Memo

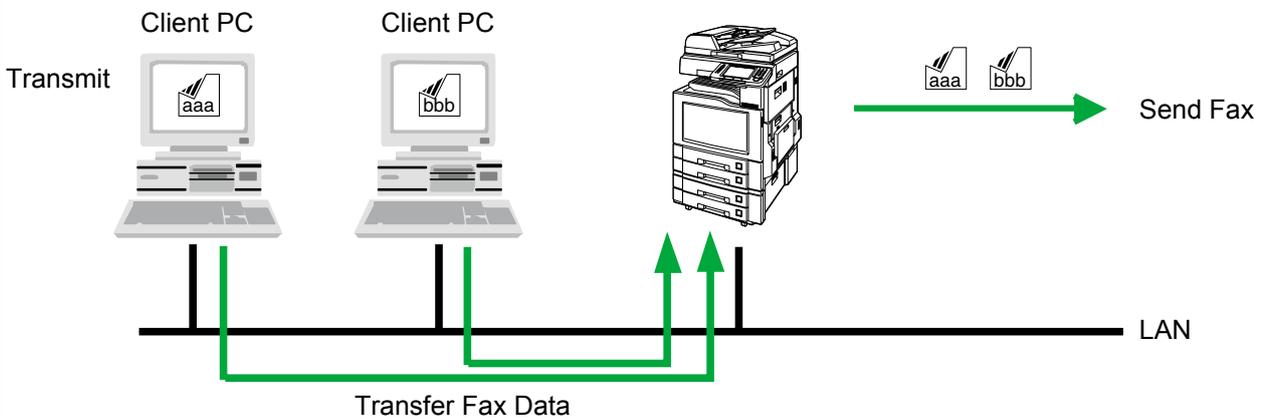
# Connection Configuration

There are three types of Panafax Desktop configurations, **Send Only System**, **Send & Receive System** (Stand-alone Type), and **Send & Receive System** (Client-Server Type).

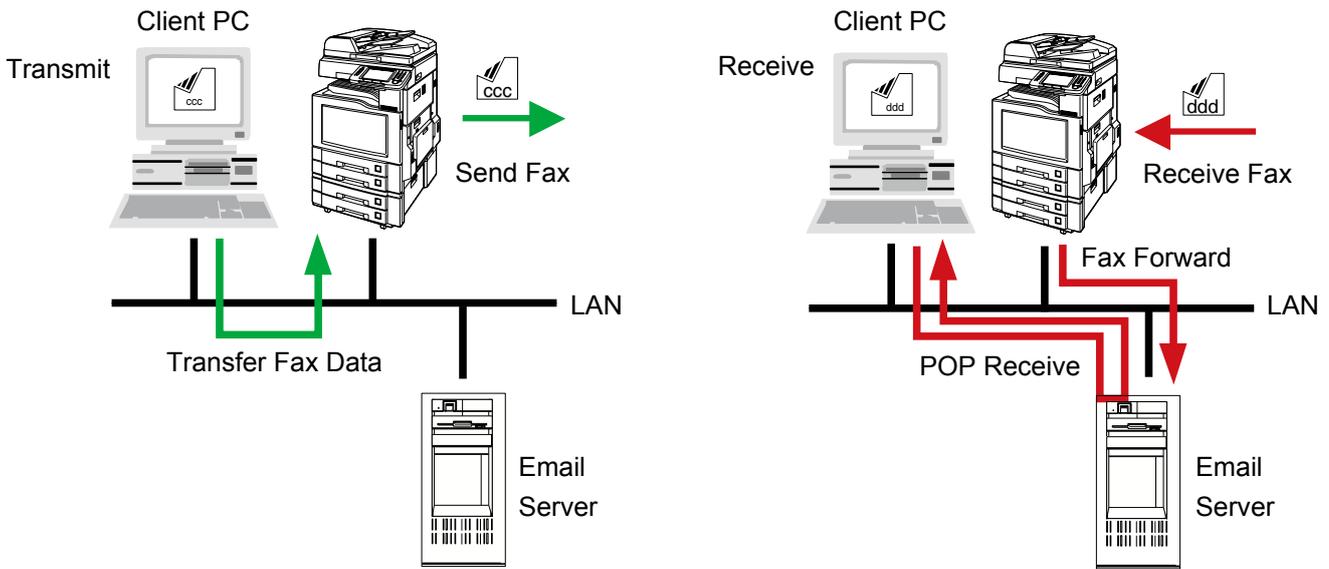
Configuration Type	Device Setting	Panafax Desktop Setting
<b>Send Only System</b> - Peer To Peer Connection - Email Server Not Required	- IP Address - Relay XMT Password - Relay XMT Report	- Relay XMT Password
<b>Send &amp; Receive System (Stand-alone Type)</b> - Email Server, and Email Account Required	- IP Address - Relay XMT Password - Internet Fax setting - Fax Forward setting - Relay XMT Report	- Relay XMT Password - POP Receive - Server setting
<b>Send &amp; Receive System (Client-Server Type)</b> - Shares Network Connection (Using Windows shared folder) - Email Server, and Email Account Required		- Relay XMT Password - POP Receive setting - Server setting - Connect Server setting

Connection Configuration

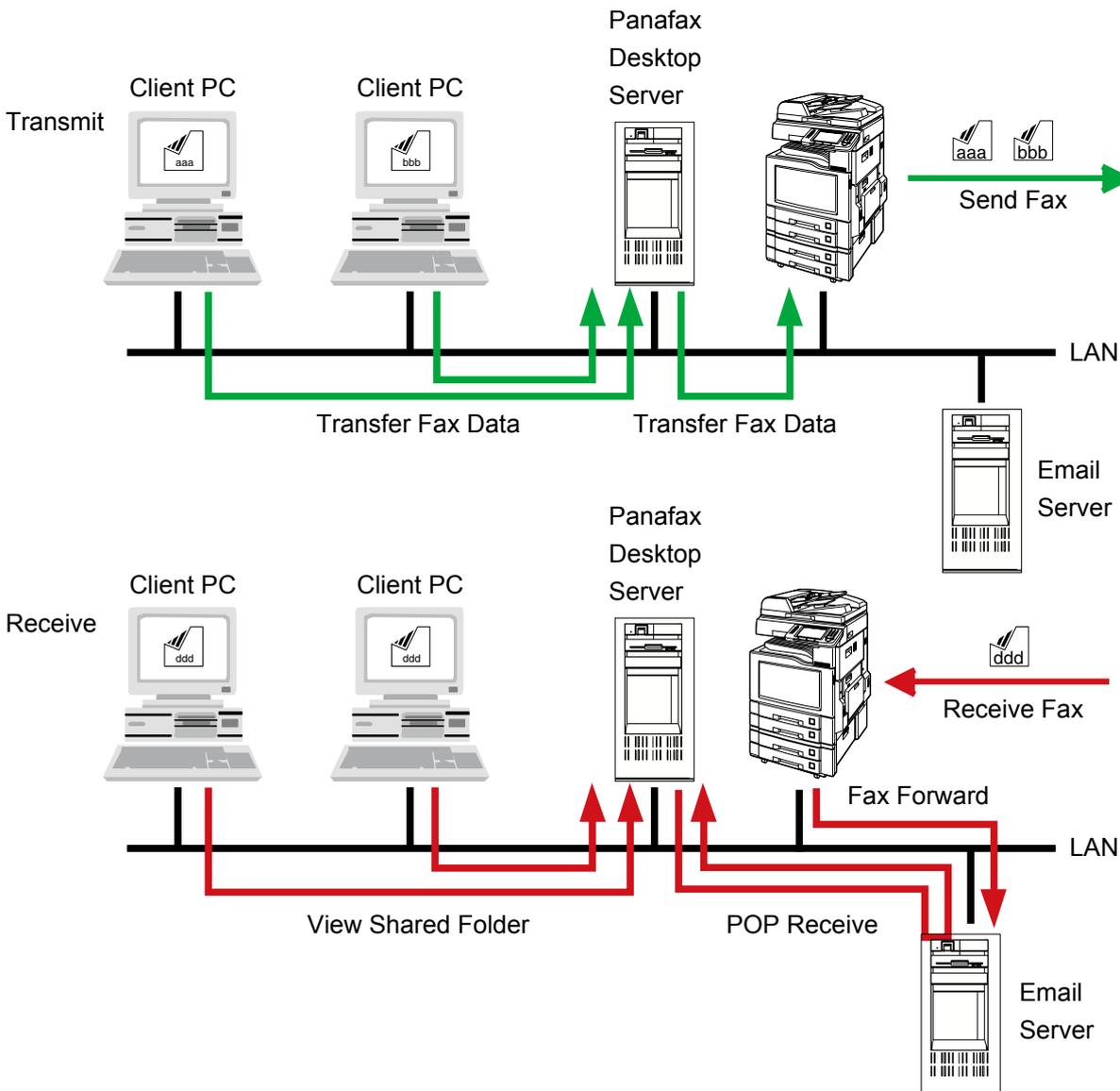
## Send Only System Connection Diagram



**Send & Receive System Connection Diagram (Stand-alone Type)**



**Send & Receive System Connection Diagram (Client-Server Type)**



# Setup Parameters

**Panafax Desktop** uses the fax modem of your network (LAN) connected device for fax communication. Before using the **Panafax Desktop**, the following parameters must be setup onto your device, and PC.

## 1. Confirm the device parameters

Make sure that the following device parameters have been set properly in advance. Contact your network administrator for details.

Parameter names may differ depending on the type of device you are using.

Refer to the Operating Instruction of your device for the Parameter names.

Device Parameters		Send Only System	Send & Receive System (Stand-alone Type / Client-Server Type)
General Settings	- IP Address	✓	✓
Fax/Email Settings	- Relay XMT Password*1	✓	✓
User Parameters	- Internet Fax	-	✓
Fax/Email Settings	- Relay XMT Report = Off*2	✓	✓
Fax Parameters	- Fax Forward*3	-	Set the Panafax Desktop Email address to forward the received fax.

\*1 : User Parameter (Relay XMT Password).

The Relay XMT Password can be set in the **Fax/Email Settings → User Parameters**.

