



KONICA MINOLTA

PageScope
My Panel Manager Ver. 2.1

User's Guide



PAGESCOPE

My Panel Manager



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About this product

My Panel Manager is network-based software used for managing personal address books and panels used on MFPs and other devices. By using My Panel Manager, the address information and panel settings of each user can be managed easily in a Web browser.

My Panel Manager is an application that runs on Device Manager. Device Manager must be installed in order to install My Panel Manager.



Abbreviation of product names

This manual describes product names using the following abbreviations.

Product name	Abbrev.
KONICA MINOLTA PageScope Enterprise Suite	Enterprise Suite
KONICA MINOLTA PageScope Net Care Device Manager	Device Manager
KONICA MINOLTA PageScope Account Manager	Account Manager
KONICA MINOLTA PageScope My Panel Manager	My Panel Manager
KONICA MINOLTA ImageConverter	ImageConverter
KONICA MINOLTA AddressImporter	AddressImporter



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Dialog boxes

The dialog boxes shown in this manual are those that appear in Windows XP.



Detail

The dialog boxes that appear in this document may differ from those that appear on your computer, depending on the installed devices and specified settings.

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1 General

1.1 What is My Panel Manager?

My Panel Manager provides the following functions.

- **My Address**
Edits a personal address book (My Address) managed by the server using a Web application. This is a function for general users.
- **My Panel**
Edits personal panel settings (My Panel) managed by the server using a Web application. This is a function for general users.
- **Administrative Setting**
Specifies settings for devices managed by My Panel Manager or edits an address book or panel settings for each user managed by My Panel Manager using a Web application. This is a function for administrators.

1.2 General setup operation

In order to use My Panel Manager, configure settings in the following order.

Device Manager settings

Log on to Device Manager as a system administrator, and then specify settings for the following.

Function	Description
Device List	Refer to the Device Manager User's Guide.
User List	
Server Settings	

1.2.1 My Panel Manager setting

Log on to My Panel Manager as a system administrator, and then specify settings for the following. The following settings are required to enable My Panel Manager for general users.

- Managed Device Setting
Specifies devices for which My Address and My Panel are managed by My Panel Manager. (p. 4-6)
- Operating environment settings
Specifies settings for the operating environment of My Panel Manager. (p. 4-10)

2 Logging on

This chapter provides details on logging on to My Panel Manager.

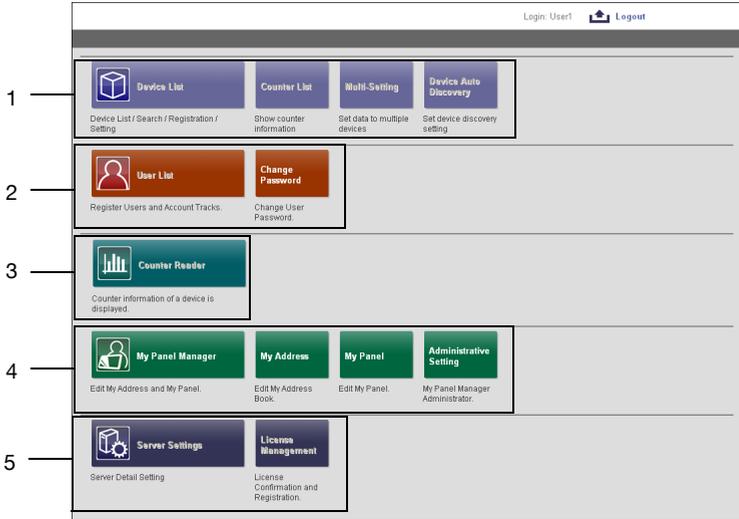
2.1 Logging on to Enterprise Suite

For details on logging on to the Enterprise Suite server, refer to the Device Manager User's Guide.

2.2 Basic Operations

The basic operation of My Panel Manager is described below.

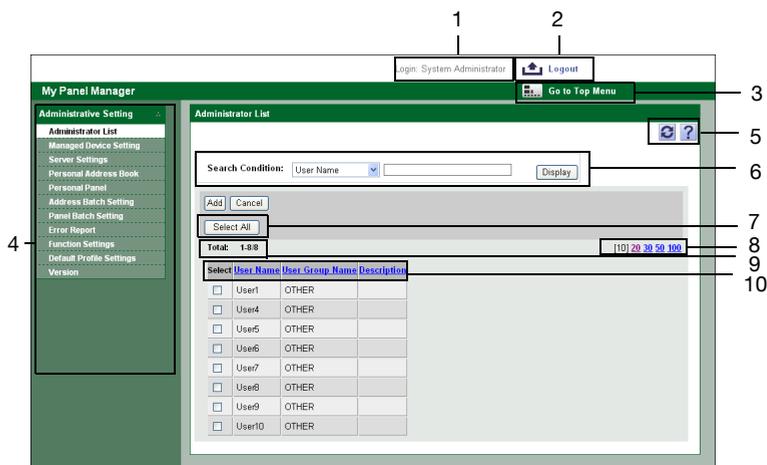
2.2.1 Main Menu



No.	Function	Description
1	Device List	Registers and manages devices. For details, refer to the chapter related to Device List in the Device Manager User's Guide.
2	User List	Registers and manages users. For details, refer to the chapter related to User List in the Device Manager User's Guide.
3	Counter Reader	Checks the device usage status. For details, refer to the chapter related to Counter Reader in the Device Manager User's Guide.
4	My Panel Manager	Specifies panel settings and manages an address book for the each user. It also specifies administrator settings for My Panel Manager. For details, refer to "3 My Panel Manager operations" and "4 Managing My Panel Manager".  ... Reminder <i>When logged on as a general user (except for My Panel Manager administrator), only the address book and panel settings registered for that user's account can be edited.</i>

No.	Function	Description
5	Server Settings	Sets up the Enterprise Suite server. For details, refer to the chapter related to Server Settings in the Device Manager User's Guide.

2.2.2 Pages for the functions



No.	Function	Description
1	Login user name	Displays the name of the user who is logged in.
2	[Logout] button	Click this button to log off of My Panel Manager and display the Login page.
3	[Go to Top Menu] button	Click this button to move to the Top Menu page.
4	Menu	<p>The menu items are displayed.</p> <p>Click a menu item to display details on the right side of the page.</p> <p> ...</p> <p>Note</p> <p>If appears beside the menu title, click to display the collapsed menu. Click to close the menu. If is displayed, the collapsed menu will not appear.</p>

No.	Function	Description
5		Click this button to display the page for the item one level higher in the menu.  ... Note <i>The "Back" button of the Web browser cannot be used.</i>
		Click this button to update the information in the current page.  ... Note <i>The "Refresh" button of the Web browser cannot be used.</i>
		Click this button to display the Help information for the current page.
6	Search Condition	When a list is displayed in the page, the listed items can be narrowed. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
7	[Select All/Uncheck all] button	When a list is displayed in the page, all items can be selected or cleared.
8	Maximum number of displayed lines	When a list is displayed in the page, select the number of data items displayed in the list. For example, if "10" is clicked, ten data items are displayed in the current page.
9	Page selection	These buttons appear when the list displayed in the page extends over multiple pages. <ul style="list-style-type: none"> • Click the [<] button to display the previous page. • Click the [>] button to display the next page. • Click the [<<] button to display the first page. • Click the [>>] button to display the last page. • Type the desired page number in the text box, and then click the [Go] button to display the specified page.
10	Sort	When a list is displayed in the page, click an item name in the list to sort the entire list using the item as a sort key.

