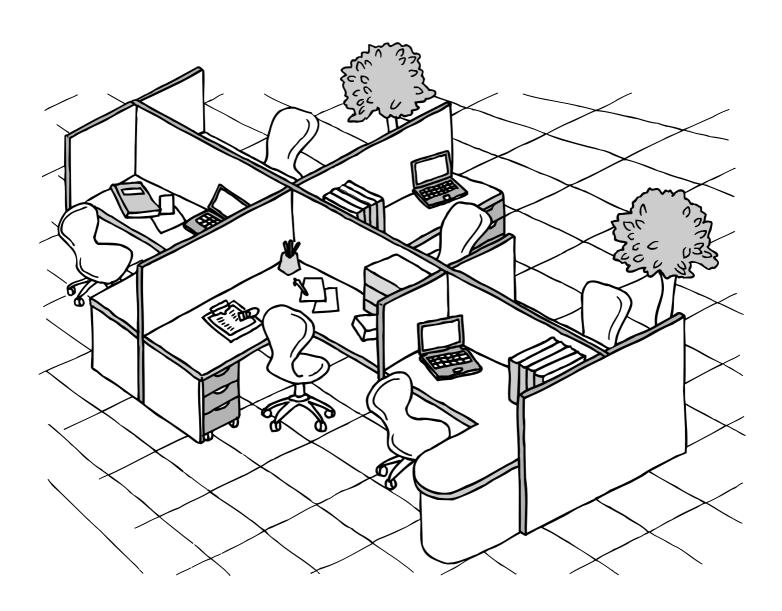
Software Operating Instructions

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

Model No.

OFX 9100, OFX 9200



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



English

Notification for OFX 9100/9200

These models are designed with the Energy Conservation in mind, which will automatically goes into the Sleep mode when it is not in use for a period of time (The factory default is 1 hour).

While the machine is in the Sleep mode, it will not wake up automatically by any print command from a connected computer. If you attempt to print a document from your computer to the machine while it is in the Sleep mode, an error message "LPT1 write error." will appears on your computer.

Please press the ENERGY SAVER key on the control panel of the machine before starting a print job from your computer.

If you wish to start printing at any time without having to press the ENERGY SAVER key to wake up the machine first, you can change the setting of the Fax Parameter #34 from "3" (SLEEP) to "2" (ENERGY-SAVER). This will stop the machine from switching into the Sleep mode.

Please refer to the machine's Operating Instructions (For Facsimile) for details.

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

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Precautions

For User in USA

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

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

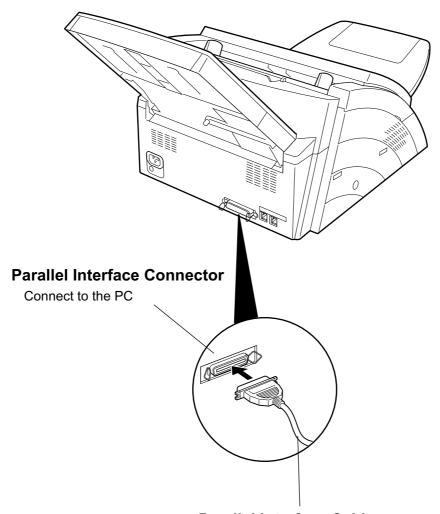
Warning: To assure continued compliance, use only shielded interface cable when connecting the facsimile machine parallel interface port to host computer. Also, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this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

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

External View

External View

■ OFX 9100

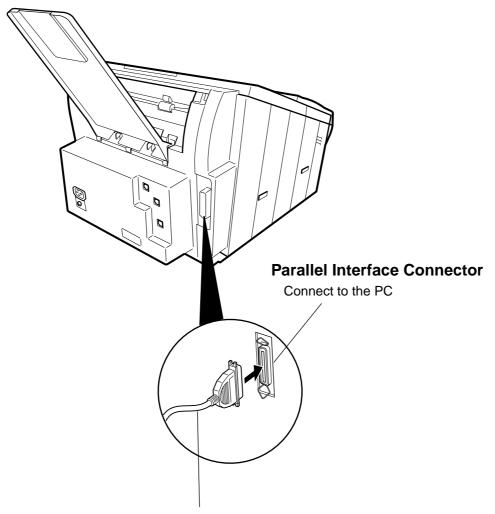


Parallel Interface Cable

(A cable does not come with the unit.) Use a cable of IEEE1284 specifications, with a maximum length of 20 ft (6m). Consult a service provider for details.

External View

■ OFX 9200



Parallel Interface Cable

(A cable does not come with the unit.) Use a cable of IEEE1284 specifications, with a maximum length of 20 ft (6m). Consult a service provider for details.

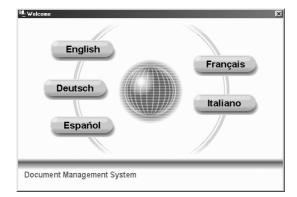
7

Installing the Printer Driver

Windows 98/Me/NT/2000/XP

1

2



Insert the Document Management System CD-ROM.

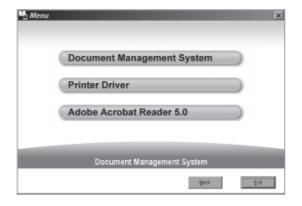
Select your desired language.

3



Click on the Next button.

4



Click Printer Driver.

Continued on the next page...

Installing the Printer Driver

Windows 98/Me/NT/2000/XP

5



Click Install Printer Driver.

> ace Required on C ace Available on C

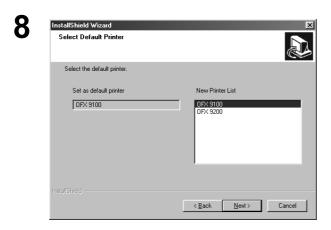
Select the model of the machine and click the Next button.

A default printer is already set on this computer. Do you wish to select a new default printer?

Current default printer = Olivetti PG L12

Next > Cancel

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

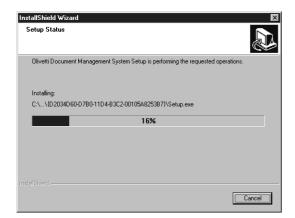


Select your new default printer from the New Printer List and click the Next button.

Installing the Printer Driver

Windows 98/Me/NT/2000/XP

9



The required files are copied.

10



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

Click the Finish button to restart your computer.

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

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

Windows 98/Me

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

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

The printer properties dialog box appears.





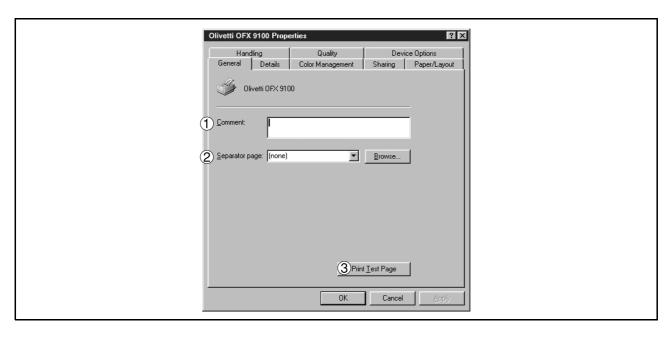
^{1.} Upon printing, changing the properties of **Paper/Layout**, **Handling**, **Quality** and **Device Options** is allowed by clicking **Properties** in the print dialog box of an application.

^{2.} Management tab of the color of property dialog box is not used for the OFX 9100-9200.

^{3.} Sharing Tab in property dialog box is not displayed unless printer sharing has been specified.

Windows 98/Me

General Tab



1. Comment

Enter comments to describe the printer, if desired.

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

2. Separator page

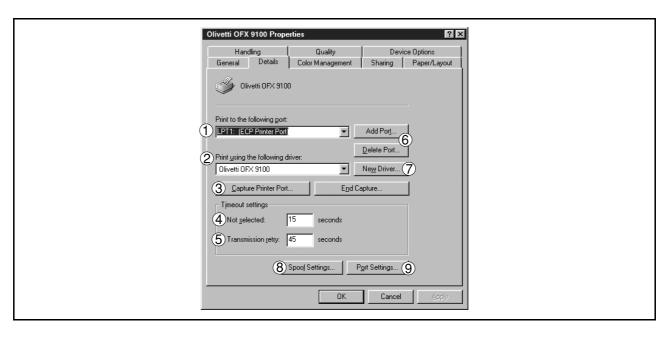
This feature is not available on your machine.

3. Print Test Page | button

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

Windows 98/Me

Details Tab



1. Print to the following port

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

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

2. Print using the following driver

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

3. Capture Printer Port... / End Capture... button

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

4. Timeout settings - Not selected

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

5. Timeout settings - Transmission retry

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

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

6. Add Port... / Delete Port... button

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

7. New Driver... button

Updates or modifies the printer driver.

8. Spool Settings... button

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

Windows 98/Me

Spool Data Type

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

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

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

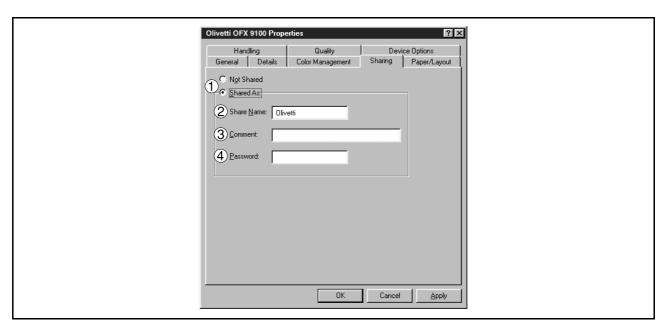
Enable bidirectional support

Be sure to check the check box for "Enable bidirectional support" when installing the status monitor (See page 102). Otherwise, printing may not function properly.

Port Settings... button
 Modifies printer port settings.

Windows 98/Me

Sharing Tab



1. Not Shared/Shared As

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

2. Share Name

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

3. Comment

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

4. Password

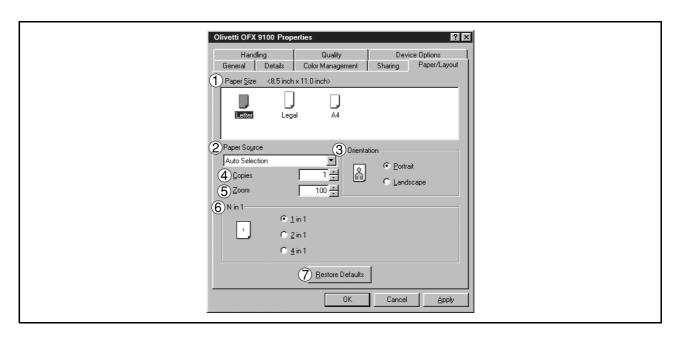
Specify a password when other users will connect to this printer. Leave the box blank in order not to use any password.



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

Windows 98/Me

Paper/Layout Tab



1. Paper Size

Select a document size.

2. Paper Source

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

3. Orientation

Select the print orientation (Portrait/Landscape).

4. Copies (1-99)

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

5. **Zoom** (50-200)

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

6. **N in 1**

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

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

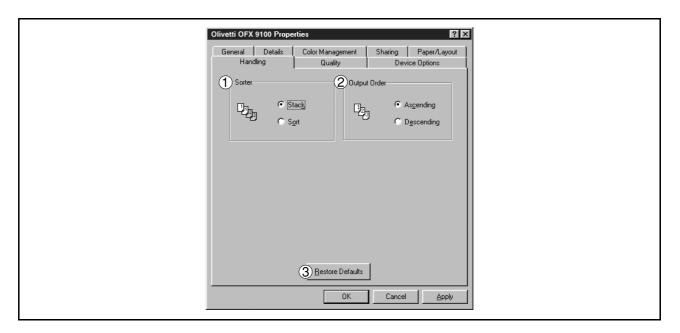
- 2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.
- 4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

7. Restore Defaults | button

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

Windows 98/Me

Handling Tab



1. Sorter

Select whether to Stack or Sort when printing multiple copies.

2. Output Order

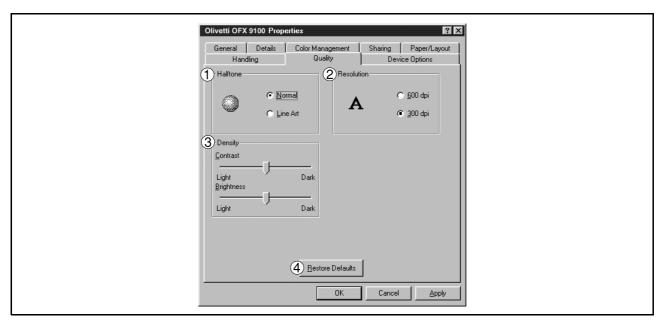
Specify the output order (Ascending/Descending).

3. Restore Defaults **button**

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

Windows 98/Me

Quality Tab



1. Halftone

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

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

2. Resolution

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

3. Density

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

4. Restore Defaults button

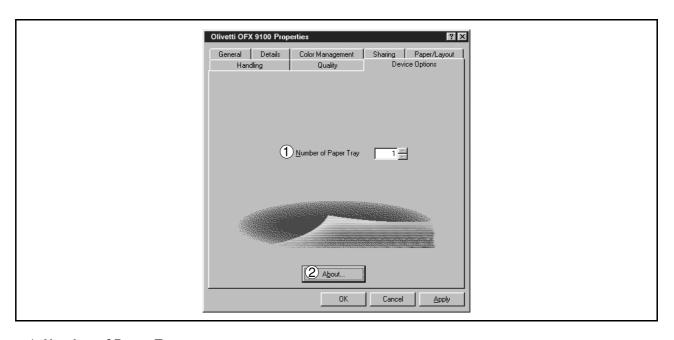
Return all items in the Quality Tab to standard settings (default).



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

Windows 98/Me

Device Options Tab



- 1. **Number of Paper Tray**Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.
- About... button
 Displays the version information about the printer driver.



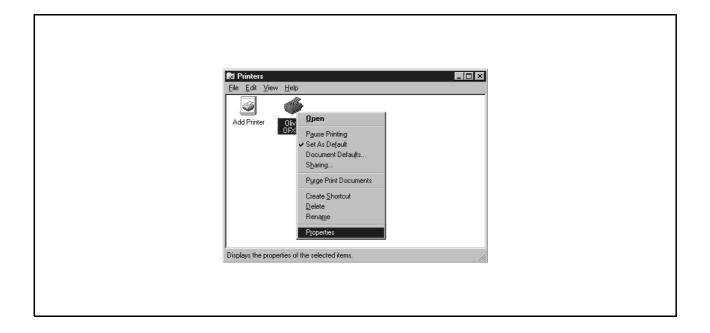
- 1. Device Options Tab is specified in the printer properties.
- 2. The Number of Paper Tray setting is not available for OFX 9100.

Windows NT 4.0 (Administrator)

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

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

The printer properties dialog box appears.



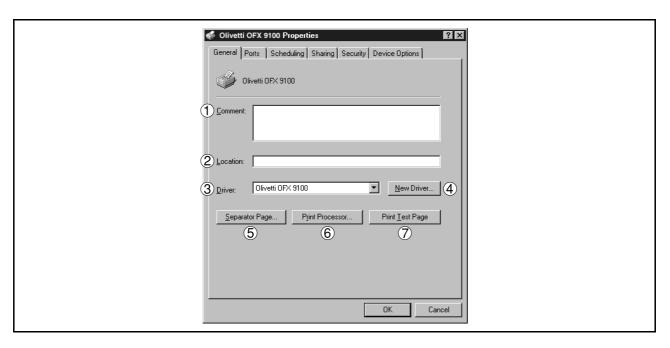


^{1.} In Windows NT 4.0, setting the properties depends on the log-in account. This section describes properties to be specified by an administrator (system manager).

^{2.} See "Configuring the Printer Driver Settings (User)" for details of user properties. (See page 29)

Windows NT 4.0 (Administrator)

General Tab



1. Comment

Enter comments to describe the printer, if desired.

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

2. Location

Specify the printer location.

3. Driver

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

4. New Driver... button

Updates or modifies the printer driver.

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

This feature is not available on your machine.