Please refer to the device's Operating Instructions for the parameter settings.

\*2 : Fax Parameter (Relay XMT Report)

The Relay XMT Report can be set in the **Fax/Email Settings → Fax Parameters**.

Please refer to the device's Operating Instructions for the parameter settings.

\*3 : Fax Parameter (Fax Forward).

The Relay XMT Report can be set in the **Fax/Email Settings → Fax Parameters**.

Please refer to the device's Operating Instructions for the parameter settings.

## 2. Install the Panafax Desktop

Refer to **Panasonic Document Management System** in the Operating Instruction (For Setting Up) of provided booklet. Make sure that the **Panafax Desktop** menu is selected when installing the software.

**Note:**

*When configuring with **Send & Receive System (Client-Server Type)**, install the **Panafax Desktop** on the **Client PC**, and **Panafax Desktop Server**.*

## 3. Setup the Panafax Desktop parameters.

Follow the instructions on the next page.

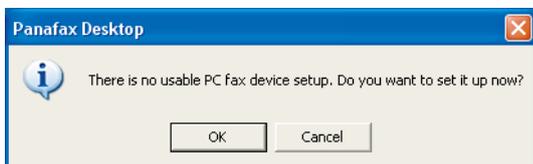
## ■ Device Setup

Follow the steps below for **Client PC**, and **Panafax Desktop Server** when configuring the following system.

- Send Only System
- Send & Receive System (Stand-Alone Type)
- Send & Receive System (Client-Server Type)

**1** Double-click the  icon on the Windows Desktop.  
The device setup confirmation message appears.

**2** Click the  button.



**Note:**

If the Panafax Desktop main window is shown on your PC instead of the confirmation message, select **PC Fax Device Locator** from the **Tools** menu to open the **PC Fax Device Locator** window. Skip to step 5.

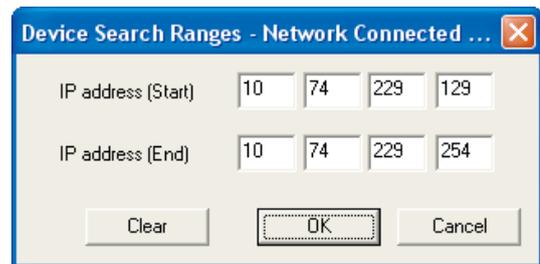
**3** **Device Search Ranges** window appears.  
Click the  button to start searching for the Network Connected Devices.



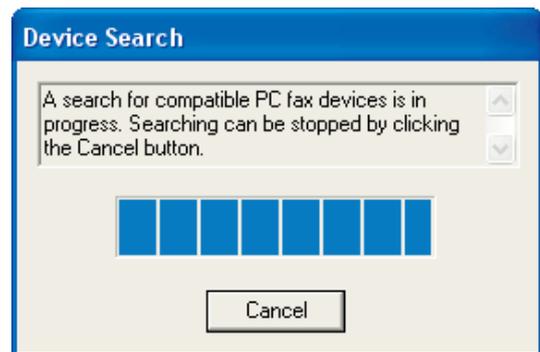
**Note:**

The device locator searches for all the devices within the default Subnet. Refine the search range when there are many devices connected in the Subnet, or you want to connect to a device outside of the default Subnet.

To change the search range, click the  button, and specify the IP address range, then click the  button.

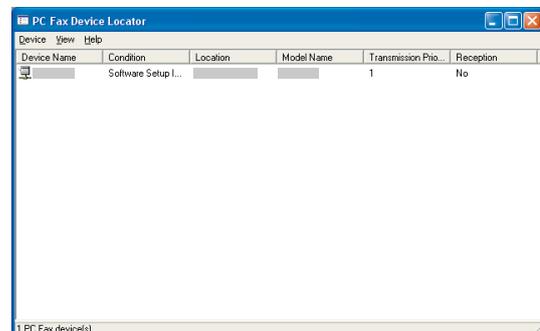


**4** The device locator starts searching for the PC Fax devices on the network.



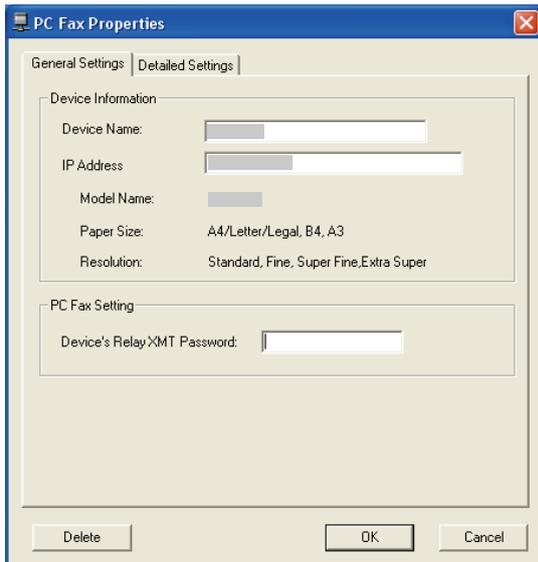
**5** The Network connected PC Fax devices are displayed on the **PC Fax Device Locator** list.

Select the desired device, and double-click, or select **Properties** from the **Device** menu.



Continued on the next page...

- 6** **PC Fax Properties** window appears.
- <General Settings> Tab**
- **PC Fax Settings**
    - **Device's Relay XMT Password**  
Set the Relay XMT Password of the device.  
The basic setup is completed. Click the  button to register the settings.  
To setup more details, select the **Detailed Settings** Tab.



**<Detailed Settings> Tab**

• **Transmission Settings**

a) **Transmission Priority**

If there are multiple devices available, you can set the transmission priority of the device. (If 3 devices are available, select "1" to configure it as the highest priority or select "3" to configure it as the lowest priority.)

b) **Dept. counter mode On**

When the Department Code function is being used on the device, check the box and input the Identification Code.

c) **Result Report Email Address**

Specify the Email Address to receive the fax transmission result by Email.

To use this function, turn Relay XMT Report ON. See page 10.

• **Reception Settings**

d) **Device's Email Address**

Used for **Send & Receive System** only.  
See page 15.

e) **Enables Reception**

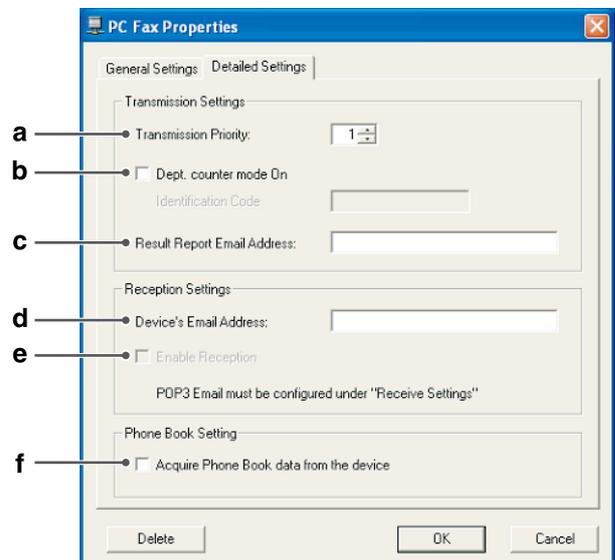
Used for **Send & Receive System** only.  
See page 15.

• **Phone Book Setting**

f) **Acquires Phone Book data from the device**

Check the box to acquire the phone book data from the device.

Click the  button to register the settings.

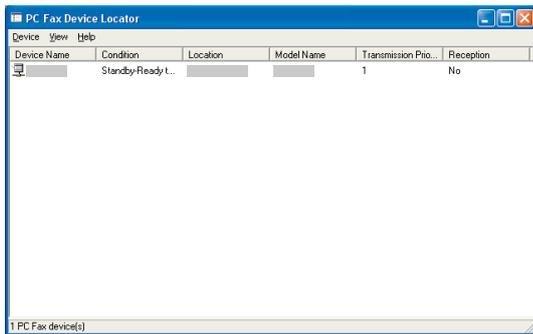


7 Using the PC Fax Device Locator, confirm that the device is in Standby (this may take a few minutes).

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

For the **Send Only System**, the setup is completed.

For the **Send & Receive System**, continue to Receive Setup in the next section.



**NOTE**

Make sure that the Community Name (1) on the device is set to **public** when searching the network for devices. If the Community Name (1) is set to a different name, it will be excluded from the search. If you are unsure of the Community Name, refer to "Operating Instructions (For Device Explorer and Embedded Web Server)" or ask your Administrator.

## Receive Setup

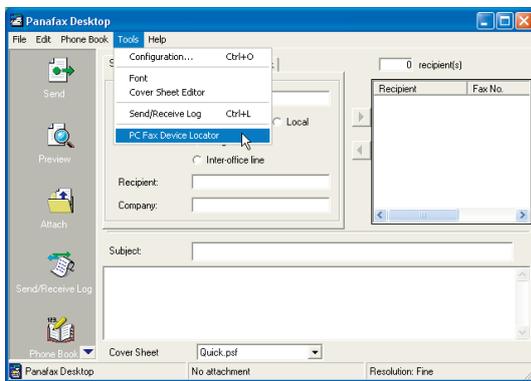
Follow the steps below for the **Client PC**, and **Panafax Desktop Server** when configuring the following system.

- Send & Receive System (Stand-Alone Type)
- Send & Receive System (Client-Server Type)

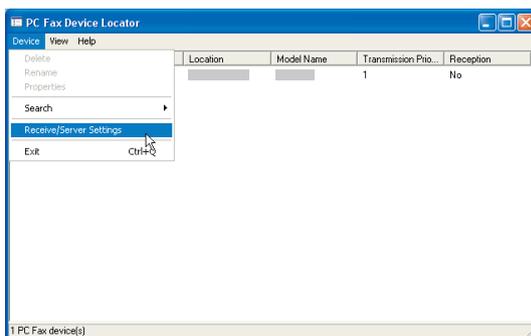
**1** Double-click the  icon on the Windows Desktop.

The **Panafax Desktop** appears.

