

Digital Imaging System

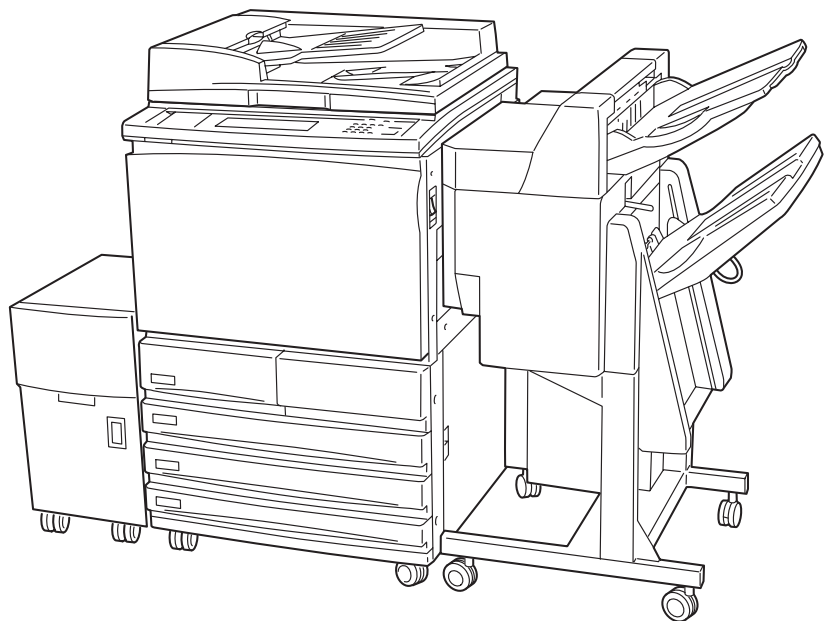
Operating Instructions (For Scanner)

# DA-PC700

Options

DA-HD702

DA-SM08D (Except Europe)



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

English

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# Preface

Thank you for purchasing the Panasonic DP-6000/7000\*. This manual provides all the necessary operating instructions and precautions for the use of the scanning features.

To get the most out of the machine, please read this manual carefully in its entirety.

This manual is written with the assumption that you are familiar with the basic knowledge and way of operating the different operating systems. Refer to the manuals of these products for information on them.

Refer to the safety notes of the Operating Instructions (For Copier), or Operating Instruction (For Printer) before using the scan function.

\* DP-6000 USA/Canada only.

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# Types of Manuals

The types of manuals available for the DP-6000/7000 are as follows:

## **Manuals Bundled with the Main Unit (the Copier)**

- Operating Instructions (For Copier)  
Explains the handling of the main unit and the copier function.

## **Manuals Bundled with the Printer/Scanner Kit or Printer Model**

- Operating Instructions (For Printer)  
Explains the printer functions, installation/configuration of the printer drivers as well as the setup and operations when using the machine as a network printer.
- Operating Instructions (For Scanner)  
Explains the scanner functions and installation/configuration of the scanner driver.

# Using These Operating Instructions

## Background Knowledge

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Read this manual in detail before using the scan function of the main unit. If you are not familiar with the operating environment for the scan function, read the relevant manuals first.

Operating environment refers to personal computers, networks, and the respective operating systems and applications on which these machines run.

## Preparation

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This manual is targeted at users who are using the DP-6000/7000 Network Scanner. Read the contents of this manual in its entirety. You may skip sections on the options you did not purchase.

## Organisation

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The following is a summary of each chapter:

### **Chapter 1 Before Using the Scanner**

This chapter provides a summary of the scan function and preparation on using the network scanner.

### **Chapter 2 Operating the Scanner**

This chapter describes how to scan the document.

### **Chapter 3 Operating the Client (Personal Computer)**

This chapter describes how to import the stored document from the mailbox of the machine to a personal computer.

### **Chapter 4 Precautions and Limitations**

This chapter describes the precautions and limitations when using the scan function.

## Appendix

This section provides information on the software that are compatible with the machine.

## Conventions

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1. The following icons are used in this manual:

 *Indicates important information and must be read in detail.*

 *Indicates supplementary information.*

 *Indicates references used in this manual.*

2. The following conventions are used in this manual:

" " : Double quotes are used to indicate names of files, windows, dialog boxes and input contents.

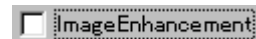
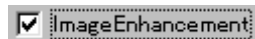
E.g. "Mailbox Viewer" dialog box appears.

**Bold face** : Bold face characters refer to window menu items, dialog box items and all kinds of buttons.

E.g. Click **OK**.

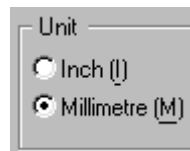
3. When a check box is checked, it indicates ON. Otherwise it indicates OFF.

E.g. "Image Enhancement" is on. "Image Enhancement" is off.



4. The item with the option button checked is the selected item.

E.g. "Millimeter" is selected.







# 1

# Before Using the Scanner

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# Overview


The DP-6000/7000 Network Scanner provides the following feature:

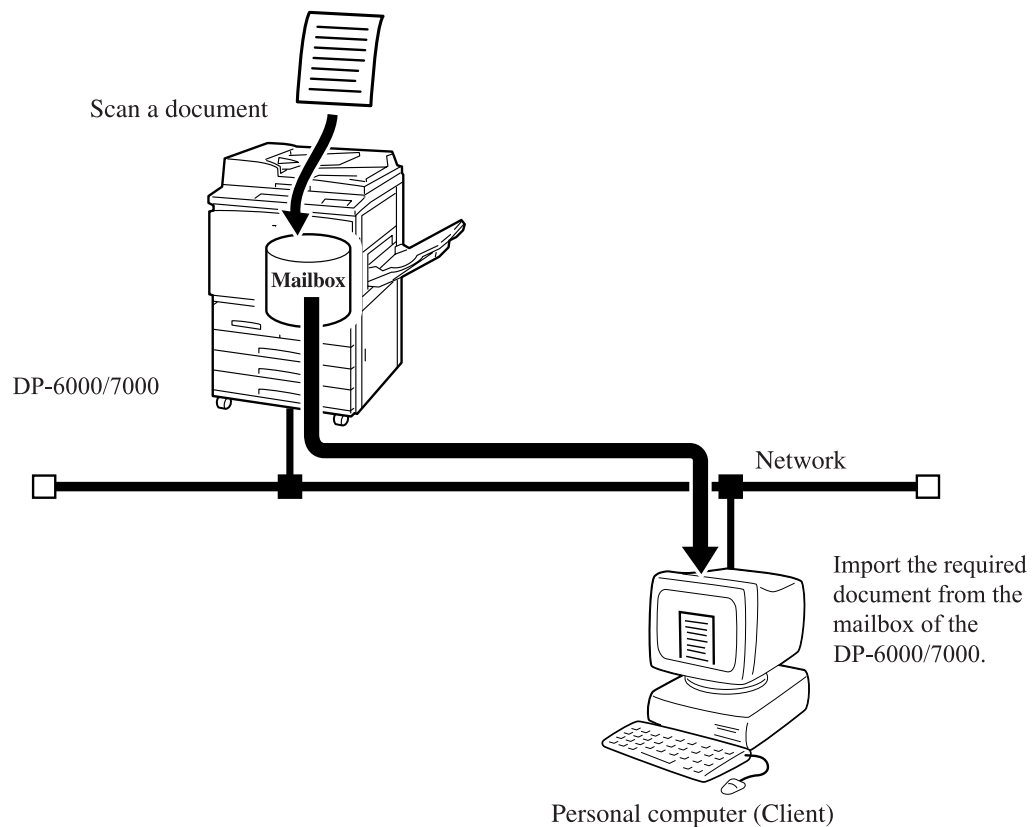
- The scan feature by using the mailbox in the main unit

The following explains the summary of scan function:

## 1.1.1 Scanning With the Mailbox

You can store a document in the mailbox by scanning it with DP-6000/7000. The stored data can be imported to a personal computer (client) connected to a network.

**Note**  The mailbox in this manual refer to the feature existing inside the main unit. It is different from an optional Mail Box which is an output device with multiple bins.





## Required Environment

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This section describes the environment required in order to use the scan feature (mailbox feature).

### ●●● Personal Computer (Client)

The personal computer as a client must be installed with either one of the following operating systems:

- Microsoft Windows 95/98/Me
- Microsoft Windows NT Version 4.0/Windows 2000

### ●●● Network

The DP-6000/7000 and the personal computer should be connected to a network and be able to communicate using the TCP/IP protocol.



# Setting Up DP-6000/7000 for Using Mailbox Feature

The following preparation is necessary to scan a document using the mailbox:

- Activate Salutation (define IP address).
- Define subnet mask/gateway address.
- Register the mailbox.

The procedure for setup is as follows:

## 1.3.1 Starting up the Salutation

On the control panel of the DP-6000/7000, start up the Salutation and define the IP address following the procedure shown below.

**Note** You do not need to define the IP address if it already exists. (The screen for defining the IP address will not be displayed then.)

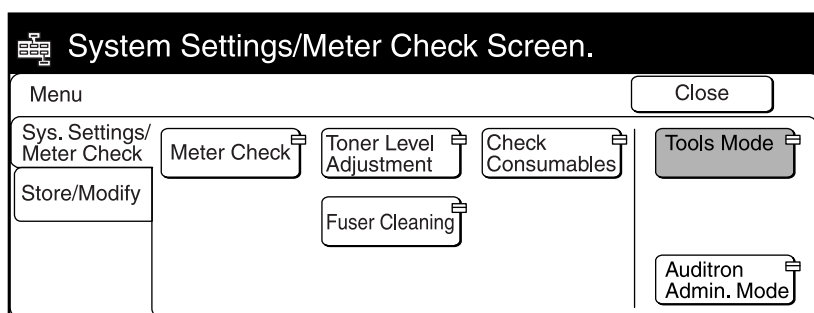
### Procedure

- 1 Press **Settings/Meter Check**.


**Settings/  
Meter Check**

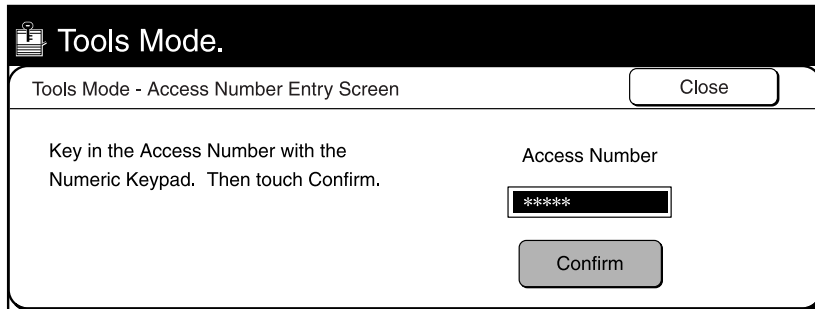


- 2 Select **Tools Mode**.

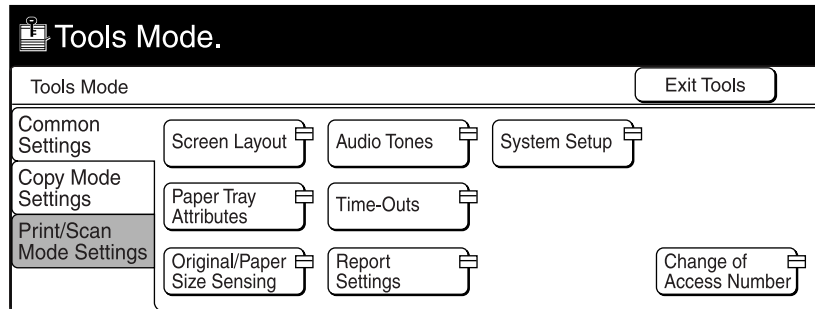


- 3 Enter the access number of the system administrator using the keypad, then select **Confirm**. The access number is displayed as \*.

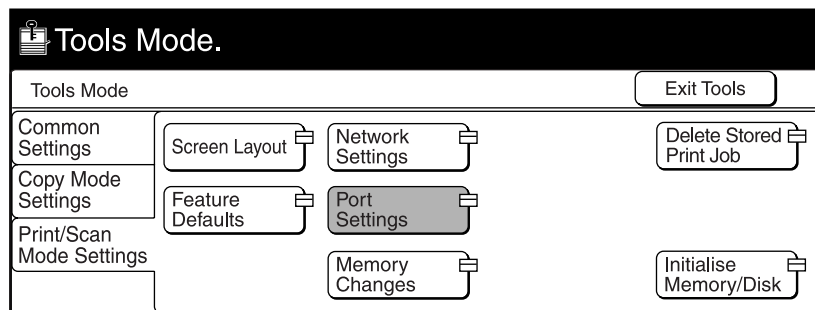
- Note**  • If you made an error while entering the access number, press **Clear C** to clear and re-enter.
- Select **Close** to restart the machine.
  - The factory default of the access number is "11111".



- 4 Select **Print/Scan Mode Settings**.

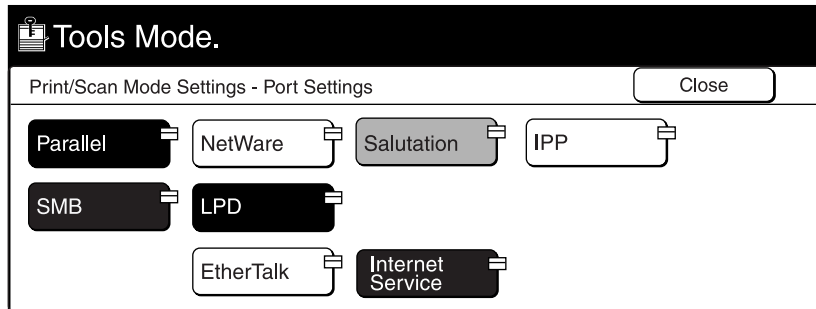


- 5 Select **Port Settings**.

