Panasonic®

Operating Instructions Software (Panafax Desktop) For Digital Imaging Systems



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

English

Description General

Requirements System

Configuration

Parameters

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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[®] recommended) 	4 1.6 GHz or greater is	
Operating System	Operating System : Microsoft [®] Windows [®] 2000 operating system (Service Pack 4 or later)*1, Microsoft [®] Windows [®] XP operating system (Service Pack 2 or later)*2, Microsoft [®] Windows Server [®] 2003 operating system (Service Pack 1 or later)*3, Microsoft [®] Windows Vista [®] operating system*4, Microsoft [®] Windows Server [®] 2008 operating system*5.		
	* 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 Microsoft [®] Windows Server [®] 2008 Enterprise Edition	for Itanium [®] -based systems, for Itanium [®] -based systems.	
Application Softwar	re: Microsoft [®] Internet Explorer [®] 6.0 Service Pack 1 or lat Microsoft [®] .NET Framework Version 2.0, .NET Framework Version 2.0 Language Pack .	ier,	
System Memory	: Recommended Memory for each OS:		
	Microsoft [®] Windows [®] 2000 operating system	: 256 MB or more	
	Microsoft [®] Windows [®] XP operating system Microsoft [®] Windows Server [®] 2003 operating system	: 512 MB or more	
	Microsoft [®] Windows Vista [®] operating system Microsoft [®] Windows Server [®] 2008 operating system	: 1 GB or more	
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 C	D-ROM	
Interface	: 10Base-T/100Base-TX/1000Base-T Ethernet Port, US (The interface that can be used is different depending	SB Port, Parallel Port 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)



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
Send Only System - Peer To Peer Connection	- IP Address - Relay XMT Password	- Relay XMT Password
- Email Server Not Required	- Relay XMT Report	
Send & Receive System	- IP Address	- Relay XMT Password
(Stand-alone Type)	- Relay XMT Password	- POP Receive
- Email Server, and Email	- Internet Fax setting	- Server setting
Account Required	- Fax Forward setting	
Send & Receive System	- Relay XMT Report	- Relay XMT Password
(Client-Server Type)		- POP Receive setting
- Shares Network Connection		- Server setting
(Using Windows shared folder)		- Connect Server setting
- Email Server, and Email		
Account Required		

Send Only System Connection Diagram





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





Connection Configuration

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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	\checkmark	\checkmark
Fax/Email Settings	- Relay XMT Password*1	\checkmark	\checkmark
User Parameters	- Internet Fax	-	\checkmark
Fax/Email Settings	- Relay XMT Report = Off*2	\checkmark	\checkmark
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** \rightarrow **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)
 - Double-click the Desktop.

The device setup confirmation message appears.



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.

2 Device Search Ranges window appears.

Click the Search Now button to start searching for the Network Connected Devices.

Device Search Rang	ges	
Device Search Condition	ons	
Network Connect	ted Device(s)	
Shared Network	Connected Device(s)	
C Shared Local Cor	nnected Device(s)	
IP address (Start)	IP address (End)	
, , ,		
1		
Add	Edit	Delete
Search Now	ОК	Cancel

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 Add button, and specify the IP address range, then click the OK button.

Device Search Ra	inges - N	etwork	Conne	cted	×
IP address (Start)	10	74	229	129	
IP address (End)	10	74	229	254	
Clear		ŌK		Cancel	

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

Device Search
A search for compatible PC fax devices is in progress. Searching can be stopped by clicking the Cancel button.
Cancel

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.

evice View He	b				
evice Name	Condition	Location	Model Name	Transmission Prio	Reception
2	Software Setup I			1	No

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

OK button to register the settings. To setup more details, select the **Detailed Settings** Tab.

3	Į ₽	C Fax Properties		×
	G	eneral Settings Detailed Se Device Information Device Name: IP Address Model Name:		
		Paper Size:	A4/Letter/Legal, B4, A3	
		Resolution:	Standard, Fine, Super Fine,Extra Super	
		PC Fax Setting Device's RelayXMT Pas	isword:	
		Delete	OK Car	ncel

<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 ReceptionUsed 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 OK button to register the settings.