6. Print Processor... button

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

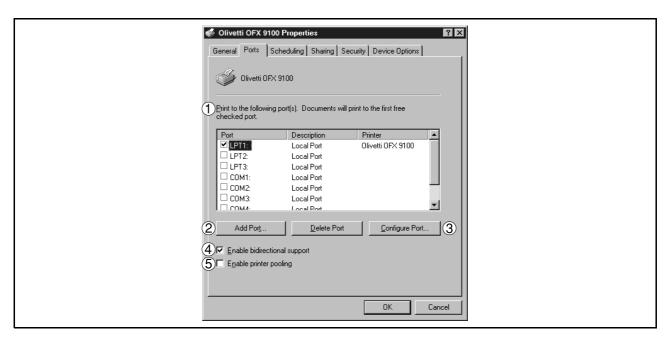
The processor and data type affect the manner in which the printer functions in Windows NT. Normally they do not need to be modified. However, modification might be necessary when the printer is used with a special application.

7. Print Test Page button

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

Windows NT 4.0 (Administrator)

Ports Tab



1. Print to the following port(s)

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

- 2. Add Port... / Delete Port... button
 - Adds/deletes a new port or a new network path.
- 3. Configure Port... button

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

4. Enable bidirectional support

On a printer, this setting enables reception of configuration data and status data from computer. Be sure to check this checkbox when installing status monitor (See page 102). Printing may be disabled without checking on the checkbox.

5. Enable printer pooling

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

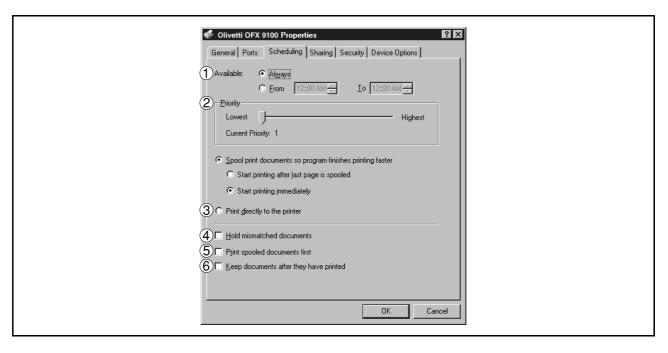
NOTE

^{1.} Specify the time (seconds) waiting for the printer to be ready for printing. If a printer is not ready for printing after the specified time has elapsed, an error message is displayed.

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

Windows NT 4.0 (Administrator)

Scheduling Tab



1. Available

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

2. Priority

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

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

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

4. Hold mismatched documents

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

5. Print spooled documents first

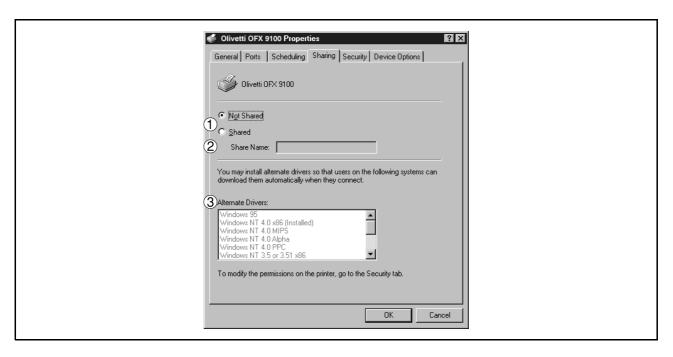
Always prints spooled documents first regardless of printing priority.

6. Keep documents after they have printed

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

Windows NT 4.0 (Administrator)

Sharing Tab



1. Not Shared/Shared

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

2. Share Name

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

3. Alternate Drivers

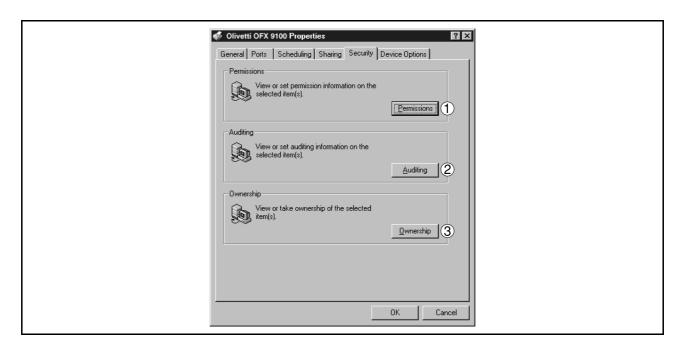
Specify the operating systems of other computers that might share this printer.



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

Windows NT 4.0 (Administrator)

Security Tab



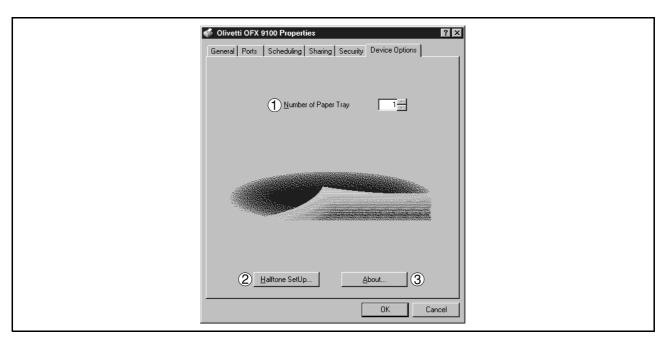
- Permissions button
 Set printer access privileges.
- 2. Auditing **button**Displays the persons who used this printer and how they used.
- 3. Ownership **button**Set the ownership of the printer.



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

Windows NT 4.0 (Administrator)

Device Option Tab



1. Number of Paper Tray

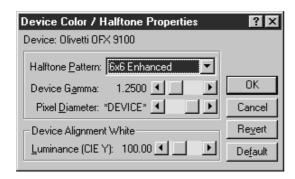
Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

2. Halftone Setup

Halftone Setup... button

Select the halftoning method to be used (halftones specific to the printer).

Select it according to the details of data and your preference.



· Halftone Pattern

Select the pixel size to be used for halftones.

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

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

Device Gamma

Adjust the gamma of print images (color intensities).

Windows NT 4.0 (Administrator)

Pixel Diameter

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

• Luminance (CIE Y)

Adjust the luminosity of the print image.

3.	About	button
٠.	710001	Dutton

Displays the version information about the printer driver.



^{1.} **Device Option** Tab specifies device-specific settings and settings of optional devices. Refer to the operation manuals of the optional devices, or on-line manuals for settings items.

^{2.} Settings specified in this section are saved as standard (default) settings of the printer.

^{3.} The Number of Paper Tray setting is not available for OFX 9100.

Windows NT 4.0 (User)

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

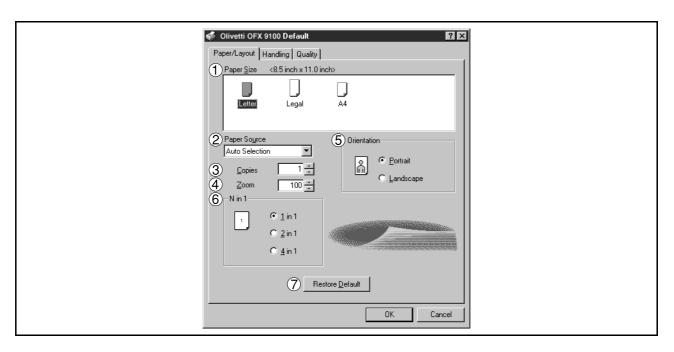
- Select **Print** in the **File** menu of the application.
- Click the Properties... button in the Print dialog box.
- The dialog box for the printer properties appears. Click the desired tabs of the dialog box and specify the properties.

NOTE

^{1.} In Windows NT 4.0, setting properties depends on the log-in account. This section describes properties to be specified by a user, upon executing a print operation on an application. See "Configuring the Printer Driver Settings (Administrator)" for details of administrator properties. (See page 21)

Windows NT 4.0 (User)

Main Tab



1. Paper Size

Select a document size.

2. Paper Source

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

3. Copies (1-99)

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

4. Zoom (50-200)

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

5. Orientation

Select the print orientation (Portrait/Landscape).

6. N in 1

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

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

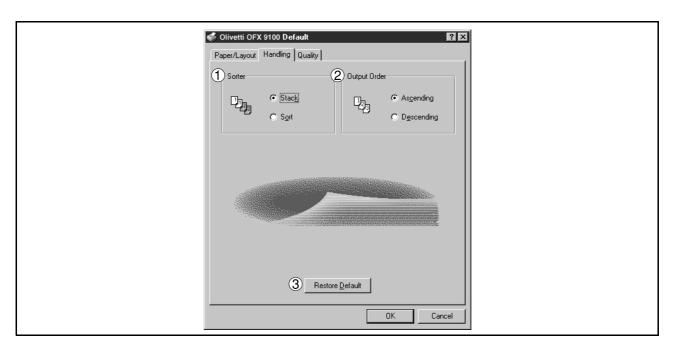
- 2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.
- 4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

7. Restore Defaults | button

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

Windows NT 4.0 (User)

Handling Tab



1. Sorter

Select whether to Stack or Sort when printing multiple copies.

2. Output Order

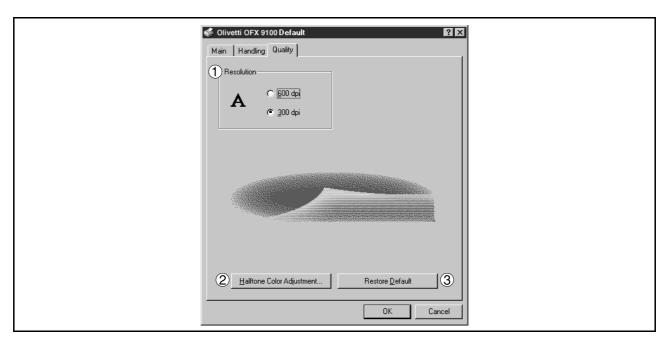
Specify the output order (Ascending/Descending).

3. Restore Defaults **button**

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

Windows NT 4.0 (User)

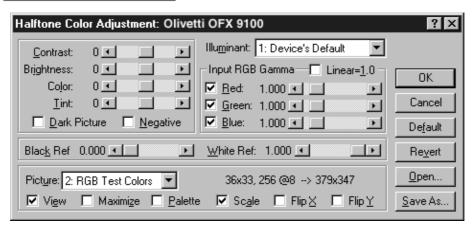
Quality Tab



1. Resolution

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

2. Halftone Color Adjustment... button



Contrast

Adjust the contrast of print images.

Brightness

Adjust the brightness of print images.

Dark Picture

Select this option in order to print dark images brighter.

Negative

Select this option in order to print images with black and white reversed.

Windows NT 4.0 (User)

Input RGB Gamma

Adjust the gamma of print images (color intensities). Red, Green and Blue can also be adjusted individually.

Black Ref/White Ref

Adjust the difference between the darkest and lightest colors of an image. Increasing the Black Ref value or decreasing the White Ref value will intensify the contrast of the image but reduces the range of colors in between.

Picture

Select a test pattern type.

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

3. Restore Defaults button

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



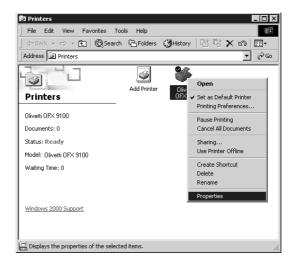
^{1.} **dpi** (dot per inch) means the number of dots contained in one inch. The higher the value is, the higher the resolution becomes.

Windows 2000/XP (Administrator)

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

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

The printer properties dialog box appears.

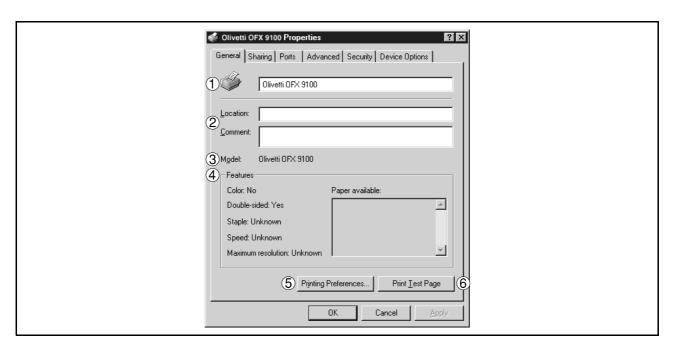




^{1.} In Windows 2000/XP, setting the properties depends on the log-in accounts. This section describes properties to be specified by an administrator (system manager). See "Configuring the Printer Driver Settings" for details of user properties. (See page 43)

Windows 2000/XP (Administrator)

General Tab



1. Printer Name

Name of the printer specified upon installation is displayed.

2. Location and Comment

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

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

3. Model

Model name of the printer is displayed.

4. Features

Functions and settings of the printer are displayed.

5. Printing Preferences... button

Changes properties (print settings) specifiable for each user.

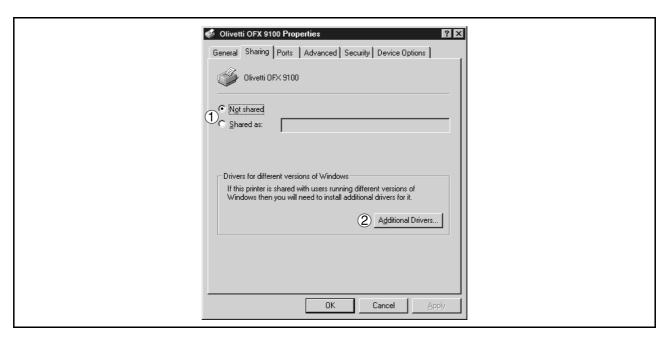
Refer to "Configuring the Printer Driver Settings" for details of settings (See page 43)

6. Print Test Page button

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

Windows 2000/XP (Administrator)

Sharing Tab



1. Not Shared/Shared As

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

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

2. Additional Drivers... **button**

Install additional printer drivers on the system.

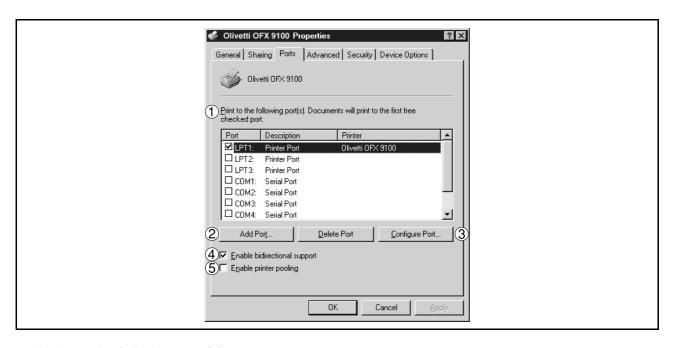
When users running different versions of Windows share a printer, installing additional drivers avoids the necessity for installing new drivers on their systems.



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

Windows 2000/XP (Administrator)

Ports Tab



1. Print to the following port(s)

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

- 2. Add Port... / Delete Port... button
 - Adds/deletes a new port or a new network path.
- 3. | Configure Port... | **button**

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

4. Enable bidirectional support

On a printer, this setting enables reception of configuration data and status data from computer. Be sure to check this checkbox when installing status monitor (See page 102). Printing may be disabled without checking on the checkbox.

5. Enable printer pooling

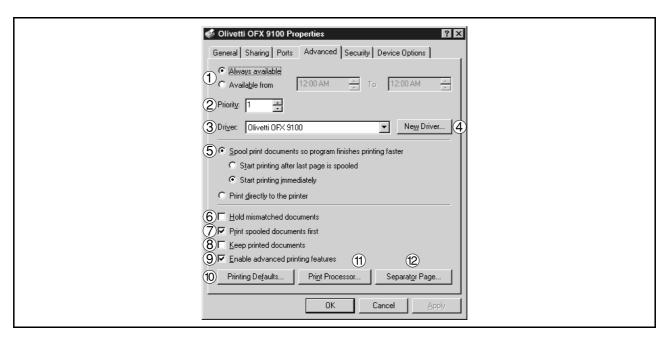
Printer spool allows outputting data from one logical printer to two or more printers. With printer spool enabled, a transmitted printing job is output to the first printer that is available for printing.

NOTE

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

Windows 2000/XP (Administrator)

Advanced Tab



1. Always available/Available from

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

2. Priority

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

3. Driver

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

4. New Driver... button

Updates or modifies the printer driver.

5. Spool print documents so program finishes printing faster

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

6. Hold mismatched documents

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

7. Print spooled documents first

Always prints spooled documents first regardless of printing priority.