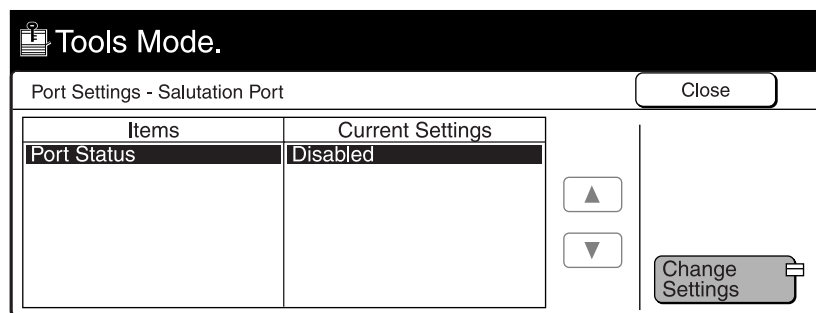


### 1.3 Setting Up DP-6000/7000 for Using Mailbox Feature

**6** Select **Salutation**.

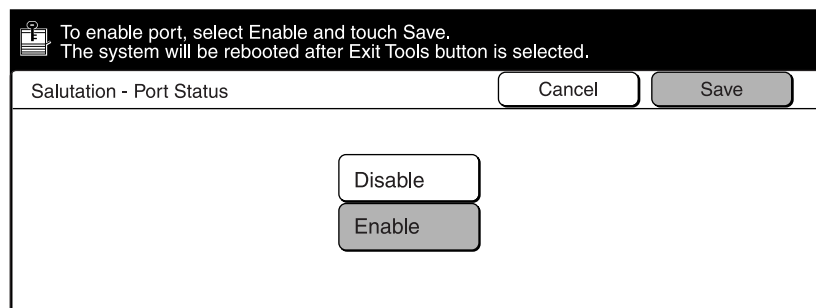


**7** Select **Port Status**, followed by **Change Settings**.



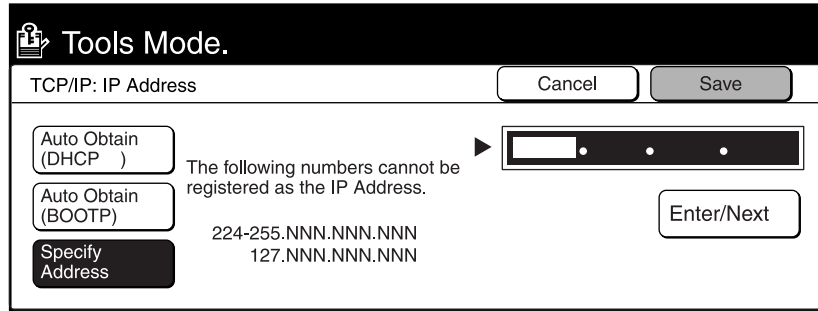
**8** Select **Enable**, then **Save**.

The Port Settings - Salutation Port screen is displayed with the new setting. The IP address is automatically obtained via DHCP or BOOTP depending on your setting (unless it has already been configured). To specify a specific IP address, select Network Settings on the Tools Mode screen, followed by TCP/IP: IP Address and Change Settings.



- 9 Enter the IP address using the keypad, then select **Save**.

**Note** When three numbers are entered, the cursor moves to the next bit automatically. If you want to move it manually, select the Enter/Next button.



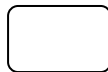
### 1.3.2 Setting up the Subnet Mask/Gateway Address

On the control panel of DP-6000/7000, setup the subnet mask and gateway address according to the procedure as shown below (if needed).

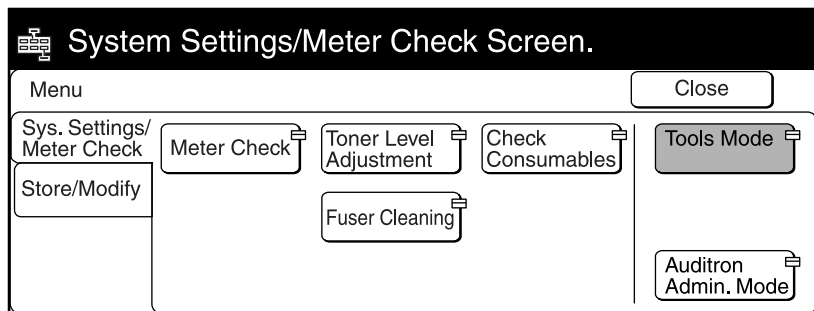
#### Procedure

- 1 Press **Settings/Meter Check**.

**Settings/  
Meter Check**



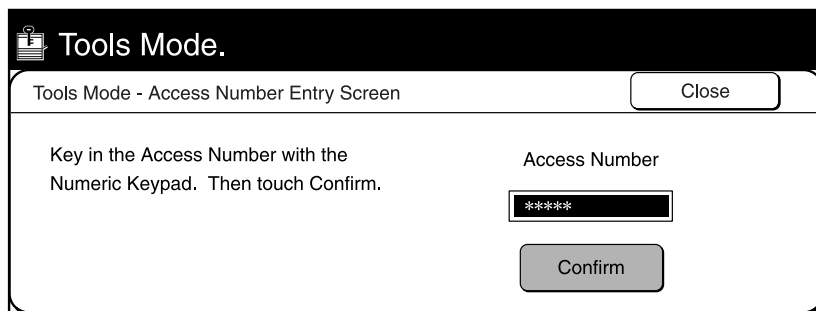
- 2 Select **Tools Mode**.



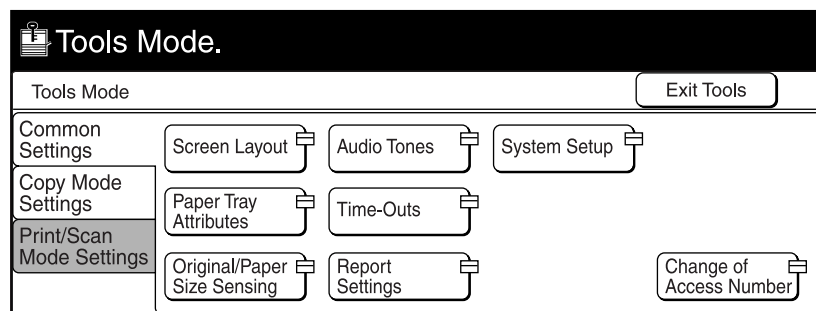
### 1.3 Setting Up DP-6000/7000 for Using Mailbox Feature

- Enter the access number of the system administrator using the keypad, then select **Confirm**. The access number will be displayed as \*.

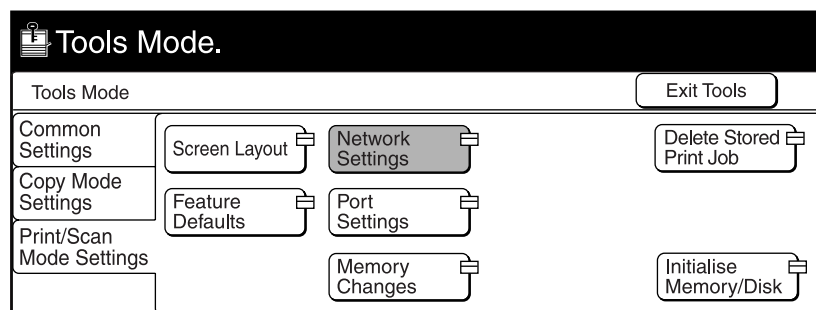
- Note**
- If you made an error while entering the access number, press the Clear C button to clear and re-enter.
  - Select the Close button to restart the machine.
  - The factory default of the access number is "11111".



- Select **Print/Scan Mode Settings**.

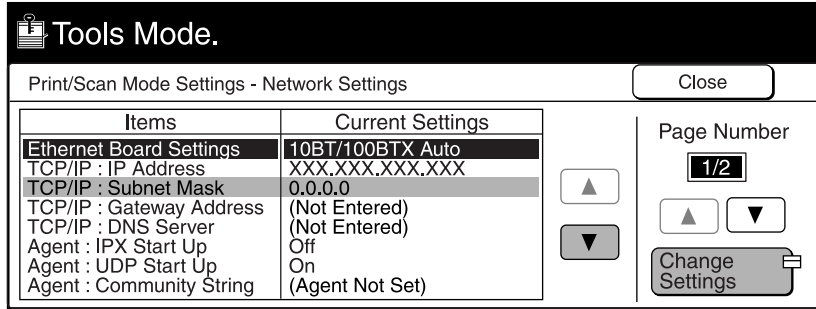


- Select **Network Settings**.



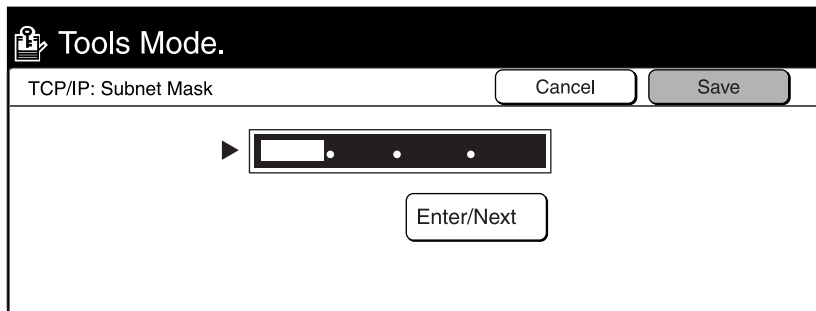


- ⑥ Select **TCP/IP: Subnet Mask**, then **Change Settings**.



- ⑦ Enter the subnet mask using the keypad, then select **Save**.

**Note** When three numbers are entered, the cursor moves to the next bit automatically. If you want to move it manually, select **Enter/Next**.



- ⑧ Select **TCP/IP: Gateway Address** in Step ⑥ to specify the gateway address, followed by **Change Settings**, then proceed to Step ⑦.

- ⑨ Select **Close**.

- ⑩ Select **Exit Tools**.  
The machine will restart and the specified setting will be stored.

### 1.3.3 Creating a Mailbox

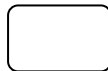
Create a mailbox to store the scanned document. You can create the mailbox using the control panel of the main unit.

**Note**  You can create up to 200 mailboxes.

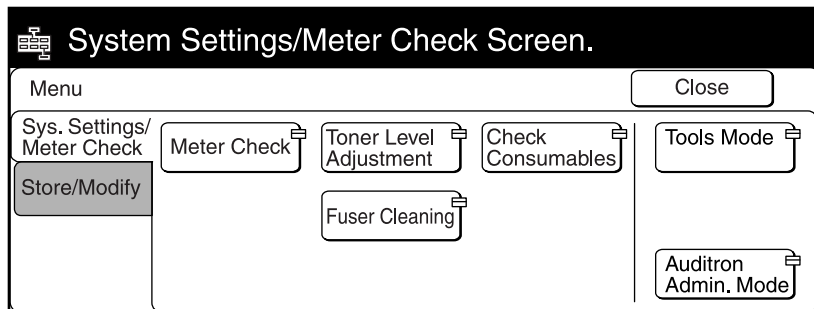
#### Procedure

- 1 Press **Settings/Meter Check**.

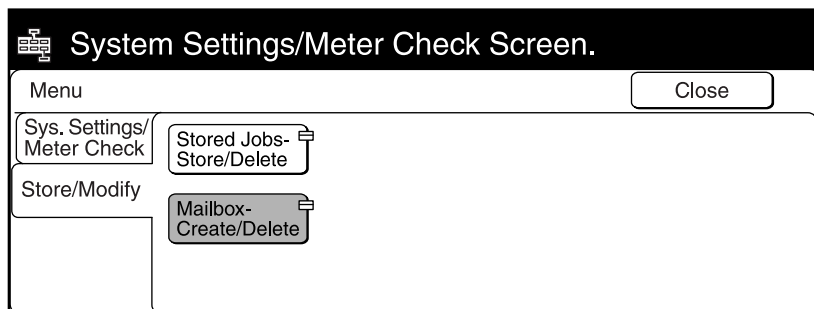
**Settings/  
Meter Check**



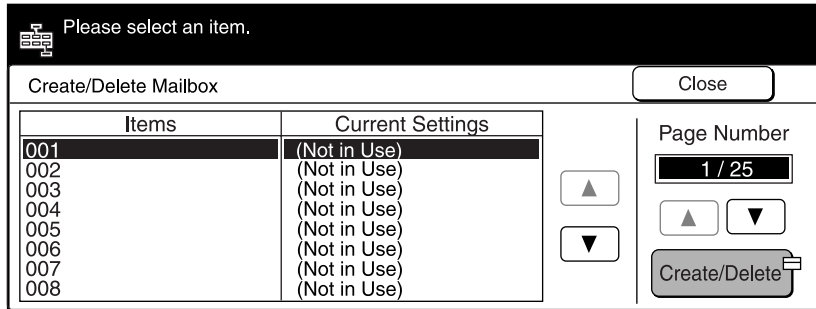
- 2 Select **Store/Modify**.



- 3 Select **Mailbox-Create/Delete**.



- 4 Select an unused mailbox number, then **Create/Delete**.

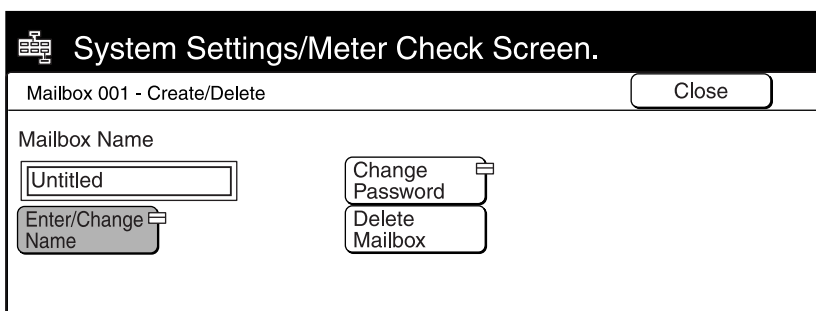


- 5 Enter a four-digit password using the keypad, then select **Confirm**. The password will be displayed as \*.

**Note** The password must be unique.



- 6 Select **Enter/Change Name** to enter the name for mailbox. If you do not wish to enter any name, proceed to Step 9.

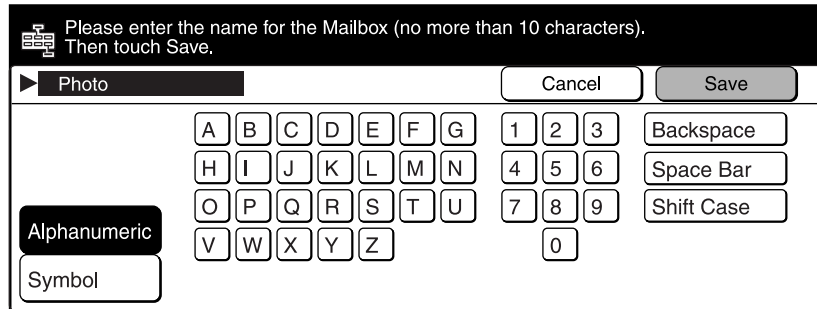


### 1.3 Setting Up DP-6000/7000 for Using Mailbox Feature

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- 7 Enter the name of the mailbox using the keypad on the screen, then select **Save**.

 *"Operating Instructions (For Copier)" for entering text.*



- 8 Confirm the name of the mailbox, then select **Save**.
- 9 Select **Close** a few times to go to the screen on Step 3. The mailbox is created.



# Installing the Network Scanner Utility

The Network Scanner Utility is the software which allows you to access data stored in the mailbox from a personal computer. This section describes the installation and uninstallation of the Network Scanner Utility.

## 1.4.1 Required Environment

To install the Network Scanner Utility, a personal computer must meet all the following requirements:

### ●●● Target Operating System

The following operating systems are compatible with the utility:

- Microsoft Windows 95/98/Me
- Microsoft Windows NT Version 4.0/Windows 2000

### ●●● Personal Computer

The target computer must meet all the following requirements:

- Running an i486DX4/100 MHz processor or above (Pentium 100 MHz or above is recommended)
- 32 MB memory or more
- 25 MB or more of free hard disk space (not including the space for storing scanned data)


### ●●● Network

A personal computer has to be connected to a network and be able to communicate with the TCP/IP protocol.