3 My Panel Manager operations

3.1 Available operations in the My Address page

My Address is a personal address book managed in a server. Because only the registered destinations of the user are displayed in My Address, it is easy to select the destination.

Every user can edit My Address using a Web application and use My Address within a range of devices selected in Administrative Setting. A general user can edit the following items using a Web application.



Note

To use an address book edited by My Panel Manager on each device, the relevant device must be specified as a device to be managed by My Address Book function in Administrative Setting.

My Panel Manager

Address Book

Group

Expansion Function

My Panel

System Settings

Main Menu Settings

Copy Setting

Fax/Scan Settings

Box Settings

Browser Setting

Expansion Function

My Address

Go to Top Menu

Simple Help-nondisplay

In the "Address Book List" screen, you can register new scanning destinations. You can also edit or delete existing entries by selecting them from the list.

Owner: user1

Address Book

Filter

Registered Name

Select from Type

Index

Display

New Edit Delete

Select All

Total: 1/99 10 (20) 30 50 100

Select	Registered No.	Image	Registered Name	Type	Index
<input type="checkbox"/>	1		E-mail001	E-mail	ABC
<input type="checkbox"/>	2		E-Mail002	E-mail	DEF
<input type="checkbox"/>	3		E-Mail003	E-mail	GHI
<input type="checkbox"/>	4		Fax001	Fax	DEF
<input type="checkbox"/>	5		Fax002	Fax	Aa
<input type="checkbox"/>	6		Fax003	Fax	Aa
<input type="checkbox"/>	7		WebDav001	WebDAV	Aa
<input type="checkbox"/>	8		WebDav002	WebDAV	Aa
<input type="checkbox"/>	9		WebDav003	WebDAV	Aa

Function	Details
Address Book	Registers a new address book, or edits or deletes the existing data.
Group	Registers a new group, or edits or deletes the existing data.
Expansion Function	Imports or exports My Address data.

**Reminder**

My Address can be edited from the panel of the target device. For details, refer to chapters on My Address in the User's Guide (for expansion functions) that comes with your device.

**Reminder**

Some of the functions specified here may not be available on some devices. For details on device functions, refer to the user's guide that comes with your device.

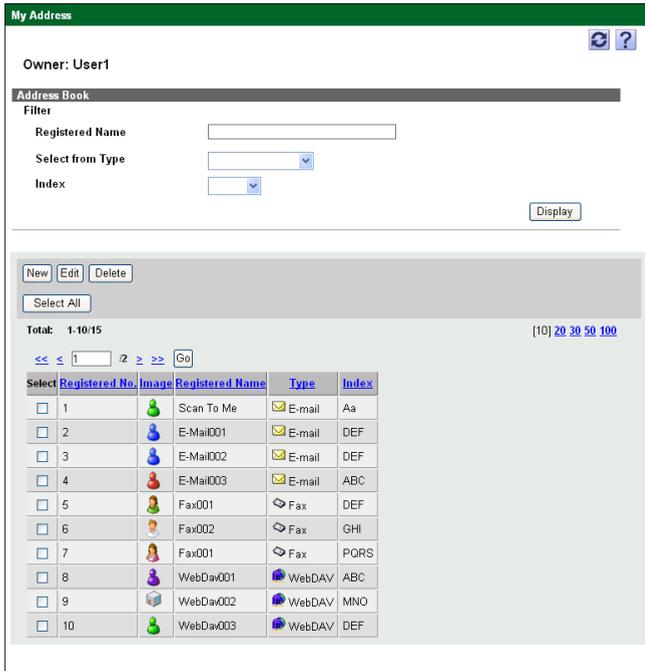
**Note**

If editing is disabled for a particular user in Administrative Setting, the user cannot edit the personal My Address. Even if an edit-disabled user attempts to edit from the panel on the target device, the setting is not reflected in My Panel Manager. (p. 4-11)

3.2 Using an address book

3.2.1 Viewing the address book list

Clicking [Address Book] on the "My Address" menu displays the Address Book page. On this page, the following operations can be executed for desired purposes.



Function	Details
Filter (Registered Name/Select from Type/Index)	<p>Specify the address book search conditions.</p> <p>Registered Name: Type in the keyword to search for registered name.</p> <p>Select from Type: Select the type.</p> <p>Index: Select a letter.</p> <p> ...</p> <p>Reminder <i>When searching by registered name, address books including the entered keyword are listed.</i></p> <p><i>If multiple conditions are specified, address books matching all conditions are listed.</i></p>

Function	Details
[Display] button	Displays address books matching the specified search conditions.
[New] button	Registers a new address book. For details, refer to "Registering an address book" on page 3-4.
[Edit] button	Edits the address book selected in the Address Book List. For details, refer to "Editing an address book" on page 3-19.  ... Reminder <i>Multiple address books cannot be edited at the same time.</i>
[Delete] button	Deletes the address book selected in the Address Book List. For details, refer to "Deleting an address book" on page 3-21.
[Select All/Uncheck all] button	Selects all address books displayed in the Address Book List. Clicking this button again cancels all selections.
Address Book List	Displays a list of address books registered in My Address. Select the check box, and then select the address book to be edited or deleted.

3.2.2 Registering an address book

Clicking the [New] button on the Address Book page displays the New Address Book page. On this page, a new address book can be registered in My Address. Select the type according to the purpose of the address book to be registered. The settings to be displayed differ depending on the selected type.



Reminder

Up to 100 address books can be registered for each user.

To select the type, select one of the following from the drop-down list, and then click the [Change Type] button.

Function	Details
E-mail	Registers an address book for sending E-mails. For details, refer to "When "E-mail" is selected" on page 3-5.
Fax	Registers an address book for Fax. For details, refer to "When "Fax" is selected" on page 3-7.
WebDAV	Registers an address book for WebDAV. For details, refer to "When "WebDAV" is selected" on page 3-9.
PC (SMB)	Registers an address book for PC (SMB). For details, refer to "When "PC (SMB)" is selected" on page 3-11.