8. Keep printed documents

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

9. Enable advanced printing features

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

Windows 2000/XP (Administrator)

10. Printing Defaults... button

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

Refer to "Configuring the Printer Driver Settings" for detailed settings. (See page 43)

11. Print Processor... button

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

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

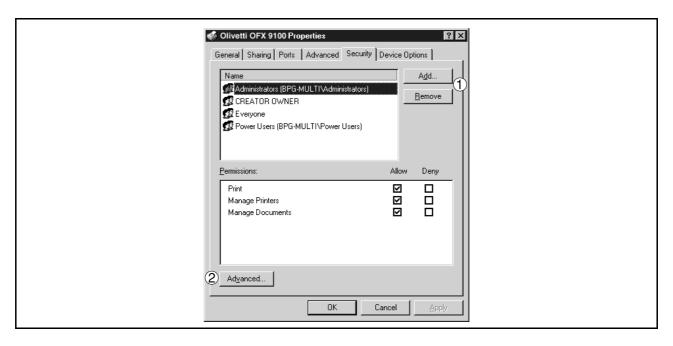
Usually no change is required in the settings. Use of a printer on a special application, however, may require changes on the settings.

12. Separator Page... button

This feature is not available on your machine.

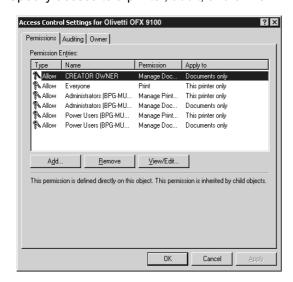
Windows 2000/XP (Administrator)

Security Tab



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

- 1. Add... / Remove button
 Add or delete a user or group in the list.
- 2. Advanced... **button**Specify access to a printer, audit, and owner.

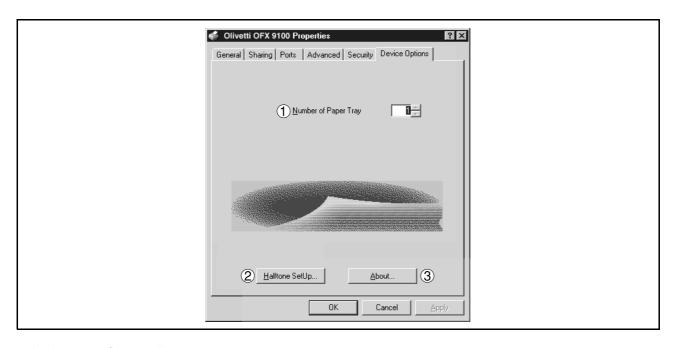




- 1. Windows 2000/XP provides the capability of managing access to various objects (e.g. printers) by users.
- 2. Refer to manuals of Windows 2000/XP for details of access permission, audit, and owner.

Windows 2000/XP (Administrator)

Device Options Tab

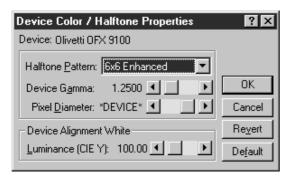


1. Number of Paper Tray

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

2. Halftone Setup... button

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



Halftone Pattern

Select the pixel size to be used for halftones.

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

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

Device Gamma

Adjust the gamma of print images (color intensities).

Windows 2000/XP (Administrator)

Pixel Diameter

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

• Luminance (CIE Y)

Adjust the luminosity of the print image.

3.	About	button
٠.	/ tb0at	

Displays the version information about the printer driver.



- 1. **Device Options** Tab specifies device-specific settings and settings of optional devices. Refer to operation manuals of the optional devices, or on-line manuals for settings items.
- 2. Settings specified in this section are saved as standard (default) settings of the printer.
- 3. The Number of Paper Tray setting is not available for OFX 9100.

Windows 2000/XP (User)

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

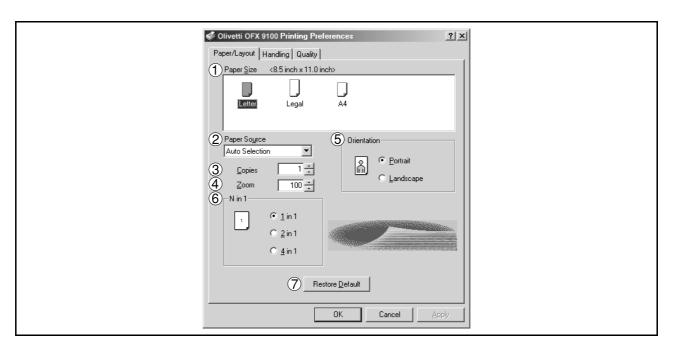
- Select **Print** in the **File** menu of the application.
- 2 Click the Properties... button in the Print dialog box.
- The dialog box for the printer properties appears. Click the desired tabs of the dialog box and specify the properties.

NOTE

^{1.} In Windows 2000/XP, setting the properties depends on the log-in accounts. This section describes properties to be specified by a user, upon executing a print operation on an application. See "Settings Printer Driver on Windows 2000/XP (Administrator)" for details of administrator (system manager) properties. (See page 34)

Windows 2000/XP (User)

Main Tab



1. Paper Size

Select a document size.

2. Paper Source

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

3. Copies (1-99)

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

4. Zoom (50-200)

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

5. Orientation

Select the print orientation (Portrait/Landscape).

6. N in 1

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

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

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

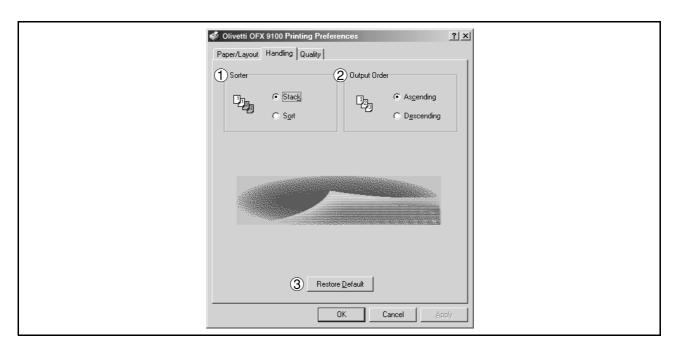
4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

7. Restore Defaults | button

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

Windows 2000/XP (User)

Handling Tab



1. Sorter

Select whether to Stack or Sort when printing multiple copies.

2. Output Order

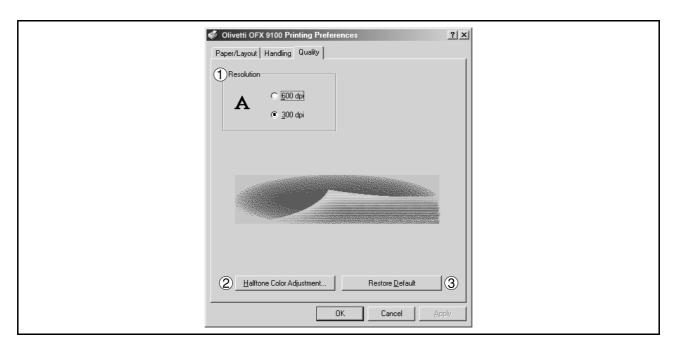
Specify the output order (Ascending/Descending).

3. Restore Defaults **button**

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

Windows 2000/XP (User)

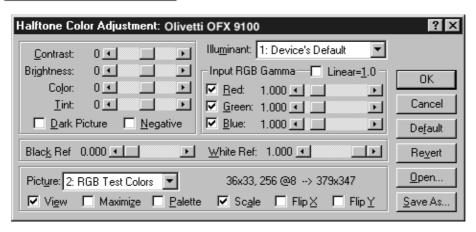
Quality Tab



1. Resolution

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

2. Halftone Color Adjustment... button



Contrast

Adjust the contrast of print images.

Brightness

Adjust the brightness of print images.

Dark Picture

Select this option in order to print dark images brighter.

Negative

Select this option in order to print images with black and white reversed.

Windows 2000/XP (User)

Input RGB Gamma

Adjust the gamma of print images (color intensities). Red, Green and Blue can also be adjusted individually.

Black Ref/White Ref

Adjust the difference between the darkest and lightest colors of an image. Increasing the Black Ref value or decreasing the White Ref value will intensify the contrast of the image but reduces the range of colors in between.

Picture

Select a test pattern type.

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

3. Restore Defaults button

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



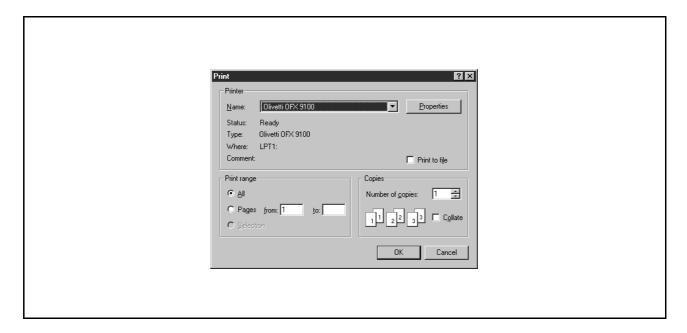
^{1.} **dpi** (dot per inch) means the number of dots contained in one inch. The higher the value is, the higher the resolution becomes.

Print Operation

Printing from Windows Applications

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

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



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

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



- 1. Follow the steps below to set a default printer:
 - 1) Click the Start button and select Printers in the Settings menu.
 - 2) Select the printer icon in the window and select [Set As Default] in dropdown menu by right-clicking it. Then the check mark is displayed.

Printing on Network

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

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

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

Printer server (PC connected to a printer)

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

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

NOTE

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

Print Operation

Printing on Network

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

- Click the **Start** button, point to **Settings**, and then click **Printers**.
- Double-click **Add Printer** in the printers folder. Add Printer Wizard appears.

 Click on the Next button.
- Select Network Printer.

 Click on the Next button.
- Specify the other computer's printer by entering the network path.

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

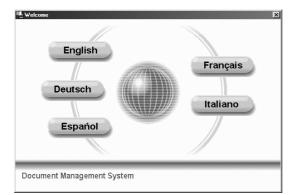
The operations above enable output from the client workstaton to a printer connected to a printer server.

Windows 98/Me/NT/2000/XP

1

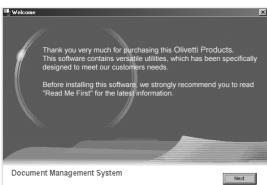
Insert the Document Management System CD-ROM.

2



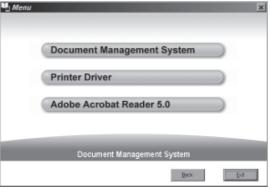
Select your desired language.

3



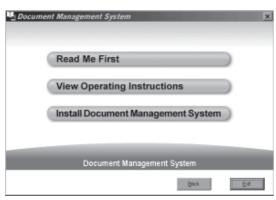
Click on the Next button.

4



Click Document Management System.

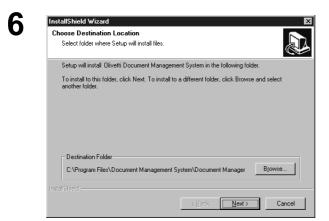
5



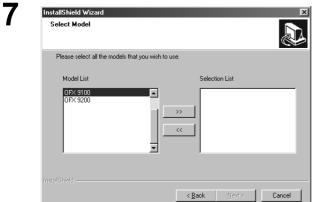
Click Install Document Management System.

Continued on the next page...

Windows 98/Me/NT/2000/XP



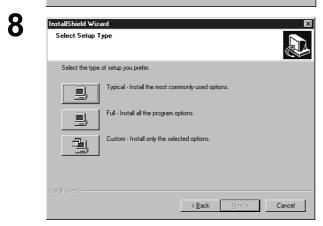
Verify the installation destination and click the Next button.



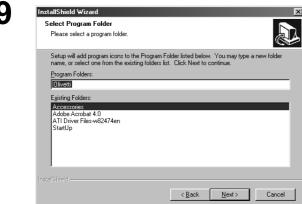
Select your machine's model(s) and click the

(Add) button.

Then, click the Next button.



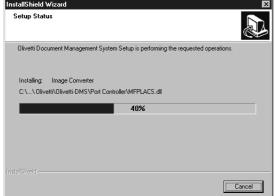
Click the **Typical button**.



Enter the program folder name and click the Next | button.

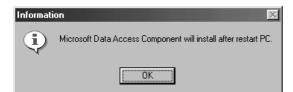
Windows 98/Me/NT/2000/XP

10 🖪



The required files are copied.

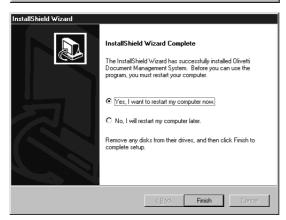
11



<Windows 98/NT only>

Click on the OK button.

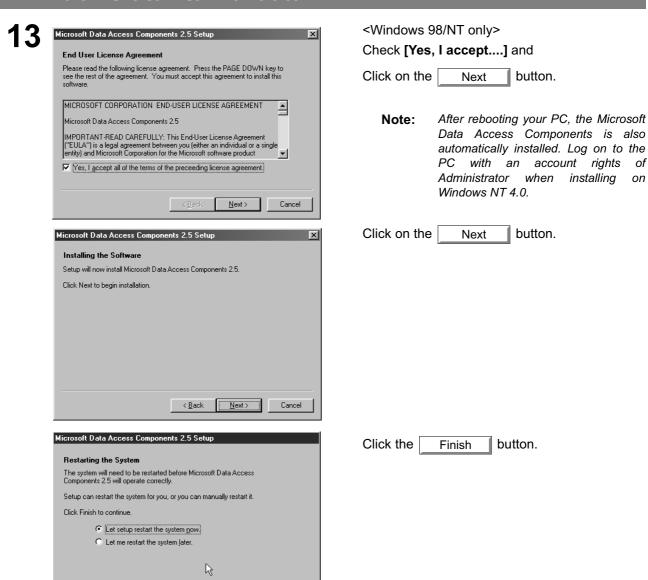
12



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

Click the Finish button to restart your computer.

Windows 98/Me/NT/2000/XP



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

Finish Cancel

Windows 98/Me/NT/2000/XP

NOTE

- When installing on Windows NT 4.0, log onto the computer with an account rights of Administrator.
- The Typical installation method installs all of the following drivers and applications.
 Selecting the Custom installation allows the selected installation of scanner and MFP utilities individually.
 - Scanner

Document Scanner (TWAIN scanner driver) (See page 73)

· Document Manager and Viewer

Document Manager (Image management application) (See page 56)

Document Viewer (Image editing application) (See page 79)

PC Faxing

OFX 9XXX Document Fax (See page 122)

MFP Utilities

Status Monitor (Device status monitor) (See page 102)

Configuration Editor (See page 107)

Phone Book Editor (See page 113)

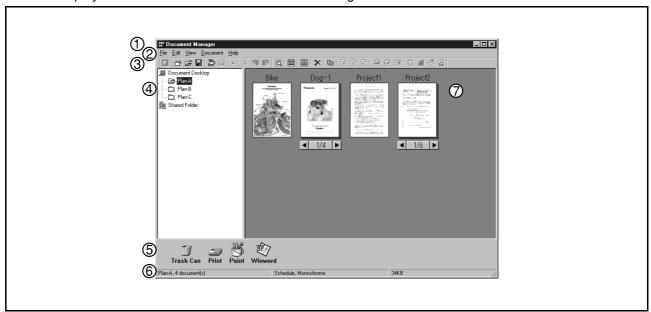
- 3. By installing this software, the system selects LPT1 as the parallel port to be connected to the device. For connecting the device to a port other than LPT1, change connection ports by selecting [Programs]-[Document Management System]-[MFP Utilities]-[Port Selection Utility]
- 4. Before updating the software, be sure to remove the older version of software.
- 5. Take the following steps to install the software on Windows 2000/XP:
 - 1) For installation, log onto the computer with an account rights of Administrator.
 - 2) Restart Windows after completion of installation.
 - 3) After restart, log on again with an account rights of Administrator to complete the Windows system update.

Document Manager

Main Window

Document Manager is an application for managing documents (image files). By utilizing the Document Manager and Document Viewer (See page 79) in combination, a number of documents (image files) can be classified, managed, browsed, and edited.

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



1. Title Bar

Displays the title of a screen.

2. Menu Bar

Displays the menu of the Document Manager.