**Note**  Double-click on My Computer, Control Panel, then Network to confirm that the TCP/IP exists on the menu.

### ●●● Target Application Software

To import the data stored in the mailbox to an application software, the software must be compatible with the TWAIN interface.

**See**  "Appendix A Compatible Software" for the applications that have been verified to be compatible with DP-6000/7000.

## 1.4.2 Installation

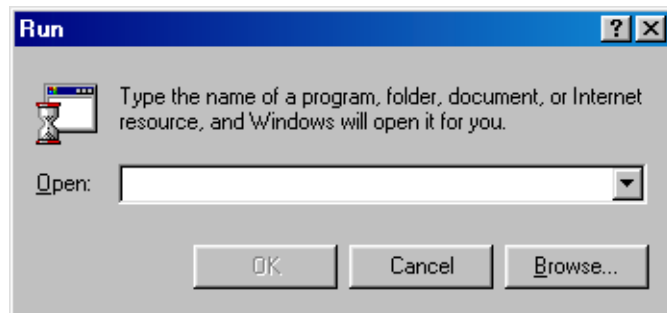
The Network Scanner utility includes the following two pieces of software:

- Network Scanner Driver  
Scanner driver to import the data stored in the mailbox of the DP-6000/7000 to the software compatible with TWAIN.
- Mailbox Viewer  
Software to check, import or delete the data stored in the mailbox of the DP-6000/7000.

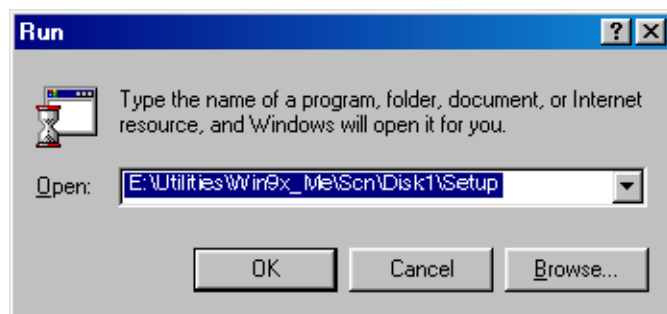
You can install both of these at the same time following the installation procedure below.

### Procedure

- 1 Start Windows 95, Windows 98, Windows Me, Windows NT 4.0 or Windows 2000. Click the "Start" menu and select **Run**. The "Run" dialog box appears.

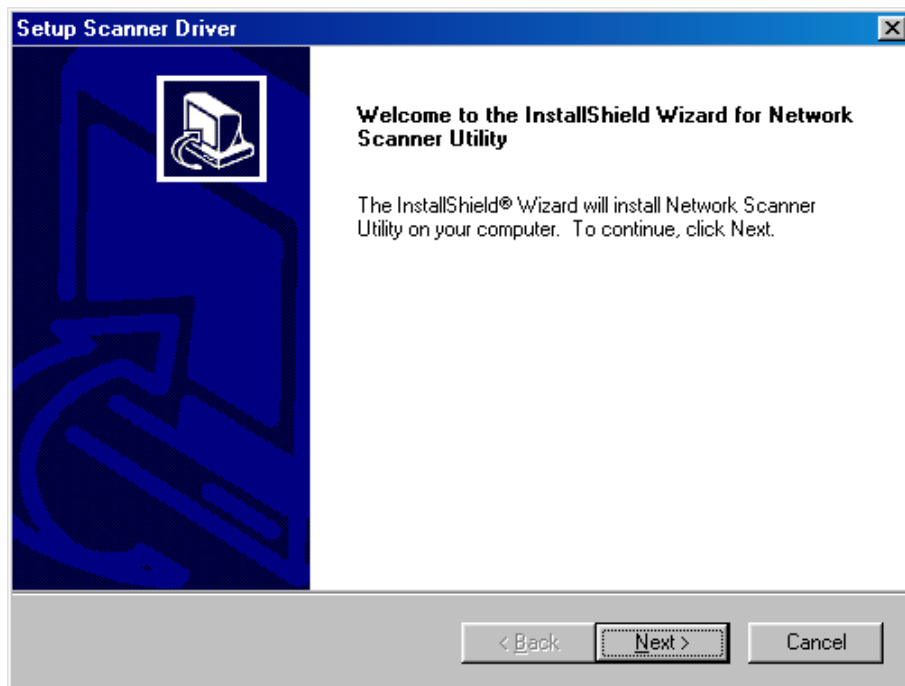


- 2 Insert the PCL Driver/Network Utility (Windows) CD-ROM into the CD-ROM drive. Type the drive name (e.g. E:) and the path name (\Utilities\Win9x\_Me\Scn\Disk1\Setup), then click **OK**. The drive name may be different according to your system (personal computer).

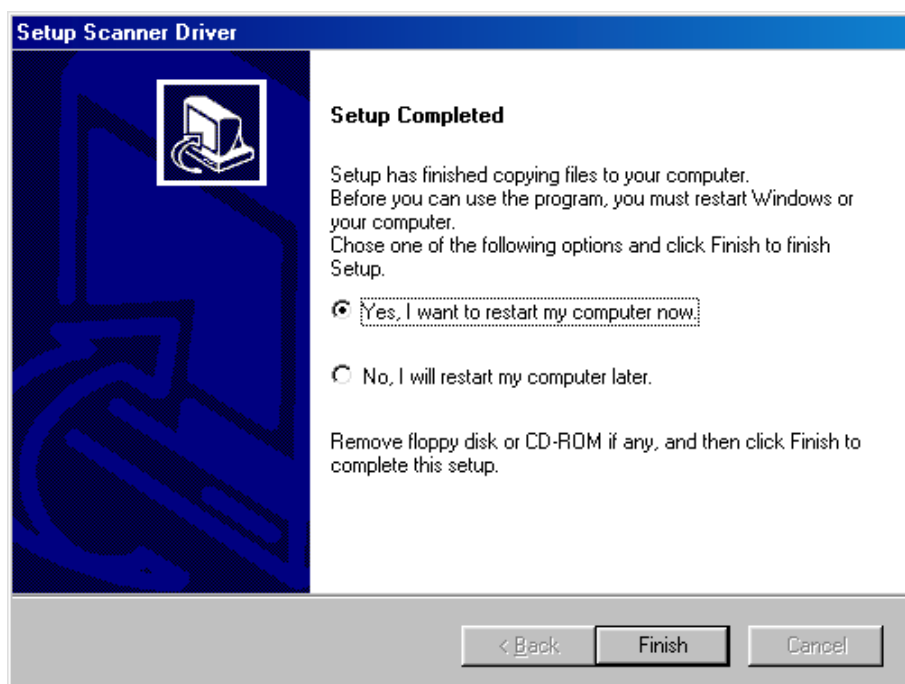


## 1.4 Installing the Network Scanner Utility

- 3 Click **Next** to continue with the installation.



- 4 When the installation is completed, the following dialog box appears. Click **Yes, I want to restart my computer now.**, then **Finish**.



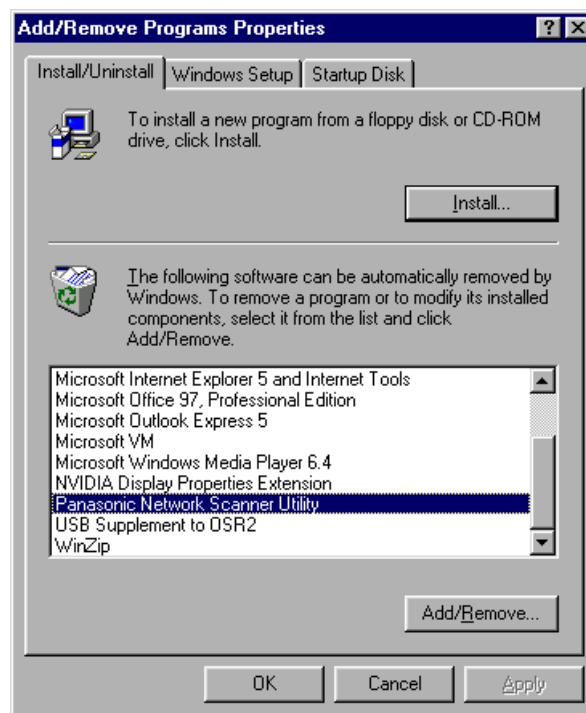
The installation is completed and Windows will restart.

### 1.4.3 Uninstallation

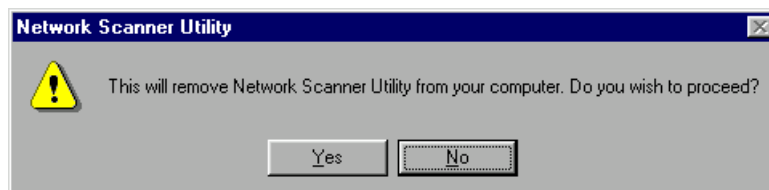
This section describes the procedure to remove the Network Scanner Utility installed in Microsoft Windows.

#### Procedure

- 1 Start Windows 95, Windows 98, Windows Me, Windows NT 4.0 or Windows 2000. Double-click **My Computer**, **Control Panel**, then **Add/Remove Programs**.



- 2 Click **Panasonic Network Scanner Utility**, then **Add/Remove**.
- 3 Click **Yes**.



The uninstallation is completed.



# 2

# Operating the Scanner

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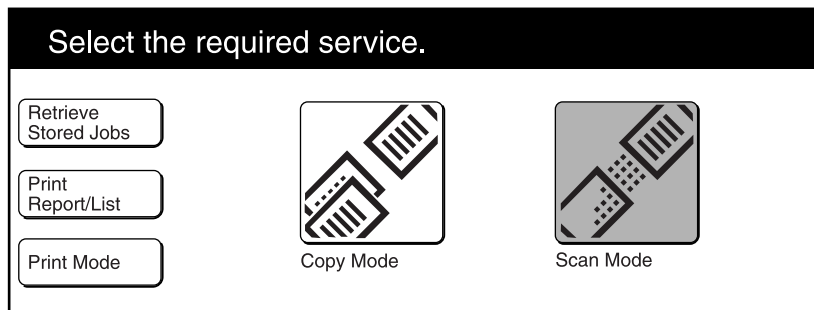
## Scanning Documents (Scan-to-Mailbox)

This section describes how to scan documents and to store the scanned document into a mailbox.

### Procedure

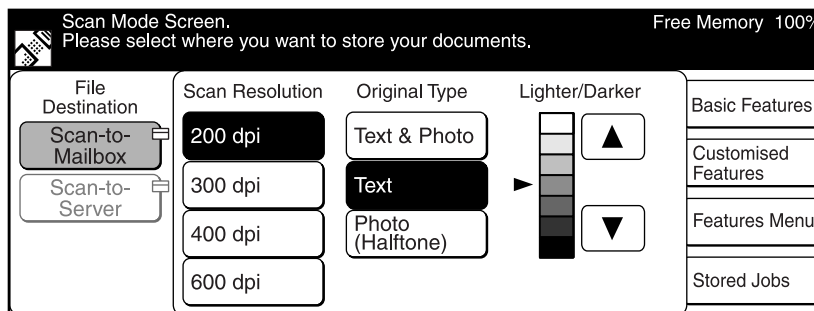
- 1 Load the documents.
- 2 Select **Scan Mode** on the Menu screen.

**Note**  If the screen below is not displayed, press the Menu button on the control panel to display it.

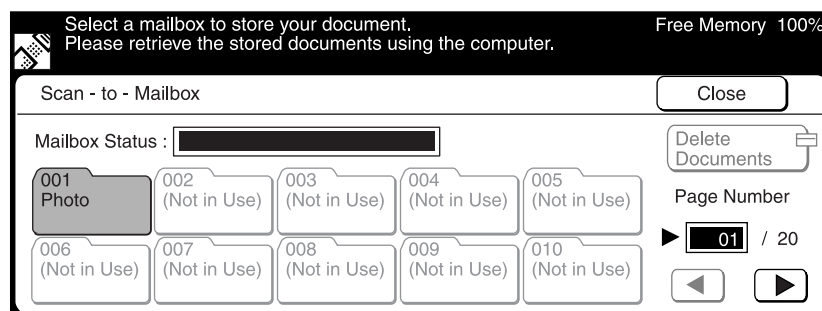


- 3 Select **Scan-to-Mailbox**.

**See**  "1.3.3 Creating a Mailbox" to create a new mailbox.

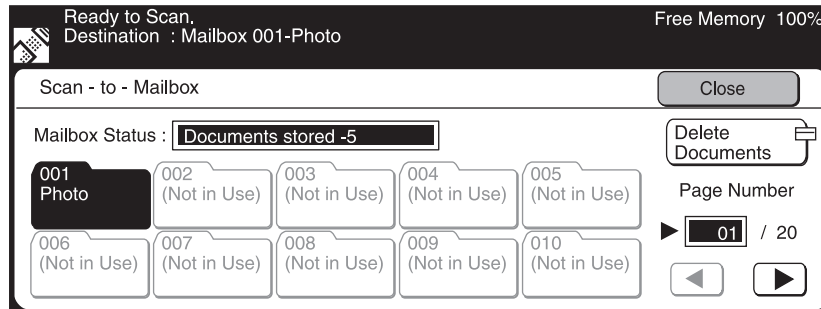


- 4 Select the required mailbox.



## 2.1 Scanning Documents (Scan-to-Mailbox)

- 5 The status of mailbox appears on the top of the screen. Select **Close**.

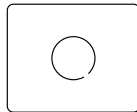


- 6 Select the necessary scanning features.

"2.2 Specifying Various Features" for details of scanning features.

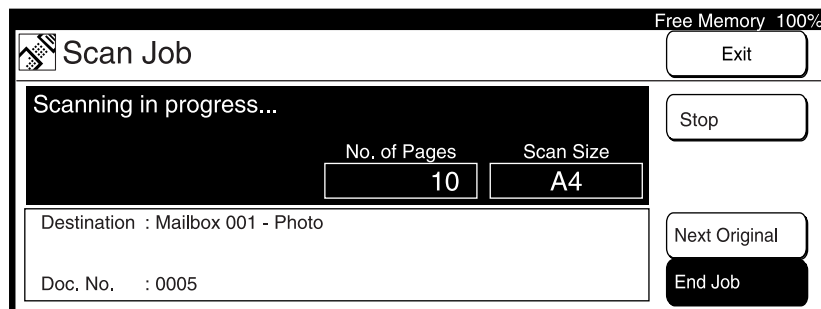
- 7 Press **Start**.

**Start**



The following screen is displayed.

**Note** Press the **Next Original** button to scan other documents continuously. You can specify different features for different documents.



The scanning starts, and the scanned document is stored into the mailbox.



## Specifying Various Features

This section describes the setting of various scanning features of the DP-6000/7000.

The available scan features are as follows:

- Scan Resolution
- Original Type
- Lighter/Darker (density level)
- Scan Size
- Reduce/Enlarge (scan ratio)
- 2 Sided Original

Select the required scanning features following the procedure below.