	📮 PC Fax Properties 🛛 🔀
	General Settings Detailed Settings
a —	Transmission Priority:
b —	Dept. counter mode On Identification Code
c —	Result Report Email Address:
_	Reception Settings
d —	Device's Email Address:
е —	●
	POP3 Email must be configured under "Receive Settings"
	Phone Book Setting
f —	Acquire Phone Book data from the device
	Delete OK Cancel

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

Click the \boxtimes or select **Device** \rightarrow **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.



Setup Parameters

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)
 - Double-click the 1 Desktop.



icon on the Windows

The Panafax Desktop appears.

the main menu.



The PC Fax Device Locator appears. Select Device -> Receive/Server Settings from the menu.



The Receive/Server Settings appears. 3 <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 Test button to confirm the setup of the POP server.

OK button to register the settings. Click the

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

Rec	eive/Server Settings		×
B	eceive Settings Server Settings		
	POP Server Settings for PC	Fax Reception	
	- POP Server:	mailserver	
	- Email Account:	faxrecv	
	- Email Account Password:	*****	
	- POP Check Interval:	3 🗧 minutes Test	
			-
	Restore Default	OK Cancel	

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 OK button when you finish inputting the settings.

Receive/Server Settings	
Receive Settings Server Settings	
Shared Server Settings	
Shared Name	Panafax
Password:	
Restore Default	OK Cancel

Note:

- If a message **"Do you want to use the Guest** Account?" appears, click the Yes 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.

Select the desired Device, and then doubleclick, or click on **Properties** from the **Device** menu.

🔲 PC	Fax De	evice	Locator				
Device	¥iew	Help					
Device	Name		Condition	Location	Model Name	Transmission Prio	Reception
2			Standby-Ready t			1	No
I PC Fax	device	:[\$]					

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 OK button.

	💂 PC Fax Properties 🛛 🔀	j
	General Settings Detailed Settings	
	Transmission Settings	
	Dept. counter mode On Identification Code Result Report Email Address:	
a —— b ——	Reception Settings ● Device's Email Address: jifax01@network.com ● I Enable Reception	
	PDP3 Email must be configured under "Receive Settings" Phone Book Setting C Acquire Phone Book data from the device	
	Delete OKCancel	

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

Click the \bowtie or select **Device** \rightarrow **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.

ievice Alem Heil					
Device Name	Condition	Location	Model Name	Transmission Pric	Reception
Ż	Standby-Ready t			1	Yes

Client Setup

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

- Send & Receive System (Client-Server Type)

Desktop.

1 Double-click the 🖾 icon on the Windows

The message of device setup confirmation window appears.

Click	the OK button.
Panafax	Desktop
(į)	There is no usable PC fax device setup. Do you want to set it up now?
	OK Cancel

Note:

If the Panafax Desktop main window is shown on your PC instead of the confirmation message, select PC Fax Device Locator from the 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 Search Now button to start searching for the shared Server.

Device Search Ranges Device Search Conditions

- Network Connected Device(s)
- Shared Network Connected Device(s)
- C Shared Local Connected Device(s)

Look in		Shared	name
<			>
(Add)	E	dit	Delete
Search Now	(ж	Cancel

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 Add 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.

Device Search Ranges -	Device Search Ranges - Shared Network Con 🔀				
Look in:					
Specified Domain or	Workgroup				
	Browse				
Specified Computer	Name				
S04PC047	Browse				
_					
Shared Name:	Panafax				
Password:					
Clear	OK Cancel				

3 Start searching the Server for Network connected Devices.

Device Search	
Network connected Device via Server is searching now. Searching can be stopped by clicking the Cancel button.	<
Cancel	

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

Click the \boxtimes or select **Device** \rightarrow **Exit** from the menu to close the PC Fax Device Locator.