3. Tool Bar

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

4. Folder Window

Displays the folders containing the documents in tree form.

Link Icon

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

6. Status Bar

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

Main Window

7. Document Window

Displays a list of documents in the selected folder.

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

- Image data files
 - A thumbnail image of the document is displayed.
- Application data files

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

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

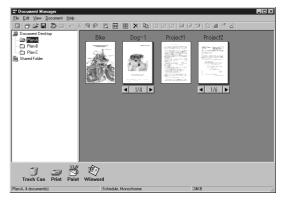
Document Manager

Basic Operations

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

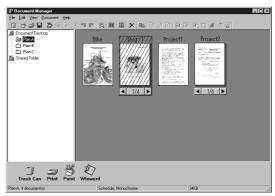
Selecting documents

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



Editing documents

Double-clicking thumbnail images in document window activates Document Viewer (See page 79), allowing opening and editing documents.



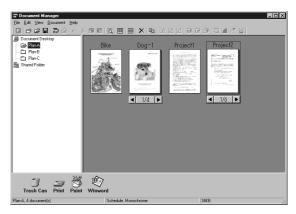
Creating Documents

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

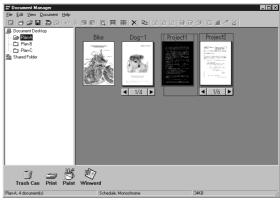
Basic Operations

Copying/Moving Documents

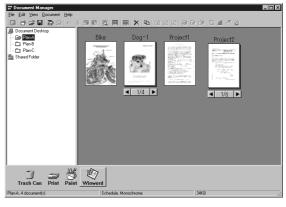
Dragging a thumbnail image in document window and dropping it onto a folder in the folder window allows moving the document to the folder. Dragging & dropping with the Ctrl key held down copies a document.



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



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



• Dragging a document and dropping it onto "Shared Folder" allows other computers connected to the same network access to it.

Browse "Shared Folder" for how to create shared folders.



Document Manager

Setting Plug-in

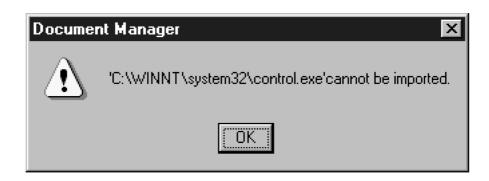
Import document (from scanner)

Selecting **Acquire Image...** in the **File** menu displays a window for the Document Scanner (See page 62). The operation imports a document read on the scanner into a folder.

Import document (from file)

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

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



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

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

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

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

(Other application documents such as MS-Word, MS-Excel etc.)



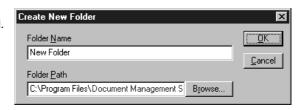
1. Document Viewer provides a function to add various graphics and texts to an image.

The graphics and texts added to an image are called "Annotation." See "Annotation Menu" (See page 92) for details of annotation.

File Menu

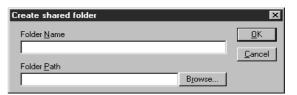
New Folder

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



Shared Folder

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

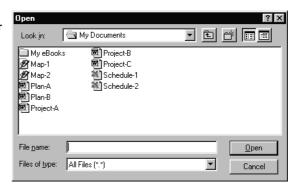


· Released Shared Folder

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

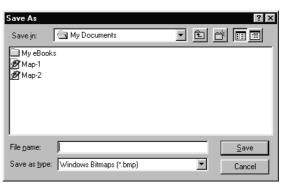
Open

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



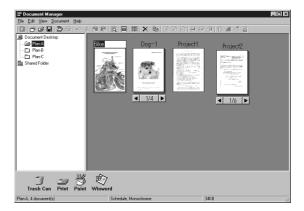
· Save As

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



Rename

Change the name of a document.

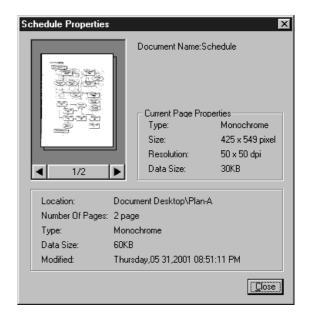


Document Manager

File Menu

Properties

Display the file properties.

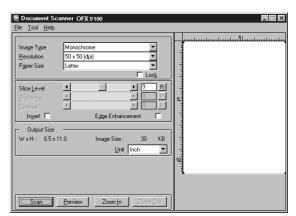


Backup

Backs up the documents stored in the selected folder.

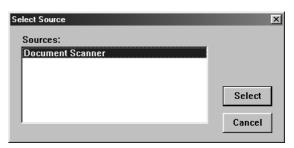
· Acquire Image...

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



Select Source

Select a TWAIN-compatible device for scanning documents.



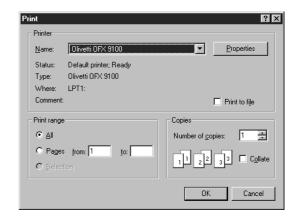
NOTE

1. See "Document Scanner" (See page 73) for operation of scanner.

File Menu

Print

Print a document selected in the document window.



Print Setup

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

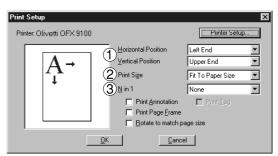
Horizontal Position and Vertical Position
 Adjust the printing position on a sheet.

2. Print Size

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

3. N in 1

Select for printing reduced pages on one sheet.





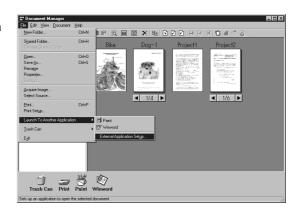
1. **Print Setup** specifies printing or not printing annotations edited in the Document Viewer. See "Annotation Menu" (See page 92) for details of annotation.

Document Manager

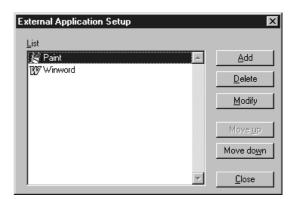
File Menu

· Launch to another application

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



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



Clicking the \boldsymbol{Add} button displays a dialog box to Add External Application.

1. Name

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

2. Application Type

Specify the application type.

3. Program File

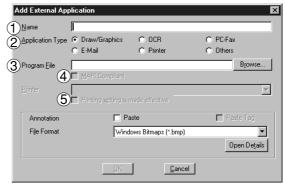
Specify the execution file of an application.

4. MAPI Correspondence

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

5. Parameter

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



NOTE

1. See "Setting Plug-in" (See page 60) for specifying an external application.

File Menu

• Trash Can

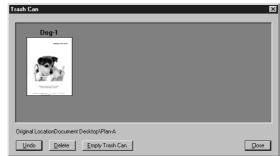
- Open Trash Can

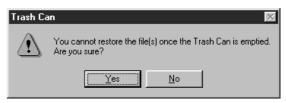
Opens the Trash Can and displays any files. Selecting documents and clicking the Undo button restores documents that have been discarded.

Click the Delete button to delete the selected document.

- Empty Trash Can

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





Document Manager

Edit Menu

• Undo

Undo the last editing operation done.

Cut

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

Copy

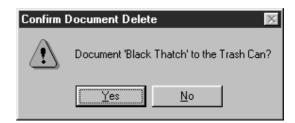
Copy a selected document onto the clipboard.

• Paste

Paste a document from the clipboard onto a selected folder.

• Delete

Delete a selected document from a folder to the Trash Can. A confirmation message for deletion appears.

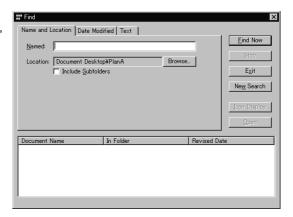


Select All

Select all documents in the folder.

• Find

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



NOTE

1. See "Annotation Menu" (See page 92) for details of annotation.

View Menu

• Tool Bar

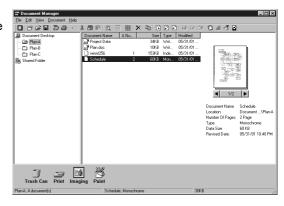
Switch between displaying/hiding the tool bar.

Status Bar

Switch between displaying/hiding the status bar.

List Format/Thumbnail Format

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



Arrange Folders

Sort the document folders by name or date.

Arrange Document

Sort the documents in the current folder in the specified order (Name, Type, Size or Date).

· Line Up Documents

Line up the documents in the document window.

Refresh

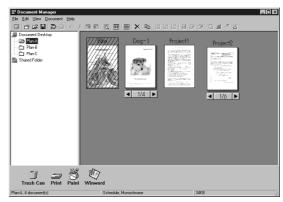
Refreshes the contents of the Document Manager.

Document Manager

Document Menu

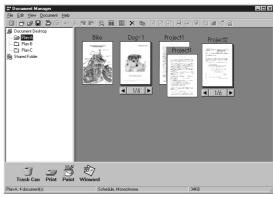
Open

Open a selected document. Activates the Document Viewer (See page 56) and opens a document for editing.



Duplicate

Makes a copy of the selected document in a folder.



Rotate

Rotate the selected document.

- Rotate Right
- Rotate 180 Degrees
- Rotate Left



Group

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

- Every Document
- The selected documents are grouped.
- Every Page Alternately Groups pages alternately.
- Every page reverse alternately
 Groups pages alternately by reversing the pages.



Document Menu

Ungroup

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



Enhancement

Apply the following correction to a selected document:

- Correct Skew

Detect any inclination of a document and automatically correct it.

- Enhance Edge

Enhance edge (border) of image.

- Eliminate Noise

Remove noise on a document.

- Reverse Gradation

Display image in reverse.

Page

Select pages to be displayed in thumbnail among grouped documents.



Selecting **Rearrange Page** displays the page sorter dialog box. The order of the pages are changed by selecting, dragging and dropping the pages.

Click the Reverse Order button to reverse the page order.



Attachment File

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

File Conversion

Create image of the selected attachment.

Image Converter

General Description

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

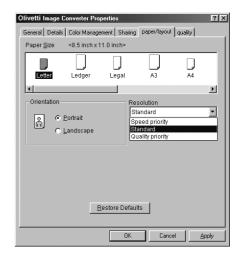
Windows 98/Me

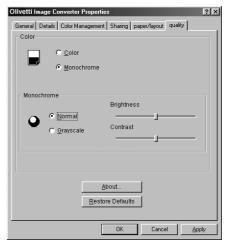
- 1. Click the **Start** button, point to **Settings** and then click **Printers**.
- 2. Right-click on **Image Converter** and select **Properties** from the dropdown menu. The Properties dialog box appears.
 - · Paper/Layout tab
 - Paper Size
 Sets the document paper size
 - **Orientation**Sets the document orientation
 - Resolution
 Sets the document resolution
 - Quality tab
 - Color

Sets the color document conversion to color or monochrome

- Monochrome

Select Normal (Black and White) or Grayscale (Photo) when converting to monochrome. Also sets the brightness and contrast.

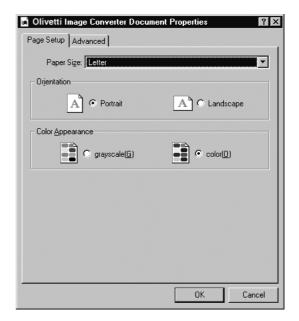




3. Click on the OK button to save the settings and close the Properties dialog box.

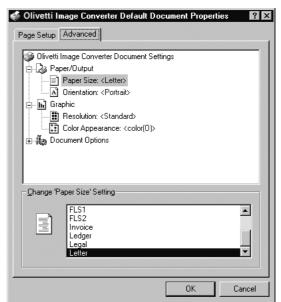
Windows NT 4.0

- 1. Click the Start button, point to Settings and then click Printers.
- 2. Right-click on **Document Manager** and select **Document Defaults** from the dropdown menu. The Document Properties dialog box appears.
 - · Page Setup Tab
 - Paper Size
 Sets the document paper size
 - **Orientation**Sets the document orientation
 - Color Appearance
 Sets the document to color or grayscale



Advanced Tab

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



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

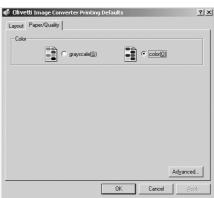
Image Converter

Windows 2000/XP

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



• Paper/Quality tab
Sets the document to color or grayscale.



Advanced button
 Sets the paper size, resolution and spooling properties.



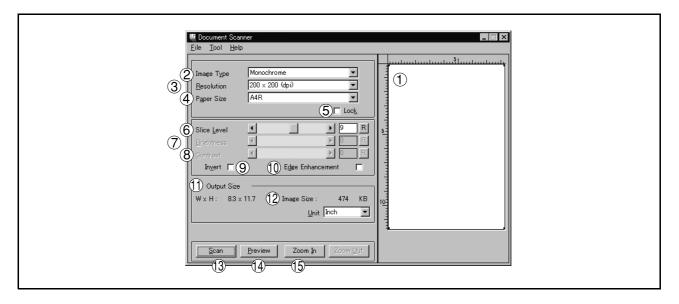
3. Click on the OK button to return to the Printers folder.

Document Scanner

Main Window

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

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



1. Preview Window

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

Image Type

Select the type of image to be scanned.

Monochrome image (no halftone correction)

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

· Halftone image (error diffusion)

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

· Halftone image (4x4, 8x8 dot dither)

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

Halftone image (4x4 Bayer's dither)

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

Grayscale image (256 scales)

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

3. Resolution

Select the resolution for scanning.

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

4. Paper Size

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

Lock

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

Document Scanner

Main Window

6. Slice Level (valid only when monochrome is selected)

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

7. Brightness (valid only when halftone or grayscale is selected)

Adjust the brightness for halftone or grayscale documents.

8. Contrast (valid only when halftone or grayscale is selected)

Adjust the contrast (difference between dark and light) for halftone or grayscale documents.

9. Invert

Scan the image in negative.

10. Edge Enhancement

Scan the image with a highlighted edge.

11. Output Size

Displays size of the scanning image and the size of the scanned file.

The output size is determined by the size of the scanning area (black frame) in the preview window and the resolution.

12. **Unit**

Select the unit of measurement (mm, inch, or pixel).

13. Scan button

Scan an image into the document.

14. Preview button

Perform preview scanning and display the image on the preview window.

15. Zoom In / Zoom Out button

Zoom in/out for a preview-scan image.

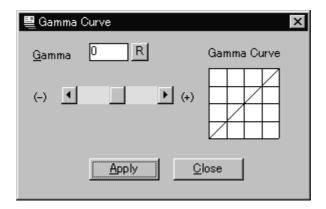


- 1. The menu for operating the Document Scanner (scanner driver) depends on the application. Refer to the manuals of the application for details.
- If a TWAIN-compatible application has not been installed, select **Document Scanner** from the Start menu.

Tool Menu

· Adjustment - Gamma Curve

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



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

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

Click the Apply button to apply the changes.

NOTE

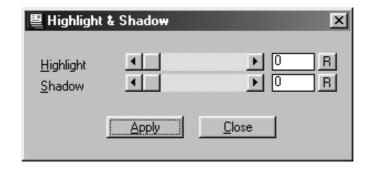
1. **Adjustment** in the **Tool** menu becomes valid only if <Halftone> or <Grayscale> have been selected in <Image Type> on the main window.

Document Scanner

Tool Menu

· Adjustment - Highlight and Shadow

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



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

Click the Apply button to apply the changes.

Parameter Reset

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

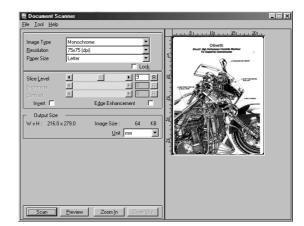
Image Scanning

Image scanning is performed by the following procedures:

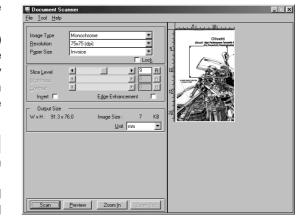
- Activate TWAIN-compatible application.
- 2 Select Acquire Image... in the File menu to display Document Scanner.
- Specify the image type, resolution, and paper size of a document to be scanned.
- Place a document on the ADF and click the Preview button.

 A preview-scanned image is displayed in

the preview window.