### 2.2.1 Selecting the Resolution Level

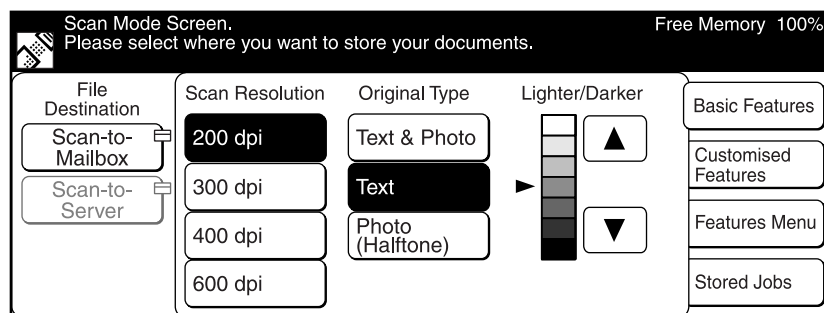
You can select the resolution level for the documents to be scanned.

The resolution levels are 200 dpi (factory default), 300 dpi, 400 dpi, and 600 dpi.

#### Procedure

- 1 Select **Scan Resolution** on the "Basic Features" screen.

**Note** You can also select Scan Resolution on the "Features Menu" screen or "Customised Features" screen if you have registered the features on the "Screen Layout" screen of the Tools Mode.



## 2.2.2 Selecting the Original Type

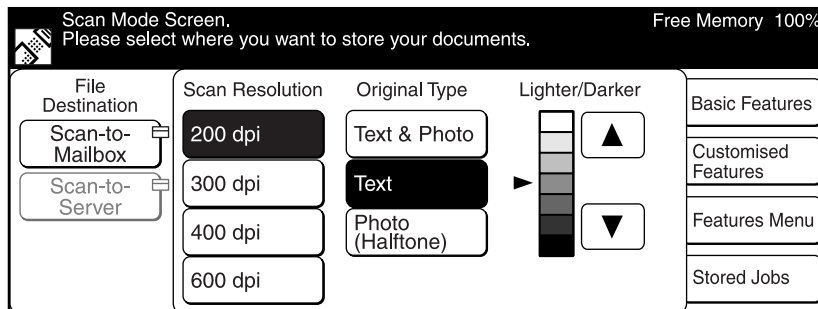
When scanning a document which includes photo images or text, you can select the original type in order to obtain optimum results.

### Procedure

- 1 Select **Original Type** on the "Basic Features" screen.



- You can also select Original Type on the "Features Menu" screen or "Customised Features" screen if you have registered the features on the "Screen Layout" screen of the Tools Mode.
- Select Text or Text & Photo to remove the background color of texts.
- When scanning A4 or larger documents with the selection of 600 dpi resolution and Text & Photo or Photo (Halftone), the memory could overflow and the document may not be scanned.



## 2.2.3 Selecting the Density Level

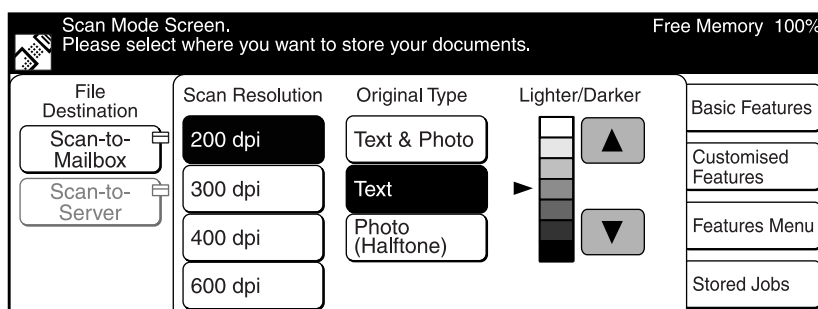
You can adjust the density level for the documents to be scanned. The machine provides seven levels of density.

### Procedure

- 1 On the "Basic Features" screen, select the required density using ▲ or ▼ under Lighter/Darker.



- You can also select Lighter/Darker on the "Features Menu" screen or "Customised Features" screen if you have registered the features on the "Screen Layout" screen of the Tools Mode.




## 2.2 Specifying Various Features

### 2.2.4 Selecting the Scan Size

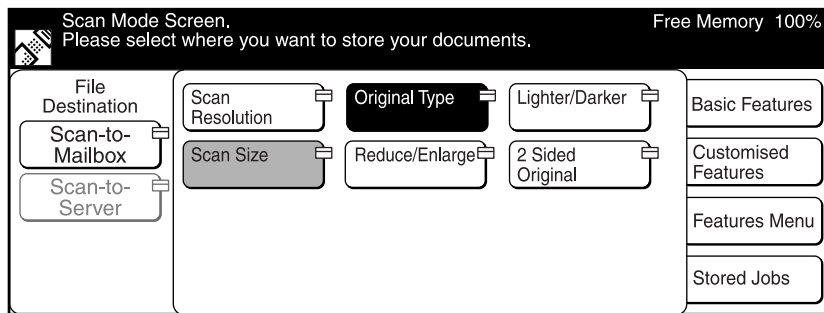
You can select the document size for the document. This feature is used for scanning the size you specified instead of the actual size of the document.

The scan sizes are: Auto Detect (factory default), B5, B5, B4, A5, A4, A4, A3, 8.5 x 11", 8.5 x 11", 8.5 x 14", 11 x 17"

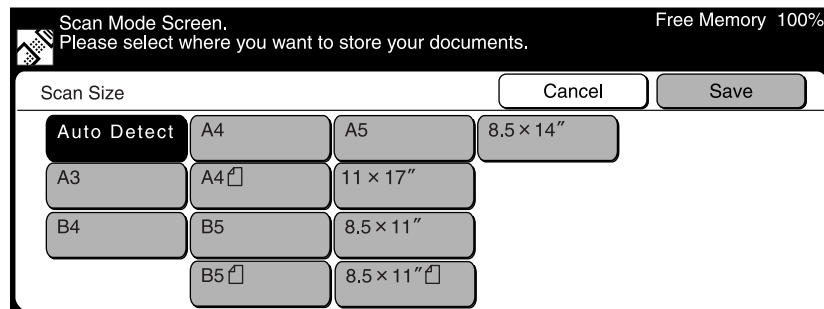
**Note**  If the original size is smaller than the specified scanning size, the scanner scans the document using the selected size.

#### Procedure

- 1 Select **Scan Size** on the "Features Menu" screen.



- 2 Select the required scan size, then **Save**.

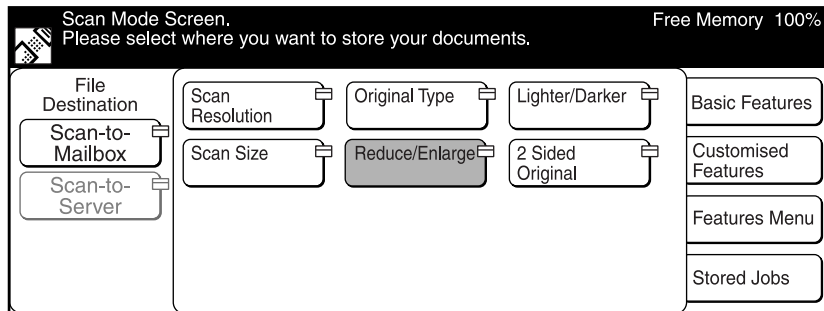


## 2.2.5 Scanning Documents at the Specified Ratio

You can reduce or enlarge the image of the document.

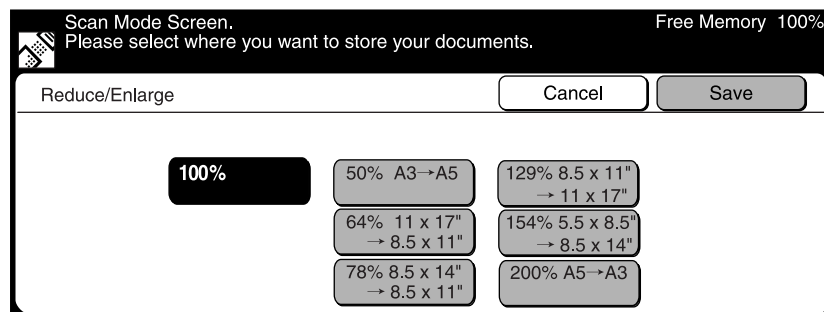
### Procedure

- 1 Select **Reduce/Enlarge** on the "Features Menu" screen.

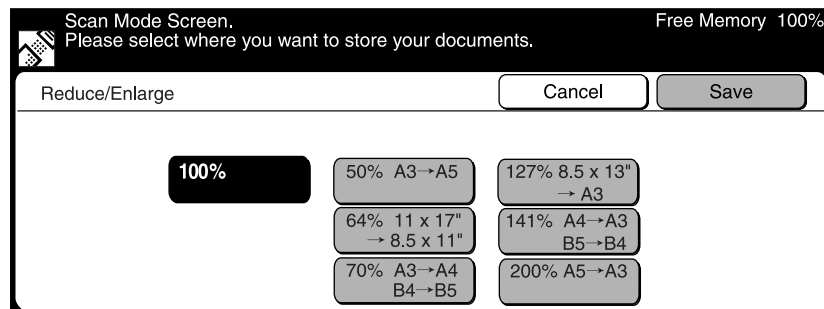


- 2 Select the required ratio, then **Save**.

For USA & Canada



For Europe



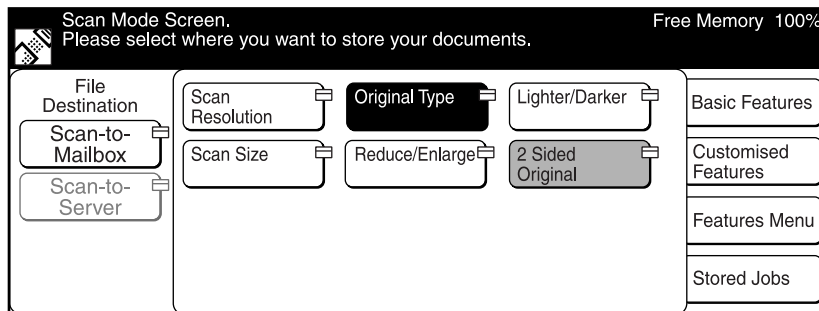
## 2.2.6 Scanning Two Sided Originals

The scanner automatically scans two sided documents by using the Duplex Automatic Document Feeder (DADF).

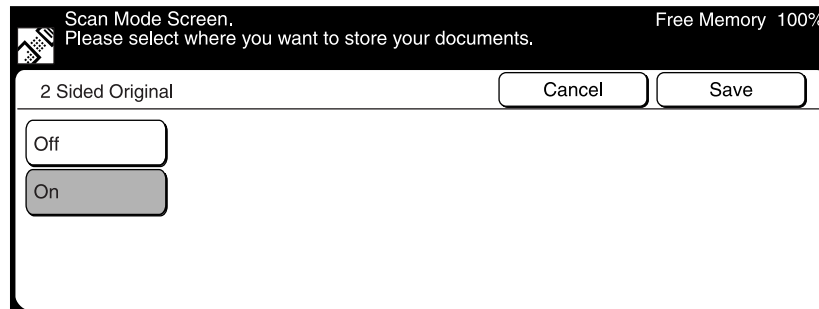
Select the binding location to determine the Head-to-Toe orientation of the image on both sides of the documents.

### Procedure

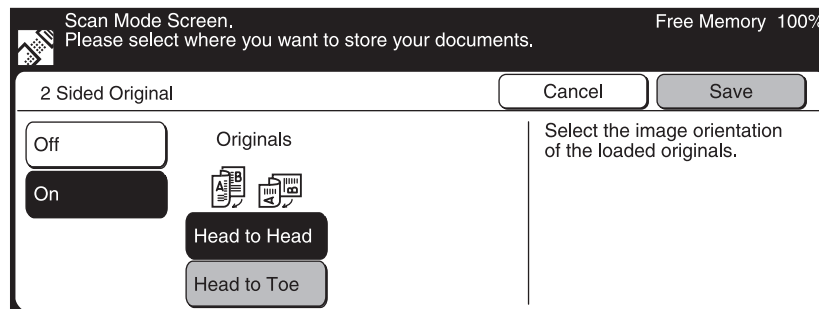
- 1 Select **2 Sided Original** on the "Features Menu" screen.



- 2 Select **On** on the "2 Sided Original" screen.



- 3 Select the scanning orientation of the loaded original, then **Save**.







# Scanning With the Job Memory

This section describes the procedure for scanning by accessing the stored jobs.

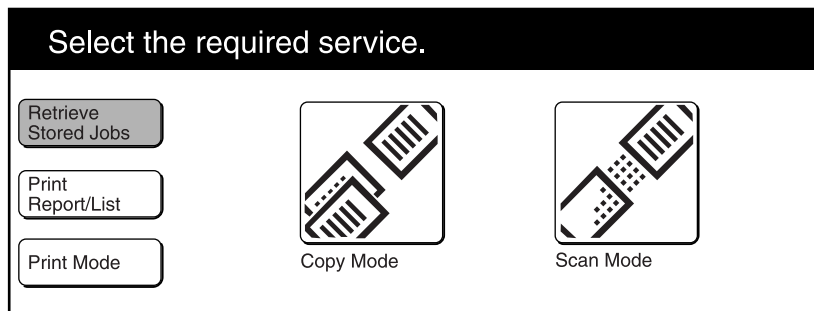
**See**... "Operating Instructions (For Copier)" for details on registering/deleting the job memory.

**Note** You can register the scanning features only, or the mailbox to be stored and the scanning features to the job memory.

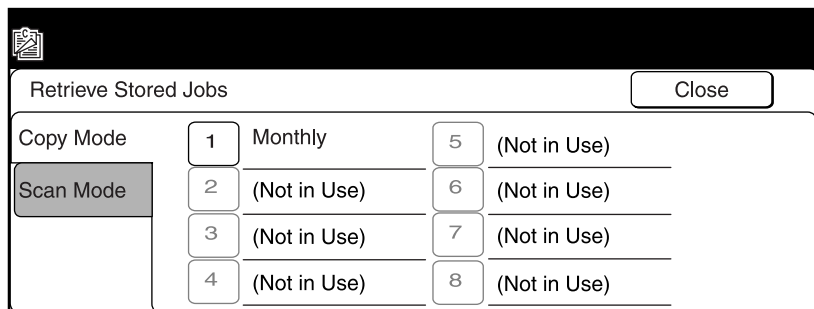
## Procedure

- 1 Select **Retrieve Stored Jobs** on the "Menu" screen.