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

🔲 РС	Fax D	evice	Locator				
Device	View	Help					
Device	Name		Condition	Location	Model Name	Transmission Prio	Reception
<u>1</u>			Standby-Ready t			1	Yes
1 PC Fax	k device	(\$)					10

Using Panafax Desktop

Main Window and Toolbar

Main Window

	🔄 Panafax Deskto	P							
	File Edit Phone Boo	k Tools Help							
	• •	Specify Recipient	Personal Phone B	ook	-	0 recip	pient(s)		5
1 —	Send	Fax No.:				Recipient		Fax No.	
-	<u>í</u>		 Direct Long distance 	C Local e	► ▼			•	6
2 —	Preview		C Inter-office lin	e					
3	Attach	 Recipient: Company: 				<		>	
4 7		Subject:			_				
0	Send/Receive Log		,					<u></u>	
ō —	123.							~	
	Phone Book 💌	Cover Sheet	Quick.psf	-					
	📷 Panafax Desktop		No attachment		F	Resolution: Fine	ţ	//	1
		9	1	0		1	1		-

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

Using Panafax

Desktop

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.
Teview	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.
A 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.

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

🗐 Do	ocument1 - M	licrosoft \	Word	
Eile	Edit Vjew	Insert F	Format Tools Table Window Help Type a question for	help 🔹 🗙
D	<u>N</u> ew	Ctrl+N	imes New Roman • 72 • B I U 📰 🗃 🗐 🗐 🗄 🗐 🗐	• <u>A</u> • <u>*</u>
ī 🚔	Open	Ctrl+0		
1	⊈lose			
	Save	Ctrl+S		
	Save As			
	Save as Web P	age		
5	Search			
1	Web Page Prev	new		
	Page Setup		•	
ā.	Print Preview		C 1C 2 TACT	
ð	Print	Ctrl+P		
	Send To	,	•	
	E⊻it		0	
		\sim	June out for	
	(1()(липеньтах	-
N.	<u>u</u>			*
				*
≡ 13	834			•
Page	1 Sec 1	1/1	1 At 1" Ln 1 Col 1 REC TRK EXT OVR English (U.S 🞑	1

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.

Print			? 🛛
Printer Name:	🎺 Panafax Desktop Driver		▼ Properties
Status: Type: Where: Comment:	Idle Panafax Desktop Driver SLPT Port		Fin <u>d</u> Printer
Page range All Current Pages: Enter page separated b	page C Selection Immbers and/or page ranges y commas. For example, 1,3,5–12	Copies Number of copies:	1 🗘
Print <u>w</u> hat: Print:	Document All pages in range	Zoom Pages per sheet: [Scale to paper size: [1 page
Options	1	·	OK Cancel

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:



🗃 Panafax Deskt	op			
File Edit Phone Bo	ok Tools Help			
€.	Specify Recipier	t Personal Phone Book	1 recipient(s)	
Send	Fax No.:	2125551212	Recipient Fax No.	
-7		O Direct O Local	• •	
<u> </u>		C Long distance	4	
Preview		C Inter-office line		
	Recipient	John		
	Company	Panasonic		
Attach		,	<	>
-	Subject:	Meeting]
-SP	Hello,			~
Send/Receive Log	There will b	e meeting at 2 PM.		
1	See you ther	e.		v
Phone Book 💌	Cover Sheet	Quick.psf 🗨		
😸 Panafax Desktop		Attachment: 1 Page(s)	Resolution: Fine	//

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.



Sending a fax memo by Panafax Desktop

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

1	Double-clic
	Desktop.

ck the Renative icon on the Windows

The Panafax Desktop window appears.

🔁 Panafax Deskto	op			
Send	Specify Recipient	Personal Phone Book	0 recipient(s)	Fax No.
Preview All solu	Recipient: Company:	Drect C Local Long distance Inter-office line	< <u> </u>	3
Send/Receive Log	Subject:	[
Phone Book	Cover Sheet	Quick.psf	Resolution Fine	

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:



🔀 Danafay Deskt	0.0		
File Edit Phone Bo	ok Tools Help		
_	Specify Recipient	Personal Phone Book	1 recipient(s)
Send October Preview	Fax No.:	2125551212 © Direct C Local C Long distance C Inter-office line	Recipient Fax No.
Attach	Hecipient: Company:	Panasonic	< >
	Subject:	Meeting	
Send/Receive Log	Hello,		<u>^</u>
	There will be See you there.	meeting at 2 PM.	×
Phone Book 💌	Cover Sheet	Quick.psf	
🔠 Panafax Desktop		Attachment: 1 Page(s)	Resolution: Fine

3 Click the OK button to start the transmission.

Sending	Faxes
(į)	It is going to send a fax with a cover sheet only. OK to send?
	OK Cancel

Receiving Documents

Receive Setting

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:

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

PC-Fax Reception Notice	
FAX was received.	Receiving LOG
	Close

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.

Send/Receive	Log							JĽ
.og View Tools I	lelp							
<u>•</u> *				Receiu	e Log			
< <u>_</u> ~	Status	Result	Receive Da	ate/Tim	Total P	Device ID	Device Name	_
Senaroy	Completed	OK	11/11/200	4 12:33:	1	Sender's ID Un		
	Completed	OK	11/11/2004	4 12:21:	1	Sender's ID Un		
	Completed	OK	11/11/2004	4 12:21:	2	Sender's ID Un		
	Completed	OK	11/11/2004	4 12:21:	1	Sender's ID Un		
< <u>_</u> ~	Completed	OK	11/11/2004	4 12:21:	1	Sender's ID Un		
Receive Log	Completed	OK	11/11/200	4 12:21:	1	Sender's ID Un		
- 2	1							
Q				LUD			Class	-
Image Viewe		Device	Name:	All De	rices	•	Llose	

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:



2 Click the <u>New</u> button.

ile View Help						
Personal ABC DEF GHI JKL MN0 PORS TUV WXYZ Dher Group	Name	Ш	Fax No.		Company Name	
New	Edit	Delete	Edit Group	Acquire Devic Phone Bool	ce's <u>C</u> lose	

Note:

- Click the Acquire Device's Phone Book 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 Edit button to edit the address.
- Click the Delete button to delete the address.

- 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.

🛃 Phone Book Entry		
Contact Data Fields		
Name:	John Smith	
Fax No.:	201-555-1212	
Dialing Method		
Call Type:	Direct Dial	•
Device name:	Use default setting	•
	(<u> </u>	<u>C</u> ancel

Note:

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

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.

🛃 Phone Book Entry		
Contact Data Fields		[
Company Name:	Panasonic	
Department:	Sales	
Job Title:	Secaucus, New Jersey	
Address:	Secaucus, New Jersey	
Direct Phone No.:	201-555-1515	
Extension Phone No.:	5276	
		Cancel

 Click the OK 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:

Click th	e Phone	icon.	
🚪 Panafax Deskte	op		
Eile Edit Phone Bo	ok <u>T</u> ools <u>H</u> elp		
1	Specify Recipient	Personal Phone Book	0 recipient(s)
E r			Recipient Fax No.
Senu	Fax No.:		
-2		Direct C Local	<u> </u>
		C Long distance	4
Preview		C Inter-office line	
	Recipient		
	Company:		< >
Attach			
	Subject:		
- Se			~
Send/Receive Log			
Phone Book			
	Cover Sheet	Quick.psf	
🛜 Panafax Desktop		No attachment	Resolution: Fine

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



The Group registration dialog box appears. Click the <u>New</u> button.



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

Δ



5 Select the desired recipients.

Group name:				
Group name				New
Group UU1				<u></u>
				<u>E</u> dit
				<u>D</u> elete
			Member:	
Name	Fax No.		Member: Name	Fax No.
Name Bob Jones	Fax No. 201-555-181	 _>	Member: Name	Fax No.
Name Bob Jones Jane Smith John Smith	Fax No. 201-555-181 201-555-191 201-555-121	×	Member: Name	Fax No.
Name Bob Jones Jane Smith John Smith	Fax No. 201-555-181 201-555-191 201-555-121	×	Member: Name	Fax No.
Name Bob Jones Jane Smith John Smith	Fax No. 201-555-181 201-555-191 201-555-121	× ×	Member: Name	Fax No.
Name Bob Jones Jane Smith John Smith	Fax No. 201-555-181 201-555-191 201-555-121	× * *	Member: Name	Fax No.

