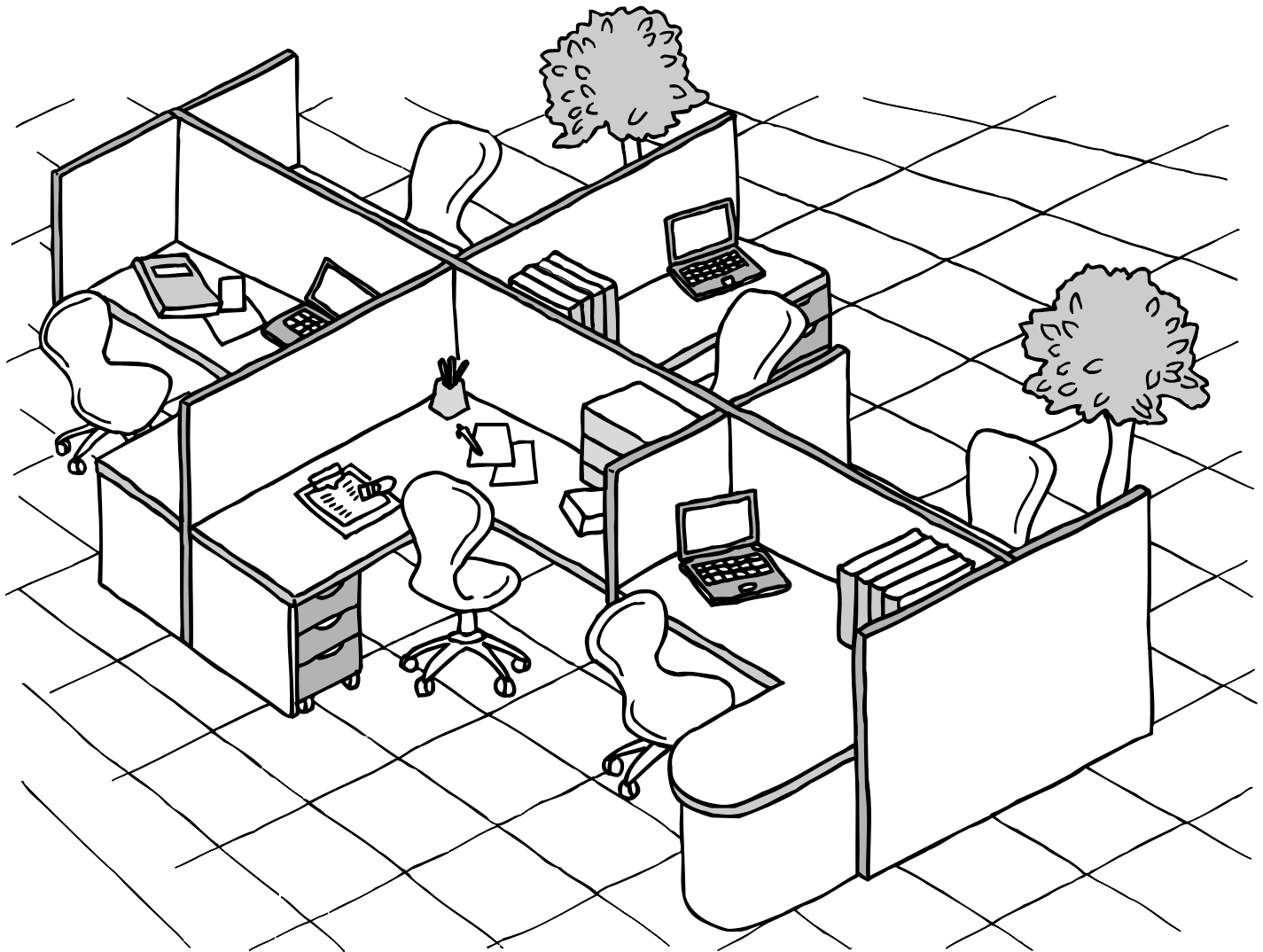


# Panasonic®

## Software Operating Instructions (For DD Server)

Model No. **DA-WS20**  
(For DP-2310/3010/3510/4510/6010)



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

English

# Introduction

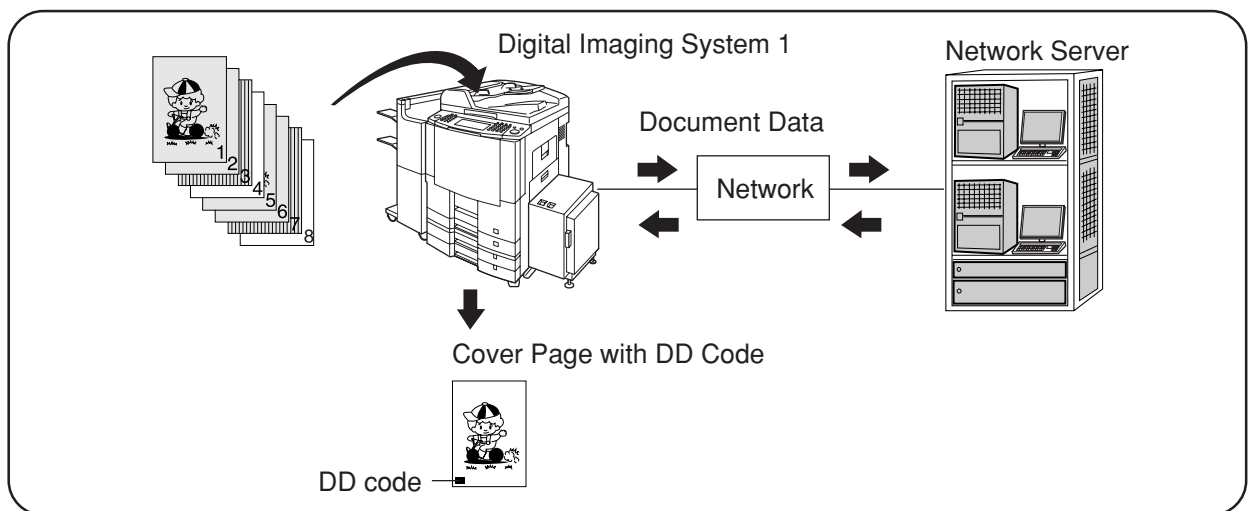
## Features

By installing the DD Server software in the server of a network, a document can be saved from the digital imaging system to a server, or the document in a server can be retrieved from the digital imaging system.