Function	Details
FTP	Registers an address book for FTP. For details, refer to "When "FTP" is selected" on page 3-13.
IP Address Fax	Registers an address book for IP Address Fax. For details, refer to "When "IP Address Fax" is selected" on page 3-15.
Internet Fax	Registers an address book for Internet Fax. For details, refer to "When "Internet Fax" is selected" on page 3-17.

When "E-mail" is selected

When "E-mail" is selected in "Type", the following items appear on the page. Specify the settings according to the desired purpose.

New/Edit Address Book

Owner: User1

New Address Book

Type: E-mail [Change Type]

Registered No.: 16

Registered Name: (Required) Max: 24 chars

Index: ABC

Image:

 Specify Icon

 Specify Image

E-mail: 40b49po.2408@hnp (Required) Max: 320 chars

S/MIME Certificate: (Browse...)

List of the Group to belong to

Add selected Group to this Address Book.

Select All [10] 20 30 50 100

Total: 1-10/10

Select	Registered No.	Registered Name	Abbreviated Registration Name
<input type="checkbox"/>	1	GroupAdd01	E-Mail001,E-Mail003
<input type="checkbox"/>	2	GroupAdd02	Scan To Mail,E-Mail002,E-Mail003,Fax001,Fax002,Fax001,WebDw001,WebDw002,WebDw003,SM8001,SM8002,FTP001,J-Fax001,E-FAX001
<input type="checkbox"/>	3	GroupAdd03	Fax001,Fax002,Fax001
<input type="checkbox"/>	4	GroupAdd04	WebDw001,WebDw002,WebDw003
<input type="checkbox"/>	5	GroupAdd05	E-Mail001,E-Mail003,Fax002,WebDw001,WebDw003
<input type="checkbox"/>	6	GroupAdd06	WebDw001,WebDw002,WebDw003,SM8001,SM8002,FTP001,J-Fax001,E-FAX001
<input type="checkbox"/>	7	GroupAdd07	E-Mail002,Fax002
<input type="checkbox"/>	8	GroupAdd08	WebDw001,WebDw002,WebDw003
<input type="checkbox"/>	9	GroupAdd09	E-Mail001,E-Mail002,Fax001,SM8001,FTP001,J-Fax001,E-FAX001
<input type="checkbox"/>	10	GroupAdd10	J-Fax001,E-FAX001

[Apply] [Clear]

Function	Details
Type	Select the type of address book to be registered. Click the [Change Type] button to change the items (settings) on the page.
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the address book.

Function	Details
Index	Select an index letter. The selected letter is used as an address book search condition.
Image	<p>Select an image. To use a supplied icon, select [Specify Icon], and then select an icon. To use any other image, select [Specify Image], and then click the [Browse] button to specify the image file (24-bit BMP (Bitmap) file of 48 x 48 pixels).</p> <p> . . .</p> <p>Reminder <i>To change the image registered in the address book, select [Edit], and then specify the image file.</i></p>
E-mail	Type in the destination of E-mail.
S/MIME Certificate	<p>Click the [Browse] button to specify the S/MIME Certificate file. The destination specified in the S/MIME certificate and the e-mail destination must be the same.</p> <p> . . .</p> <p>Reminder <i>To change the S/MIME Certificate registered for the address book, select [Edit], and then specify the S/MIME Certificate file.</i></p>
[Select All/Uncheck all] button	Selects all groups displayed in the Group List. Clicking this button again cancels all selections.
Group List	Displays a list of groups registered in My Address. Select the check box, and then select the group where the address book currently specified is registered.
[Apply] button	Registers the address book with the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

When "Fax" is selected

When "Fax" is selected in "Type", the following appear on the page. Specify the settings according to the desired purpose.

The screenshot shows the 'New/Edit Address Book' interface. The 'Type' dropdown is set to 'Fax'. The 'Registered No.' field contains '16'. The 'Registered Name' field is empty with a '(Required) Max: 24 chars' note. The 'Index' dropdown is set to 'ABC'. Under 'Image', the 'Specify Icon' radio button is selected, and a grid of 24 icons is visible. The 'Destination (Fax Number)' field is empty with a '(Required) Max: 38 chars' note. The 'SIP-Fax' section has 'Color' selected. The 'Machine Type of Destination' has 'Yes' selected. The 'Check Dest. & Send' section has 'Line 1' selected. The 'Select Line' section has 'Line 1' selected. At the bottom, there is a table titled 'List of the Group to belong to' with columns for 'Registered No.', 'Registered Name', and 'Abbreviated Registration Name'. The table lists 10 groups with checkboxes for selection.

Function	Details
Type	Select the type of address book to be registered. Click the [Change Type] button to change the items (settings) on the page.
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the address book.
Index	Select an index letter. The selected letter is used as an address book search condition.

Function	Details
Image	<p>Select an image. To use a supplied icon, select [Specify Icon], and then select an icon. To use any other image, select [Specify Image], and then click the [Browse] button to specify the image file (24-bit BMP (Bitmap) file of 48 x 48 pixels).</p> <p> . . .</p> <p>Reminder <i>To change the image registered in the address book, select [Edit], and then specify the image file.</i></p>
Destination (Fax Number)	Type in the destination of a fax (fax number).
SIP-Fax Transmission	Select to enable or disable SIP-Fax Transmission.
Machine Type of Destination	<p>Select [Color] when the destination is a color device, or select [Black and White] when the destination is a black-and-white device.</p> <p> . . .</p> <p>Reminder <i>This function can only be set when SIP-Fax Transmission is enabled.</i></p>
Check Dest. & Send	<p>Select to enable or disable Check Dest. & Send.</p> <p> . . .</p> <p>Reminder <i>This function can only be set when SIP-Fax Transmission is disabled.</i></p>
Select Line	<p>Select the line to be used. Selecting [Overseas TX] enables the Overseas TX mode. Selecting [ECM OFF] disables the ECM mode. Selecting [V34 OFF] disables the V34 mode.</p> <p> . . .</p> <p>Reminder <i>This function can only be set when SIP-Fax Transmission is disabled.</i></p> <p><i>The ECM and V34 modes cannot be disabled at the same time.</i></p>
[Select All/Uncheck all] button	Selects all groups displayed in the Group List. Clicking this button again cancels all selections.
Group List	Displays a list of groups registered in My Address. Select the check box, and then select the group where the address book currently specified is registered.
[Apply] button	Registers the address book with the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

When "WebDAV" is selected

When "WebDAV" is selected in "Type", the following appear on the page. Specify the settings according to the desired purpose.

New WebDAV Address Book

Owner: User1

Type:

Registered No.