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

In the Phone Book dialog box, Select File -> Import... from the menu.

le View Help					
New Phone Book Entry Edit Group	Ctrl+N Ctrl+G	Fax No.		Company Name	Departr
Edit Phone Book Entry					
Select All Delete	Ctrl+A Del				
Import					
Export					
Acquire Device's Phone Boo	k				
Close		Delete	E dit <u>G</u> roup	Acquire Device's Phone Book	Close
der Name: Personal			Number of entries:	0	

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

Select Import I	Phone Book File	,			? 🛛
Look in:	My Documer	nts	• +	- 🗈 💣 💷-	
My Recent Documents	My eBooks My Music My Pictures				
My Documents					
My Computer					
My Network Places	File name: Files of type:	TEST.csv CSV file		•	Open Cancel

Select the separator type of CSV file, and then ΟK click the button.

🚺 Se	🐝 Select Export Phone Book Type 🛛 🔀				
CSV CSV CSV	file (Comma) file (Semicolon) file (Tab)				
	<u>o</u> k	Cancel			

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.

OK | button when finished.

Import contents		
Data Field	Addressbook Field	~
John Smith	Name	
201-555-1212	Fax No.	
Panasonic	Company Name	
🗹 Sales	Department	=
Secaucus, New Jersey	Job Title	
Secaucus, New Jersey	Address	
201-555-1515	Direct Phone No.	
5276	Extension Phone No.	
	Call Type	
	Device location	
	(No allotment)	~
	Change <u>M</u> apping	
	<u>D</u> K	<u>C</u> ancel

Note:

Click the

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

<u>File View H</u> elp					<u>ما</u> رك رك
🗏 🥭 Personal	Name	Fax No.		Company Name	Departm
🗅 ABC	Alex Smith	201-555-12	12	Panasonic	Sales
🗅 DEF	Charles Smith	201-555-12	12	Panasonic	Sales
👝 GHI	George Smith	201-555-12	13	Panasonic	Sales
C IKI	Henry Smith	201-555-12	13	Panasonic	Sales
C MNO	Jack Smith	201-555-12	13	Panasonic	Sales
C MNU	Jimmy Smith	201-555-12	13	Panasonic	Sales
PURS	John Smith	201-555-12	12	Panasonic	Sales
tuv 🖾	Paul Smith	201-555-12	13	Panasonic	Sales
- 🖨 WXYZ	Philip Smith	201-555-12	13	Panasonic	Sales
🗀 Other	Richard Smith	201-555-12	12	Panasonic	Sales
Group	Robert Smith	201-555-12	12	Panasonic	Sales
	William Smith	201-555-12	12	Panasonic	Sales
	<				>
New	Edit	Delete	Edit <u>G</u> roup	Acquire Device's Phone Book	Close
Folder Name: Perso	nal		Number of entries	:12	

Exporting to the CSV file

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

Ctrl+N	Fax No. Company Nan	ne Departme
Ctrl+G	201-555-1212 Panasonic	Sales
Ctrl+A		
Del		
ok		>
	Acquire Dev	ice's ci l
	Ctrl+N Ctrl+G Ctrl+A Del	Chi+N Fax No. Company Na Chi+A Del Parasonic

2 Enter the file name, and then click

Ī	the S	ave	button.			
	Select Export P	hone Book File				? 🛿
	Save in:	📋 My Documen	ts	•	- 🗈 💣 💷-	
	My Recent Documents Desktop My Documents My Computer	My eBooks				
	i	File name:	TEST		•	Save
	My Network Places	Save as type:	CSV file		•	Cancel

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

🕷 Select Export Phone Book Type 🛛 🔀					
CSV file (Co CSV file (Se CSV file (Ta	mma) micolon) b)				
	<u>0</u> K		<u>C</u> ancel		

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.