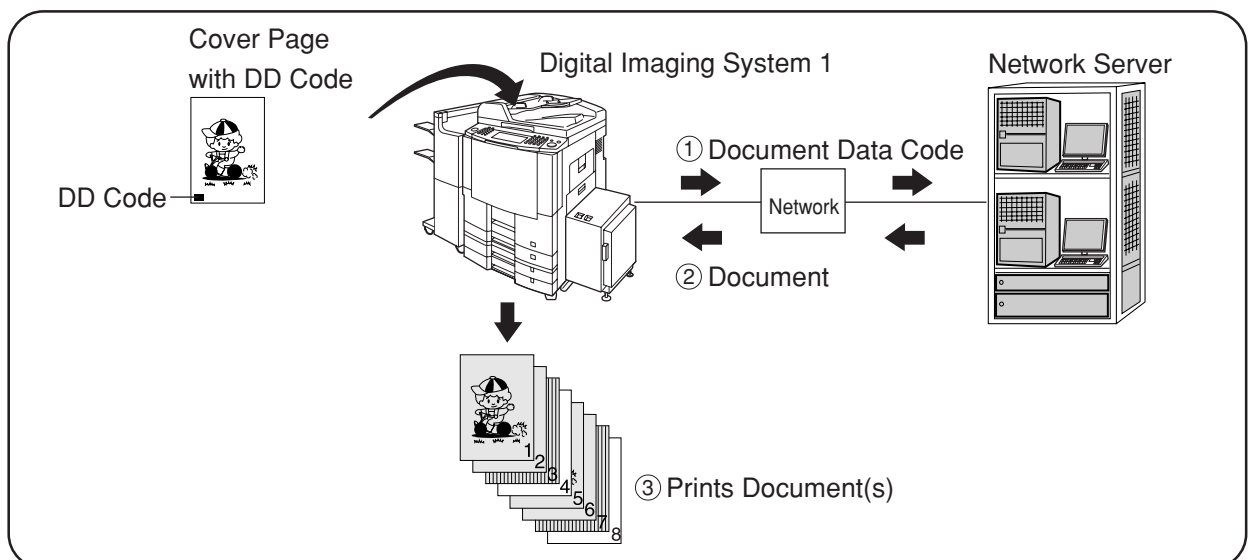
- This software installs in a network server. The digital imaging system requires registering the network server in its scanner address book. \* see notes

**NOTE:** This requires the network scanning module to be installed on the digital imaging system. Please see your authorized Panasonic representative for more information.

### ■ Saving Document



### ■ Retrieving Document



- The only compatible devices are the DP-2310/3010/3510/4510/6010.
- This function requires the Document Manager software from the Document Management System CD. This CD is included with the digital imaging system.

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## Introduction

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## Getting Started

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## How to Save/Retrieve

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| Saving the Document .....     | 17 |
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# Getting Started

## Installing the DD Server Software

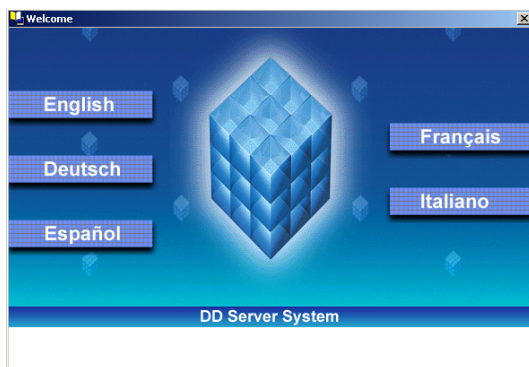
- This function requires the Document Manager software (Ver. 2.52 or later) from the Document Management System CD. This CD is included with the digital imaging system. Please be sure to have this CD with you during the installation process.
- The DD Server Software only runs on Windows NT 4.0 with IIS\* 4.0 or Windows 2000/XP with IIS\* 5.0 installed. Please have this software installed first before continuing with the installation of the DD Server software.
  - \* For IIS recommended installation procedure, refer to the Windows documentation or the Microsoft Website.
  - Select an appropriate time to install this software as it will require a reboot of the installation computer.

1

Insert the DD Server CD-ROM into the CD-ROM drive.

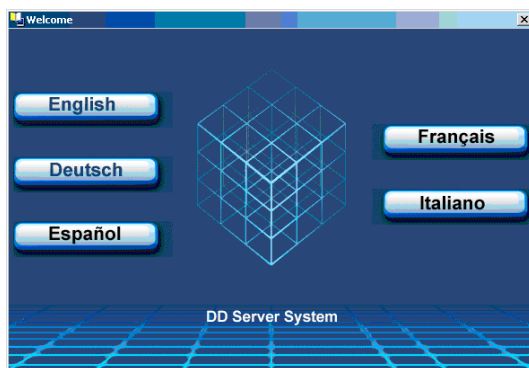
2

For DP-3510/4510/6010



Click **English**.