Registered Name [Required] Max: 24 chars

Index

Specify Icon

Specify Image

Image

48x48px 24Bit Bitmap

User ID Max: 63 chars

Password Max: 63 chars

Host Address [Required] Max: 255 chars

File Path Max: 142 chars

Proxy ON OFF

Port Number [Required] Only Number: 1-65535

SSL Setting ON OFF

List of the Group to belong to

Add selected Group to this Address Book.

Select All

Total: 1/10/10 [10] 20 30 50 100

Select	Registered No.	Registered Name	Abbreviated Registration Name
<input type="checkbox"/>	1	GroupAdd01	E-Mail001,E-Mail002,E-Mail003
<input type="checkbox"/>	2	GroupAdd02	Scan To Ms,E-Mail001,E-Mail002,E-Mail003,Fax001,Fax002,Fax001,WebDav001,WebDav002,WebDav003,SMB002,FTP001,J-Fax001,E-FAX001
<input type="checkbox"/>	3	GroupAdd03	Fax001,Fax002,Fax001
<input type="checkbox"/>	4	GroupAdd04	WebDav001,WebDav002,WebDav003
<input type="checkbox"/>	5	GroupAdd05	E-Mail001,E-Mail003,Fax002,WebDav001,WebDav003
<input type="checkbox"/>	6	GroupAdd06	WebDav001,WebDav002,WebDav003,SMB001,SMB002,FTP001,J-Fax001,E-FAX001
<input type="checkbox"/>	7	GroupAdd07	E-Mail002,Fax002
<input type="checkbox"/>	8	GroupAdd08	WebDav001,WebDav002,WebDav003
<input type="checkbox"/>	9	GroupAdd09	E-Mail001,E-Mail002,Fax001,SMB001,FTP001,J-Fax001,E-FAX001
<input type="checkbox"/>	10	GroupAdd10	J-Fax001,E-FAX001

Function	Details
Type	Select the type of address book to be registered. Click the [Change Type] button to change the items (settings) on the page.
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the address book.
Index	Select an index letter. The selected letter is used as an address book search condition.

Function	Details
Image	<p>Select an image. To use a supplied icon, select [Specify Icon], and then select an icon. To use any other image, select [Specify Image], and then click the [Browse] button to specify the image file (24-bit BMP (Bitmap) file of 48 x 48 pixels).</p> <p> . . .</p> <p>Reminder <i>To change the image registered in the address book, select [Edit], and then specify the image file.</i></p>
User ID	Type in the user ID to connect to the WebDAV server.
Password	<p>Type in the password to connect to the WebDAV server.</p> <p> . . .</p> <p>Reminder <i>To change the password registered for the address book, select [Edit], and then type in the new password.</i></p>
Host Address	Type in the host address of the WebDAV server.
File Path	Type in the file path.
Proxy	Select to enable or disable the proxy.
Port Number	Type in the port number.
SSL Setting	Select to enable or disable the SSL setting.
[Select All/Uncheck all] button	Selects all groups displayed in the Group List. Clicking this button again cancels all selections.
Group List	Displays a list of groups registered in My Address. Select the check box, and then select the group where the address book currently specified is registered.
[Apply] button	Registers the address book with the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

When "PC (SMB)" is selected

When "PC (SMB)" is selected in "Type", the following appear on the page. Specify the settings according to the desired purpose.

New/Edit Address Book

Owner: User1

New Address Book

Type: PC (SMB) [Change Type]

Registered No.: 16 [Required] Max: 24 chars

Registered Name: [Required] Max: 255 chars

Index: ABC

Specify Icon

Specify Image

Multiple 24x24 Bitmap [Browse]

User ID: [Required] Max: 127 chars

Password: [Required] Max: 127 chars

Host Address: [Required] Max: 255 chars

File Path: [Required] Max: 255 chars

List of the Group to belong to
Add selected Group to this Address Book.

Select All [10] 28 38 58 108

Total: 1-10/10 [10] 28 38 58 108

Select	Registered No.	Registered Name	Abbreviated Registration Names
<input type="checkbox"/>	1	GroupAdd01	E-Mail001,E-Mail002,E-Mail003
<input type="checkbox"/>	2	GroupAdd02	Scan To Me,E-Mail001,E-Mail002,E-Mail003,Fax001,Fax002,Fax001,WebDaw001,WebDaw002,WebDaw003,SMB001,SMB002,FTP001,J-Fax001,E-FA001
<input type="checkbox"/>	3	GroupAdd03	Fax001,Fax002,Fax001
<input type="checkbox"/>	4	GroupAdd04	WebDaw001,WebDaw002,WebDaw003
<input type="checkbox"/>	5	GroupAdd05	E-Mail001,E-Mail003,Fax002,WebDaw001,WebDaw003
<input type="checkbox"/>	6	GroupAdd06	WebDaw001,WebDaw002,WebDaw003,SMB001,SMB002,FTP001,J-Fax001,E-FA001
<input type="checkbox"/>	7	GroupAdd07	E-Mail002,Fax002
<input type="checkbox"/>	8	GroupAdd08	WebDaw001,WebDaw002,WebDaw003
<input type="checkbox"/>	9	GroupAdd09	E-Mail001,E-Mail002,Fax001,SMB001,FTP001,J-Fax001,E-FA001
<input type="checkbox"/>	10	GroupAdd10	J-Fax001,E-FA001

[Apply] [Clear]

Function	Details
Type	Select the type of address book to be registered. Click the [Change Type] button to change the items (settings) on the page.
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the address book.
Index	Select an index letter. The selected letter is used as an address book search condition.

Function	Details
Image	<p>Select an image. To use a supplied icon, select [Specify Icon], and then select an icon. To use any other image, select [Specify Image], and then click the [Browse] button to specify the image file (24-bit BMP (Bitmap) file of 48 x 48 pixels).</p> <p> . . .</p> <p>Reminder <i>To change the image registered in the address book, select [Edit], and then specify the image file.</i></p>
User ID	Type in the user ID to connect to the SMB server.
Password	<p>Type in the password to connect to the SMB server.</p> <p> . . .</p> <p>Reminder <i>To change the password registered for the address book, select [Edit], and then type in the new password.</i></p>
Host Address	Type in the host address of the SMB server.
File Path	Type in the file path.
[Select All/Uncheck all] button	Selects all groups displayed in the Group List. Clicking this button again cancels all selections.
Group List	Displays a list of groups registered in My Address. Select the check box, and then select the group where the address book currently specified is registered.
[Apply] button	Registers the address book with the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

When "FTP" is selected

When "FTP" is selected in "Type", the following appear on the page. Specify the settings according to the desired purpose.

New/Edit Address Book

Owner: User1

New Address Book

Type: FTP Change Type

Registered No.

Registered Name [Required] Max: 24 chars

Index ABC

Specify Icon

Specify Image

48x48px 24bit Bitmap Browse...