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

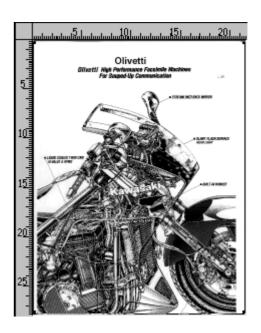


Continued on the next page...

Document Scanner

Image Scanning

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



NOTE

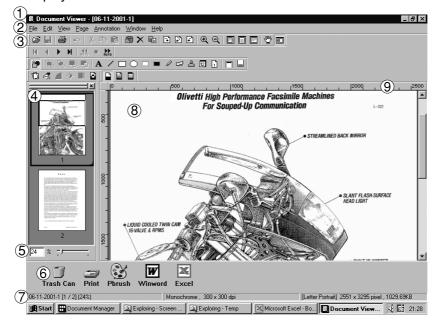
^{1.} Adjust parameters for an optimum scanning image, with the view on preview image. Preview scanning can be repeated any number of times.

^{2.} Image scanning is only possible by the PC that the device is connected to directly through the parallel port.

Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (See page 56). In addition to usual image editing, the program provides various editing capabilities for documents with a wide selection of annotation functions.

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





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

Main Window

1. Title Bar

Displays the title of the screen and the name of the image file being displayed.

2. Menu Bar

Displays the menu of the Document Viewer.

3. Tool Bar

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

4. Page List

Displays the pages of the documents as thumbnails (reduced image).

5. Size Bar

Adjusts the scaling of the display on the image window.

6 Link Icon

Dragging and dropping a document on a link icon activates the application corresponding to each icon.

7. Status Bar

Displays information such as image file name, image type, and size.

8. Image Window

Displays the image and annotations of the pages being selected.

9. Ruler

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

Basic Operations

Selecting Page

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

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

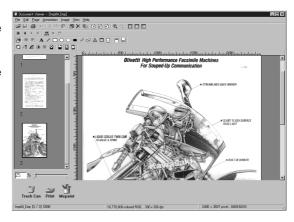


Image Editing

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

- Edit menu

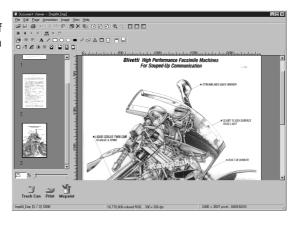
Editing operations such as cutting, copying, pasting annotations added to an image.

- Page - Adjust Page menu

Image correction and color balance adjustment of the whole page.

Selecting Area

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



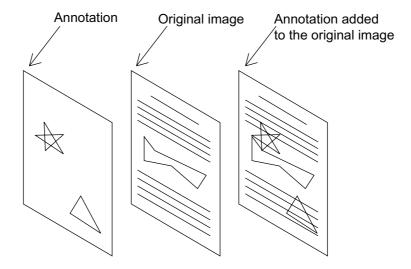
Annotation Function

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

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

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

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



File Menu

Open

Opens an image file saved in the computer.

Files of the following formats can be opened on the Document Viewer.

- TIFF

Tagged-Image File Format (TIFF)

- JPEG

Joint Photographic Experts Group (JPEG) format

- RMP

Windows standard bitmap format

- PNG

Portable Network Graphics format

- DDM

Document Manager file format

Save

Save a document being edited.

Save As

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

- All page(s)

Save all pages in the document.

- Select page

Save only the selected page.

- Specified area

Save only the portion specified in the image window.

Document Viewer saves a file in the following formats:

- TIFF

Tagged-Image File Format (TIFF)

- Multi-page TIFF

Multipages Tagged-Image File Format (TIFF)

- Internet Fax TIFF

Tagged-Image File Format (TIFF) with Internet Fax format

- JPEG

Joint Photographic Experts Group (JPEG) format

- BMP

Windows standard bitmap format

- PNG

Portable Network Graphics format

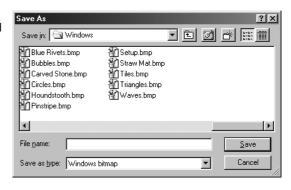
- PDF

Adobe Acrobat PDF format

- DDM

Document Manager file format

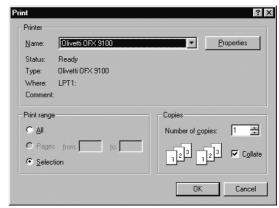




File Menu

• Print

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



Print Setup

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

1. Vertical position and horizontal position

Adjust the printing position on a sheet.

2. Print Size

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

3. N in 1 printing

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

Acquire Image

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

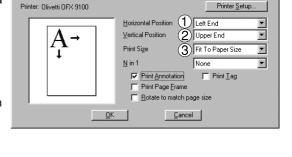
Select Source

Selects the source for the image added through Acquire Image.

NOTE

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

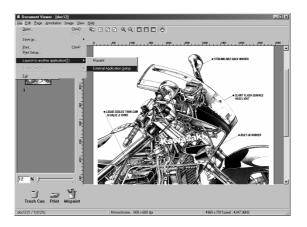
Print Setup



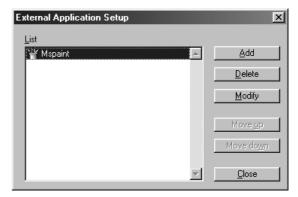
File Menu

Launch to another application

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



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



Clicking the ${\bf Add}$ button displays a dialog box to Add External Application.

1. Name

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

2. Application Type

Specify the application type.

3. Program File

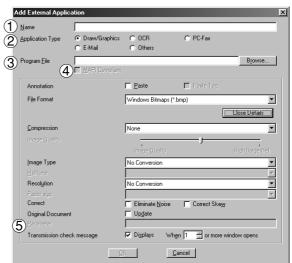
Specify the execution file of an application.

4. MAPI Compliant

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

5. Parameter

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



NOTE

1. See "Setting Plug-in" (See page 60) for specifying an external application.

File Menu

Trash Can

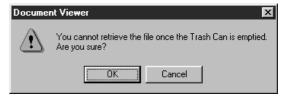
- Open Trash Can

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



- Empty Trash Can

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



Edit Menu

• Undo

Undo the last editing operation done.

· Cut

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

Copy

Copy a selected annotation onto the clipboard.

Paste

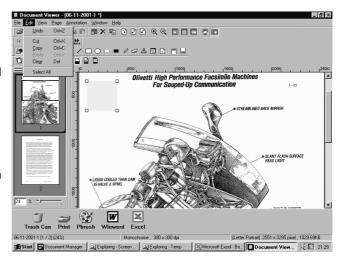
Paste an annotation from the clipboard onto a selected page.

• Clear

Clear a selected annotation.

Select All

Select all annotations onto a selected page.



View Menu



Drag Mode

Changes from Drag Mode to Text edit mode.

Zoom In

Zooms in an image.

Zoom Out

Zooms out an image.

· Fits to Page Width

Fits the display to the page width.

• Fits to Page Height

Fits the display to the page height.

Full Page

Fits the display to the page full size.

Original Size

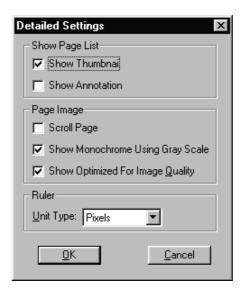
Returns the display to the original size.

• 25% - 200%

Shows the display at 25% - 200%

Detailed Settings

Sets Detailed setting such as thumbnail or page image setting.



Page Menu

Next

Display the next page.

Previous

Display the previous page.

Top

Display the top page.

Last

Display the last page.

Select

Display a specified page.

Auto Paging

Turns the pages automatically.

- Move Forward

Automatically step through pages forwards.

- Move Backward

Automatically step through pages backwards.

- Stop

Stop automatic page advance.

- Set up

Set automatic page advance.

Move page

Moves pages to the desired position.

- Next page

Move the current page to be posterior to the next page.

- Previous page

Move the current page to be anterior to the previous page.

- Top page

Move the current page to be the top page.

- Last page

Move the current page to be the last page.

- Select page

Move the current page to the page you specified.

• Delete Page

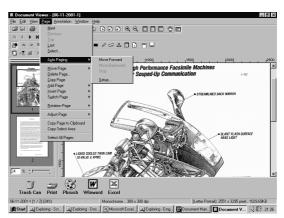
Deletes the current page.

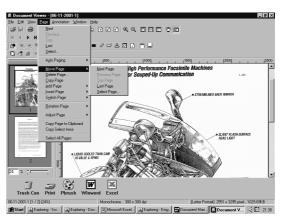
Copy Page

Copy the current page.









Page Menu

Add Page

Adds new pages to documents.

Insert Page

Inserts a page at the current position.

Replace Page

Replace the current page with a new one.

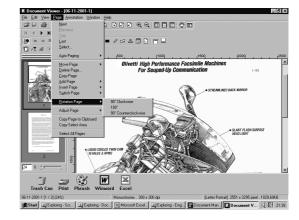
Rotate Page

- Rotate Right
 - Rotate the page 90 degrees clockwise.
- Rotate 180 Degrees

Rotate the page 180 degrees

- Rotate Left

Rotate the page 90 degrees counterclockwise.



Adjust Page

- Correct Skew

Adjusting orientation.

- Eliminate Noise

Eliminate the noise.

- Enhance Edge

Enhances the edge.

- Brightness/Contrast

Adjusts brightness or contrast.

- Hue/Chroma

Adjusts hue or chroma.

- Reverse Gradation

Reverse Gradation.

- Monochrome

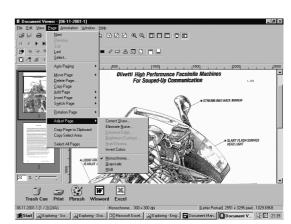
Convert to Monochrome.

- Grayscale

Converting to Grayscale.

- RGB

Converting to RGB full color.





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

Page Menu

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

Annotation Menu

Show Annotation

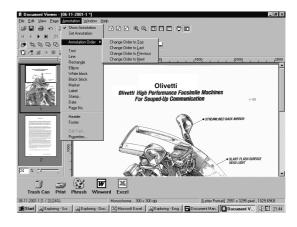
The check box on/off setting specifies whether to display an annotation in the page list thumbnail.

Set Annotation

Protect the annotation from re-editing.

Annotation Order

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



Text

Creates a text annotation and paste it to a page.

• I ine

Creates a line annotation and paste it to a page.

Rectangle

Creates a rectangular annotation and paste it to a page.

Ellipse

Creates an ellipse annotation and paste it to a page.

White Block

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

Black Block

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

Marker

Create a marker annotation and paste it to a page.

• Labe

Creates a label annotation and paste it to a page.

Stamp

Creates a stamp annotation and paste it to a page.

Date

Creates a date annotation and paste it to a page.

Page No.

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

TEST CHART

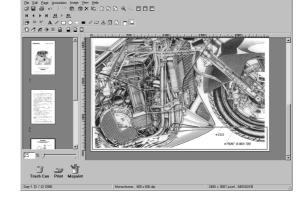
Annotation Menu

Header

Edits a header common to each page.

Footer

Edits a footer common to each page.



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• Edit Text

Sets a format of a text in a selected annotation.

Properties

Display Properties for annotation.

NOTE

- 1. For specifying text font and colors, select the drawn text and select **Properties** in the **Annotation** menu (See page 92). The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn text.
- 2. For specifying the thickness and color of a line, select a drawn line and then select **Properties** in the **Annotation** menu (See page 92). Graphics Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn line.

Annotation Menu

Text

Creates a text annotation. Select text annotation in annotation menu (or tool button), and drag the mouse in the image window to specify the display position.

A dialog box for text setup will appear.

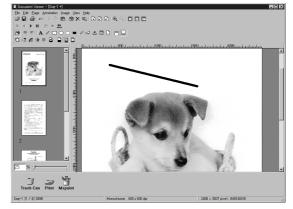
Enter the text to display, and then specify text color and font.



• Line

Creates a line annotation.

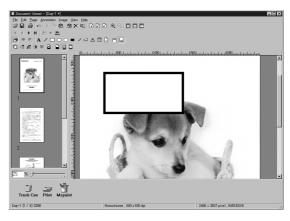
Select line annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw lines.



Rectangle

Creates a rectangle annotation.

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

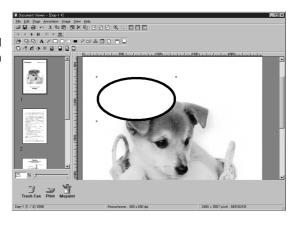


Annotation Menu

• Ellipse

Creates an ellipse annotation.

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



NOTE

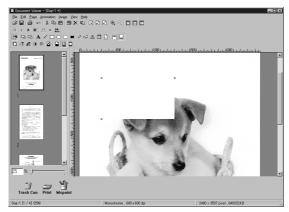
- 1. For specifying the thickness and colors of the rectangle, select the drawn rectangle and select **Properties** in the **Annotation** menu (See page 92). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.
- 2. For specifying the thickness and colors of the ellipse, select the drawn ellipse and select **Properties** in the **Annotation** menu (See page 92). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

Annotation Menu

White Block

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

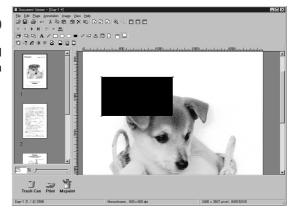
Select the white annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a white rectangle.



Black Block

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

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



NOTE

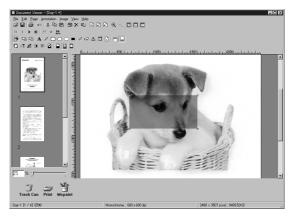
- For specifying lines and colors of solid white, select the drawn solid white rectangle and select Properties in the Annotation menu (See page 92). The Graphic Format Setup dialog box can be displayed also by selecting Properties in the pop-up menu, that appears by right-clicking on a drawn figure.
- 2. For specifying lines and colors of solid black, select the drawn solid black rectangle and select **Properties** in **Annotation** menu (See page 92). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

Annotation Menu

Marker

Creates a marker annotation.

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



Label

Creates a label annotation.

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

Enter texts to display and specify text color and font.





- 1. For specifying the color of a marker, select the drawn marker and select **Properties** in the **Annotation** menu (See page 92). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking
- 2. For specifying the color and font of a label, select the drawn label and select **Properties** in the **Annotation** menu (See page 92). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn label.

Annotation Menu

Stamp

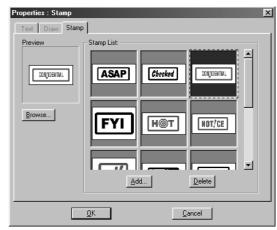
Creates a stamp annotation.

The stamp annotation pastes another image file like a stamp. Select the stamp annotation in the annotation menu (or tool

button) and click the OK button. Then drag the mouse in the image window to specify the area, displaying the stamp dialog box.

Click the Browse button to specify an image from a file.

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





Annotation Menu

Date

Creates a date annotation.

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

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

1. Font Name

Specify the font here.

2. Style

Specify the font style.

3. **Size**

Specify the font size.

4. Text Color

Select the text color here.

5. Date

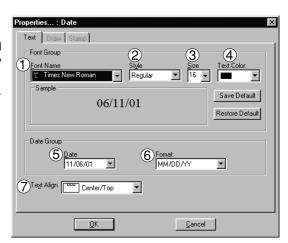
Specify the date here. Selecting from the calendar or entering the date is selectable for data entry.

Format

Specify the display format here.

7. Text Align

Specify the text alignment.



NOTE

1. For specifying the color or font of the date, select the drawn date and select **Properties** in the **Annotation** menu (See page 92). The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

Annotation Menu

• Page No.

Creates a page number annotation.

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

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

1. Font Name

Specify the font here.

2. Style

Specify the font style.

Size

Specify the font size.

4. Text Color

Select the text color here.

5. Text Align

Specify the text alignment.

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

1. Line Width

Specify the thickness of the lines here.

2. Line Style

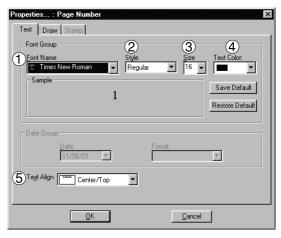
Specify the types of lines here

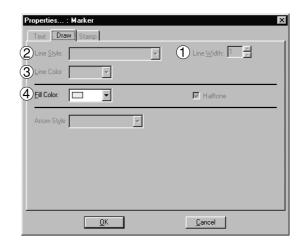
3. Line Color

Specify the color of the lines here.