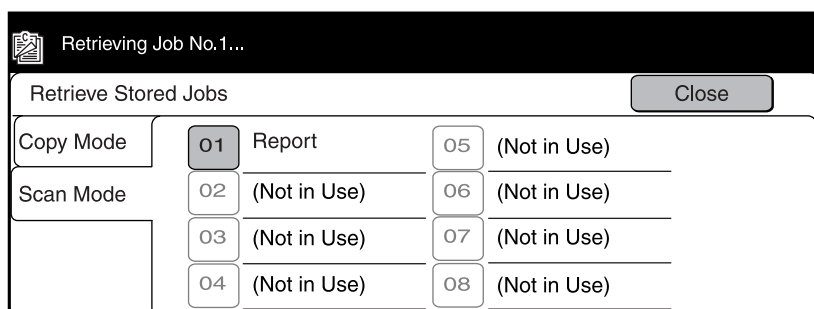
**Note** If the screen below is not displayed, press the Menu button on the control panel to display it.



- 2 Select **Scan Mode** on the "Retrieve Stored Jobs" screen.



- 3 Select the job number from the buttons where you have programmed the jobs, then select **Close**.





## 2.4 Checking Job Status

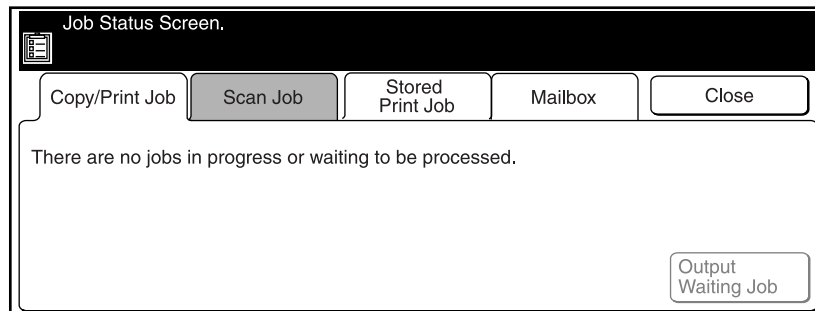
You can check the status of jobs or delete the jobs stored in the memory by pressing **Job Status ▶ Stop**.

### Procedure

- 1 Press **Job Status ▶ Stop**.

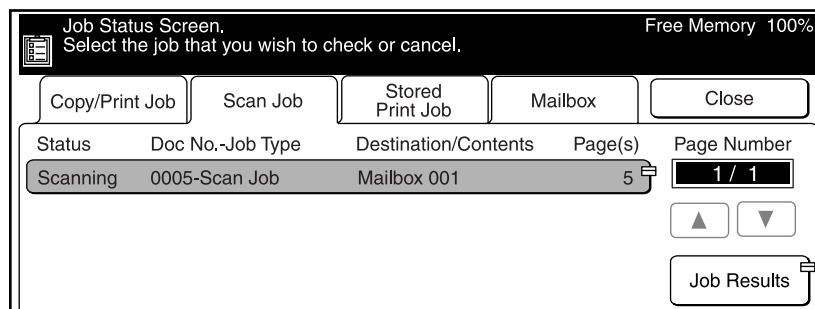


- 2 Select **Scan Job**.




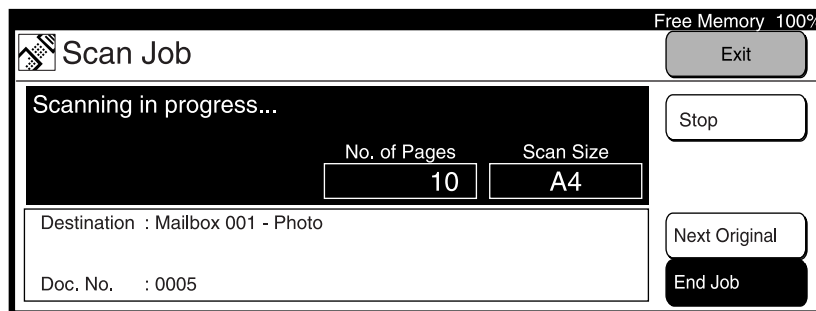
- 3 Select the job that you want to check.

**Note** Select the **Job Results** button to check the completed jobs.



- ④ The status of the selected job is displayed.  
When you have finished checking, select **Exit**.

**Note**  You can temporarily stop a job which is running or in waiting status by selecting the Stop button. Refer to "3.3 Cancelling Printing from Printer" of "Operating Instructions (For Printer)" for details on how to cancel a scan job in progress.



- ⑤ Select **Close**.




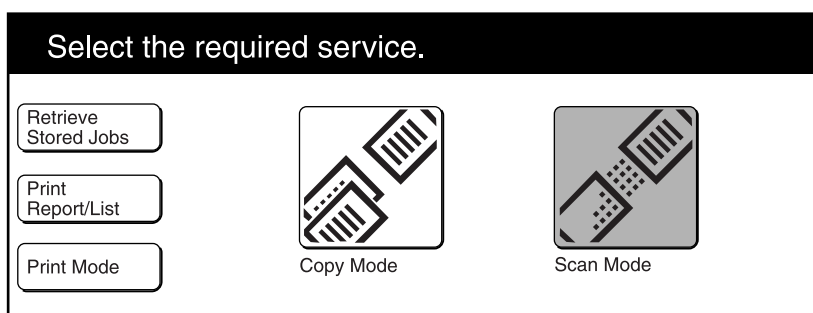
## Deleting Stored Documents

You can delete the stored documents from your mailbox by following the procedure below.

### Procedure

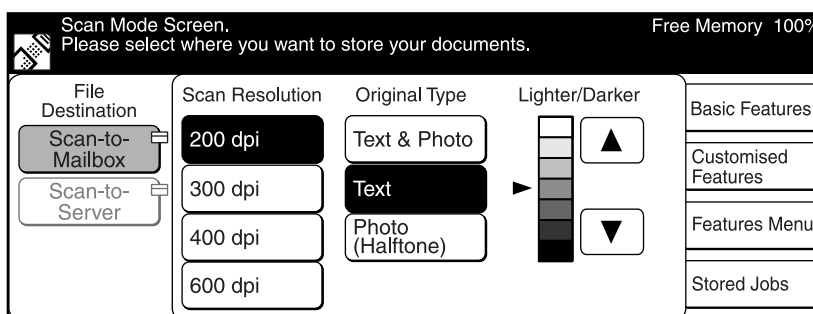
- 1 Select **Scan Mode** on the "Menu" screen.

**Note**  If the screen below is not displayed, press the Menu button on the control panel to display it.

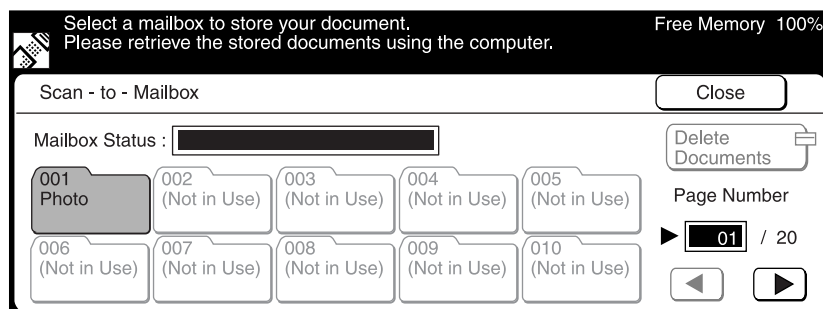


- 2 Select **Scan-to-Mailbox**.


**See**  "1.3.3 Creating a Mailbox" to create a new mailbox.

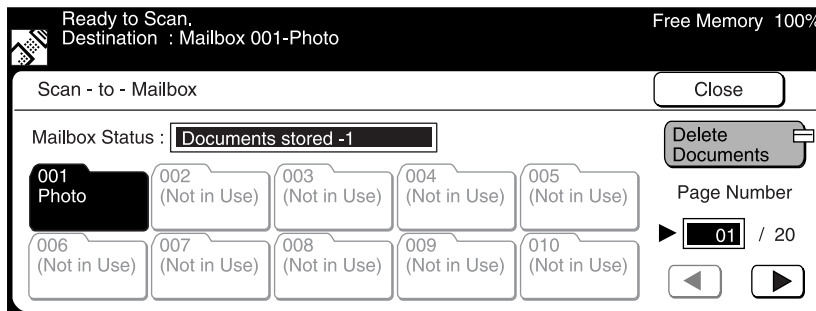


- 3 Select the mailbox from which you want to delete documents.

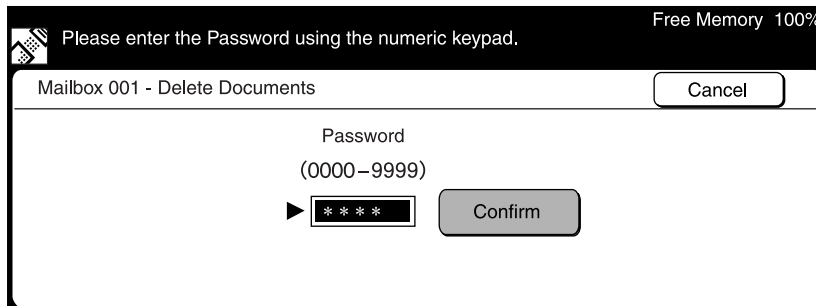


**4** Select **Delete Documents**.

- Note**  • When documents are stored in the mailbox, the number of stored documents is displayed in the "Mailbox Status".
- If there are no documents in the mailbox, you cannot select the Delete Document button.

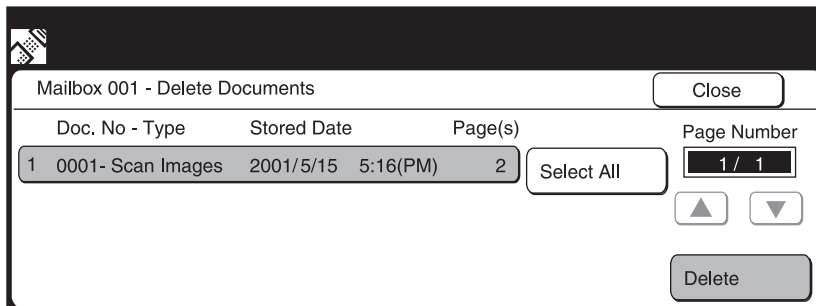


**5** Enter the password of the mailbox, then select **Confirm**.



**6** Select the document to be deleted, then select **Delete**.

- Note**  Select **Select All** to delete all the documents.



**7** When the message for confirmation is displayed, select **Yes**.  
The document is deleted.



## Custom Presets for Scanning Features

Using the Print/Scan Mode Settings on the Tools Mode, you can change the factory defaults of a feature to one frequently used to reduce the number of setting steps for scan jobs.

The factory default items that can be changed are as follows:

### ••• Screen Layout

You can set the screen to appear first when you select the Scan button or the feature buttons to be displayed on the "Customised Features" screen.

### ••• Feature Defaults

You can set the default values of the following items:

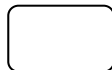
- Scan Resolution
- Original Type
- Lighter/Darker

Follow the procedure below when necessary.

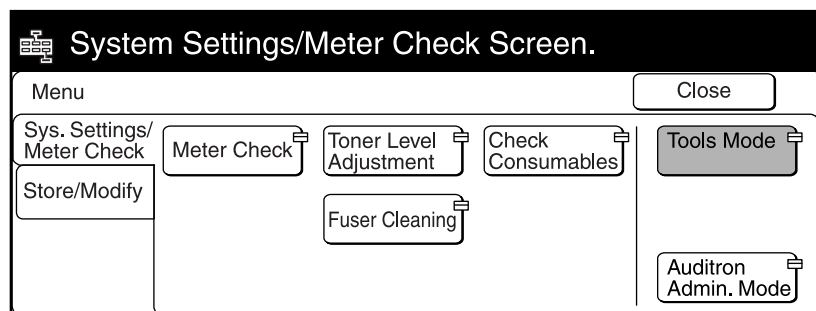
### Procedure

- 1 Press **Settings/Meter Check**.

#### Settings/ Meter Check



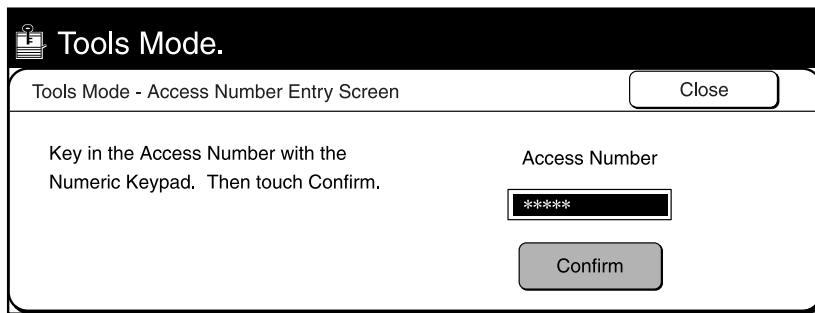
- 2 Select **Tools Mode**.



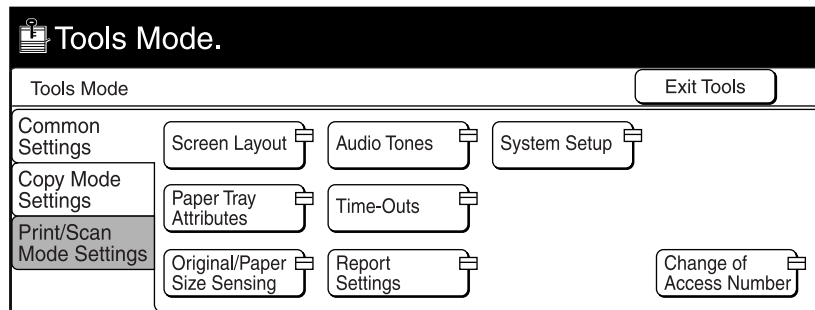
- Enter the access number for Tools Mode using the keypad, then select **Confirm**.

The access number will be displayed as \*.

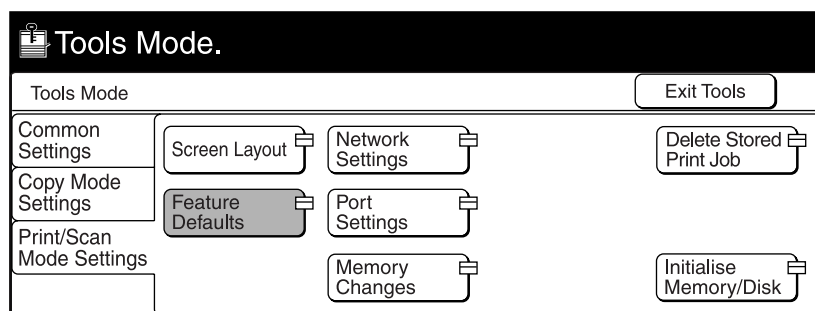
- Note**
- If you made an error while entering the access number, press the Clear C button to clear and re-enter.
  - Select the Close button to restart the machine.
  - The factory default of the access number is "11111".



- Select **Print/Scan Mode Settings**.