User ID Max: 63 chars

Password Max: 63 chars

Host Address [Required] Max: 63 chars

File Path [Required] Max: 127 chars

anonymous ON OFF

PASV ON OFF

Proxy ON OFF

Port Number [Required] Only Number: 1-65535

List of the Group to belong to

Add selected Group to this Address Book.

Select All

Total: 1-10-10 [10] 20 30 50 100

Select	Registered No.	Registered Name	Abbreviated Registration Name
<input type="checkbox"/>	1	GroupAdd01	E-Mail001,E-Mail002,E-Mail003
<input type="checkbox"/>	2	GroupAdd02	Scan To Me,E-Mail001,E-Mail002,E-Mail003,Fax001,Fax002,Fax001,WebDaw001,WebDaw002,WebDaw003,SMB001,SMB002,FTP001,I-Fax001,E-FAx001
<input type="checkbox"/>	3	GroupAdd03	Fax001,Fax002,Fax001
<input type="checkbox"/>	4	GroupAdd04	WebDaw001,WebDaw002,WebDaw003
<input type="checkbox"/>	5	GroupAdd05	E-Mail001,E-Mail003,Fax002,WebDaw001,WebDaw003
<input type="checkbox"/>	6	GroupAdd06	WebDaw001,WebDaw002,WebDaw003,SMB001,SMB002,FTP001,I-Fax001,E-FAx001
<input type="checkbox"/>	7	GroupAdd07	E-Mail002,Fax002
<input type="checkbox"/>	8	GroupAdd08	WebDaw001,WebDaw002,WebDaw003
<input type="checkbox"/>	9	GroupAdd09	E-Mail001,E-Mail002,Fax001,SMB001,FTP001,I-Fax001,E-FAx001
<input type="checkbox"/>	10	GroupAdd10	I-Fax001,E-FAx001

Apply Clear

Function	Details
Type	Select the type of address book to be registered. Click the [Change Type] button to change the items (settings) on the page.
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the address book.
Index	Select an index letter. The selected letter is used as an address book search condition.

Function	Details
Image	<p>Select an image. To use a supplied icon, select [Specify Icon], and then select an icon. To use any other image, select [Specify Image], and then click the [Browse] button to specify the image file (24-bit BMP (Bitmap) file of 48 x 48 pixels).</p> <p> . . .</p> <p>Reminder <i>To change the image registered in the address book, select [Edit], and then specify the image file.</i></p>
User ID	Type in the user ID to connect to the FTP server.
Password	<p>Type in the password to connect to the FTP server.</p> <p> . . .</p> <p>Reminder <i>To change the password registered for the address book, select [Edit], and then type in the new password.</i></p>
Host Address	Type in the host address of the FTP server.
File Path	Type in the file path.
anonymous	Select to enable or disable anonymous.
PASV	Select to enable or disable PASV.
Proxy	Select to enable or disable the proxy.
Port Number	Type in the port number.
[Select All/Uncheck all] button	Selects all groups displayed in the Group List. Clicking this button again cancels all selections.
Group List	Displays a list of groups registered in My Address. Select the check box, and then select the group where the address book currently specified is registered.
[Apply] button	Registers the address book with the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

When "IP Address Fax" is selected

When "IP Address Fax" is selected in "Type", the following appear on the page. Specify the settings according to the desired purpose.

New/Edit Address Book

Owner: User1

New Address Book

Type: IP Address Fax Change Type

Registered No.:

Registered Name: (Required) Max: 24 chars

Index: ABC

Image:

Specify Icon

Specify Image

40x40px 24Bit Bitmap Browse

Port Number: (Required) Only Number: 1-65535

IP Address: (Required) Max: 317 chars

Machine Type of Destination: Color Black and White

List of the Group to belong to

Add selected Group to this Address Book.

[10] 20 30 50 100

Select Registered No., Registered Name **Abbreviated Registration Name**

Select	Registered No.	Registered Name	Abbreviated Registration Name
<input type="checkbox"/>	1	GroupAdd01 E-Mail001 E-Mail002 E-Mail003	
<input type="checkbox"/>	2	GroupAdd02 Scan To Mail E-Mail001 E-Mail002 E-Mail003 Fax001 Fax002 Fax001 WebDw001 WebDw002 WebDw003 SMB001 SMB002 FTP001 J-Fax001 E-FAX001	
<input type="checkbox"/>	3	GroupAdd03 Fax001 Fax002 Fax001	
<input type="checkbox"/>	4	GroupAdd04 WebDw001 WebDw002 WebDw003	
<input type="checkbox"/>	5	GroupAdd05 E-Mail001 E-Mail003 Fax002 WebDw001 WebDw003	
<input type="checkbox"/>	6	GroupAdd06 WebDw001 WebDw002 WebDw003 SMB001 SMB002 FTP001 J-Fax001 E-FAX001	
<input type="checkbox"/>	7	GroupAdd07 E-Mail002 Fax002	
<input type="checkbox"/>	8	GroupAdd08 WebDw001 WebDw002 WebDw003	
<input type="checkbox"/>	9	GroupAdd09 E-Mail001 E-Mail002 Fax001 SMB001 FTP001 J-Fax001 E-FAX001	
<input type="checkbox"/>	10	GroupAdd10 J-Fax001 E-FAX001	

Apply Clear

Function	Details
Type	Select the type of address book to be registered. Click the [Change Type] button to change the items (settings) on the page.
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the address book.
Index	Select an index letter. The selected letter is used as an address book search condition.

Function	Details
Image	<p>Select an image. To use a supplied icon, select [Specify Icon], and then select an icon. To use any other image, select [Specify Image], and then click the [Browse] button to specify the image file (24-bit BMP (Bitmap) file of 48 x 48 pixels).</p> <p> . . .</p> <p>Reminder <i>To change the image registered in the address book, select [Edit], and then specify the image file.</i></p>
Port Number	Type in the port number.
IP Address	Type in the destination of a fax (IP address or DNS name).
Machine Type of Destination	Select [Color] when the destination is a color device, or select [Black and White] when the destination is a black-and-white device.
[Select All/Uncheck all] button	Selects all groups displayed in the Group List. Clicking this button again cancels all selections.
Group List	Displays a list of groups registered in My Address. Select the check box, and then select the group where the address book currently specified is registered.
[Apply] button	Registers the address book with the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

When "Internet Fax" is selected

When "Internet Fax" is selected in "Type", the following appear on the page. Specify the settings according to the desired purpose.

New Internet Address Book

Owner: User1

New Address Book

Type: Internet Fax [Change Type]

Registered No.: 16 [Required: Max 24 chars]

Registered Name: []

Index: ABC

Specify Icon

Image

Specify Image

48x48px 24Bit Bitmap [Browse]

Email: [] [Required: Max 120 chars]

Compression Type: MMH MR MMR Color Gray Scale

Paper Size: A4 B4 A3

Resolution: 200x100dpi(Standard) 200x200dpi(Fine) 400x400dpi(Super Fine) 600x600dpi(Ultra Fine)

List of the Group to belongs to
Add selected Group to this Address Book.