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



**2** The **PC Fax Device Locator** appears. Select **Device** → **Receive/Server Settings** from the menu.



**3** The **Receive/Server Settings** appears.

### <Receive Settings> Tab

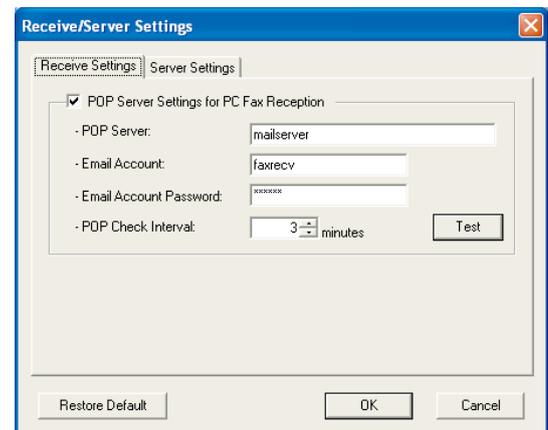
• **POP Server Settings for PC Fax Reception**  
Setup these settings to use the Panafax Desktop Receive function.

Configure the settings of Email account for the reception of Panafax Desktop.

Click the  button to confirm the setup of the POP server.

Click the  button to register the settings.

Select the **Server Settings** Tab and follow the next step when configuring the **Send & Receive System (Client-Server Type)**.



#### 4 <Server Settings> Tab

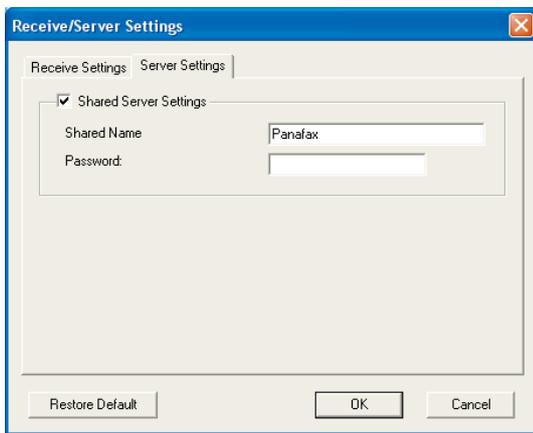
##### • Shared Server Settings

When configuring the **Send & Receive System (Client-Server Type)**, set the following parameters on the **Panafax Desktop Server**.

##### - Shared Name and Password

Enter the name, and password for the shared folder in Panafax Desktop. You can normally leave the default settings unchanged.

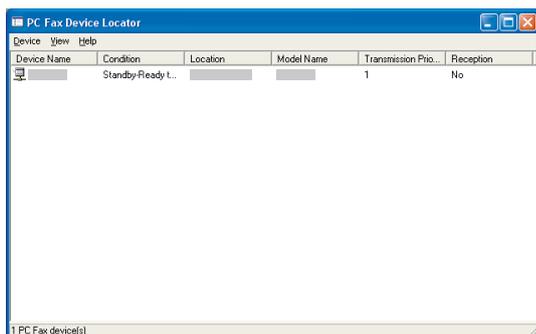
Click the  button when you finish inputting the settings.



#### Note:

- If a message **"Do you want to use the Guest Account?"** appears, click the  to use it.
- To enable the server function in the server/client settings of Windows Vista, turn off the User Account Control (UAC). After the enabling the server function, the User Account Control (UAC) can be turned on again.
- When the Guest Account is enabled, a security problem may occur.
  - It is possible to access common folders even if there is no account in Windows.
  - There is a possibility that a computer virus could enter through this account.

5 Select the desired Device, and then double-click, or click on **Properties** from the **Device** menu.



6 **PC Fax Properties** appears.

##### • Reception Settings

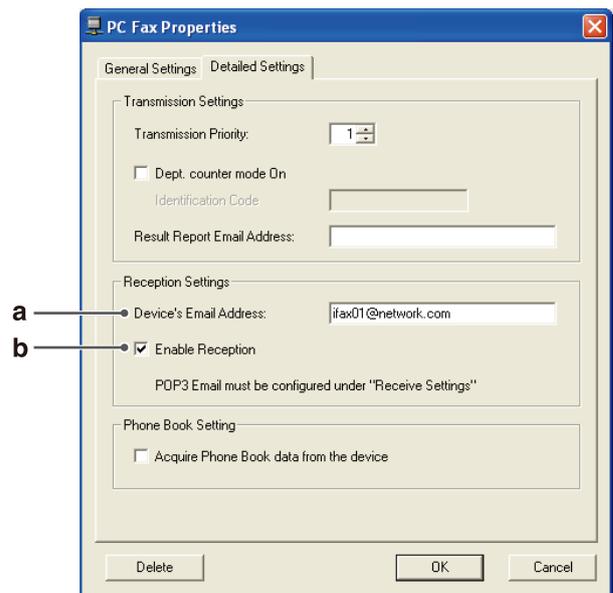
##### a) Device's Email Address

Set the Email Address of the device for the recognition of the device.

##### b) Enable Reception

Check the box to enable the reception.

Click the  button.

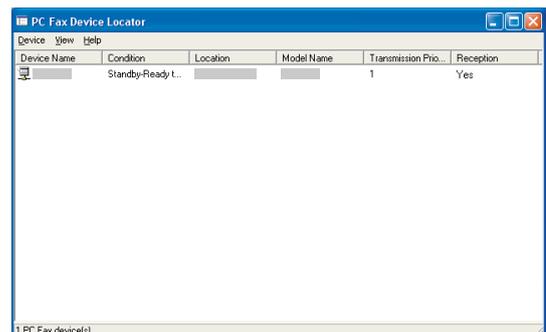


7 Confirm that the Reception status displays **"Yes"**. It takes a moment.

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

The **Send & Receive System (Stand-alone Type)** setup is completed.

For the **Send & Receive System (Client-Server Type)**, continue to Client Setup in the next section.



## ■ Client Setup

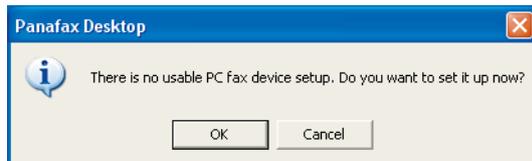
Follow the steps below for the **Client PC**, and when configuring the following system.

- Send & Receive System (Client-Server Type)

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

The message of **device setup confirmation** window appears.

Click the  button.



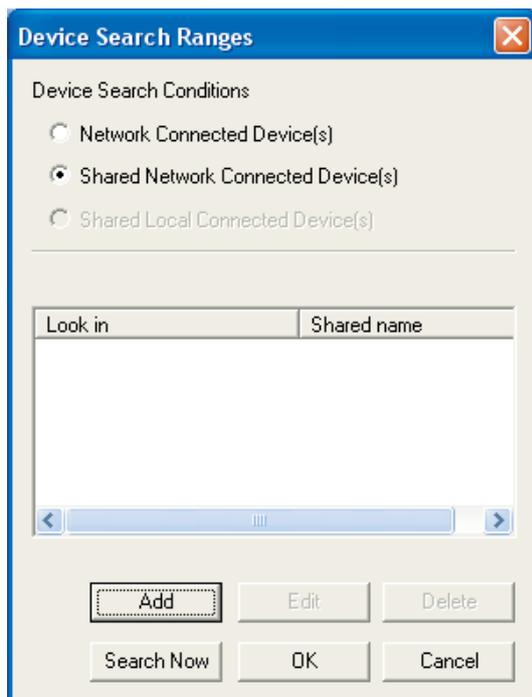
**Note:**

If the *Panafax Desktop* main window is shown on your PC instead of the confirmation message, select **PC Fax Device Locator** from the *Tools* menu to open the **PC Fax Device Locator** window. Skip to step 3 on page 17.

- 2 **Device Search Ranges** appears.

Click on the **Shared Network Connected Device(s)** option button.

Click the  button to start searching for the shared Server.



**Note:**

Searching sometimes may take a long time when there are many PCs connected to your network. If this happens, we recommend you to click the  button, and specify the Domain or Workgroup, or specify the Computer Name directory to reduce the search time.

• **Specified Domain or Workgroup**

Input device's Domain, or Workgroup.

• **Specified Computer Name**

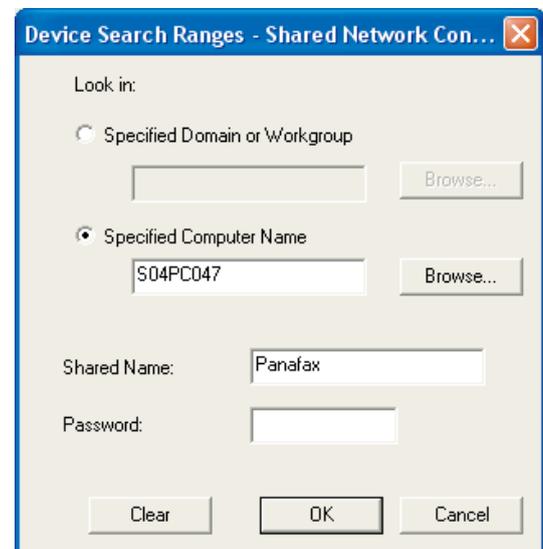
Input the Server Computer Name.

• **Shared Name**

Input the Server Shared Name if you changed from the default setting.

• **Password**

Input the Server Password if you changed from the default setting.



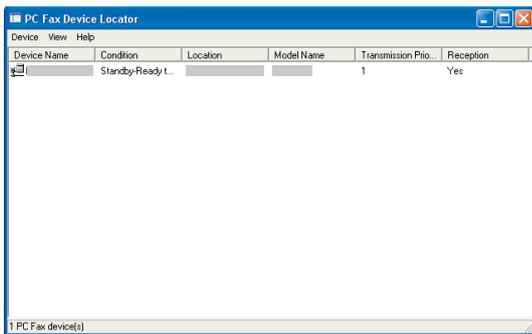
- 3 Start searching the Server for Network connected Devices.