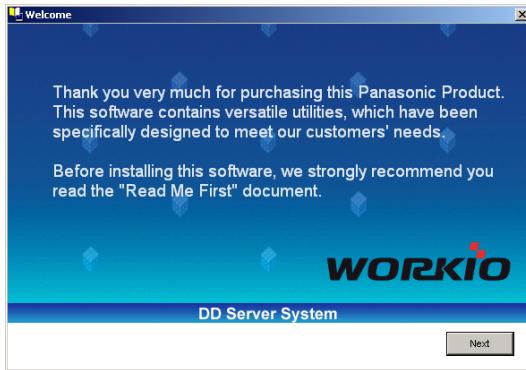
For DP-2310/3010



## Installing the DD Server Software

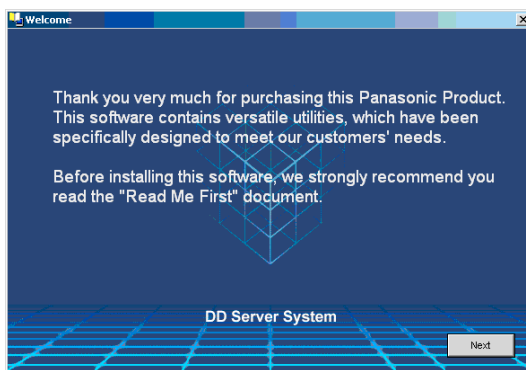
# 3

For DP-3510/4510/6010



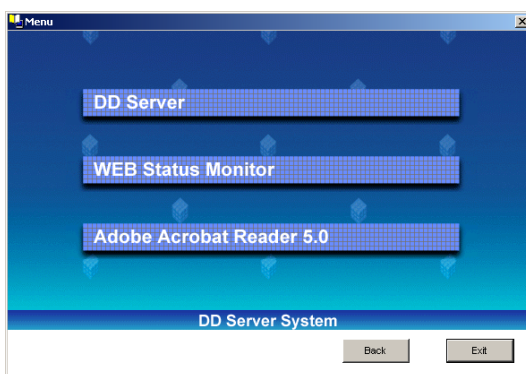
Click .

For DP-2310/3010



# 4

Only for DP-3510/4510/6010



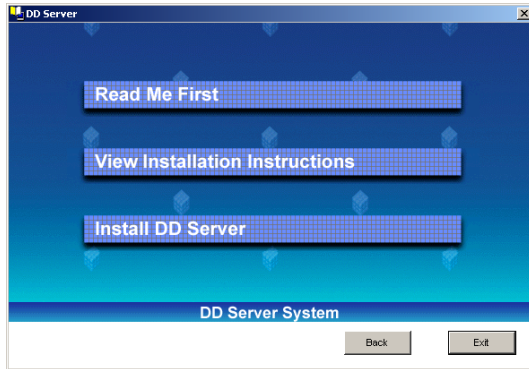
Click **DD Server**.

## Getting Started

# Installing the DD Server Software

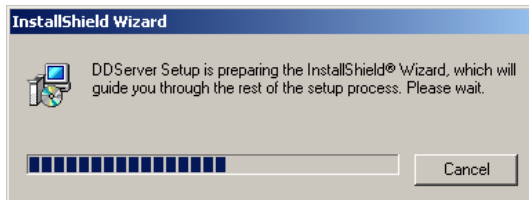
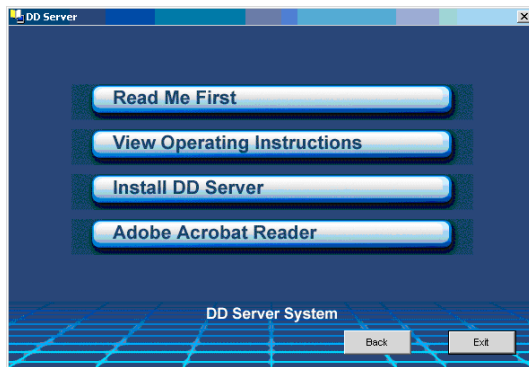
# 5

For DP-3510/4510/6010

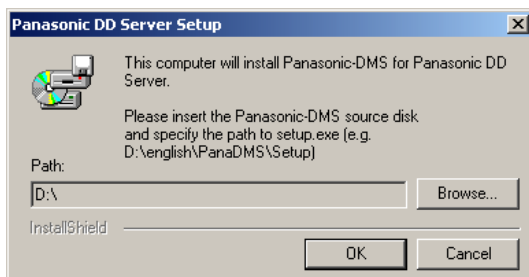


Click **Install DD Server**.

For DP-2310/3010



# 6

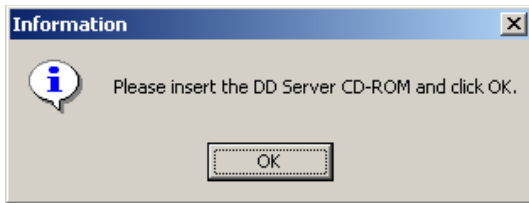


If **Panasonic-DMS** is not installed, the screen at the left is displayed:

- ① Insert the Panasonic-DMS CD into the CD-ROM drive.
- ② Click  and specify the path to setup.exe.  
**Ex:** D:\english\PanaDMS\Setup
- ③ Click .
- ④ Install the Panasonic-DMS software according to installation screens.

## Installing the DD Server Software

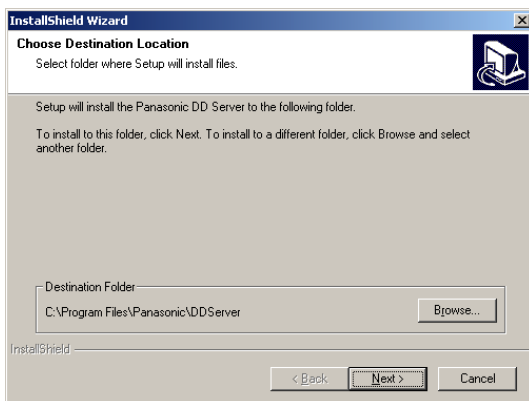
7



① After the Panasonic-DMS software installation has finished, you will be prompted to re-install the DD Server CD. Install the CD into the CD-ROM drive.

② Click .