Select All

Total: 1-10/10 [10] 20 30 50 100

Select	Registered No.	Registered Name	Abbreviated Registration Name
<input type="checkbox"/>	1	GroupAd901	E-Mail001, E-Mail002, E-Mail003
<input type="checkbox"/>	2	GroupAd902	Scan To Me, E-Mail001, E-Mail002, E-Mail003, Fax001, Fax002, Fax001, WebDaw001, WebDaw002, WebDaw003, SMB001, SMB002, FTP001, J-Fax001, E-FAX001
<input type="checkbox"/>	3	GroupAd903	Fax001, Fax002, Fax001
<input type="checkbox"/>	4	GroupAd904	WebDaw001, WebDaw002, WebDaw003
<input type="checkbox"/>	5	GroupAd905	E-Mail001, E-Mail003, Fax002, WebDaw001, WebDaw003
<input type="checkbox"/>	6	GroupAd906	WebDaw001, WebDaw002, WebDaw003, SMB001, SMB002, FTP001, J-Fax001, E-FAX001
<input type="checkbox"/>	7	GroupAd907	E-Mail002, Fax002
<input type="checkbox"/>	8	GroupAd908	WebDaw001, WebDaw002, WebDaw003
<input type="checkbox"/>	9	GroupAd909	E-Mail001, E-Mail002, Fax001, SMB001, FTP001, J-Fax001, E-FAX001
<input type="checkbox"/>	10	GroupAd910	J-Fax001, E-FAX001

[Apply] [Clear]

Function	Details
Type	Select the type of address book to be registered. Click the [Change Type] button to change the items (settings) on the page.
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the address book.
Index	Select an index letter. The selected letter is used as an address book search condition.

Function	Details
Image	<p>Select an image. To use a supplied icon, select [Specify Icon], and then select an icon. To use any other image, select [Specify Image], and then click the [Browse] button to specify the image file (24-bit BMP (Bitmap) file of 48 x 48 pixels).</p> <p> . . .</p> <p>Reminder <i>To change the image registered in the address book, select [Edit], and then specify the image file.</i></p>
E-mail	<p>Type in the destination of E-mail.</p>
Compression Type	<p>Select the compression type (enable or disable [MR], [MMR], [Color], or [Gray Scale]).</p> <p> . . .</p> <p>Reminder <i>[MH] is always enabled. It cannot be disabled.</i></p>
Paper Size	<p>Select the paper size (enable or disable [B4] or [A3]).</p> <p> . . .</p> <p>Reminder <i>[A4] is always enabled. It cannot be disabled.</i></p>
Resolution	<p>Select the resolution (enable or disable [400x400dpi(Super Fine)] or [600x600dpi(Ultra Fine)]).</p> <p> . . .</p> <p>Reminder <i>[200x100dpi(Standard)] and [200x200dpi(Fine)] are always enabled. It cannot be disabled.</i></p>
[Select All/Uncheck all] button	<p>Selects all groups displayed in the Group List. Clicking this button again cancels all selections.</p>
Group List	<p>Displays a list of groups registered in My Address. Select the check box, and then select the group where the address book currently specified is registered.</p>
[Apply] button	<p>Registers the address book with the specified settings.</p>
[Clear] button	<p>Clears the specified settings and reverts to the initial settings.</p>

3.2.3 Editing an address book

Edit an address book registered in My Address.

- 1 Select the address book you want to edit from the Address Book List on the Address Book page (p. 3-3).
- 2 Click [Edit].
 - The settings for the selected address book are displayed on the Edit Address Book page.
 - When the selected address book is specified as a group, the confirmation page appears.

New/Edit Address Book

Owner: User1

Edit Address Book

Type

Registered No.

Registered Name (Required) Max: 24 chars

Index

Specify Icon

Specify Image

48x48px 24MB Bitmap

E-mail (Required) Max: 320 chars

S/MIME Certificate

List of the Group to belong to

Add selected Group to this Address Book.

Total: 1-10/10 [0] 20 30 50 100

Select	Registered No.	Registered Name	Abbreviated Registration Name
<input checked="" type="checkbox"/>	1	GroupAdd901	E-Mail001;E-Mail002;E-Mail003
<input checked="" type="checkbox"/>	2	GroupAdd902	Scan To Me;E-Mail001;E-Mail002;E-Mail003;Fax001;Fax002;Fax001;WebDw001;WebDw002;WebDw003;SMB001;SMB002;FTP001;J-Fax001;E-FAx001
<input checked="" type="checkbox"/>	5	GroupAdd905	E-Mail001;E-Mail003;Fax002;WebDw001;WebDw003
<input checked="" type="checkbox"/>	9	GroupAdd909	E-Mail001;E-Mail002;Fax001;SMB001;FTP001;J-Fax001;E-FAx001
<input type="checkbox"/>	3	GroupAdd903	Fax001;Fax002;Fax001
<input type="checkbox"/>	4	GroupAdd904	WebDw001;WebDw002;WebDw003
<input type="checkbox"/>	6	GroupAdd906	WebDw001;WebDw002;WebDw003;SMB001;SMB002;FTP001;J-Fax001;E-FAx001
<input type="checkbox"/>	7	GroupAdd907	E-Mail002;Fax002
<input type="checkbox"/>	8	GroupAdd908	WebDw001;WebDw002;WebDw003
<input type="checkbox"/>	10	GroupAdd910	J-Fax001;E-FAx001

- 3** Change the settings as desired.
- The settings differ depending on the type of the address book to be edited. For details, refer to the description of each type provided in "Registering an address book" on page 3-4.



...

Reminder

Multiple address books cannot be edited at the same time.



...

Note

The type of registered address books cannot be changed.



...

Note

A Scan To Me or Scan To Home address book cannot be edited.

3.2.4 Deleting an address book

Delete an address book registered in My Address.

- 1 Select the address book you want to delete from the Address Book List on the Address Book page (p. 3-3).
 - To select all address books, click the [Select All] button.
- 2 Click the [Delete] button.

The confirmation page appears.
- 3 Click the [OK] button.

The selected address book is deleted from My Address.



...

Reminder

If the E-mail address of the user is registered to User List, and "Scan To Me" is set to "Yes" in Administrative Setting, the Scan To Me address cannot be deleted. For details on Scan To Me, refer to "Specifying functions of My Panel Manager" on page 4-33.



...

Note

If the following conditions are satisfied, a Scan To Home address book cannot be deleted.