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

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

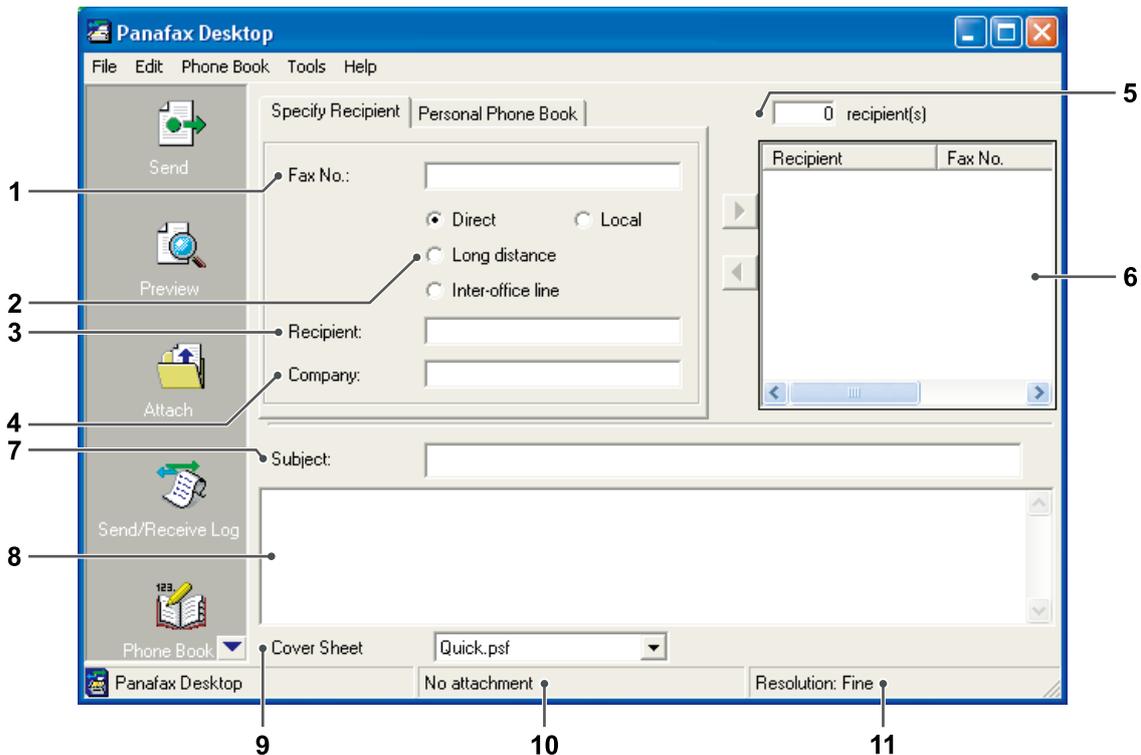
The **Send & Receive System (Client-Server Type)** setup is completed.



# Using Panafax Desktop

## Main Window and Toolbar

### ■ Main Window



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

## ■ Toolbar

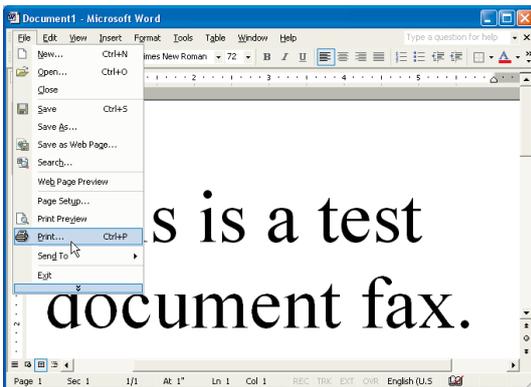
 Send	Used to start the transmission.
 Preview	Used to view the cover sheet, or transmission file.
 Attach	Used to select the file to be sent.
 Send/Receive Log	Used to show the Send Log, and Receive Log.
 Phone Book	Used to open your personal Phone Book.
 Cover Sheet Editor	Used to create, or edit a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

# Sending Documents

## ■ Sending a Document via a Windows Application

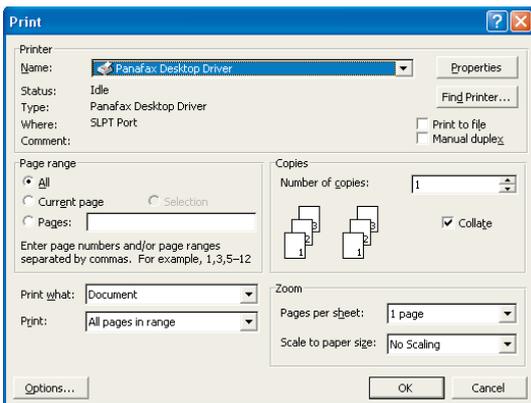
You can send a fax directly from any Windows Application by simply printing to the Panafax Desktop Driver. For example, compose a document with your word processor application. When you finish the preparation, and ready to fax it to a remote location, simply follow the procedure below.

- 1 From the current software (in our example, your word processor application), select **Print** from the **File** menu.



- 2 The **Print** dialog box appears. Select **Panafax Desktop Driver** from the Printer Name menu.

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



**Note:**  
The settings available within the **Properties** button may differ depending on the versions of Windows you are running. As you should not normally need to modify these settings, please leave the default settings unchanged.

- 3 Enter the **Fax No.**, or select a destination from your Personal Phone Book.

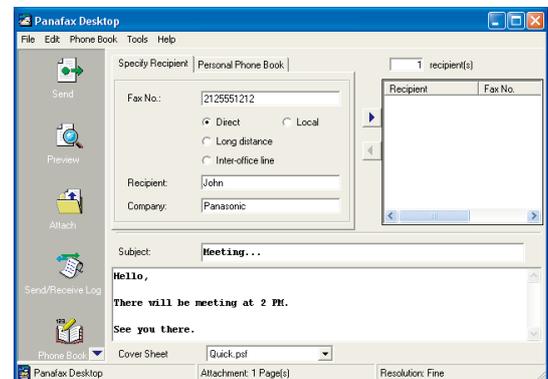
**Note:**  
To input a pause, use the comma ",".

Click the  button to add a recipient into the recipient list.

Enter/select another recipient if you desire. Type the **Recipient**, **Company** and/or **Subject** to be included on the Cover Sheet.

Click the  icon when ready to send the fax.

**Note:**  
Click the  icon to verify that the fax image is sent to the correct remote station(s).



- 4 Click the **OK** button to start the transmission.



## ■ Sending a Document via the Panafax Desktop

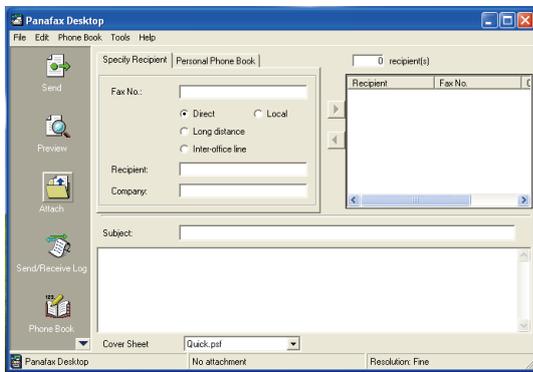
You can send a fax directly from a file made in any Windows Application by simply attaching the file via the Panafax Desktop.

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

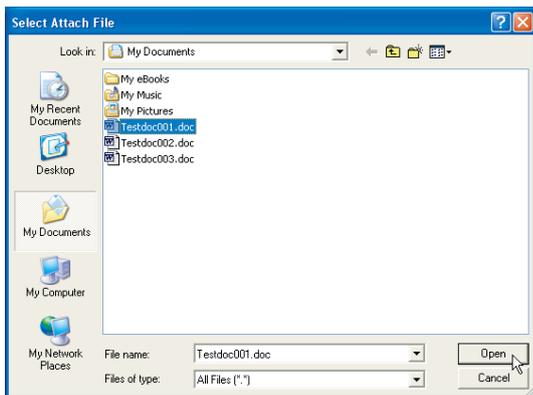
- 1 Double-click the  icon on the Windows Desktop.

The **Panafax Desktop** window appears.

Click the  icon to select a file for the transmission.



- 2 Select the file, and click the  button to convert the document into a fax image.



- 3 From the Panafax Desktop window, enter the **Fax No.**, or select a destination from your Personal Phone Book.

**Note:**

To input a pause, use the comma ",".

Click the  button to add a recipient into the recipient list.

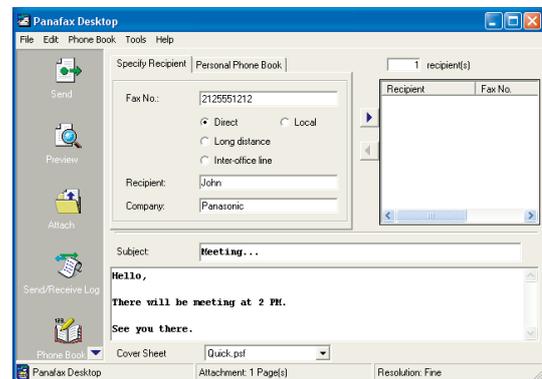
Enter/select another recipient if you desire.

Type the **Recipient, Company** and/or of the memo message to be included on the Cover Sheet.

Click the  icon when ready to send the fax.

**Note:**

Click the  icon to verify that the fax memo is sent to the correct remote station(s).



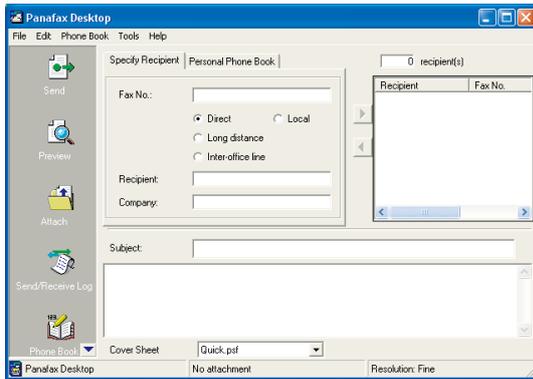
- 4 Click the  button to start the transmission.



## ■ Sending a fax memo by Panafax Desktop

You can send a fax memo quickly and easily, directly from the Panafax Desktop.

- 1 Double-click the  icon on the Windows Desktop.  
The **Panafax Desktop** window appears.



- 2 From the Panafax Desktop window, enter the **Fax No.:** or select a destination from your Personal Phone Book.

**Note:**

To input a pause, use the comma ",".