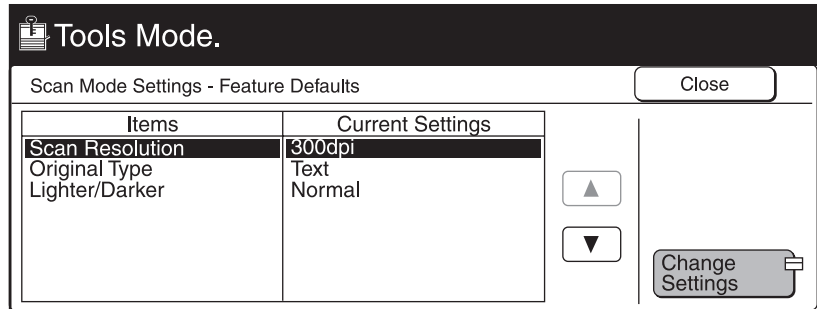
- Select the required item. For example, select **Feature Defaults**.



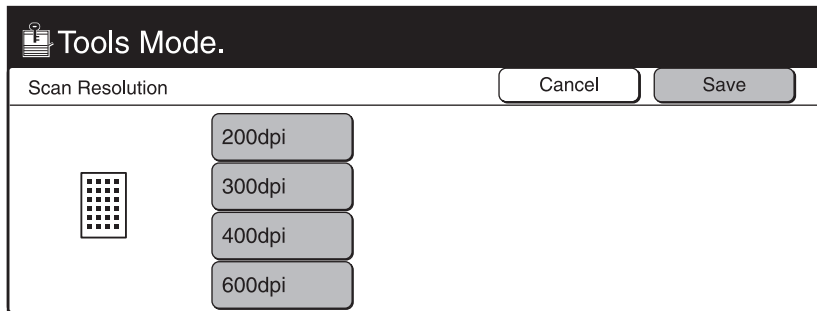
## 2.6 Custom Presets for Scanning Features

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- 6 Select the required item, then **Change Settings**.  
In the example shown here, **Scan Resolution** is selected.



- 7 Select the required resolution, then select **Save**.



- 8 Select **Close**, then **Exit Tools**.  
The machine will restart automatically, and the selected setting will be saved.





# 3

# Operating the Client (Personal Computer)

3.1	Using the Network Scanner Driver .....	34
3.2	Using the Mailbox Viewer .....	44



# Using the Network Scanner Driver

You can use the network scanner driver to import the stored image from the mailbox to a personal computer (client) via the network.

This section explains how to use the network scanner driver.

**See**... "1.4 Installing the Network Scanner Utility" for details of installation.

## 3.1.1 Importing the Documents Stored in the Mailbox

Follow the procedure to import the stored documents from the mailbox to the application software.

### Procedure

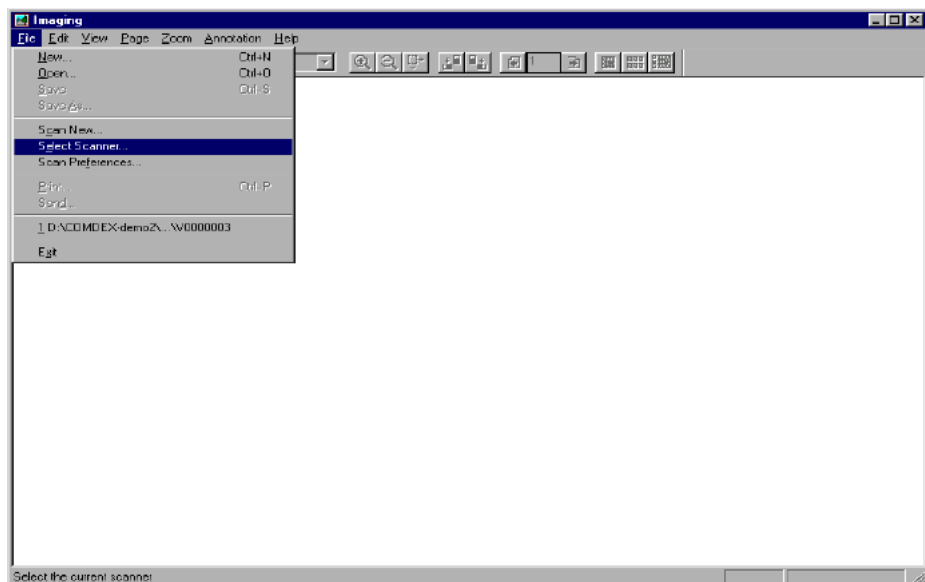
- 1 Activate Windows 95, Windows 98, Windows Me, Windows NT 4.0 or Windows 2000, then start up the application software.

**LOOK** The application software must be compatible with the TWAIN interface.

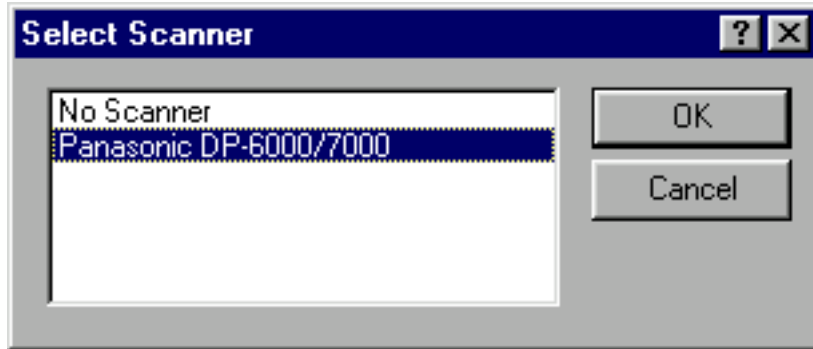
**See**... "Appendix A Compatible Software" to confirm the compatible software.

- 2 Click the command to select the scanner (source) on the "File" menu.


**LOOK** The screen example as shown below is Imaging. The command name for selecting the scanner (source) differs depending on the software.

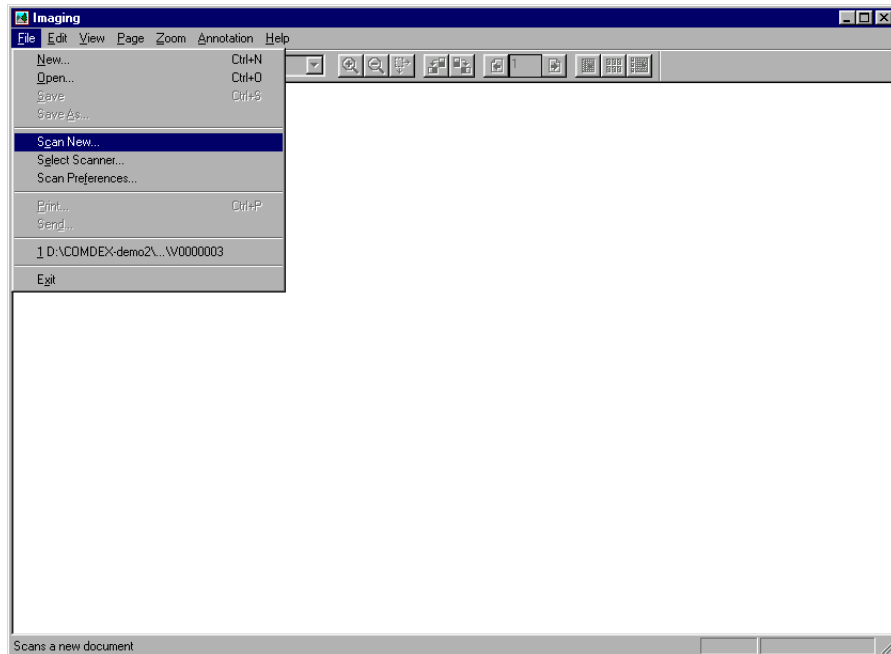


- 3 Click **Panasonic DP-6000/7000**, then **Select**.



- 4 Click the command to import the scanned data.

**LOOK**  The screen example as shown below is Imaging. The command name for importing the data differs depending on the software.



### 3.1 Using the Network Scanner Driver

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- 5 Click the name of the scanner of DP-6000/7000 on the dialog box as shown below, then **Select Scanner**.

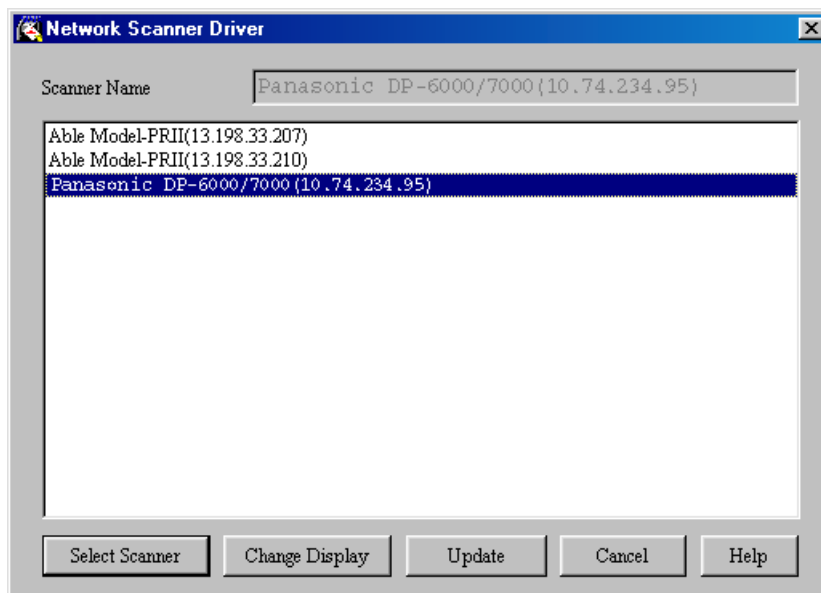


**Note** • You can change the way of displaying scanner names by clicking the *Change Display* button.

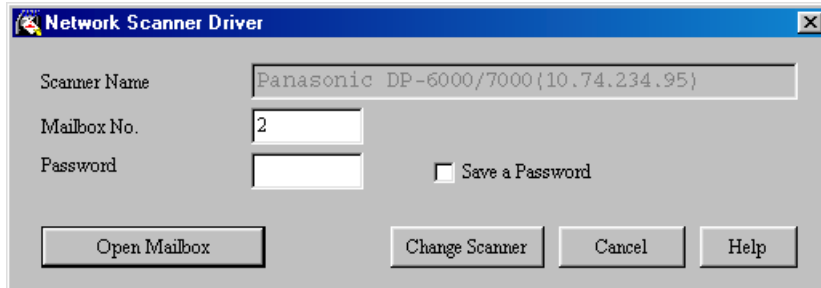
- When the DP-6000/7000 is connected to the same network as your computer, the scanner names are displayed automatically. If you want to change to a scanner in another network, click the *Change Display* button, then enter the IP address and scanner name (product name).



**See** "3.1.2 Changing Display of the Scanner Name" for changing the scanner name, or connecting to another network.

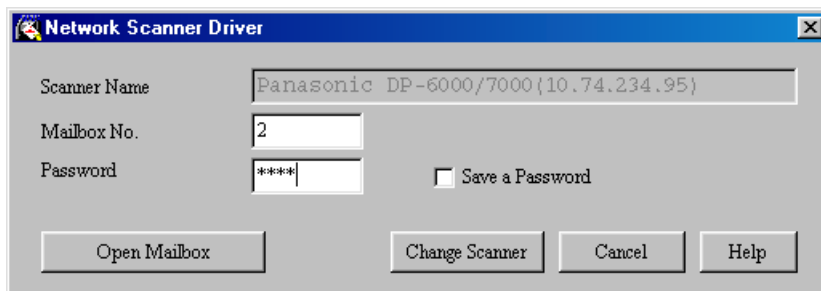


- ⑥ Enter the required mailbox number (1 to 200).



- ⑦ Enter the password for the mailbox (four digits), then click **Open Mailbox**.

**Note** Check the *Save a Password* button to skip the procedure from Steps ⑤ to ⑦ the next time.



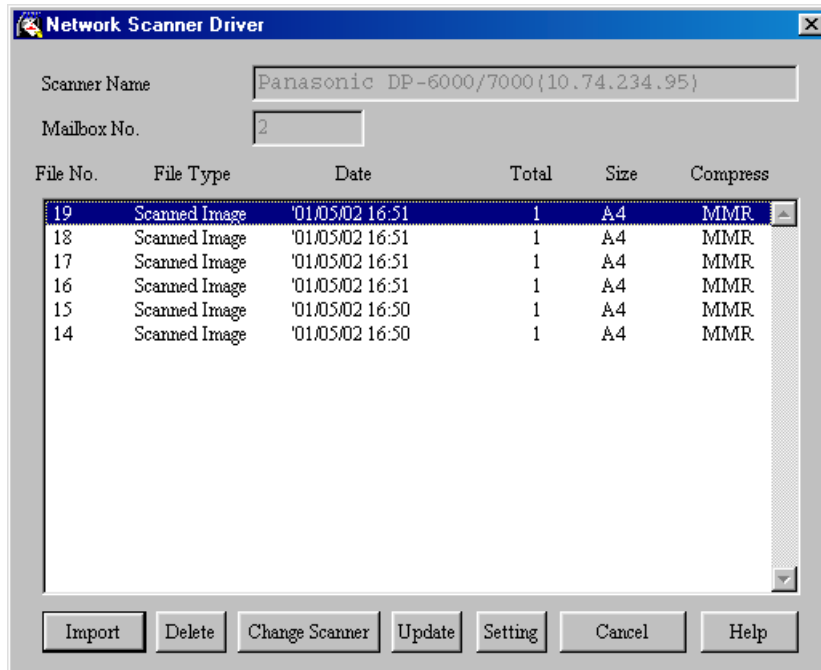
### 3.1 Using the Network Scanner Driver

---

⑧ Click the file to be imported, then click **Import**.



- You can import more than one document at a time.
- You can also select the **Import**, **Delete**, and **Update** buttons on the pop-up menu by clicking on them with the right button of the mouse.



The following is an explanation of each item:

#### **Scanner Name**

Name of the network scanner which you are accessing now.

#### **Mailbox No.**

Mailbox number of the network scanner which you are accessing now.

#### **File No.**

Number assigned to identify the documents. This number will also be displayed in the touch panel display when the network scanner is used to scan documents.

#### **File Type**

Scanned Image: File of image scanned from the network scanner

**Date**

Date and time when a file is saved.

**Total**

Total number of pages of the file. This item will not be displayed when the File List Mode is set to Page.


**Size**

Display the paper size of the file. The paper size of the first page will be displayed when the File List Mode is set to File. When the following paper size abbreviations are displayed, it indicates that a document of one of the following inch sizes is scanned:

LT	Letter (8.5 x 11 inch)
HL	Half Letter (5.5 x 8.5 inch)
LG	Legal (8.5 x 14 inch)
LD	Ledger (11 x 17 inch)

**Compress**

Display the methods of compressing the file data. The network scanner will automatically select the most suitable mode.

**Note**  *MH, MR and MMR are compression coding schemes. The compressed format for scanned image is defined according to the setting of the **Original Type** you specified.*

**Import**

Import the selected file from the mailbox. You can also import the file by selecting it with a click on the mouse and then double-clicking it, or by clicking the right mouse button and then selecting the Import button from the pop-up menu. Multiple files can be selected and imported at the same time.