8

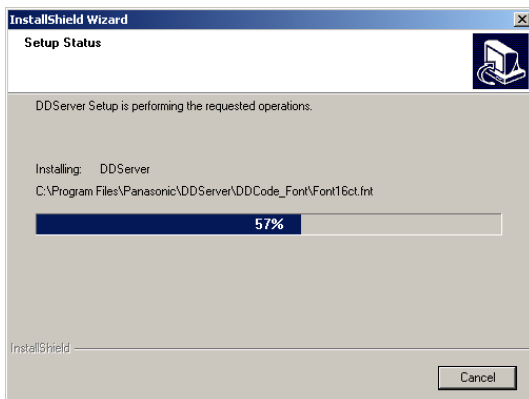


Check the installation directory and click

.

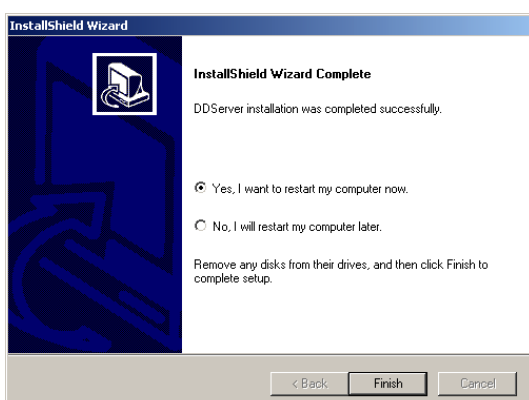
- When changing the installation directory, click  and select the appropriate directory. Upon returning to this screen, click .

9



The required files are copied.

10



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

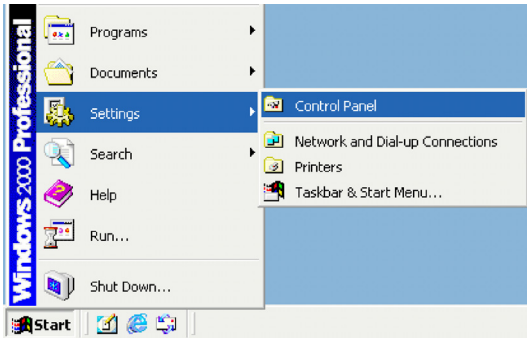
Click  to restart your computer.

# Getting Started

## Uninstalling the DD Server Software

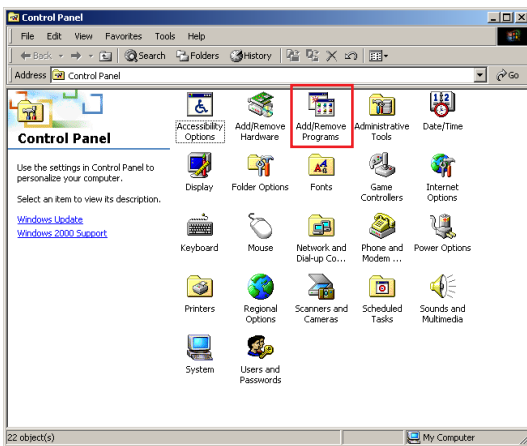
■ When uninstalling the DD Server software, utilize the following procedures.

1



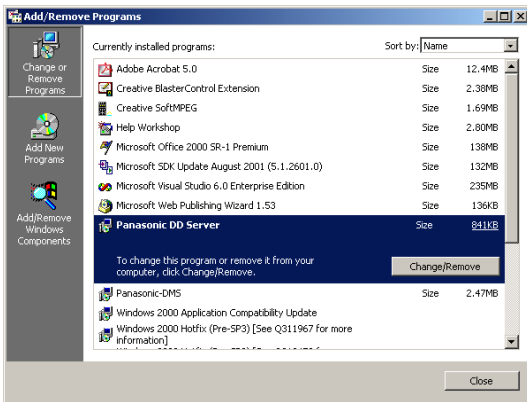
Click on **Start**, then **Settings**, then **Control Panel** (For Windows XP, Click on **Start**, then **Control Panel**).

2



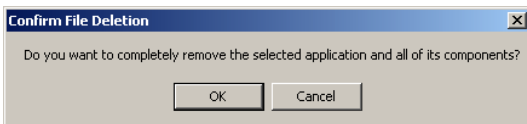
Double Click **Add/Remove Programs** icon.

3



Select **Panasonic DD Server** then, click

4



Click **OK** to remove the application.

5

Click

You will be prompted to restart the computer. After it reboots, the uninstall will be completed.

## Address Book (Adding a New Network Server)

### ■ Adding the address for the DD Server in the Address Book.

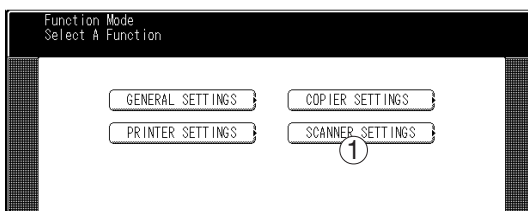
- Each DD Server requires two addresses to be registered. One each for saving and retrieving.

# 1



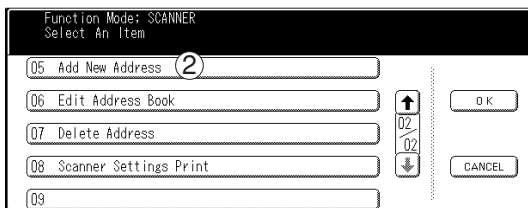
Press the **Function** Key.

# 2



① Touch the **Scanner Settings** button.

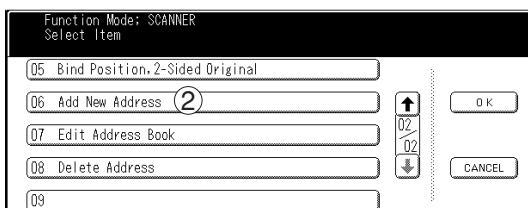
#### For DP-3510/4510/6010



#### For DP-3510/4510/6010

② Scroll the menu using the "↓" button and touch **"05 Add New Address"**.