Click the  button to add a recipient into the recipient list.

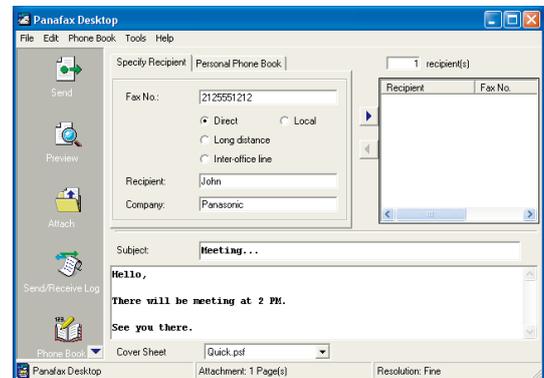
Enter/select another recipient if you desire. Type the **Recipient, Company** and/or of the memo message to be included on the Cover Sheet.

If you wish, click Cover Sheet to change the Cover Sheet Type.

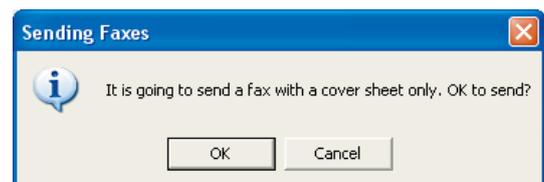
Click the  icon when ready to send the fax.

**Note:**

Click the  icon to verify that the fax memo is sent to the correct remote station(s).



- 3 Click the  button to start the transmission.



# Receiving Documents

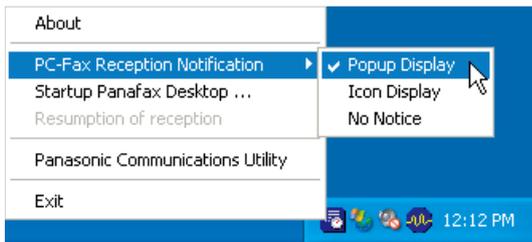
## Receive Setting

- 1 Confirm that the Panasonic Communications Utility icon is in the taskbar tray.



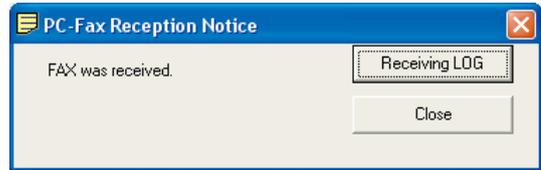
- 2 Right-click the Panasonic Communications Utility Icon to show the menu, and select the PC-Fax Reception Notification.

- Popup Display
- Icon Display
- No Notice



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

- 1 A reception notice appears on the connected PC. Click the **Receiving LOG** button.



or

The Panasonic Communications Utility icon changes its appearance.

Double-click the icon.

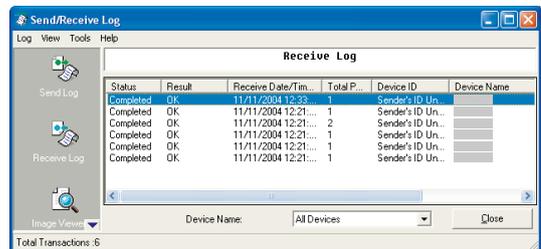


- 2 The Receive Log appears.

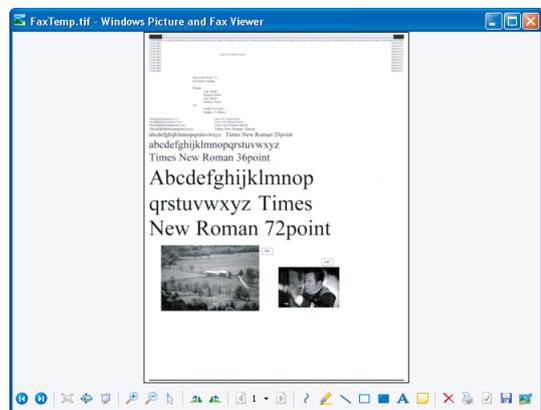
Select a transaction from the log, then click the



icon to view the received fax.



- 3 The received fax is displayed on the PC.



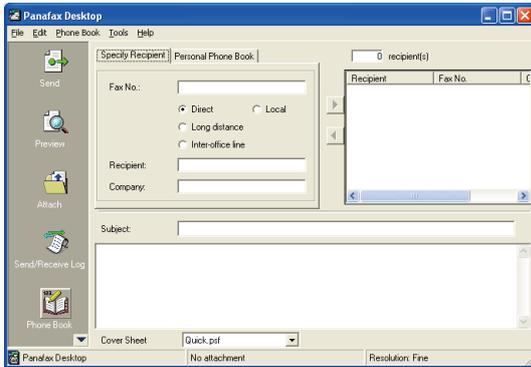
### Note:

Your PC opens it with the application that is associated with the TIFF file.

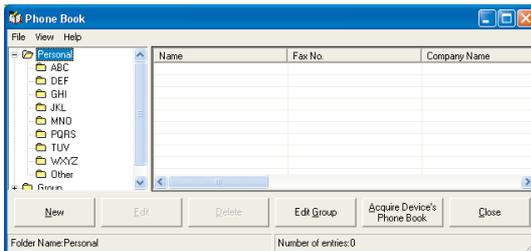
# Registering the Personal Phone Book

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

- 1 Click the  icon to open the Phone Book dialog Box.



- 2 Click the  button.



### Note:

- Click the  button to retrieve the phonebook data from the device. To use this function, the device setting is required. See page 12, "Detailed Settings Tab/ Phone Book setting".
- Click the  button to edit the address.
- Click the  button to delete the address.

- 3 In the **<Contact>** Tab

### • Name:

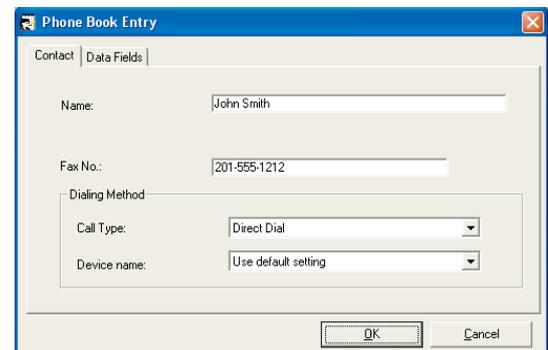
Enter the recipient's name.

### • Fax No.:

Enter the fax number.

### • Call Type:

Select how the call should be dialed. The code preset with the Tools/Configuration/Dialing Settings is dialed ahead of the fax number.



### Note:

To input a pause, use the comma (,).

- 4 In the **<Data Fields>** Tab

Enter the Company Name, Department, Job Title, Address, Direct Phone No., and the Extension Phone No. of the recipient to be used on the Cover Sheet.

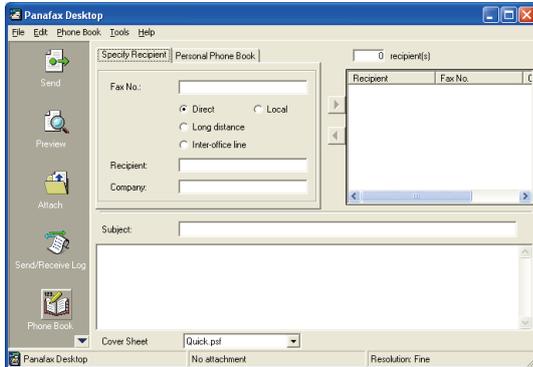


- 5 Click the  button to save the entry.

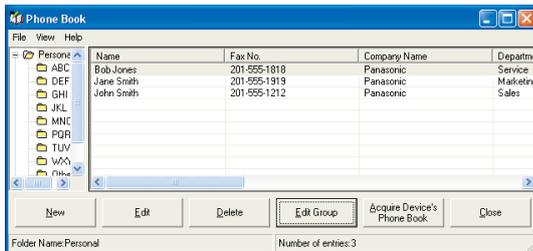
The maximum number of entries are 2000. To add another entry, repeat the procedure from step 2.

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

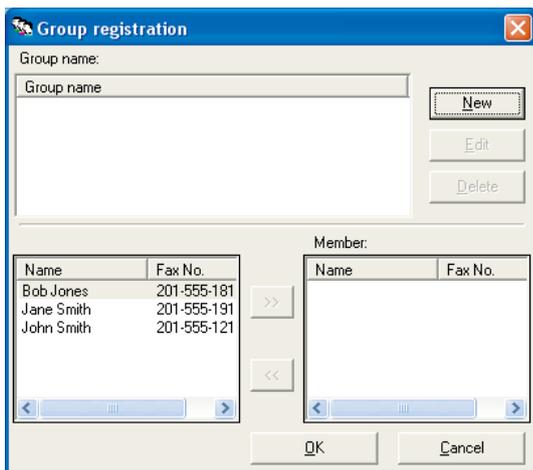
- 1 Click the  icon.



- 2 The **Phone Book** dialog box appears. Click the **Edit Group** button.



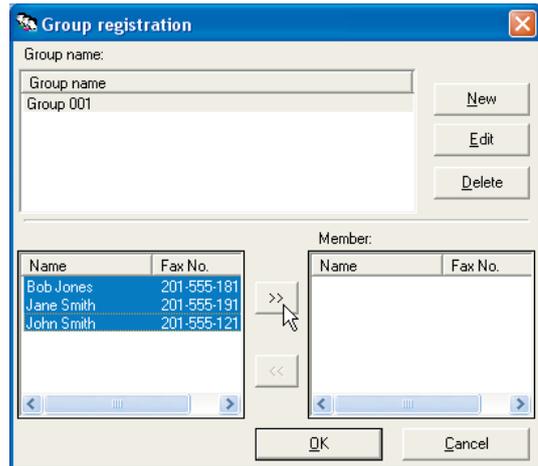
- 3 The **Group registration** dialog box appears. Click the **New** button.



- 4 The **Add New Group Name** dialog box appears. Enter the group name, and then click the **OK** button.



- 5 Select the desired recipients.