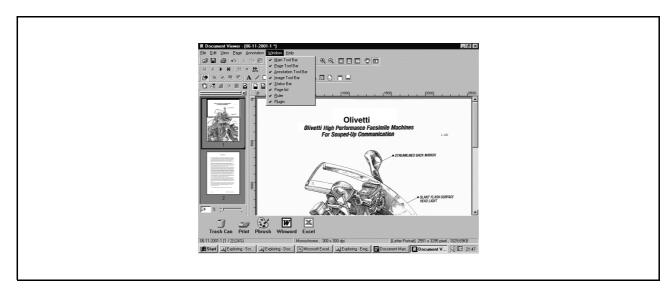
4. Fill Color

Select the color for solid painting here.





Window Menu



· Main Tool Bar

Show/hide main toolbar.

· Page Tool Bar

Show/hide page toolbar.

Annotation Tool Bar

Show/hide page adjustment toolbar.

Image Tool Bar

Show/hide page adjustment toolbar.

Status Bar

Show/hide statusbar.

Page List

Show/hide page list.

Ruler

Show/hide ruler

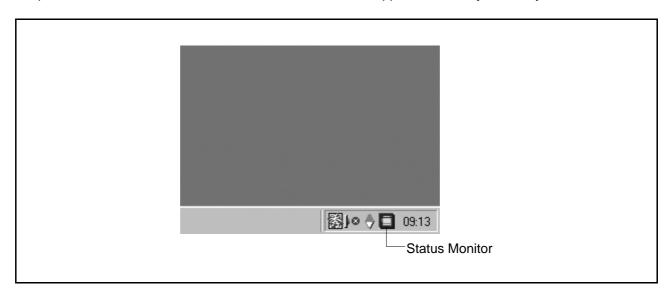
Plugin

Show/hide plug-in

Status Monitor

Task Bar Display

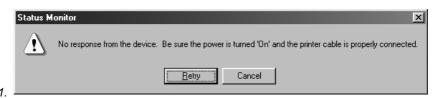
The Status Monitor is a MFP utility that monitors and displays the current status of connected devices. Upon activation of Windows, the icon of the status monitor appears on the System Tray.



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

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

NOTE



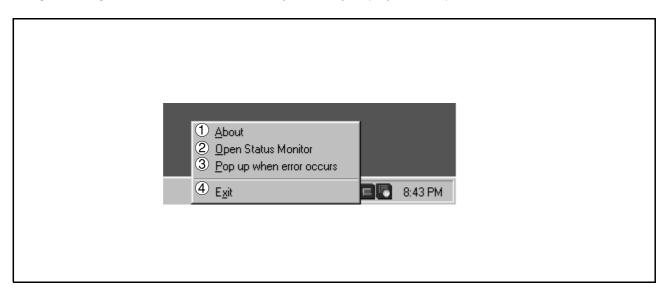
If the power of the device is not turned on or the parallel cable is not connected when starting Windows, the error message shown above appears.

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

2. Connecting the device to a network server disables the status monitor.

Task Bar Menu

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



1. About

Displays the version information about the status monitor.

2. Open Status Monitor

Displays details about the current status of the device.

3. Pop up when error occurs

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

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

< Example of a pop-up error message box >



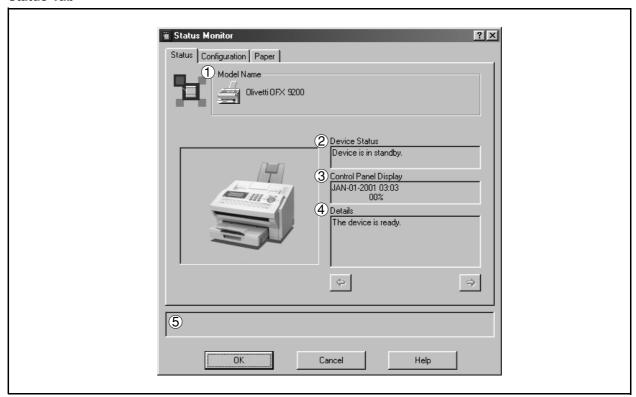
4. Exit

Close the status monitor.

Display Status Details

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

Status Tab



1. Model

Displays the name and number of a connected device.

2. Device Status

Displays the current status of the device.

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

3. Control Panel Display

Displays information as appear on the panel of the device.

4. Details

Displays the current status of the device in details.

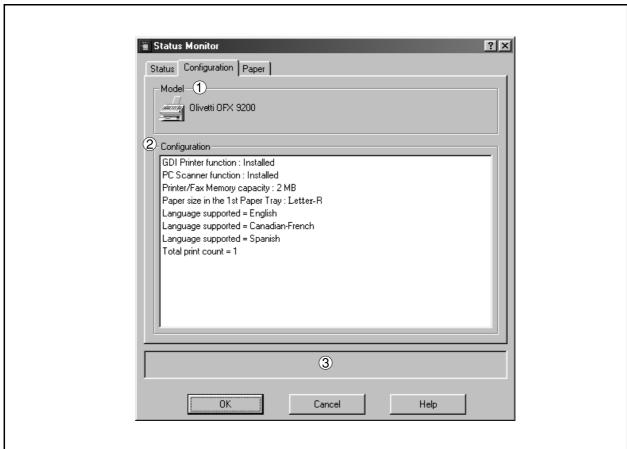
If two or more items have been detected, clicking / keys allows viewing all items.

5. Status

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

Display Status Details

Configuration Tab



1. Model

Displays the name and number of a connected device.

2. Configuration

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

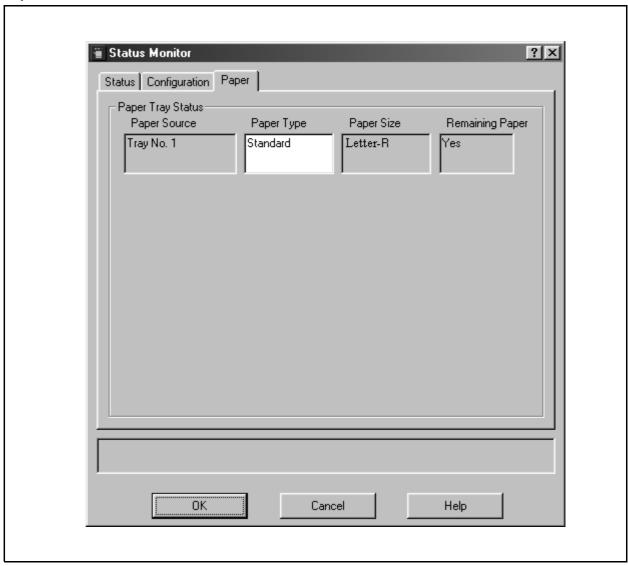
3. Status

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

Status Monitor

Display Status Details

Paper Tab



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



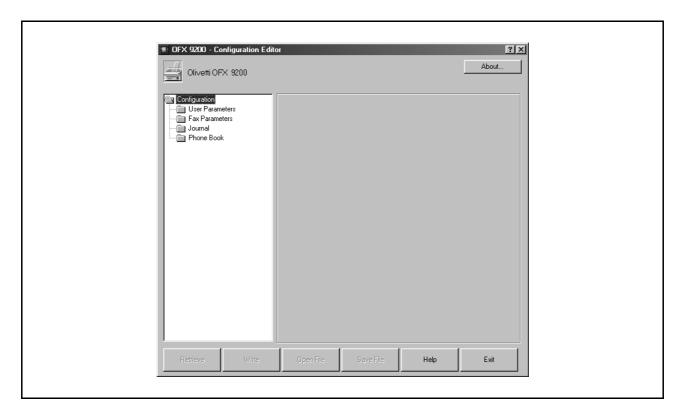
^{1.} Changing the types of loaded paper does not change the comment in <Paper Type> unless it is rewritten by a user.

Configuration Editor

Main Window

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

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



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

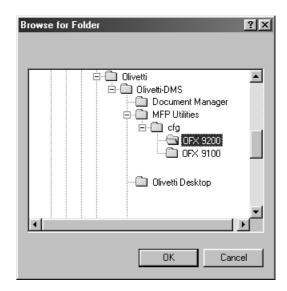
If the device is turned "Off" or not connected, a dialog box | When there is more than 1 supported model series installed, appears as below. You may select.

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



a "Browse for Folder" dialog box appears as below.

Select the model series folder and click OK.



Configuration Editor

Main Window

• Retrieve button

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

• Write button

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

Open File button

Opens the settings in the folder from a file.

Save File button

Saves the settings in the folder to a file.

• and ▶ buttons

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

• Help button

Displays the help screen.

About... button

Displays version information.

• Exit button

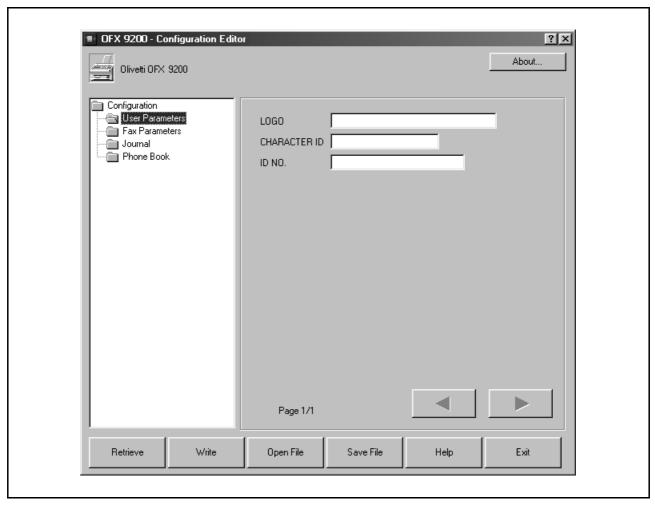
Close the Configuration Edit utility. If the data has not been sent after being modified on the screen, a confirmation message for sending the data is displayed.

NOTE

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

User Parameters Folder

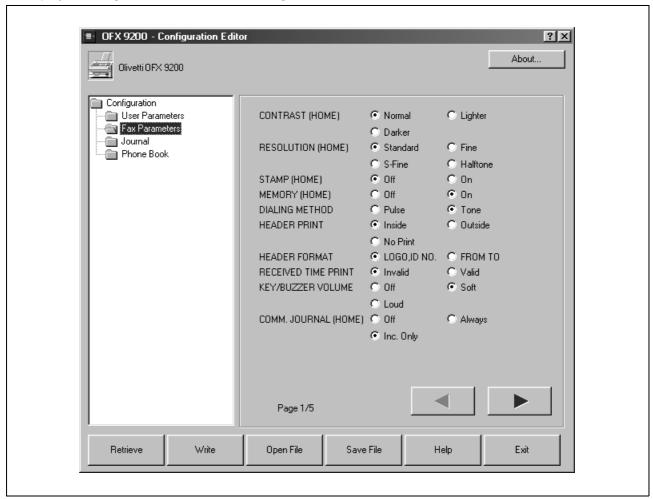
Specify the originating party name and telephone number, etc. to be registered on the device for fax communications.



Configuration Editor

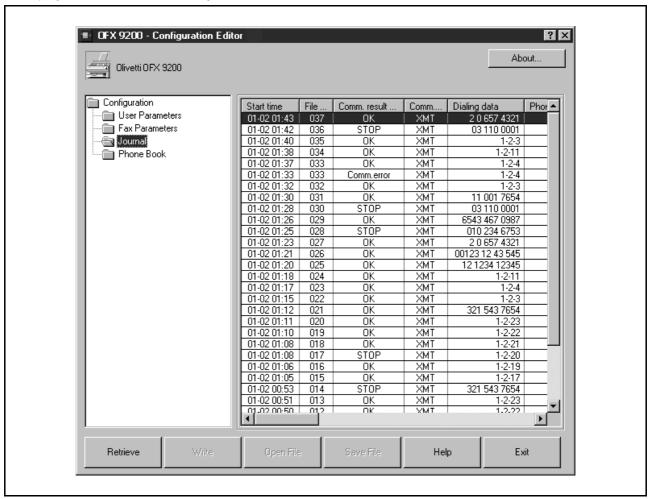
Fax Parameters Folder

Display or change the Fax Parameter Settings.



Journal Folder

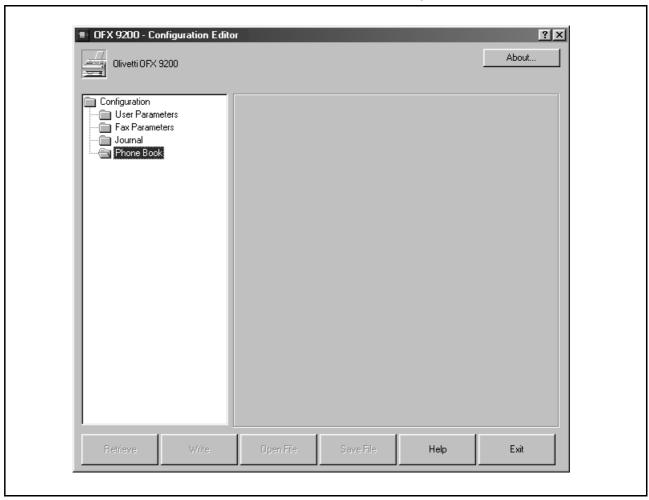
Display the Fax communication journal.



Configuration Editor

Phone Book Setting Shortcut Activation Folder

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



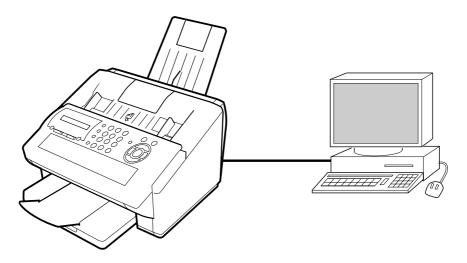
Phonebook Editor

Features

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

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

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



Features provided by the Phonebook Editor function are as follows:

Retrieve/Write	Retrieve fax numbers in main unit to the PC, or send fax numbers from the PC to the main unit.	Page 117
Open/Save File	Open or save fax numbers stored the PC.	Page 118
Insert/Delete Entry	Insert or delete lines in the fax number list.	Page 120 Page 121

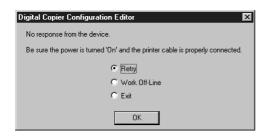
If the device is turned "Off" or not connected, a dialog When there is more than 1 supported model series box appears as below. You may select.

Retry

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

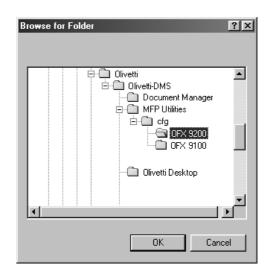
- Work Off-Line
- Edit the data from an existing file.
- Exit

Exit the program.



installed, a "Browse for Folder" dialog box appears as below.

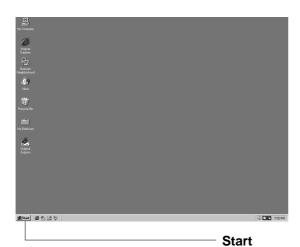
• Select the model series folder and click OK.



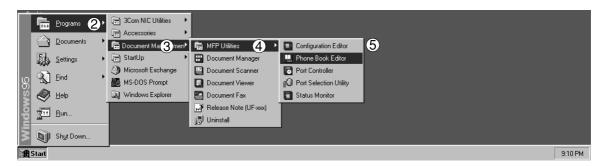
Phonebook Editor

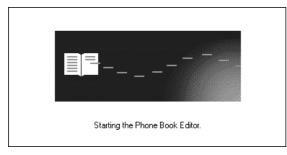
Activation Procedure

Take the following steps to activate the phonebook editor software.



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

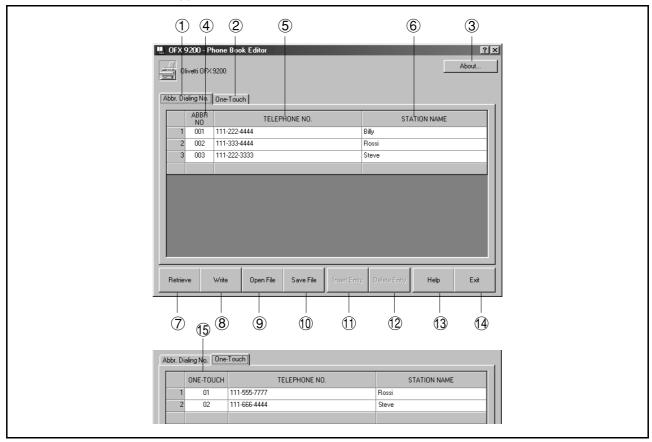




- Select Programs.
- 3 Select Document Management System.
- Select MFP Utilities.
- **⑤** Select **Phone Book Editor**.
- Phone Book Editor splash screen appears and the Phone Book Editor program is activated.