**Delete**

Delete the selected file from the mailbox. You can also delete the file by clicking the right mouse button and then selecting **Delete** on the pop-up menu.

**Change Scanner**

Select another network scanner. You can select the required scanner from the latest list of network scanners.

### 3.1 Using the Network Scanner Driver

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#### Update

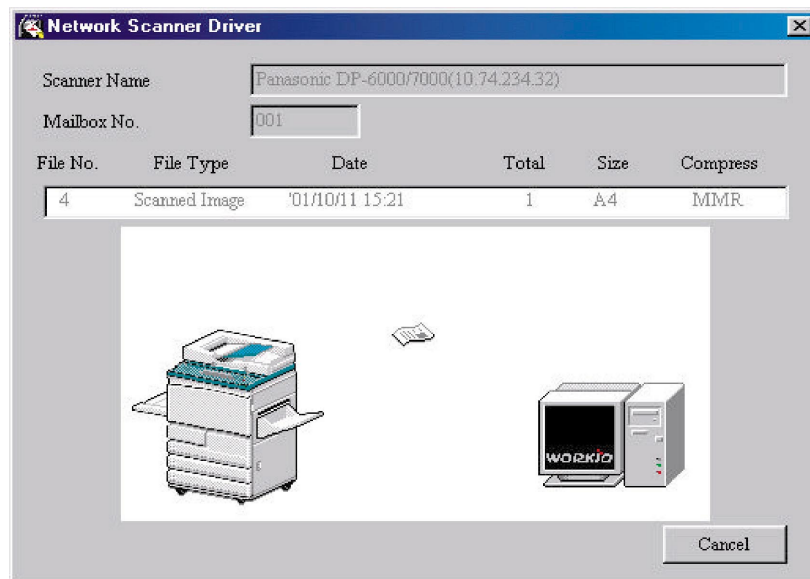
Display the latest file list obtained by accessing the mailbox. You can also display the latest file list by clicking the right mouse button on the list of network scanners, and then selecting the Update button from the pop-up menu.

#### Setting


Display the dialog box to specify the negative image mode (On/Off), file list mode (File/Page) and the temporary directory to save imported files.

 *"3.1.3 Changing Import Settings" for details.*

When the Import button is pressed, the dialog box as shown below appears and the data will be transferred.



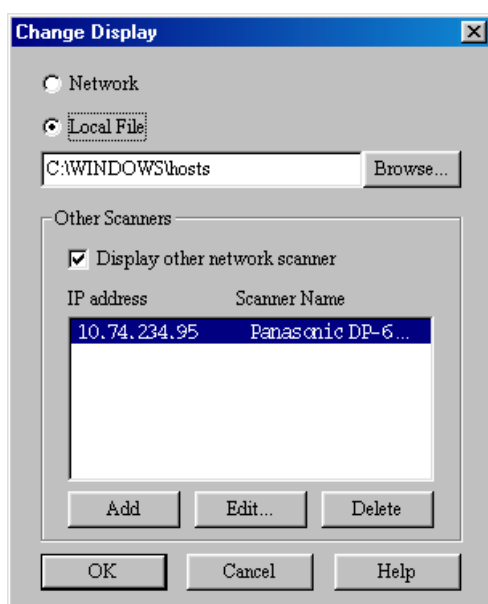
The data is imported to the activated software, and the document in the mailbox is deleted.

 *The network scanner driver expands the compressed data, and imports it to the software in BMP format.*



### 3.1.2 Changing Display of the Scanner Name

You can change the way to display the scanner name on the dialog box. Click the Change Display on the scanner selection dialog box (see Step ⑤ of 3.1.1, or Step ② of 3.2.1) to specify the scanner name. Select the required scanner for which the name is to be changed by following the procedure below.



#### Network

If you select **Network**, the machine will search for the scanner name in the HOSTS file in \WINDOWS\HOSTS file for Windows 95/98/Me and in \WINNT\SYSTEM32\DRIVERS\ETC\HOSTS file for Windows NT 4.0/Windows 2000.

If the network scanner is not registered for each of the HOSTS file, the name registered in the DNS server on the network is displayed.

If the network scanner is not registered in the DNS server or if DNS is not in use, DP-6000/7000 (IP address) is displayed.

#### Local File

Display the scanner name registered in the HOSTS file format in the specified file. Display DP-6000/7000 (IP address), if the network scanner is not yet registered in the specified file or if there are no specified files.

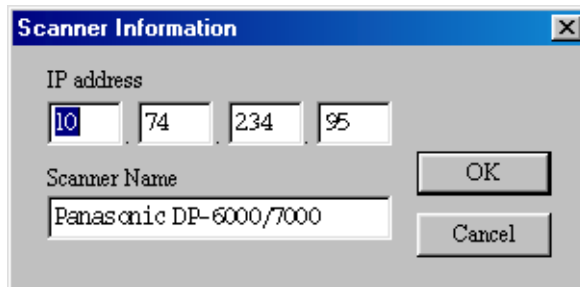
### 3.1 Using the Network Scanner Driver

---

#### Other Scanners

Display scanner names existing in other networks. Since scanners can only be identified and displayed automatically in the same network, enter the IP address and scanner name here for scanners in other networks. However, if communication is not successful with the added scanners when using TCP/IP, they cannot be used.

1. Click the **Display other network scanner** checkbox.
2. Click **Add**.
3. Enter the IP address of DP-6000/7000 to be connected and the corresponding scanner name, then click **OK**.



### 3.1.3 Changing Import Settings

You can change the displaying of documents or importing method when importing the document from the mailbox.

Click **Setting** to change the setting on the dialog box (see Step ⑧ of 3.1.1).

Specify the required setting by following the procedure below.



#### Import Order

Select the order of importing image files.

When **New => Old** is selected, the sequence will be reversed.

When **Old => New** is selected, older files will be imported first.

#### File List Mode

Select the way of displaying files.

- |             |   |
|-------------|---|
| <b>File</b> | Display the total number of pages for each multiple-page file.  |
| <b>Page</b> | Display separately each page of the multiple-page file. To be used for importing random pages from software which cannot import multiple pages. |

#### Negative Image

Reverse the colors between black and white areas of black and white images. To be used for reversing the colors of images imported by the software.

- |            |                          |
|------------|--------------------------|
| <b>ON</b>  | Reverse colors.          |
| <b>OFF</b> | Does not reverse colors. |

#### Save as

Specify a directory which is temporarily used to save the document during importing. Choose a drive with sufficient free space.



## Using the Mailbox Viewer

The Mailbox Viewer provides the following features:

- Confirming the documents stored in the mailbox.
- Deleting the stored documents from the mailbox.
- Acquiring the documents stored in the mailbox at periodic intervals. When the new documents are stored in the mailbox, the personal computer informs you by a sound or icon.
- Importing the new document from the mailbox and save it as TIFF format.

The following explains how to use the Mailbox Viewer:


**See** ••• "1.4 Installing the Network Scanner Utility"

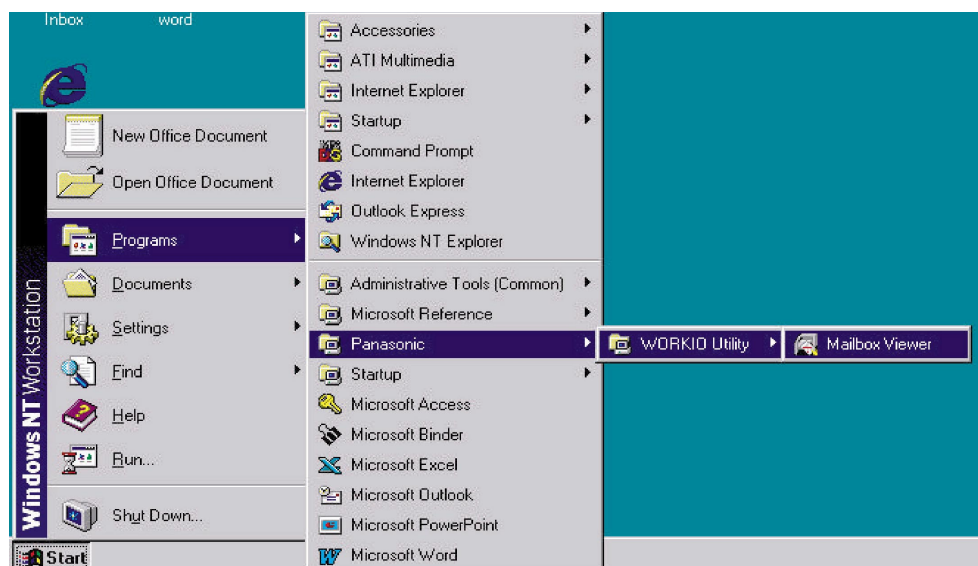
### 3.2.1 Confirm/Delete/Import the Stored Document in a Mailbox

This section describes how to confirm, delete, and import and save the document stored in the mailbox of DP-6000/7000 by using the Mailbox Viewer.


#### Procedure


- 1 Activate Windows 95, Windows 98, Windows Me, Windows NT 4.0 or Windows 2000. Click **Start** on the task bar, then select **Programs**, then **Mailbox Viewer** from Panasonic > WORKIO Utility.

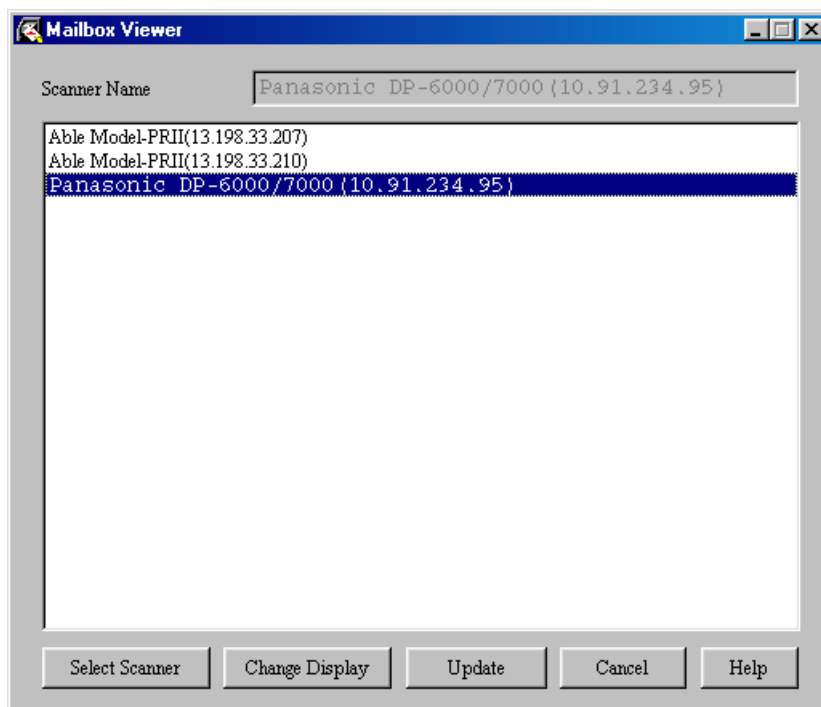
**Note**  If you have specified another folder name during installation, the display of WORKIO Utility > Utility is changed to the specified name.



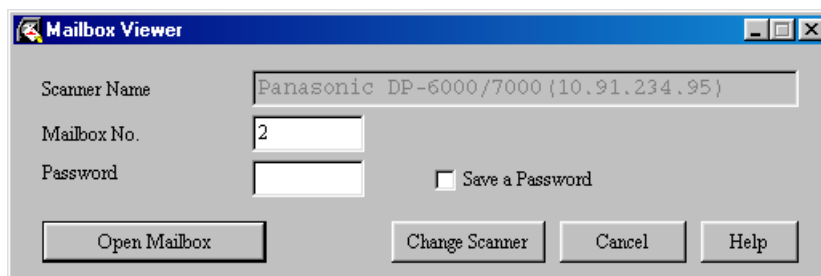
- 2 Click the name of DP-6000/7000 from the list, then **Select Scanner**.  
You can change the display of scanner name by clicking **Change Display**.

**Note**  When the DP-6000/7000 is connected to the same network as your computer, the scanner names are displayed automatically. If you want to select a scanner from another network, click the Change Display button, then enter the IP address and scanner name (product name).

**See**  "3.1.2 Changing Display of the Scanner Name" for changing the scanner name, or connecting to another network.



- 3 Enter the mailbox number (1-200) in which the document is stored.

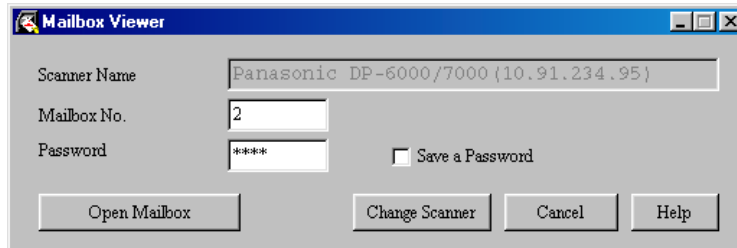


### 3.2 Using the Mailbox Viewer

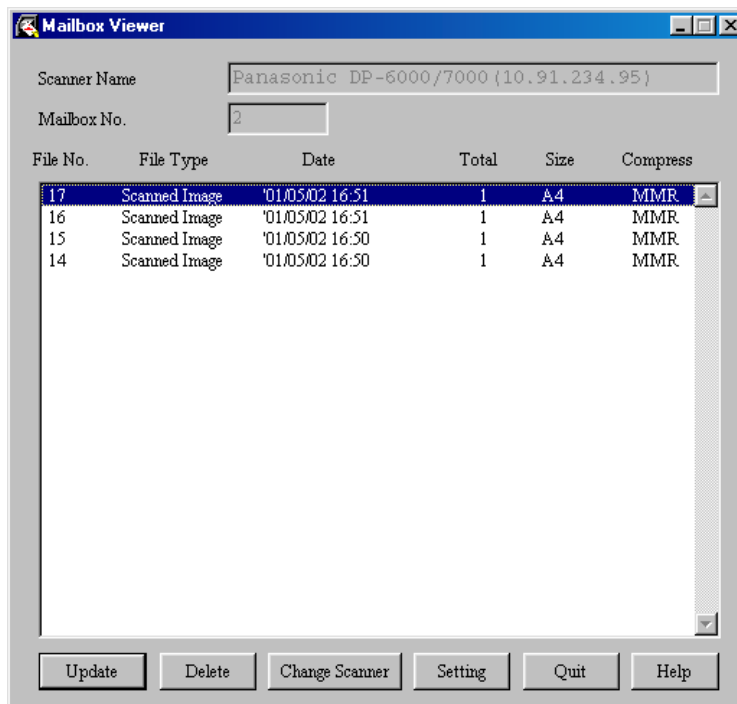
---

- ④ Enter the password for the mailbox (four digits), then click **Open Mailbox**.

**Note** Click the **Save a Password** button to skip the procedure from Steps ② to ④ the next time.



- ⑤ Carry out the required operation of the features. The detailed explanation of each feature is as explained below.