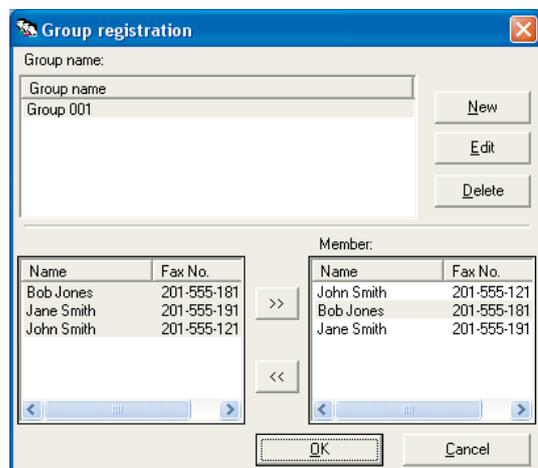
- 6 Click the **>>** button to add the recipient(s) to the Member List.

The maximum number of recipients is 999 for each group.

To add another group, repeat the procedure from step 3.

The maximum number of groups is 100.

If finished, click the **OK** button to exit Group registration.



You can import/export your Personal Phone Book data.

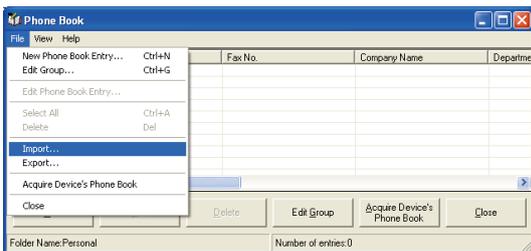
To import/export the Phone Book entries, the data must be in CSV (Comma Separated Value) format. Follow the procedures shown below to register the Personal Phone Book.

**Note:**

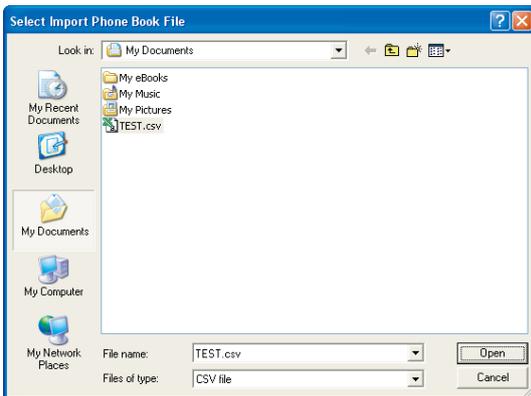
Though a pause usually is indicated by a comma (,) with Panafax Desktop it is changed to a "p" by the Import, and Export of the CSV file. Please input a pause using a "p" when creating a CSV file.

**■ Importing the Personal Phone Book from the CSV file**

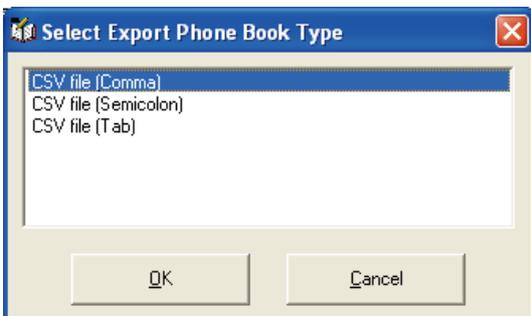
- 1 In the Phone Book dialog box, Select **File** → **Import...** from the menu.



- 2 Select the file to be imported, and then click the **Open** button.



- 3 Select the separator type of CSV file, and then click the **OK** button.

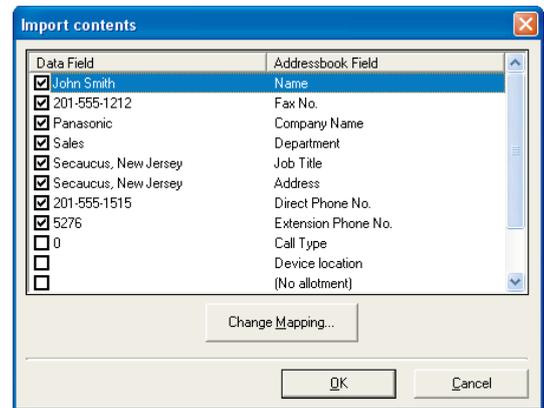


- 4 Confirm that the contents of the Data Field and Address book Field match.

Select the Data Field you want to import to.

Select the item, and click the **Change Mapping...** button to change the field setting if the Data Field, and Address book Field do not match.

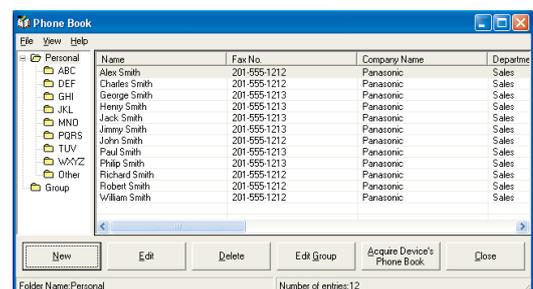
Click the **OK** button when finished.



**Note:**

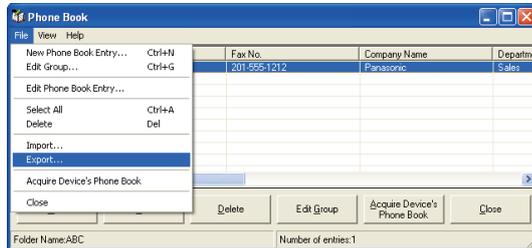
- **Name and Fax No:** of the Address book field are essential (minimum requirements). Please remove the check box of any unnecessary Address book Field(s).
- Use only effective characters in the **Fax No:** field. The phone data will be ignored, and not be imported if they contain any of the prohibited characters. Please see below for the effective characters.  
Effective characters: 1234567890\*#p-/  
p = Pause  
- = Separation mark (Not used for dialing)  
/ = Tone changes

- 5 The telephone data the CSV file is imported into your Phone Book.

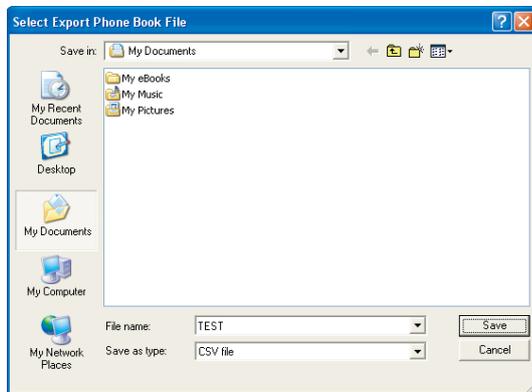


## ■ Exporting to the CSV file

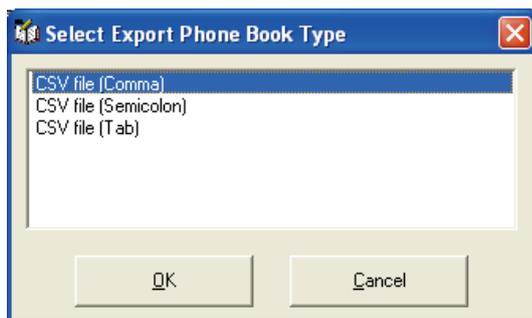
- 1 On the Phone Book dialog box, Select **File** → **Export...** from the menu.



- 2 Enter the file name, and then click the **Save** button.



- 3 Select the separator type of CSV file, and then click the **OK** button to save the CSV file.

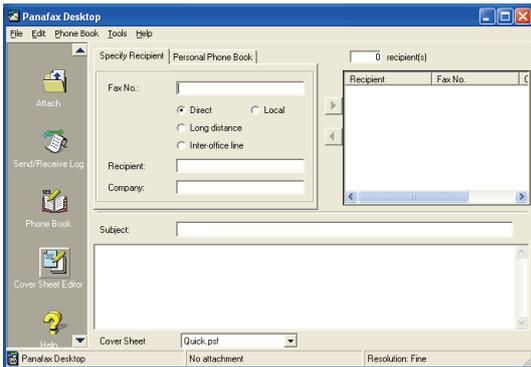


# Cover Sheet

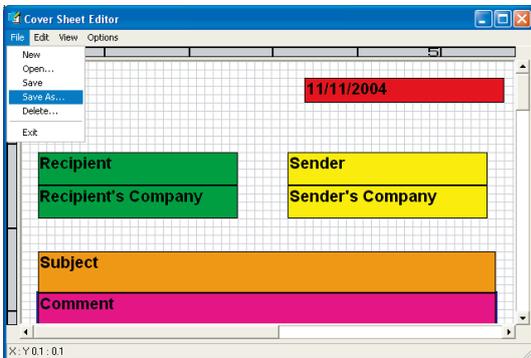
The **Cover Sheet** is attached to the first page of every fax, and contains information such as the recipient's name, sender's name, date, title, etc.

## ■ Creating a Cover Sheet

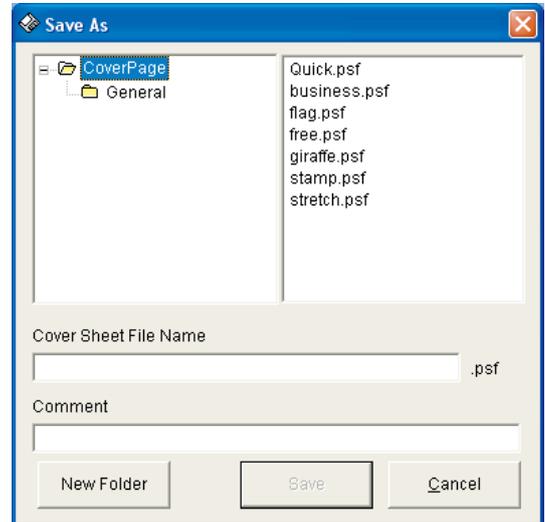
1 Click the  icon.