Main Window





No.	Indication	Description	Reference
1	Abbr. Dialing No. Tab	Contains the abbreviated dialing number entries	
2	One-Touch Tab	Contains the One-Touch Key entries	
3	About	Version information of software	
4	ABBR. NO.	Abbreviated Dialing Number	
5	Telephone No.	Telephone number (Up to 36 digits)	
6	Station Name	Station name (Up to 15 characters)	
7	Retrieve	Retrieve phonebook information from the connected Page device.	Page 117
8	Write	Send phonebook information to main unit	Page 117
9	Open File	Read phonebook information in PC	Page 118
1	Save File	File Save phonebook information onto PC	Page 118
1	Insert Entry	Insert a line in the phonebook list	Page 120
1	Delete Entry	Delete a line in the directory dialing list	Page 121

Phonebook Editor

Main Window

No.	Indication	Description	Reference
(3)	Help	Display an on-line help screen	
4	Exit	Close the phonebook editor software	
(15)	ONE-TOUCH	One-Touch Key	

Retrieve/Write

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

Retrieve

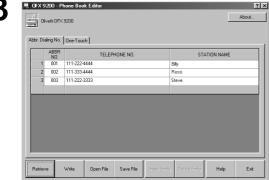
 Click Retrieve.

2



Click the Yes button.

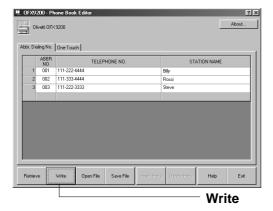
3



A list of fax numbers in the machine is displayed.

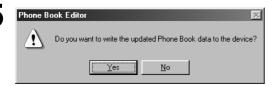
Modify and add destination names and dial numbers on this screen.

4



Click Write after the editing is completed.

5



Click the Yes button.

The phonebook information is written to the connected device.

Phonebook Editor

Open/Save File

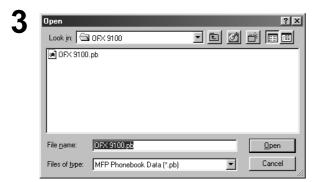
This function opens the phonebook file in the PC, edits the file and then saves the file in the PC again.

Open File

Click Open File

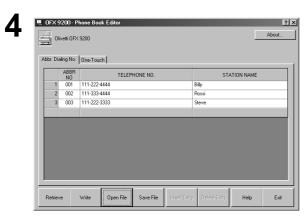


Click the Yes button.



The File Open dialog box appears

- 1. Select a file from the list (e.g. OFX9100.pb)
- 2. Click the Open button.

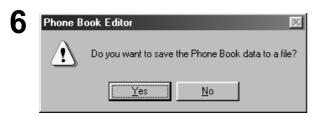


The phonebook information stored in the PC is displayed.

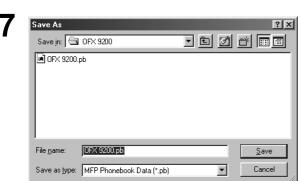
Modify and add destination names and dial numbers on this screen.

Open/Save File

Click Save File after the editing is completed.



Save File



Click the Yes button.

The phonebook information is saved in the PC.

For Save File:

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

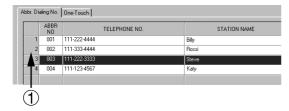
Phonebook Editor

Insert Entry

This function adds lines in the list when editing the phonebook.

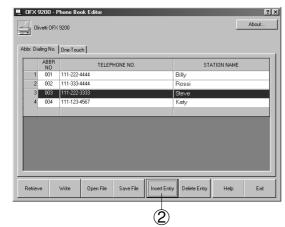
The steps for inserting lines is as follows:

1



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

2



Click Insert Entry.



A line is inserted as shown on the left.

3

	ABBR NO	TELEPHONE NO.	STATION NAME
1	001	111-222-4444	Billy
2	002	111-333-4444	Rossi
3	005		
4	003	111-222-3333	Steve
5	004	111-123-4567	Katy

Double-click on the line for data entry.

Delete Entry

The steps for deleting lines is as follows:

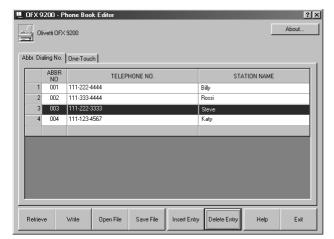
1



Ex: Delete the 3rd line.

Click the portion indicated as ①.

2



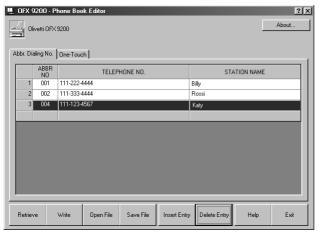
Click Delete Entry.

The screen shown on the left appears.

Click OK .



The line is deleted as shown on the left.



General Description

OFX 9XXX Document Fax is a PC Faxing application specifically designed to compliment the Facsimile line of multi-function products (i.e. OFX 9100/OFX 9200).

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

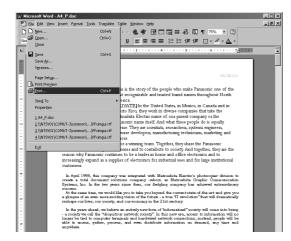
Sending Document

Sending a Document via Windows Application

You can send a fax directly from any Windows Application by simply printing to the **Document fax Driver**.

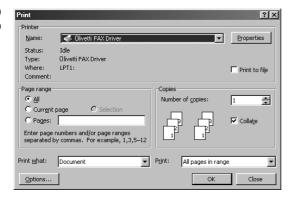
For example, compose a document from your word processor application. When you are finished and ready to fax it to a remote location, simply follow the procedures below.

1



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

2



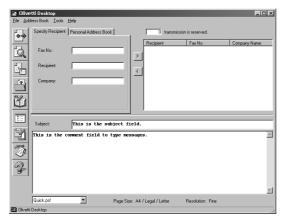
The Print dialog box appears.

Select **Document fax Driver** from the Printer Name menu.

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

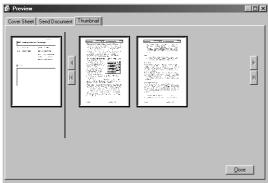
Sending Document

3



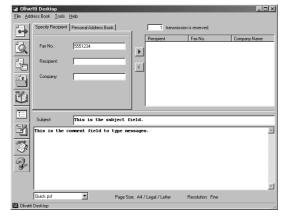
The Document Fax window appears with the Fax image attached.

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



Click on the Close button to return to the Document Fax window.

4



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

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

Enter/select another recipient if desire.

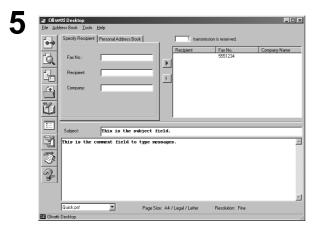
Type a subject in the Subject field and a brief message to be included in the Cover Page.

Click on the



(Send) button when

ready to send the fax.



Continued on the next page...

Sending Document



Click on the OK button to start the transmission.

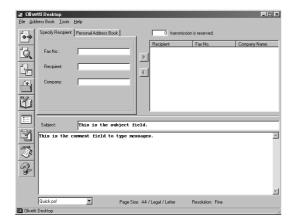
Sending Document

Sending a Document to a recipient in the Personal Address Book

The frequently used fax numbers can be registered to the **Document fax Personal Address Book**.

To register a recipient to the **Personal Address Book**, see page 127.

1



From the Document Fax main window.

Click on the



(Open File) button to

select a file for the transmission.

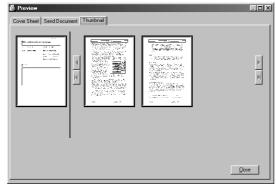
Note: You may also attach the file by printing to the Document Fax Driver from any Windows application as described on page 122.

2



Select the file and click the Open button.

3



Continued on the next page...

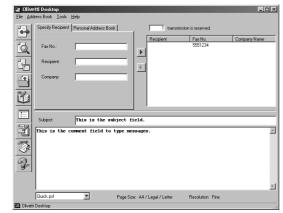
The Document Fax window appears with the Fax image attached.

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

Click on the Close button to return to the Document Fax window.

Sending Document





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

Clock on the <u>button</u> to register the recipient(s) to the recipient list.

Then, click the



(Send) button.

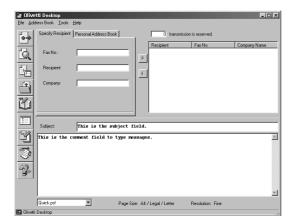


Click on the OK button to start the transmission.

Managing the Personal Address Book

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

1



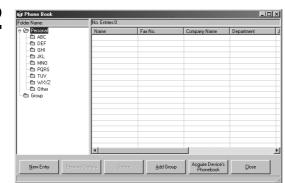
Click on the



(Personal Address Book)

button to open the **Phone Book** dialog box.

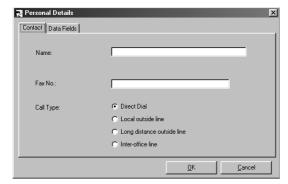
2



Click on the

New Entry	button
	Duttoi

3



<Contact Tab>

Name

Enter the recipient's name.

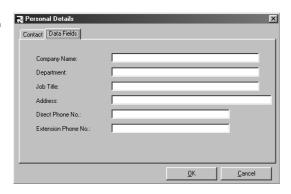
• Fax No.:

Enter the fax number.

· Call Type:

Select how the call should be dialed.

4



<Data Fields Tab>

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

Continued on the next page...

Managing the Personal Address Book

Click on the OK entry.

To add another entry, repeat from step 2.

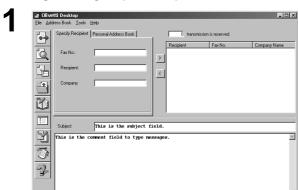
button to save the

NOTE

^{1.} The One-Touch/Abbreviated Dialing Numbers registered in the your machine are automatically uploaded in the Personal Address Book when activating the Document Fax if the machine is corrected to your PC.

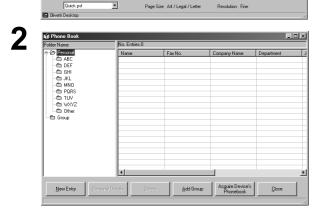
Managing the Personal Address Book

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

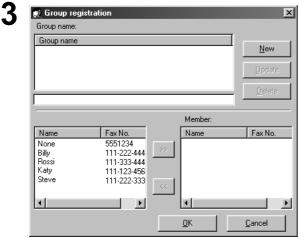


Click on the Personal Address Book)

button to open the **Phone Book** dialog box.



Click on the Add Group button.



The Group Registration dialog box appears.

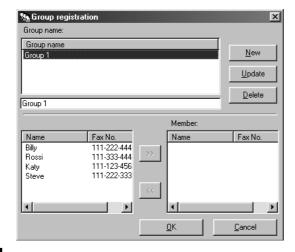
Click on the New button.

Continued on the next page...

Managing the Personal Address Book

4





The Add New Group Name dialog appears.

Enter the group name and click OK button.

F

<u>0</u>K

<u>C</u>ancel

4

Select the desired recipients.

Group name				
Group 1				<u> </u>
				<u>U</u> p
				De
Group 1				
			Member:	
Name	Fax No.	[Name	Fax
Billy	111-222-444	>>	Katy	111-
Rossi	111-333-444		Billy	111:
Katy Steve	111-123-456 111-222-333		Rossi	111-
Sieve	111-222-333			
l		<<		
	F			

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

To add another group, repeat from step 3.

If finished, click the OK button to exit Group Registration.

Receiving Document

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

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

FAX was received.

Receiving LOG

Close

A receiving notice appears on the connected PC.

Click the Receiving LOG button.

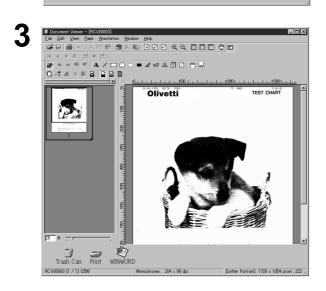
| Send/Receive Log | Service | Serv

The Receive Log appears.

Select a transaction from the log then click the



(View Faxes) button to view the received fax.



The received fax is shown on the PC.

NOTE

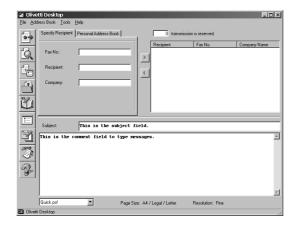
^{1.} Make sure that the Port Controller is activated when receving a fax. Otherwise, the received fax cannot be uploaded to your PC even if the Fax Parameter No. 63 is set to "Upload & Print" or "Upload".

Cover Sheet

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

Creating a Cover Sheet

1



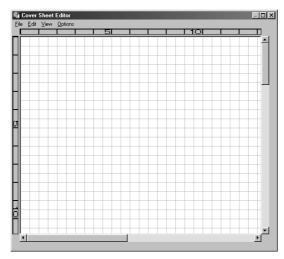
Click on the



(Cover Sheet Editor)

button.

2



The Cover Sheet Editor window appears.

[Edit] menu

Page Size Sets the size of the cover sheet.

Date Frame Inserts a date field.

Text Frame Inserts a text box.

Line/Box Inserts a line or box.

Image Frame Inserts an existing image file (bmp file).

Recipient Details

Inserts the information set in the Data Fields and Personal tabs on the Personal

Address Book.

Sender Details

Inserts the information set in the Sender Details tab on the Setup menu.

Comment Inserts a comment field for typing a brief message when sending a fax.

Subject Inserts a subject field when sending a fax.

Cover Sheet

[View] menu

Show Grid Display the grid.

Preview Display the preview of the cover sheet.

Show Status Bar Display the status bar.

Zoom Sets the ratio for the cover sheet editing screen.

Scale unit Sets the scale unit of measure (cm/inch).

[Options] menu

Font Specifies the character font.

Line Style Specifies the line style.

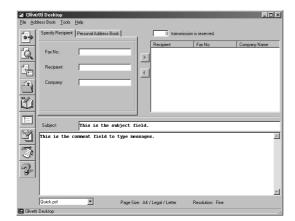
Text Alignment Adjusts the text position.

Date Format Sets the date format.

Cover Sheet

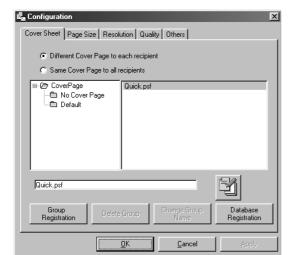
Setting the Usage of the Cover Sheet

1



Click on the (Configuration) button.

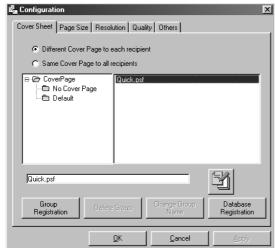
2



The Options dialog box appears.

Show the Cover Sheet tab.

3

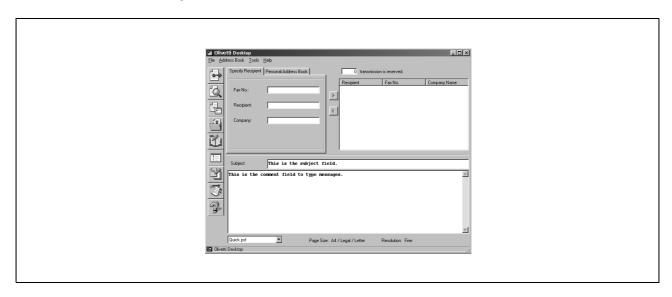


Select the Cover Sheet then set the usage.

Click the Apply button.

Tool Bar

Document fax main dialog box.