.psf

<u>C</u>ancel

<u>o</u>k

<u>C</u>ancel

.psf

<u>C</u>ancel



Using Panafax Desktop

[Edit] menu	
Undo	Undoes the last editing operation.
Cut	Deletes the selected text, and copies it to the clipboard.
Сору	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 <u>Contact</u> and <u>Data Fields</u> tabs in the Personal Address Book.
Sender Details	Inserts the information set in the Sender Details tab in the Tools menu.
Comments	Inserts a Comment field for typing a brief message when sending a fax.
Subject	Inserts a Subject field when sending a fax.
[View] menu	
Show Grid	Displays a grid.
Preview	Displays 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).
[Options] menu	
Font	Specifies the character font.
Line Style	Specifies the line style.
Text Alignment	Adjusts the text position.
Date Format	Sets the date format.

Configuration Menu

Configuration Setting

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

	🖫 Configuration 🛛 🔀
	Send Option Dialing Settings Cover Sheet Sender Details PIN Code Various Settings
	Device Selection
a —	Device Name: Auto Selection
b	• Status: Standby-Ready to Fax
	• Location:
\vdash	Paper Size: A4/Letter/Legal, B4, A3
L	• Resolution: Standard, Fine, Super Fine, Super Fine(16x15.4), 400x400dpi, 600x600dpi
	Quality
c —	• Resolution: Fine
d —	• Selects these settings each time a fax is sent
	<u>D</u> K <u>Cancel</u> Apply

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.

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

🔩 Configuration	
Send Option Dialing Settings Cover Sheet Sender Details PIN Code Vari	ous Settings
To access an outside line: For local calls, dial For long distance calls, dial	
To access an inter-office line, dial	
QKCancel	Apply

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.

Configuration Send Option Dialing Settings Cover Cover Sheet with specified fields Cover Sheet with No specified fields Cover Sheet with No specified fields Cover Sheet No Cover Sheet General	Sheet) Sender Detail s ields (Generic) Quick.psf business.psf filag.psf firce.psf giraffe.psf stamp.psf stamp.psf stretch.psf	s PIN Code Various S	Settings
) Quick.psf			
New Folder Delete Fo	Ider Change Fol	der Name Cover S Registr	Sheet ation
	<u>o</u> k <u>c</u>	ancel	ply

Sender Details Tab

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

🔩 Configuration	×
Send Option Dialing Settings	Cover Sheet Sender Details PIN Code Various Settings
Company Name	Panasonic
Department	Sales
Name	Jon Smith
Job Title	Manager
Address	50 Meadowland Pkwy.
Direct Phone No.	201-555-1212
Extension Phone No.	5634
Direct Fax No.	201-555-1616
Extension Fax No.	5276
	CancelApply

PIN Code Tab

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

Some countries do not support this function.

🖫 Configuration 🛛 🔀
Send Option Dialing Settings Cover Sheet Sender Details FIN Code Various Settings
Not Used
C Prefix
C Suffix
PIN Code
<u>D</u> K <u>Cancel</u>

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.



Using Panafax Desktop

Send Log/Receive Log

Send/Receive Log





Click the Send Log icon, and

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.

P

icon to

Result

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

🕸 Send/Receive	Log						
Log View Tools H	telp						
•				Send	Log		
Sandlan	Status	Result	Send Date/T	imev	Total P	Pages Sent	Computer Name
Send Log	Completed	0K	11/11/2004	:54:2			S04PC052-XP
	Completed	OK	11/11/2004	1:53:4	2	2	S04PC052-XP
	Completed	OK	11/11/2004	:52:5	2	2	S04PC052-XP
2	Completed	OK	11/11/2004	1:52:4	2	2	S04PC052-XP
0	Completed	OK	11/11/2004	1:51:2	1	1	S04PC052-XP
Receive Log	Completed	634	11/11/2004	1:51:2	1	0	S04PC052-XP
	Completed	OK	11/11/2004	1:51:2	1	1	S04PC052-XP
6	<	Ш					>
Image Viewel 🔫		Device Na	ame:	All Dev	rices	•	⊆lose
Total Transactions :7							