#### For DP-2310/3010



#### For DP-2310/3010

② Scroll the menu using the "↓" button and touch **"06 Add New Address"**.

# 3

#### For DP-3510/4510/6010



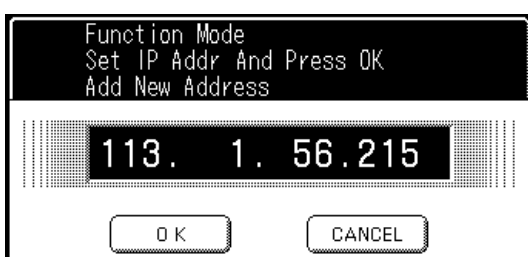
Enter the IP Address for the DD Server by using the Keypad and then touch the **OK** button.

**Ex:** 113.1.56.215

#### **NOTE:** For DP-3510/4510/6010

When entering a one or two digit address, add "00" or "0" before that address.

#### For DP-2310/3010



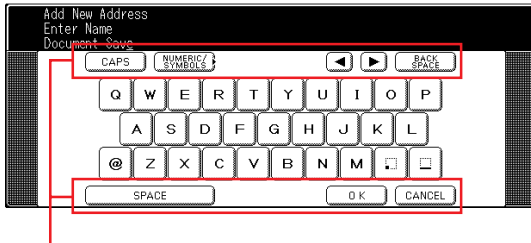
#### For DP-2310/3010

When entering a one or two digit address, add "00" or "0" before that address, or enter "\*" after the address.

# Getting Started

## Address Book (Adding a New Network Server)

4



Then enter the Name (Station Name) by using the QWERTY keyboard and then touch the **OK** button.

(Up to 15 characters)

**Ex:** Document Save or Docu. Retrieve

| Button Name     | Function   |
|-----------------|--|
| CAPS            | Entering capital letters.  |
| NUMERIC/SYMBOLS | Entering the numerical and symbol marks.<br>① When you touch the <b>NUMERIC/SYMBOLS</b> button, the symbols will be displayed.<br>② Select the numeric or symbol mark(s) then touch the <b>CLOSE</b> button. |
| ◀▶              | Moving the cursor ( ) to left or right side.   |
| BACK SPACE      | Erasing the letter to the left of the cursor ( ).  |
| SPACE           | Entering a space.  |
| OK              | Registration is completed.   |
| CANCEL          | Registration is canceled.  |

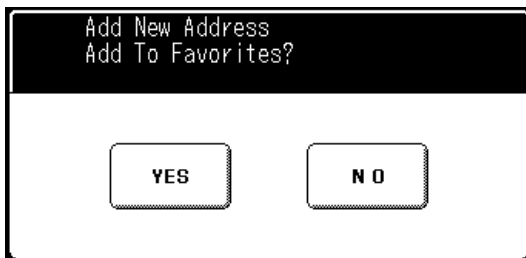
5



Then enter the Key Name (up to 15 characters) and touch the **OK** button.

By default, the Key Name will be up to 15 characters of the station's name. If you do not want to change it, touch the **OK** button.

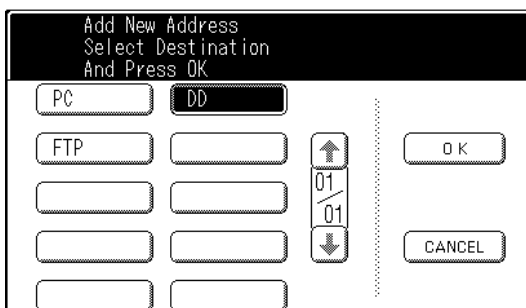
6



If you want to assign this address into the Favorite section, touch **YES**.

**NOTE:** The Address Book area is reduced by the number of assigned Favorite stations.

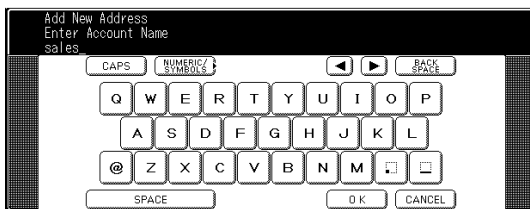
7



Select **DD** and then touch the **OK** button.

## Address Book (Adding a New Network Server)

8

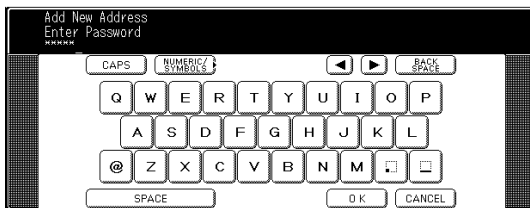


Enter the Account Name using the QWERTY keyboard and then touch the **OK** button.

(Up to 60 characters)

**Ex:** sales

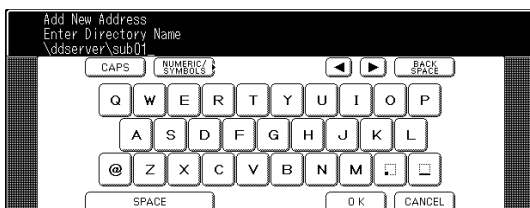
9



Enter the Password using the QWERTY keyboard and then touch the **OK** button.

(Up to 60 characters)

10



Enter the Directory Name using the QWERTY keyboard and then touch the **OK** button.

The Directory Name must be \ddserver.

**Ex:** \ddserver\sub01

11

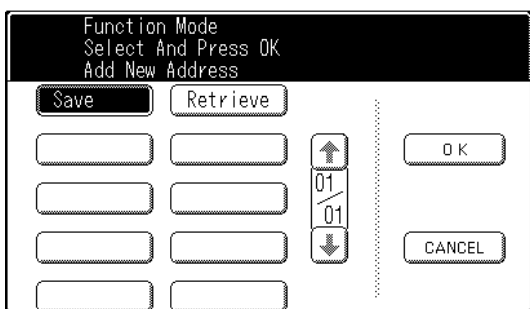


Touch the **OK** button.