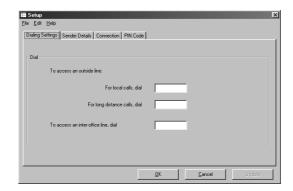


[Send]	Used to start the transmission.
[Preview]	Used to view the cover sheet or transmission file.
[Configuration]	Used to specify the resolution and paper size for the transmission. Also, used to set the Cover sheet usage.
[Open]	Used to select the file to be send.
[Personal Address Book]	Used to open your personal address book.
[Setup]	Used to specify the Send Settings, Sender Details and Connection Settings.
[Cover Sheet Editor]	Used to create or edit a Cover Sheet.
[Send/Receive Log]	Used to show the Send/Receive Log Manager.
[Help]	Used to show the On-line help.

Setup Menu

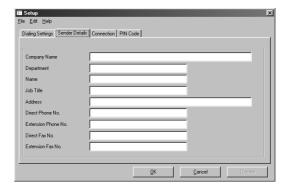
Dialing Settings Tab

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



Sender Details Tab

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



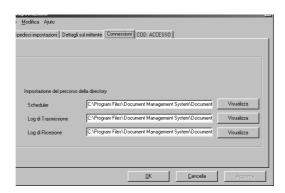
Setup Menu

Connection Tab

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

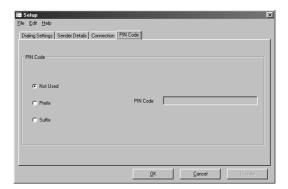
- Scheduler
- Send Log
- Receive Log

For details on setting up Client and Server connection, please refer to the section of Client and Server Setting on page 140.



PIN Code Tab

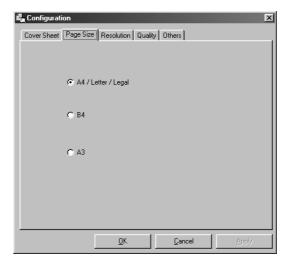
Specify the PIN Code settings when required by your telephone system.



Configuration Menu

Page Size Tab

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



Resolution Tab

Set the resolution to be used for the transmission. The selectable resolutions are depending on the machine's capability connected to your PC.



Configuration Menu

Quality Tab

Set the quality to be used for the transmission.



Others Tab

Set the other preferences.

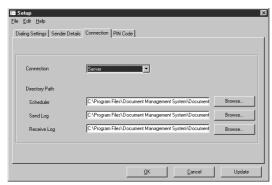


Client and Server Setting

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

Setting the Document fax as a Server

- Install the **Document fax** module of the Document Management System on a networked computer to be designated as the Fax Server.
- Double-click the **Document fax** shortcut icon on the Windows.
- The **Document fax** window appears.
- From the Menu bar, select **Tools** then **Setup...**
- The **Setup** dialog box appears.
- Select the Connection tab.
- Change the Connection setting to Server and click Update



- Start the Windows Explorer, locate the following folders and set them as a shared folder.
 - C:\Program Files\Document Management System\Document Manager\Port Controller (Set the Share Name as SCHEDULER)
 - C:\Program Files\Document Management System\Document Manager\Document fax\Send (Set the Share Name as SEND_FOLDER)
 - C:\Program Files\Document Management System\Document Manager\Document fax\Receive (Set the Share Name as RCV_FOLDER)

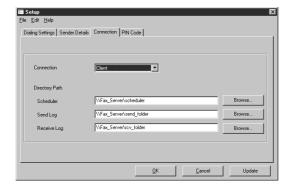
NOTE

1. OFX 9100 for North America supports standalone connection only.

Client and Server Setting

Setting the Document fax as a Client

- Install the Document Management System on a networked computer and select **Client** install on the **Select Setup Type** dialog box during the installation.
- Click Next to copy all the necessary files.
- Click Finish and restart the computer.
- After the computer has restarted, double-click the **Document fax** shortcut icon on the Windows.
- The **Document fax** window appears.
- From the Menu bar, select **Tools** then **Setup...**
- The **Setup** dialog box appears.
- Select the Connection tab.
- Verify the Connection setting is set to Client.
- 10 Set the Directory/Folder Path to the Document fax Server of the following components
 - Scheduler (Mfpscdl.exe)
 - Send Log (SndLogList.mdb)
 - Receive Log (RcvLogList.mdb)



Troubleshooting

Printing operation fails

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

- Connection cables are properly connected.
- Length of connection cables is not longer than 20 ft. (6 m).
- Power of devices is turned on.
- Paper is loaded on the device properly.
- Error message is not displayed on device.

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

Windows 98/Me [General Tab] (See page 13)
Windows NT 4.0 [General Tab] (See page 22)
Windows 2000/XP [General Tab] (See page 35)



1. The status of the devices can be verified by the status monitor (See page 102).

Document is not printed correctly

Problem	Action			
Printing position is wrong or print is misses on the edge	Paper size or printing orientation is different between the application settings and the printer driver settings. Specify the settings again. The specified paper has not been loaded on the device. Specify the settings again or load the appropriate paper. The document margin is not sufficient. On the machine, a margin of approx. 5 mm or more is required at the sheet edge. (Recommended printing margin) Adjust the margin correctly.			
Characters and symbols not used in documents are printed	Verify that your machine has been selected as the printer driver.			
Printing operation takes excessive time	The wait time for printing operations depends on the spool settings. Select Spool print jobs so program finishes printing faster in spool settings. • Reference: Windows 98/Me [Details Tab] (See page 14) Windows NT 4.0 [Scheduling Tab] (See page 24) Windows 2000/XP [Advanced Tab] (See page 38)			

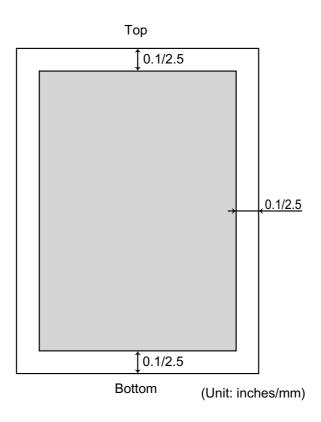
Troubleshooting

Error messages displayed on the computer

Problem	Action		
Error in writing to LPT1. Unable to write to the Specified device.	Verify that the device is connected to the computer correctly. Verify that the power of the device is turned on. Verify that the paper is properly loaded.		
Error in writing to LPT1. Printer timeout error occurred.	Verify that the paper is properly loaded. Verify that the power of the device is turned on. Excessive data volume or number of pages may overflow the device's memory, disabling data reception. Increase the timeout setting value in properties (for transmission retry). • Reference: Windows 98/Me [Details Tab] (See page 14) Windows NT 4.0 [Port Tab] (See page 23) Windows 2000/XP [Port Tab] (See page 37)		
Printing is disabled due to an error in the current printer settings.	Differences in settings such as paper size or printing orientation exists between the application and the printer driver. Specify the correct settings.		

Appendix

Printing/Scanning Area

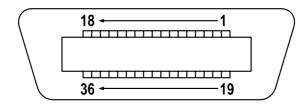


Appendix

Parallel Interface Connector

The printer has a parallel interface for connecting to PC.

Shape of Connector



Signal lines and pin arrangement

No.	I/O	Signal name	No.	I/O	Signal name	
1	I	STB	19	-	GND	
2	I/O	DATA0	20	-	GND	
3	I/O	DATA1	21	-	GND	
4	I/O	DATA2	22	-	GND	
5	I/O	DATA3	23	-	GND	
6	I/O	DATA4	24	-	GND	
7	I/O	DATA5	25	-	GND	
8	I/O	DATA6	26	-	GND	
9	I/O	DATA7	27	-	GND	
10	0	nACK	28	-	GND	
11	0	BUSY	29	-	GND	
12	0	PE	30	-	GND	
13	I	SELECT	31	I	nNIT	
14	0	nAUTOFD*	32	0	nFAULT	
15	-	Not Used	33	-	Not Used	
16	-	GND	34	-	Not Used	
17	-	GND	35	-	Not Used	
18	0	PLH	36	I	nSELIN*	

^{*}Signal used for bidirectional communication

Signal functions

Signal name	Function
STB	Signal for sending data to printer. Steady-state value is High . Printer reads data until this signal becomes from Low to High .
DATA0 to DATA7	Input signal for receiving 8-bit data. Logic 1 is High . DATA0 is LSB and DATA 7 is MSB .

Parallel Interface Connector

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

Installation (Windows 98/Me)

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

Class 2 Fax Modem

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





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

Double-click the Add New Hardware icon.

3



Click on the Next button.

Installation (Windows 98/Me)





Click on the Next button.

(Windows 98/Me only)

5



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

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

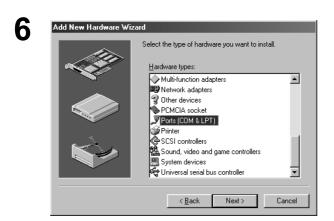


- 3. Select No, I want to select the hardware from a list.
- 4. Click on the Next button.

(Windows 98/Me only)

Continued on the next page...

Installation (Windows 98/Me)



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

- Add New Hardware Wizard

 Select the manufacturer and model of your hardware.

 If your hardware is not listed, or if you have an installation disk, click Have Disk If your hardware is still not listed, click Back, and then select a different hardware type.

 Manufacturers:

 Mogels:

 Standard port types
 Hewlett Packard

 Communications Port
 ECP Printer Port
 Printer Port

 Have Disk...
- 1. Select Communications Port.
- 2. Click the Have Disk... button.



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

9	Add New	Hardware Wizard					
J	F	Select the manufacturer and model of your hardware. If your hardware is not listed, or if you have an installation disk, click Have Disk.If your hardware is still not listed, click Back, and then select a different hardware type.					
	Mo <u>d</u> els: Olivetti	MFP Redirected Com Port					
			≺ <u>B</u> ack	Next >	Have Disk		

Click on the Next button.

Installation (Windows 98/Me)



Click on the Next button.





Click the Finish button.

12



Click the Yes button and restart the PC.

13

Repeat steps from "1" to "3."

Continued on the next page...

Installation (Windows 98/Me)

14





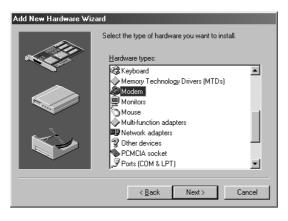
- 1. Select No, the device isn't in the list.
- 2. Click on the Next button.

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

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

(Windows 98/Me only)

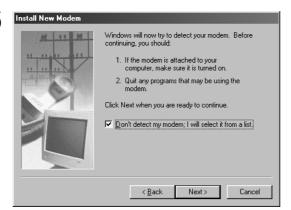
15



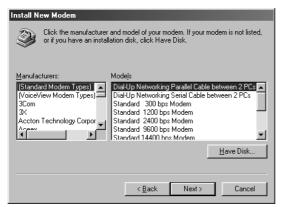
- 1. Select Modem.
- 2. Click on the Next button.

Installation (Windows 98/Me)

16

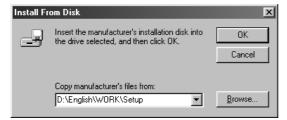


- 1. Select Don't detect my modem; I will select it from a list.
- 2. Click on the Next button.



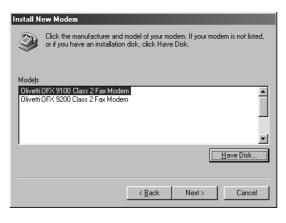
1. Click the Have Disk... button.

17



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

18

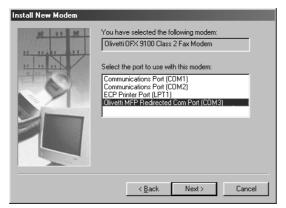


- Select the Class 2 Fax Modem of your machine.
- 2. Click on the Next button.

Continued on the next page...

Installation (Windows 98/Me)

19



- Select device MFP Redirected Com Port (COM*3).
 - * COM number depends on the PC.
- 2. Click on the Next button.

20



Click the Finish button.

• Installation of the modem is completed.

Installation (Windows NT 4.0)

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

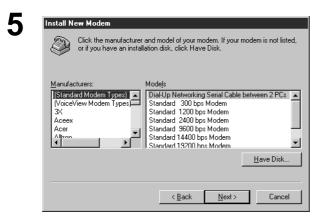
Class 2 Fax Modem

- Install the Com Port Redirector component from the Document Management System installation using the Custom install if you haven't installed the DMS software.
- 2 Select Settings from the Start menu and open the Control Panel.
- _ 🗆 × É #3 111 ****** \mathbb{A}^{A}_{a} ODBC 0 擊 QuickTime 32 ₩. * #

Double-click Modems icon.



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

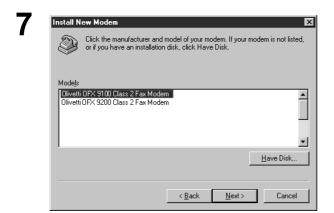


Click the | Have Disk... | button.

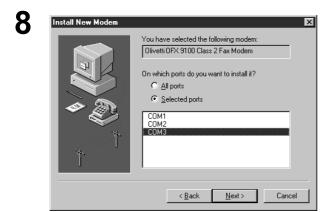
Installation (Windows NT 4.0)



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



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



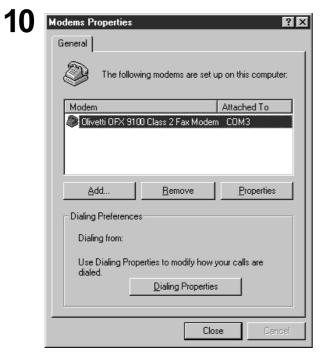
- Select the COM port shown at the bottom of the COM ports list.
- 2. Click on the Next button.



Click the Finish button.

• Installation of the modem is completed.

Installation (Windows NT 4.0)



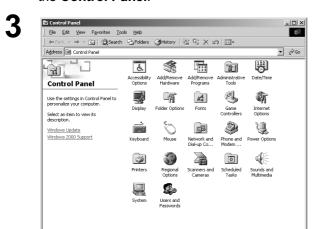
Close the Modems Properties screen.

Installation (Windows 2000/XP)

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

Class 2 Fax Modem

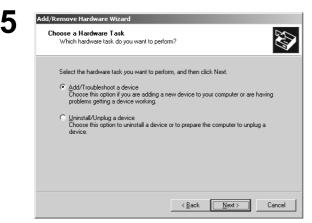
- Install the Com Port Redirector component from the Document Management System installation using the Custom install if you haven't installed the DMS software.
- 2 Select Settings from the Start menu and open the Control Panel.



Double-click the Add/Remove Hardware icon.



Click on the Next button.



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

Installation (Windows 2000/XP)



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

- Add/Remove Hardware Wizard

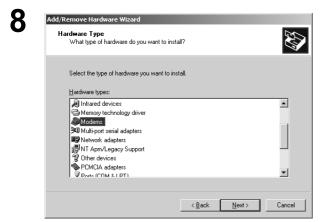
 Find New Hardware
 Windows can also detect hardware that is not Plug and Play compatible.

 When Windows detects new hardware, it checks the current settings for the device and installs the correct driver.

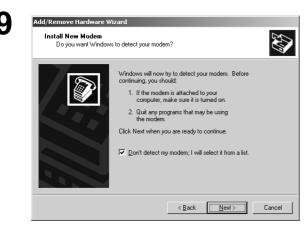
 Do you want Windows to search for your new hardware?

 Yes, search for new hardware

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



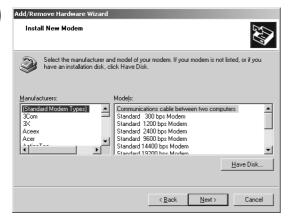
- 1. Select Modems.
- 2. Click on the Next button.



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

Installation (Windows 2000/XP)

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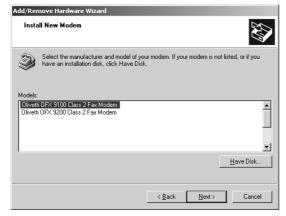
Click the Have Disk... button.

11



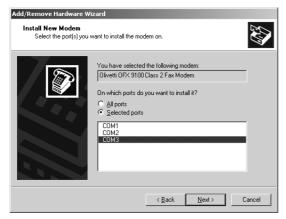
- Enter D:\English\Work\Setup.
 (Where "D" is your CD-ROM drive.)
- 2. Click on the OK button.

12



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

13



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

Installation (Windows 2000/XP)

14



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



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