- Authentication Manager is installed.
- The user's home address is registered in User List.
- [Scan To Home] is set to [Yes] in the Function Settings page of the Administrative Setting menu.
- Account information with access rights for the user's home address is specified in [Authentication Settings for Scan To Home] on the Function Settings page of the Administrative Setting menu.

For details on Scan To Home, refer to "Specifying functions of My Panel Manager" on page 4-33.

3.3 Using a group

3.3.1 Viewing the group list

Clicking [Group] on the "My Address" menu displays the Group page. On this page, the following operations can be executed for the desired purpose.

Select	Registered No.	Registered Name	Number of cases	Abbreviated Registration Name
<input type="checkbox"/>	1	GroupA4901	3	E-Mail001, E-Mail002, E-Mail003
<input type="checkbox"/>	2	GroupA4902	15	Scan To Ms, E-Mail001, E-Mail002, E-Mail003, Fax001, Fax002, Fax001, WebCw001, WebCw002, WebCw003, SMB001, SMB002, FTP001, J-Fax001, E-FAX001
<input type="checkbox"/>	3	GroupA4903	3	Fax001, Fax002, Fax001
<input type="checkbox"/>	4	GroupA4904	3	WebCw001, WebCw002, WebCw003
<input type="checkbox"/>	5	GroupA4905	5	E-Mail001, E-Mail003, Fax002, WebCw001, WebCw003
<input type="checkbox"/>	6	GroupA4906	8	WebCw001, WebCw002, WebCw003, SMB001, SMB002, FTP001, J-Fax001, E-FAX001
<input type="checkbox"/>	7	GroupA4907	2	E-Mail002, Fax002
<input type="checkbox"/>	8	GroupA4908	3	WebCw001, WebCw002, WebCw003
<input type="checkbox"/>	9	GroupA4909	7	E-Mail001, E-Mail002, Fax001, SMB001, FTP001, J-Fax001, E-FAX001
<input type="checkbox"/>	10	GroupA4910	2	J-Fax001, E-FAX001

Function	Details
[New] button	A new group is registered. For details, refer to "Registering a group" on page 3-23.
[Edit] button	Edits the group selected in the Group List. For details, refer to "Editing Group" on page 3-24.  ... Reminder <i>Multiple groups cannot be edited at the same time.</i>
[Delete] button	The group selected in the Group List is deleted. For details, refer to "Deleting a group" on page 3-25.
[Select All/Uncheck all] button	Selects all groups displayed in the Group List. Clicking this button again cancels all selections.
Group List	Displays a list of groups registered in My Address. Select the check box, and then select the group to be edited or deleted.

3.3.2 Registering a group

Clicking the [New] button on the Group page displays the Register Group page. On this page, a group can be registered in My Address. Specify the following settings according to the desired purpose.



Reminder

Up to 10 groups can be registered for each user. Up to 100 address books can be registered for each group (however, one user can register up to 100 address books for all groups in total).

Function	Details
Registered No.	Displays the registered number assigned automatically (cannot be changed).
Registered Name	Type in the name of the group.
Image	Select an icon.
Search Condition	Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow the data to be displayed.

Function	Details
[Select All/Uncheck all] button	Selects all address books displayed in the Address Book List. Clicking this button again cancels all selections.
Address Book List	Displays a list of address books registered in My Address. Select the check box, and then select the address book to be added to the group currently specified.
[Apply] button	Registers the group with the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

3.3.3 Editing Group

Edit a group registered in My Address.

1 Select the group you want to edit from the Group List on the Group page (p. 3-22).

2 Click [Edit].

The settings for the selected group are displayed on the Edit Group page.

New/Edit Group

Owner: User1

Edit Group

Registered No.

Registered Name (Required) Max: 24 chars

Specify Icon

Image

Address Book List to belong to

Search Condition: Registered No.

Add selected Address Book to this Group.

Number of Current Registrations: 3

Total: 1-10/15 [10] 20 30 50 100

<< < 1 > >> [Go]

Select	Registered No.	Registered Name	Type
<input checked="" type="checkbox"/>	2	E-Mail001	E-mail
<input checked="" type="checkbox"/>	3	E-Mail002	E-mail
<input checked="" type="checkbox"/>	4	E-Mail003	E-mail
<input type="checkbox"/>	1	Scan To Me	E-mail
<input type="checkbox"/>	5	Fax001	Fax
<input type="checkbox"/>	6	Fax002	Fax
<input type="checkbox"/>	7	Fax001	Fax
<input type="checkbox"/>	8	WebDav001	WebDAV
<input type="checkbox"/>	9	WebDav002	WebDAV
<input type="checkbox"/>	10	WebDav003	WebDAV

- 3** Change the settings as desired.
 - For details on the settings, refer to "Registering a group" on page 3-23.

3.3.4 Deleting a group

Delete a group registered in My Address.

- 1** Select the group you want to delete from the Group List on the Group page (p. 3-22).
 - To select all groups, click the [Select All] button.
- 2** Click the [Delete] button.

The confirmation page appears.
- 3** Click the [OK] button.

The selected group is deleted from My Address.

3.4 Using expansion functions

3.4.1 Selecting the expansion function

Clicking [Expansion Function] on the "My Address" menu displays the Expansion Function page. On this page, the following operations can be executed for the desired purpose.

Function	Details
My Address Import	Imports address books or groups using a text file (tab-delimited) exported with My Address Export. For details, refer to "Importing My Address" on page 3-26.
My Address Export	Exports address books or groups managed in My Address to a text file (tab-delimited). For details, refer to "Exporting My Address" on page 3-29.
[Next] button	Proceeds to the next page.

3.4.2 Importing My Address

Selecting [My Address Import] on the Expansion Function page and clicking the [Next] button displays the My Address Import page. On this page, address books or groups can be imported using a text file (tab-delimited) exported with My Address Export. Use this file to import My Address of another user or to restore My Address exported in the past.

Function	Details
Destination	To import address books, select [Address Book]. To import groups, select [Group].
Import File Path	Type in the full path to the My Address data file to be imported. Alternatively, click the [Browse] button to display the Select File dialog box, and then specify the file.
File Character Code	Select the file character code.
Operation for duplication of Registration Number	Specify whether to overwrite the existing data if it has the same registration number as the data to be imported.
Encryption Password	Type in the password used for file encryption.
Re-enter Encryption Password	Type in the above encryption password again.
[Start Import] button	Starts import of My Address. When the import operation finishes, the Import Result page (p. 3-27) appears.
[Clear] button	Clears the specified settings and reverts to the initial settings.

3.4.3 Viewing import results

When import of address books or groups finishes, the Import Result page appears. On this page, you can confirm whether each address has been correctly imported.



Note

When the message "There is no data." appears, the file path may be incorrect, an unsupported file may be selected, or there may be no data in the selected file. Select the correct file on the My Address Import page.