Do not change the default Port Number without your Network Administrator's approval.

(Up to 65535, default is 21)

12



Select **Save** or **Retrieve**, then touch the **OK** button.

- **Save** : When entering the Server Name for Saving.
- **Retrieve** : When entering the Server Name for Retrieving.

**Note** : A separate Address Book entry is required for each process.

## Getting Started

### Address Book (Adding a New Network Server)

13

The screenshot shows a dialog box titled "Add New Address Connect Shortcut?". At the top, there are two buttons: "No" and "Yes", with "Yes" being the selected option. Below these are four rows of empty input fields. To the right of the input fields is a vertical scroll bar with up and down arrows and the number "01" in the center. At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

Select **YES** then touch the **OK** button.

- If you select **NO**, the shortcut button (**DD SAVE** or **DD RETRIEVE**) will not be added on the touch panel display (☞ See pages 17 and 19). In order to select the network server, touch the desired server name on the address book.

## Address Book (Editing the Address Book)

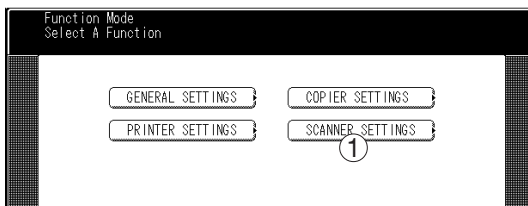
- If you have to change any of the Address Book entries.

### 1 Function



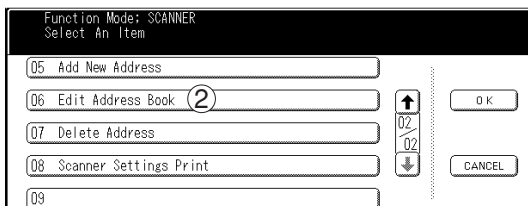
Press the **Function** Key.

### 2



① Touch the **Scanner Settings** button.

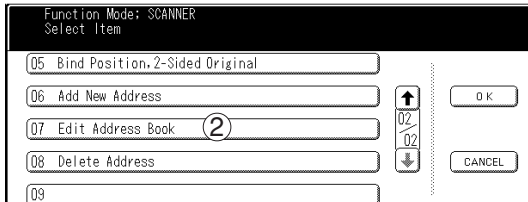
#### For DP-3510/4510/6010



#### For DP-3510/4510/6010

② Scroll the menu with the "↓" button then touch **"06 Edit Address Book"**.

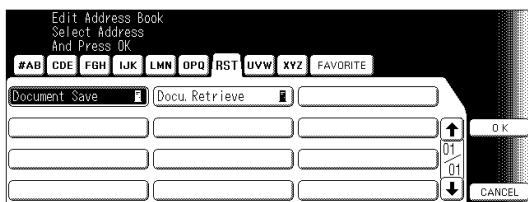
#### For DP-2310/3010



#### For DP-2310/3010

② Scroll the menu with the "↓" button then touch **"07 Edit Address Book"**.

### 3

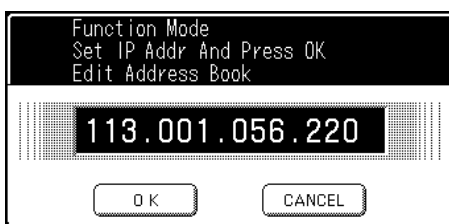


Select the entry you wish to change.

**Ex:** Document Save

### 4

#### For DP-3510/4510/6010



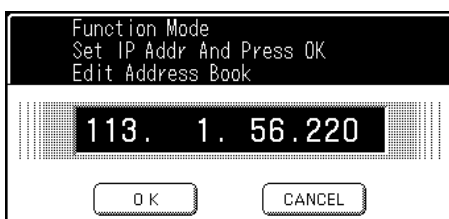
Then enter a new IP Address and touch the **OK** button.

**Ex:** 113.1.56.220

#### **NOTE:** For DP-3510/4510/6010

When entering a one or two digit address, add "00" or "0" before that address.

#### For DP-2310/3010



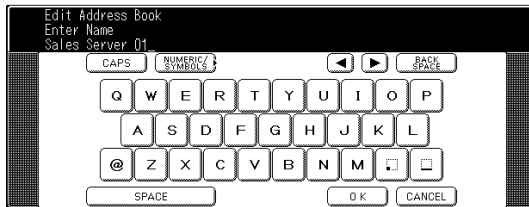
#### For DP-2310/3010

When entering a one or two digit address, add "00" or "0" before that address, or enter "\*" after the address.

## Getting Started

### Address Book (Editing the Address Book)

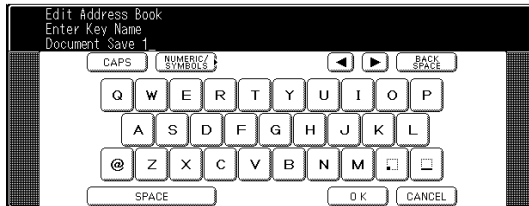
5



Delete the current Name (Station Name) using the Back Space button, enter a new server's name, and touch the **OK** button.

**Ex:** Sales Server 01

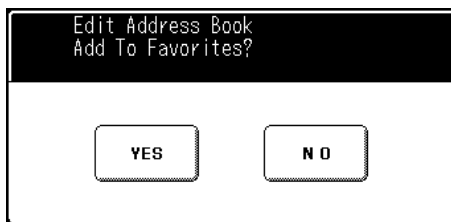
6



Delete the current Key Name using the Back Space button, enter a new Key Name, and touch the **OK** button.