Reassword Verification	×
 General User 	
C Administrator	
Password	
OK Cancel	



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

In the Log window, select the log transactions

that you wish to save and click the

Complete Display Save Exp Sender: 100 /	Send/Receive	Log					
Status Result Receive Date/Tim. Total P. Device ID Device Name Completed DK 1 Sendré 10 Un. Exercise 10 Un.				Receiv	ve Log		
Image Viewer Completed 0K 1 Sender's 1D Un. Completed 0K 1 Sender's 1D Un. Completed 0K Completed 0K 2 Sender's 1D Un. Completed 0K 1 Sender's 1D Un. Sender's 1D Un.	-2	Status	Result	Receive Date/Tim	Total P	Device ID	Device Name
Image Viewer Concreted OK Concr		Completed	0K		1	Sender's ID Un	
Completed DK 2 Sendré 10 Un. Completed DK 1 Sendré 10 Un.		Completed				Sender's ID Un	
Completed DK 1 Sender's ID Un. Completed DK 1 Sender's ID Un. Completed DK 1 Sender's ID Un.		Completed				Sender's ID Un	
Save Log		Completed				Sender's ID Un	
Save Log	45	Completed				Sender's ID Un	
Sector		Completed	OK		1	Sender's ID Un	
	Save Log						
		<					
Device Name: All Devices 🗾 Llose	- 🤣 🗸		Device Na	me: All De	vices	•	Close

2 Select the Folder that you want to save into, and then click the OK button.

You can make a new folder by clicking the Make New Folder button.

Select Folder 🛛 💽 🔀
 Desktop My Documents My eBooks My Music My Pictures send Log My Computer My Network Places temp
Make New Folder OK Cancel

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

Save Log		
Do you want to	delete the logs a	fter saving?
Yes	No	Cancel

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).

ece	eive Lo	g			Nga tan		
File	Status	Result	Received Date/Time	Total Pages	Device ID	Device name	Device location
TIFF	Completed	OK		1	Sender's ID Unknown		
TIFF	Completed	ок		1	Sender's ID Unknown		
TIFF	Completed	OK.		1	Sender's ID Unknown		
TIFF	Completed	OK		2	Sender's ID Unknown		
TIFF	Completed	OK		1	Sender's ID Unknown		
TIFF	Completed	OK		1	Sender's ID Unknown		

Using Panafax Desktop

Automatically Saving the Log

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

🗿 Send/Rec	ceive l	Log							X
.og View T	iools H	telp							
<i></i>	Optio	ns	Ctrl+O		Receiv	ve Log			
	Chan	ge password		Beceive	Date/Tim	Total P	Device ID	Device Name	-
	a –	Completed	OK	11000110	D dior Filler.	1	Sender's ID Un	Dencertano	_
		Completed	OK			i	Sender's ID Un		
		Completed	ÖK.			2	Sender's ID Un		
0.0		Completed	OK.			1	Sender's ID Un		
-23	\$	Completed	OK			1	Sender's ID Un		
~		Completed	OK			1	Sender's ID Un		
	09								
-7		<			11				>
	•		Devi	e Name:	All De	vices	•	Close	
Total Transacti	ions :6								

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.



Number of Saved Receiv	e Logs:		999	(0	~ 999
Saves the exceeded logs	automatically.				
Location:	C:\Panasonic\	Panasonic-DMS\P	anafax Desk	top\lni	Br <u>o</u> wse
Windows Folder (TIF + I)					
🔽 Creates HTML Log					
C Document Manager					
Share folder					

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.	- Is the Relay XMT Password setup properly? A document will not be transmitted properly if the Relay XMT Password does not match with the password of the device in the setup mode.			
		 Is the Relay Domain registered in the device? 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) In case the Result Report Email Address is not set; Register the Relay Domain as below; panafax_desktop In case the Result Report Email Address is set; 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 network.com. 			
	The result of the transmission is "Unknown".	 Is Anti-virus software running? 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. 			
Receiving Document	It cannot receive at all.	 Check whether the device setup is transferred (Fax Forward) to the Panafax Desktop Email Address. (See page 10) Check the Receive setting of Panafax Desktop. (See page 14) 			



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