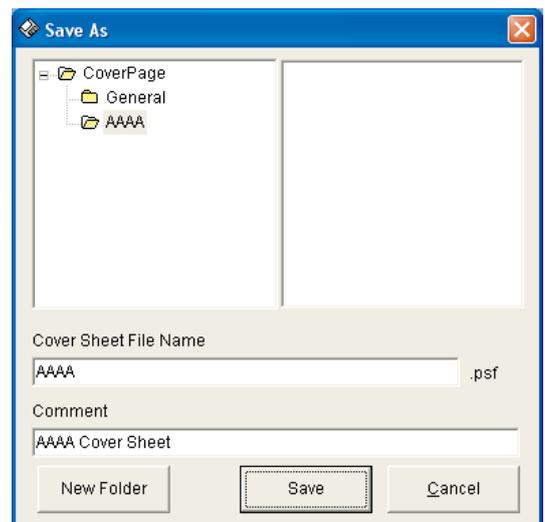
2 The Cover Sheet Editor window appears. Edit the Cover Sheet. Select **Save As** from the **File** menu.



3 The **Save As** dialog box appears. Select the Folder you wish to save to, or save to a New Folder, click the **New Folder** button, enter the New Folder Name, and then click the **OK** button.



4 Enter the New Folder Name into the Cover Sheet File Name box. Enter any comments into the Comment box if you wish. Click the **Save** button to save the New Cover Sheet.

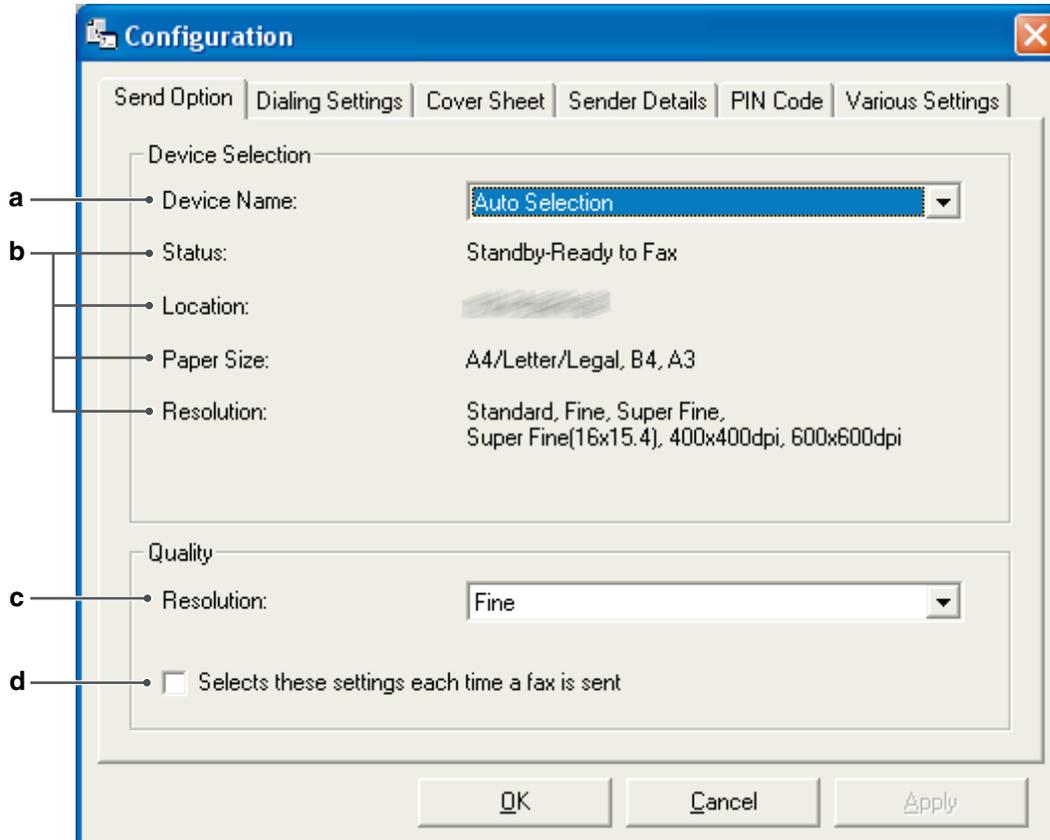


<b>[Edit] menu</b>	
Undo	Undoes the last editing operation.
Cut	Deletes the selected text, and copies it to the clipboard.
Copy	Copies the selected text onto the clipboard.
Paste	Pastes the text, or object from the clipboard.
Delete Object	Deletes the selected object.
Page Size	Sets the size of the cover sheet.
Date Frame	Inserts a date field.
Text Frame	Inserts a text box.
Line/Box	Inserts a line or box.
Image Frame	Inserts an existing image file (bmp file).
Recipient Details	Inserts the information set in the <b>Contact</b> and <b>Data Fields</b> tabs in the Personal Address Book.
Sender Details	Inserts the information set in the <b>Sender Details</b> tab in the Tools menu.
Comments	Inserts a Comment field for typing a brief message when sending a fax.
Subject	Inserts a Subject field when sending a fax.
<b>[View] menu</b>	
Show Grid	Displays a grid.
Preview	Displays a preview of the cover sheet.
Show Status Bar	Displays the status bar.
Zoom	Sets the ratio for the cover sheet editing screen.
Scale unit	Sets the scale unit of measure (cm/inch).
<b>[Options] menu</b>	
Font	Specifies the character font.
Line Style	Specifies the line style.
Text Alignment	Adjusts the text position.
Date Format	Sets the date format.

# Configuration Menu

## ■ Configuration Setting

Selecting **Configuration...** in the **Tools** menu, displays the Configuration window.



### Send Option Tab

#### · Device Selection

##### a) Device Name:

A device can be chosen here when more than one device is connected with network connected type devices.

<b>Auto Selection</b>	Effective device is selected automatically by the priority setting order.
<b>Rotation</b>	Effective device is selected automatically in rotation order. (load balancing) <b>Note:</b> <i>Available if multiple devices are set for the Panafax Desktop.</i>
<b>Device Name</b>	Only the designated device is selected.

##### b) Status/Location/Paper Size/Resolution:

When the device is specified, the attributes of the device are indicated.

#### · Quality

##### c) Resolution:

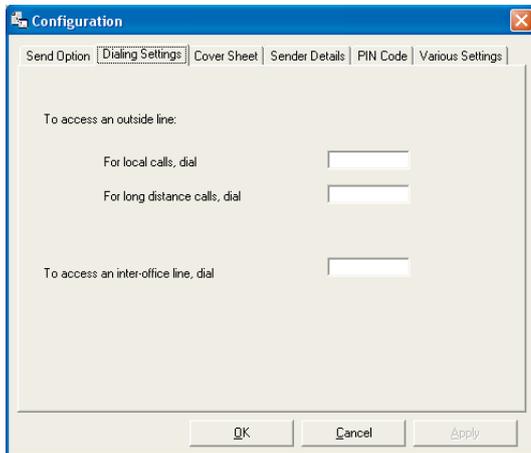
Resolution to be used for the transmission. The selectable resolutions are dependent on the capability of the device connected to your PC.

##### d) Selects these settings each time a fax is sent:

If this box is checked, the setting window displays each time a fax is sent.

## Dialing Settings Tab

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



## Cover Sheet Tab

Specifies how the Cover Sheet is used.

### • Cover Sheet with specified fields

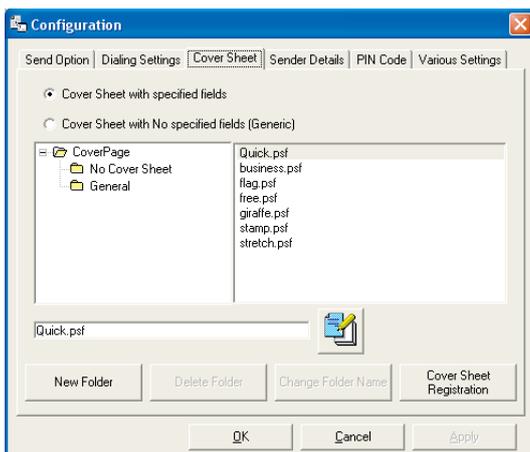
The address information is inserted into the TO field of the Cover Sheet.

The transfer time to the device is sometimes long because the image data is sent to the device multiple times in the case of multi-station transmission.

### • Cover Sheet with No specified fields (Generic)

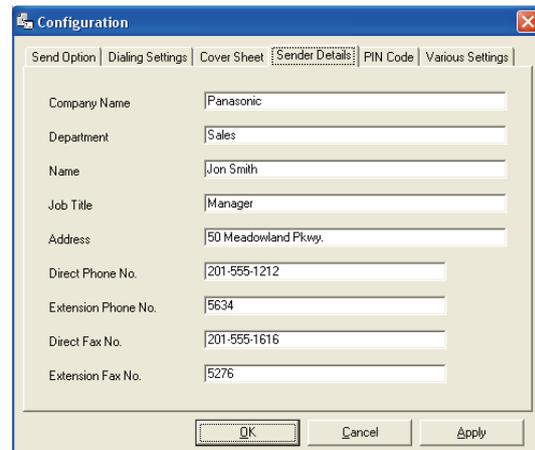
The address information is not inserted into the TO field of the Cover Sheet.

The transfer to the device is done efficiently because the image data is sent to the device only once, and only the address information is sent in the case of multi-station transmission.



## Sender Details Tab

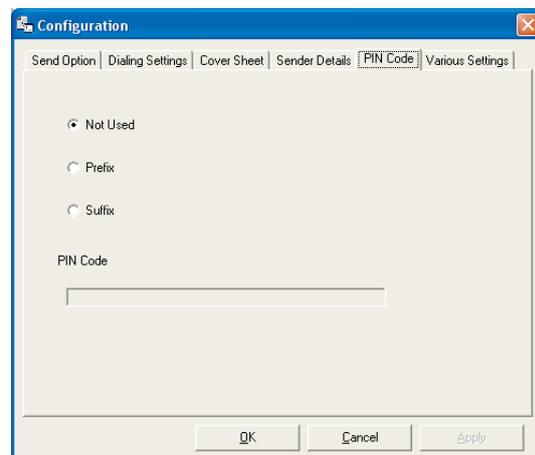
Used to identify senders from various information on the Cover Sheet when sending a fax.



## PIN Code Tab

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

Some countries do not support this function.



Continued on the next page...