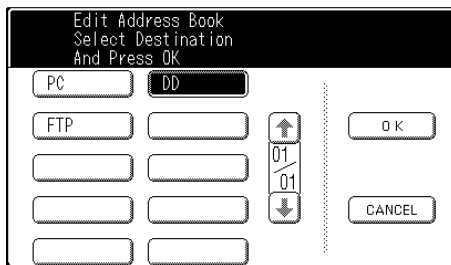
**Ex:** Document Save 1

7



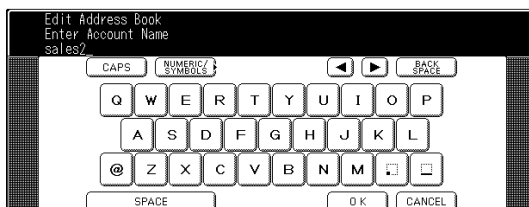
If you want to assign this address into the Favorite section, touch **YES**, otherwise touch **NO**.

8



Then select a new selection, **DD**.

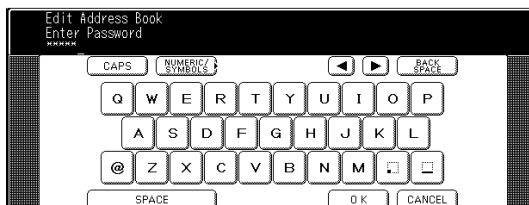
9



Delete the current Account Name using the Back Space button, enter a new Account Name, and touch the **OK** button.

**Ex:** Sales2

10



Delete the current Password using the Back Space button, enter a new Password, and touch the **OK** button.

11



Verify the Directory Name is set to \\ddserver and press **OK**.

The Directory Name must be \\ddserver.

**Ex:** \\ddserver\sub01

## Address Book (Editing the Address Book)

12

Edit Address Book  
Enter Port Number  
And Press OK

06509

OK CANCEL CHANGE

Touch the **OK** button.

Do not change the default Port Number without your Network Administrator's approval.  
(Up to 65535, default is 21)

13

Function Mode  
Select And Press OK  
Edit Address Book

Save Retrieve

OK CANCEL

Select **Save** or **Retrieve**, then touch the **OK** button.

14

Edit Address Book  
Connect Shortcut?

No Yes

OK CANCEL


Touch the **YES** button and touch the **OK** button.

- If you select **NO**, the shortcut button (**DD SAVE** or **DD RETRIEVE**) will not be added on the touch panel display (☞ See pages 17 and 19). In order to select the network server, touch the desired server name on the address book.

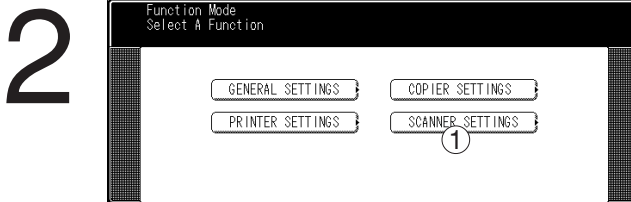
# Getting Started

## Address Book (Erasing the Address Book)

■ If you have to delete any of the Address Book entries.

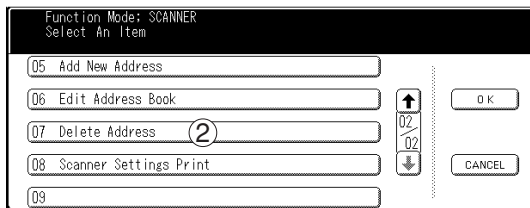
**1** **Function**  


Press the **Function** Key.



① Touch the **Scanner Settings** button.

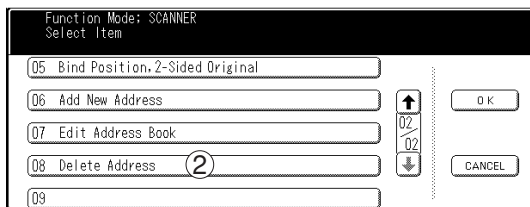
**For DP-3510/4510/6010**



**For DP-3510/4510/6010**

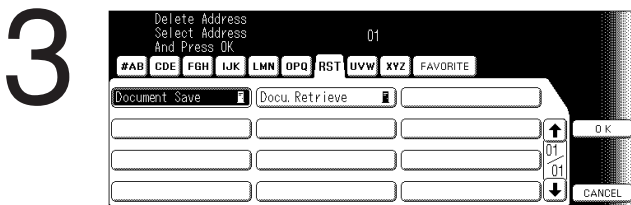
② Scroll the menu with the "↓" button then touch **"07 Delete Address"**.

**For DP-2310/3010**



**For DP-2310/3010**

② Scroll the menu with the "↓" button then touch **"08 Delete Address"**.



Enter the entry you wish to delete and touch the **OK** button.

**Ex:** Document Save

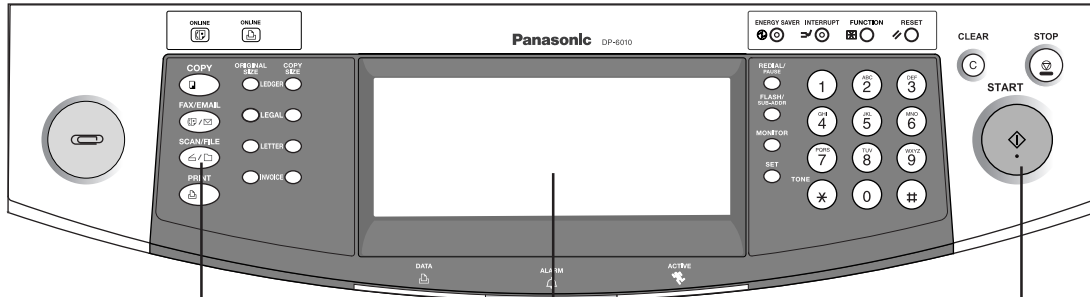


Touch the **YES** button.