#### Scanner Name

Name of the network scanner which you are accessing now.

#### Mailbox No.

Displays the mailbox number.

#### File No.

Number assigned to identify the documents. This number will also be displayed in the touch panel display when the network scanner is used to scan documents.

**File Type**

Scanned Image: File of image scanned from the network scanner

**Date**

Date and time when a file is saved.

**Total**

Total number of pages of the file. This item will not be displayed when the File List Mode is set to Page.


**Size**

Display the paper size of the file. When the following paper size abbreviations are displayed, it indicates that a document of one of the following inch sizes is scanned:

LT	Letter (8.5 x 11 inch)
HL	Half Letter (5.5 x 8.5 inch)
LG	Legal (8.5 x 14 inch)
LD	Ledger (11 x 17 inch)

**Compress**

Displays the methods of compressing the file data. The network scanner will automatically select the most suitable mode.

**Note**  *MH, MR and MMR are compression coding schemes. The compressed format for scanned image is defined according to the setting of the **Original Type** you specified.*

**Update**

Display the latest file list obtained by accessing the mailbox.

**Delete**

Deletes the selected file from the mailbox.

**Change Scanner**

Select another network scanner. You can select the required scanner from the latest list of network scanners.

## 3.2 Using the Mailbox Viewer

---

### Setting

Display the dialog box to specify what to do when opening the Mailbox Viewer window, set the time interval to update information automatically, and how to notify when a new file is saved.


... "3.2.2 Setting up the Properties of Mailbox Viewer" for the details.

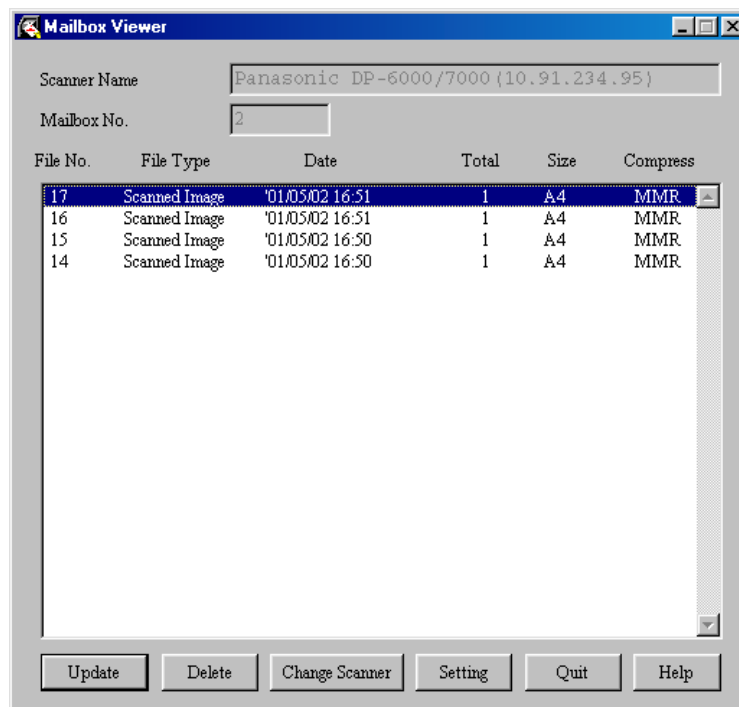
### Quit

Quit Mailbox Viewer.

## ●●● Importing the Documents Stored in the Mailbox

If you have clicked the **Import all existing documents.** checkbox on the "Setting" dialog box, the Update button is changed to the Import button.

... "3.2.2 Setting up the Properties of Mailbox Viewer" for the setup of importing document properties.



When clicking the Import button, all the stored documents will be imported, and saved into the specified directory (the default directory is: c:\temp) in TIFF format.

At this time, the file name is as follows:

IP address - Mailbox No. - File No. - Date Time.tif

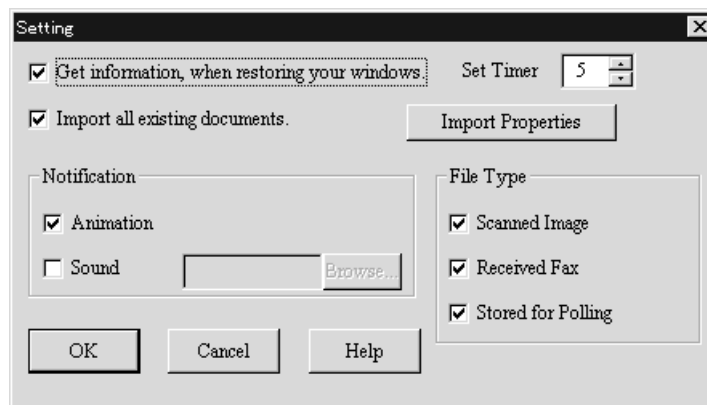
Example : 123045123045-003-0013-9807211824.tif



## 3.2.2 Setting up the Properties of Mailbox Viewer

You can specify the operation of Mailbox Viewer and importing feature. To set the properties, click the Setting button on the "Mailbox Viewer" dialog box (see Step ⑤ on 3.2.1).

Specify the properties as required.



### Get information, when restoring your windows

Select whether or not to automatically redisplay the latest file imported from the network scanner when opening the Mailbox Viewer from the taskbar or icon.

### Set Timer

Specify the time interval, in minutes, to update the file list when the Mailbox Viewer is activated.

### Import all existing documents

Check this check box to automatically import all existing files from the Mailbox Viewer. The Import Properties button will only be active when this checkbox is checked. Also, the Update button on the Mailbox Viewer dialog box will become the Import button.

### Notification


Specify the way to notify automatically when new files are stored in the mailbox or when the number of files has decreased after the time specified at **Set Timer** has lapsed.

#### Animation

Animation is displayed when there is a change in the file status. Animation will also be displayed when the Viewer is minimized to an icon or a taskbar.

#### Sound

Sound will be used to notify a change in the file status. You can choose to specify your required sound file (in .wav format) by pressing the Browse button.

**Note**  Users of PCs without a sound card installed cannot choose to specify the sound files.

## 3.2 Using the Mailbox Viewer

---

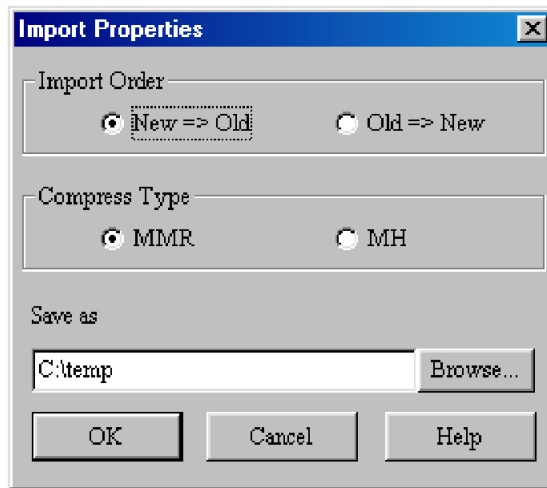
### File Type

Specify the file type of the files stored in Mailbox to be displayed.

Scanned Image: File of image scanned from the network scanner

### ••• Import Properties

Click to display the dialog box, then specify the required compression type and drive and/or folder.



### Import Order

Select the order of importing image files.

When **New => Old** is selected, the sequence will be reversed.

When **Old => New** is selected, older files will be imported first.

### Compress Type

Saves all pages of the imported files as TIFF files. Select either MMR or MH as the compression format.

### Save as

Specify a destination folder for the automatically-imported files. Choose a drive with sufficient free space. The files saved here are in multi-page TIFF format. The file names are automatically created based on the IP address of the scanner, Mailbox No., File No. and Date.



# 4

# Precautions and Limitations

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## Precautions and Limitations

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This section describes the precautions and limitations in using this scanner.

**See** ●●● *Readme.txt on the \Utilities\Win9x\_Me\SCN\Disk1\setup, \Utilities\NT40\SCN\Disk1\setup or \Utilities\Win2000\SCN\Disk1\setup of the PCL Driver/Network Utility (Windows) CD-ROM for the precautions and limitations of the Network Scanner Driver or Mailbox Viewer.*

### ●●● Using the Network Scanner Driver and the Mailbox Viewer at the Same Time

You cannot access DP-6000/7000 by using the mailbox viewer and the network scanner driver at the same time.

### ●●● Importing from Several Personal Computers

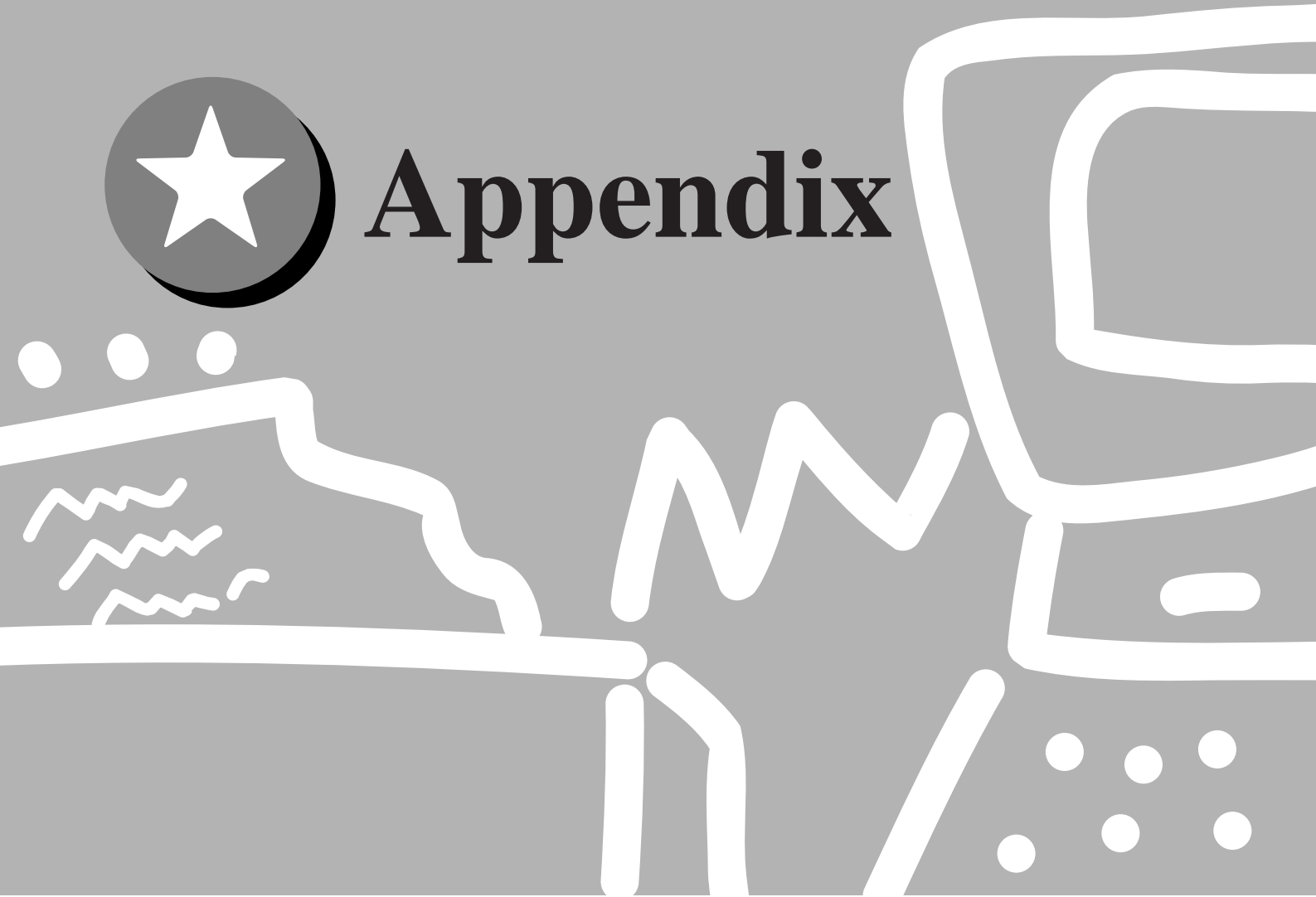
You cannot import the document from DP-6000/7000 by using the network scanner driver or the mailbox viewer while another computer is importing.

### ●●● Using TIFF File

The TIFF file that is created with the Mailbox Viewer is compressed as MMR, MR or MH format. When opening the TIFF file, use the software compatible with the corresponding compression format.



# Appendix



A	Compatible Software .....	54
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# Compatible Software

The table of compatible software is as follows:

Compatible Software		Win 95	Win 98	Win Me	Win NT	Win 2000
Adobe Systems, Inc.	Adobe Photoshop Ver. 4.0	○	-	-	○	-
Adobe Systems, Inc.	Adobe Photoshop Ver. 5.0	○	○	-	○	-
Adobe Systems, Inc.	Adobe Photoshop Ver. 5.5	○	○	○	○	○
Adobe Systems, Inc.	Adobe Photoshop Ver. 6.0	-	○	○	○	○
Eastman Software, Inc.	Imaging for Windows	-	○	○	-	-
Fuji Xerox Co., Ltd	DocuWorks Ver. 3.02(Eng)	○	○	-	○	-
Fuji Xerox Co., Ltd	DocuWorks Ver. 3.1(Eng)	○	○	-	○	-
Fuji Xerox Co., Ltd	DocuWorks Ver. 3.15(Eng)	○	○	-	○	○
Fuji Xerox Co., Ltd	DocuWorks Ver. 4.04(Eng)	○	○	○	○	○
Microsoft Coporation	Picture It! Ver. 2.0	○	-	-	○	-
Microsoft Coporation	Picture It! 2000	○	○	○	○	○
Microsoft Corporation	Word 2000	○	○	○	○	○
Microsoft Corporation	Excel 2000	○	○	○	○	○
Microsoft Corporation	Power Point 2000	○	○	○	○	○
Microsoft Corporation	PhotoDraw 2000	○	○	○	○	○
ScanSoft, Inc.	TextBridge PRO98	○	-	-	○	-
ScanSoft, Inc.	TextBridge PRO 9.0	○	-	-	○	-
ScanSoft, Inc.	TextBridge PRO Millennium	○	○	-	○	○
Visioneer, Inc.	PaperPort Ver. 4.0	○	-	-	○	-
Visioneer, Inc.	PaperPort DELUXE7.0	○	○	-	○	○
WANG Laboratories, Inc.	Imaging for Window95 (V1.0/V1.01)	○	-	-	-	-
WANG Laboratories, Inc.	Imaging for Windows Release1.1	-	-	-	-	○
WANG Laboratories, Inc.	Imaging for Windows	○	-	-	-	-
Xerox Coporation	Pagis PRO97	○	-	-	○	-
Xerox Coporation	Pagis PRO Millennium	○	○	-	○	○



- The applications above have been verified to be compatible with the DP-6000/7000. Scanner as of April 2001.
- All product/brand names are trademarks or registered trademarks of the respective holders.



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