## Various Settings Tab

### • Device Phone Book

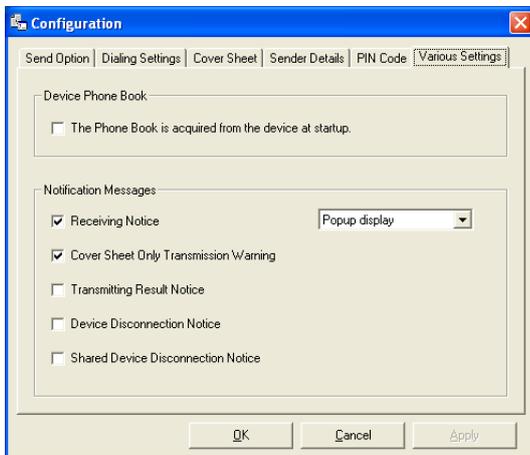
When this box is checked, the phone book data is acquired from the device at the time of startup, and it is appended into the Personal Phone Book.

When this is used on the client & server, this function operates only on the server PC.

To use this function, the device setting is required. See page 12, "Detailed Settings Tab/ Phone Book setting".

### • Notification Message

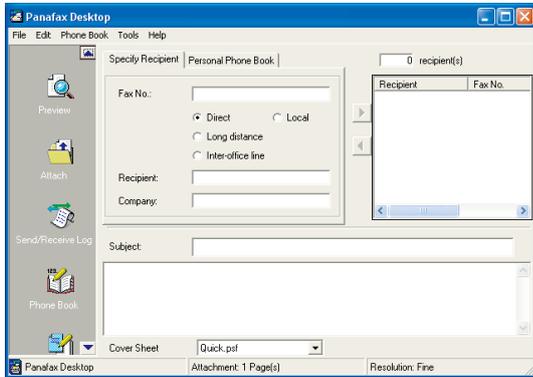
Various notices can be set up.



# Send Log/Receive Log

## Send/Receive Log

1 Click the  icon.



2 Send/Receive Log window appears.

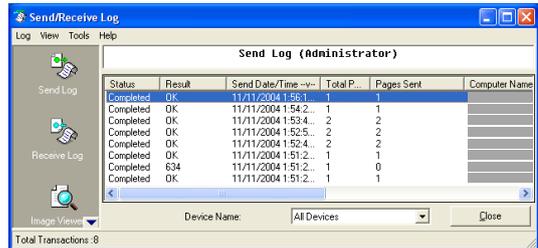
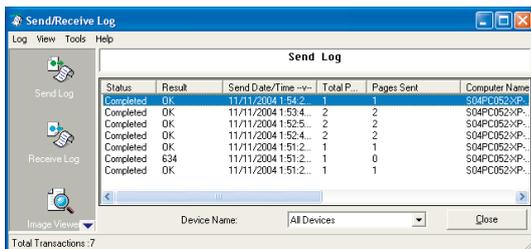
Click the  icon, and  icon to switch between the Log windows.

### Status

Queuing	The send job is queuing to transfer data to the device.
Executing	The send job is executing after the data is transferred to the device.
Completed	The send job is completed.

### Result

OK	The fax transmission has been completed from the device.
Information Code	The fax transmission has been incomplete from the device.



### Note:

- For the **Send Only System**, the Receiving Log is not available.
- For the **Send & Receive System (Client-Server Type)**, there is an Administrator Send Log that can check all the client's sending transactions. Select **General User** to see the Own Send Log, and **Administrator** to see the Administrator Send Log. The Administrator Send Log can be setup with a password for security. To see the Administrator Send Log, Login with Administrator mode, and select the **Display All Users Send Logs** from the View menu.

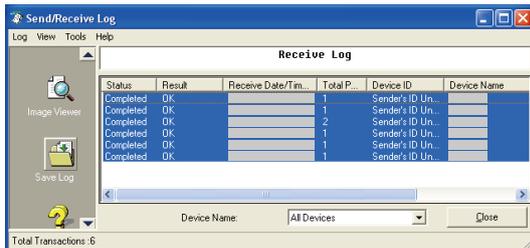
## ■ Save Log

The Send/Receive Log can be saved to a separate file.

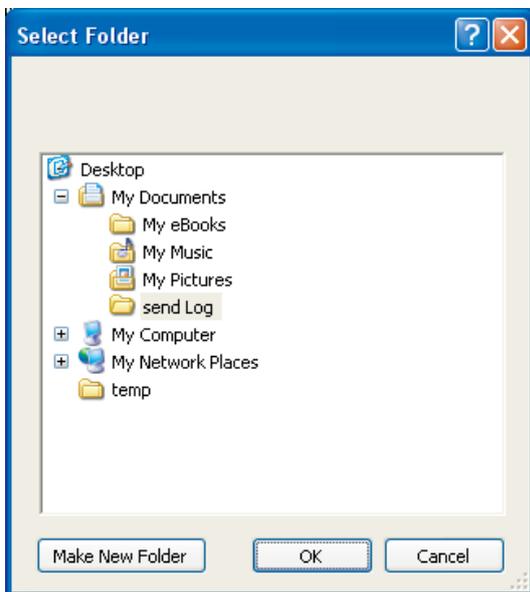
At the default setting, when the log exceeds 999 transactions, the oldest entry is automatically deleted. The log can be saved by following the steps below.

### Manually Saving the Log

- 1 In the Log window, select the log transactions that you wish to save and click the  icon.



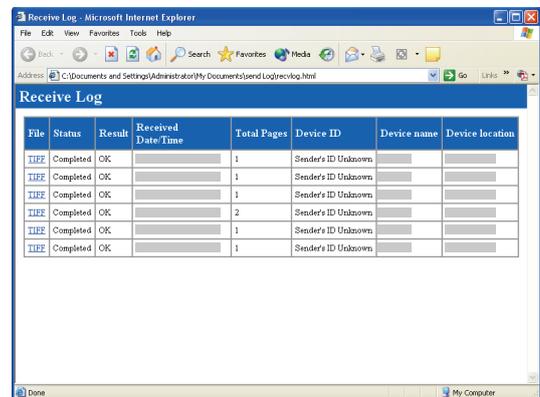
- 2 Select the Folder that you want to save into, and then click the  button. You can make a new folder by clicking the  button.



- 3 Select whether you wish to Delete the Logs after saving them.



- 4 The TIFF file data (.tif), and the transmission file log information file (.xml) are saved as a set. The log list files (sendlog.html/recvlog.html) are made automatically in the same folder. They can be viewed with a Web browser (Internet Explorer 6.0, or later).



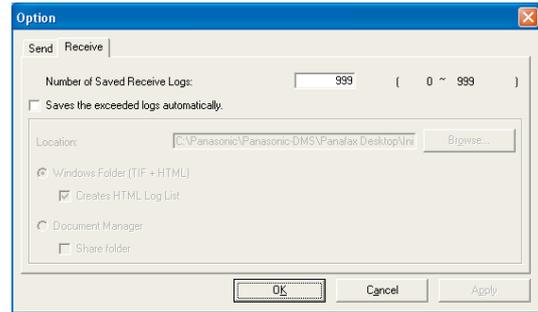
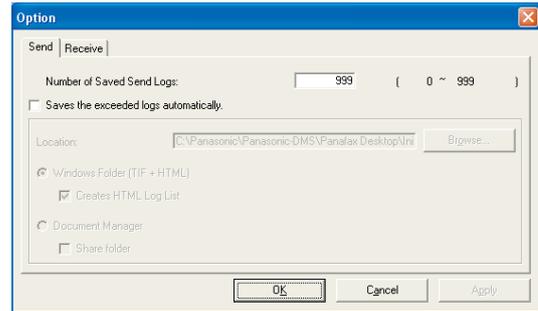
## Automatically Saving the Log

- 1 In the Log window, select **Tools** → **Options** from the menu.



- 2 Option window appears.  
Set the Save Send/Receive Log settings accordingly.

- **Number of Saved Send/Receive Logs**  
Specify the number of log entries to save. Once the specified number of entries is exceeded, the old log entries are either overwritten, or are saved to the specified location.
- **Saves the exceeded logs automatically**  
Check to save logs into the outside when it exceeds the number setup.
- **Location**  
Specify the folder of save logs. This setting operates when you select Save Windows Folder, or Document Manager Share folder.
- **Windows Folder**  
Check if you want to save logs into the window folder.  
**Create HTML Log List**  
Check to create HTML log list (sendlog.html/recvlog.html) every log entry.
- **Document Manager**  
Check if you want to save logs on the Document Desktop of Document Manager.  
**Share folder**  
Check if you want to save logs on the Share Folder of Document Manager.



# Appendix

## Problem Solving

Mode	Symptom	Possible Cause/Action
Sending Documents	When sending a document, an error occurs immediately. It is indicated with "Other error" in the Send Log file.	<p>- <b>Is the Relay XMT Password setup properly?</b> A document will not be transmitted properly if the <b>Relay XMT Password</b> does not match with the password of the device in the setup mode.</p> <p>- <b>Is the Relay Domain registered in the device?</b> If the Relay Domain is registered in the device, the transmission cannot be accepted unless the registered Relay Domain matches with the Panafax Desktop Email Address. If this happens, register the new Relay Domain into the device as explained below. (See page 12) <b>In case the Result Report Email Address is not set;</b> Register the Relay Domain as below; <b>panafax_desktop</b> <b>In case the Result Report Email Address is set;</b> Register the same Relay Domain of the Result Report Email Address. Ex: If the Result Report Email Address is set to abcdef@network.com, set the Relay Domain as <b>network.com</b>.</p>
	The result of the transmission is "Unknown".	<p>- <b>Is Anti-virus software running?</b> If you are running an anti-virus software, it may interfere with the Panafax Desktop sending a PC Fax job to the device. Check the settings of the anti-virus software, and refer to the readme file for more details.</p>
Receiving Document	It cannot receive at all.	<p>- <b>Check whether the device setup is transferred (Fax Forward) to the Panafax Desktop Email Address.</b> (See page 10)</p> <p>- <b>Check the Receive setting of Panafax Desktop.</b> (See page 14)</p>

## Memo

**USA Only**

## **WARRANTY**

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Panasonic Canada Inc.  
5770 Ambler Drive  
Mississauga, Ontario L4W 2T3  
<http://www.panasonic.ca>

For Customer Support (Except for  
USA and Canada Users):  
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Fukuoka, Japan  
<http://panasonic.net>

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