# How to Save/Retrieve

## Saving the Document

- When a document is scanned with a digital imaging system and saved to the Network Server.



1

Place the original(s)  
 • Platen or i-ADF (Up to 70)

2

Press the **SCAN/FILE** Key

3

Touch the **DD SAVE** button

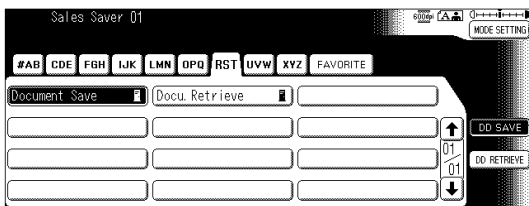
4

Select desired **MODE SETTINGS**

5

Press **START**  
 • Cover Page will print with the DD Code.

3

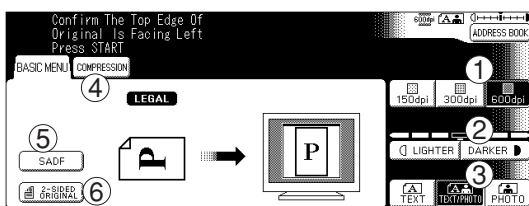


Touch the **Document Save** or **DD SAVE** button.

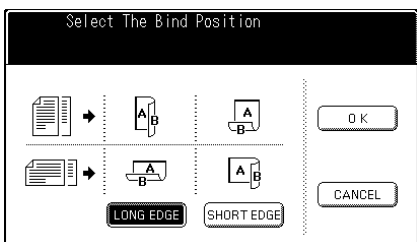
**DD SAVE** button

If the shortcut is not connected, select the desired DD Server from the address book.

4



When touching the **2-Sided Original** button.



Select the desired **MODE SETTINGS**, if necessary.

- ① Resolution
- ② Exposure
- ③ Original Mode
- ④ Compression
  - **JBIG** should be selected.
- ⑤ SADF
  - Use this setting to feed in thin originals or when you want to feed more than 70 originals. Insert the first batch, starting with page 1, and after all originals feed, insert the next stack.
- ⑥ 2-Sided Original
  - Allows scanning of 2-sided originals to the same file.

## Saving the Document

### NOTE:

When selecting the "CoverPrint" parameter for the "Default.ini" file, you can select the cover page style to print with or without the DD code.

(Default.ini File Path : "C:\Program Files\Panasonic\DDServer\Default.ini")

#### CoverPrint parameter

- 0: Prints cover page without DD code
- 1: Prints cover page with DD code (default)

\* When the Default.ini is changed, the PC should be restarted.

#### <Default.ini>

```
[DDServerInfo]
DDFolderSer=C:\Program Files\Panasonic\DDServer\DD Folder
WatchFolder=C:\Program Files\Panasonic\DDServer
WatchInterval=5
WatchFolderLimitDays=100
ErrorMovement=1
ErrorFolderMax=1000
SaveLog=1
ErrorLog=1
ErrorLogSize=1000
TraceLog=0
TraceLogSize=1000
CoverPrint=1

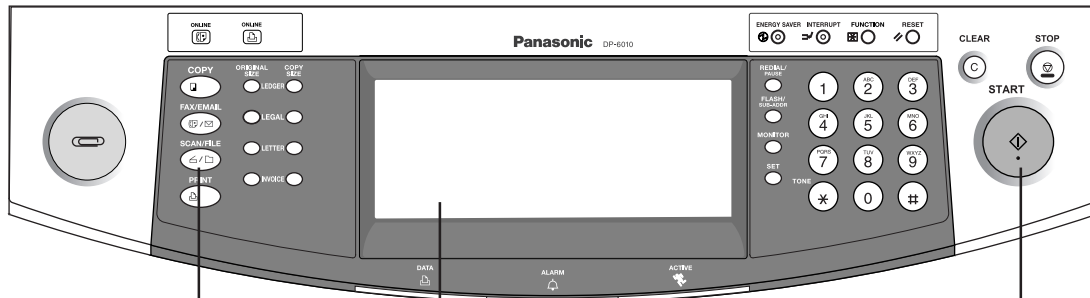
[DDConverterInfo]
DDFolderCnv=C:\Program Files\Panasonic\DDServer\DD Folder
MaxDocNumber=1000
TempFolder=Temp

[PrinterInfo]
PrinterName=DD Server Driver
DriverName=DD Server Driver
```

## How to Save/Retrieve

### Retrieving the Document

- When retrieving the saved document from the DD Server.



1

Place the Cover Page with the DD Code

2

Press the **SCAN/FILE** Key

3

Touch the **DD RETRIEVE** button

4

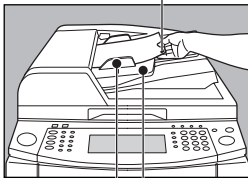
Press **START**

1

#### ■ Position of the Cover Page

##### From i-ADF

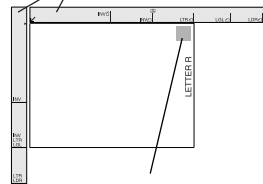
DD Code (face up)



i-ADF Tray

##### From Platen

Original Guide

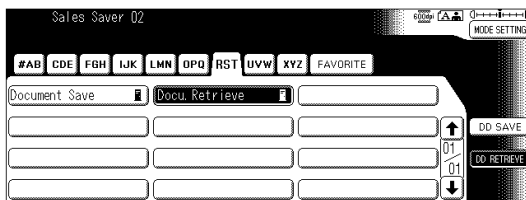


DD Code (face down)

##### Original Guides

Adjust to the original's width

3



Touch the **Docu. Retrieve** or **DD RETRIEVE** button

**DD RETRIEVE** button

If the shortcut is not connected, select the desired DD Server from the Address Book.

**USA Only**

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