Import Result

?

Import Result[Address Book]

Import processing has been completed. [10] [20](#) [30](#) [50](#) [100](#)

Total: 1-10/15

<<
<
1
/2
>
>>
Go

Result	Contents	Registered No.	Registered Name	Type
Normal End		1	Scan To Me	E-mail
Normal End		2	E-Mail001	E-mail
Normal End		3	E-Mail002	E-mail
Normal End		4	E-Mail003	E-mail
Normal End		5	Fax001	Fax
Normal End		6	Fax002	Fax
Normal End		7	Fax001	Fax
Normal End		8	WebDav001	WebDAV
Normal End		9	WebDav002	WebDAV
Normal End		10	WebDav003	WebDAV

OK

Function	Details
Result	Displays the result of the import operation.
Contents	Displays the cause of error that has occurred.
Registered No.	Displays the registered number of the imported destination.
Registered Name	Displays the registered name of the imported destination.
Type	Displays the type of the imported destination. ... Reminder <i>This item is displayed only when address books are imported.</i>
[OK] button	Ends the Import Result page, and then returns to the My Address Import page.

3.4.4 Exporting My Address

Selecting [My Address Export] on the Expansion Function page and clicking the [Next] button displays the My Address Export page. On this page, address books or groups managed in My Address can be exported to a text file (tab-delimited). Use this file to import My Address when you restore the current My Address later, another user uses it, or the administrator of My Panel Manager specifies the address books of multiple users collectively.

Function	Details
Destination	To export address books, select [Address Book]. To export groups, select [Group].
File Character Code	Select the file character code.
Encryption Password	Type in the password used for file encryption.
Re-enter Encryption Password	Type in the above encryption password again.
[Start Export] button	Starts export of My Address. Click the [Save] button on the Download File dialog box, and then specify the file name and save location on the Save As dialog box.
[Clear] button	Clears the specified settings and reverts to the initial settings.

Function	Description	Input value	Type of address book									
			E-mail	FTP	SMB	Web Dav	Box	Fax	SIP	IP	I-Fax	
AbbrNo	Registered No.	1-100	<input type="radio"/>									
Name	Registered Name	1 to 12 characters (2-byte) 1 to 24 characters (ASCII)	<input type="radio"/>									
SearchKey	Index	[Aa, Ka, Sa, Ta, Na, Ha, Ma, Ya, RaWa, Abc, Def, Ghi, Jkl, Mno, Pqrs, Tuv, Wxyz, Other] (Hiragana is enabled only when they are typed in Japanese.)	<input type="radio"/>									
WellUse	-	Always [No]	<input type="radio"/>									
SendMode	Type	[Fax, Email, Ftp, Smb, WebDav, Box, Sip, IP, Ifax]	<input type="radio"/>									
IconID	Icon ID	1-24	<input type="radio"/>									
UseRefer Licence	-	Always blank	<input type="radio"/>									
ReferGroup No	-	Always blank	<input type="radio"/>									
ReferPossible Level	-	Always [0]	<input type="radio"/>									
MailAddress	E-mail	1 to 320 characters (1-byte alphanumeric characters, symbols)	<input type="radio"/>									<input type="radio"/>
FTPServer Address	Host Address (FTP)	1 to 63 characters (1-byte alphanumeric characters, symbols)		<input type="radio"/>								

Function	Description	Input value	Type of address book										
			E-mail	FTP	SMB	Web Dav	Box	Fax	SIP	IP	I-Fax		
FTPServer Folder	File Path (FTP)	1 to 127 characters (Character code: 9 languages (Japanese, English, German, French, Italian, Spanish, Korean, Chinese, Taiwanese), numeric values, and symbols), (Korean and Taiwanese are not supported.)		<input type="radio"/>									
FTPLogin Anonymous	anonymous	[Yes, No]		<input type="radio"/>									
FTPLogin User	User ID (FTP)	1 to 63 characters (Character code: 9 languages (Japanese, English, German, French, Italian, Spanish, Korean, Chinese, Taiwanese), numeric values, and symbols), (Korean and Taiwanese are not supported.) (When "anonymous" is set to [Yes], it is not necessary to specify this item.)		<input type="radio"/>									
FTPLogin Password	Password (FTP)	1 to 63 characters (1-byte alphanumeric characters, symbols, and range of ISO 8859-1), or encrypted data (at export), (0 character is also acceptable if "anonymous" is set to [Yes])		<input type="radio"/>									
FTPPassive Send	PASV	[Yes, No]		<input type="radio"/>									
FTPProxy	Proxy	[Yes, No]		<input type="radio"/>									
FTPPortNo	Port Number	1 to 65535 (1-byte numeric value)		<input type="radio"/>									

Function	Description	Input value	Type of address book									
			E-mail	FTP	SMB	Web Dav	Box	Fax	SIP	IP	I-Fax	
SMBAd- dress	Host Ad- dress (SMB)	1 to 255 charac- ters (1-byte al- phanumeric characters, sym- bols)			<input type="radio"/>							
SMBFolder	File Path (SMB)	1 to 255 charac- ters (Character code: 9 languag- es (Japanese, English, German, French, Italian, Spanish, Korean, Chinese, Taiwan- ese), numeric val- ues, and sym- bols), (Korean and Taiwanese are not support- ed.)			<input type="radio"/>							
SMBLogin User	User ID (SMB)	0 to 127 charac- ters (Character code: 9 languag- es (Japanese, English, German, French, Italian, Spanish, Korean, Chinese, Taiwan- ese), numeric val- ues, and sym- bols), (Korean and Taiwanese are not support- ed.)			<input type="radio"/>							
SMBLogin Password	Password (SMB)	0 to 127 charac- ters (1-byte al- phanumeric characters, sym- bols, and range of ISO8859-1), or encrypted data (at export)			<input type="radio"/>							
WebDAV Server Ad- dress	Host Ad- dress (WebDAV)	1 to 255 charac- ters (1-byte al- phanumeric characters, sym- bols)				<input type="radio"/>						

Function	Description	Input value	Type of address book									
			E-mail	FTP	SMB	Web Dav	Box	Fax	SIP	IP	I-Fax	
WebDAV Collection	File Path (WebDAV)	0 to 142 characters (Character code: 9 languages (Japanese, English, German, French, Italian, Spanish, Korean, Chinese, Taiwanese), numeric values, and symbols), (Korean and Taiwanese are not supported.)				<input type="radio"/>						
WebDAV LoginUser	User ID (WebDAV)	0 to 63 characters (Character code: 9 languages (Japanese, English, German, French, Italian, Spanish, Korean, Chinese, Taiwanese), numeric values, and symbols), (Korean and Taiwanese are not supported.)				<input type="radio"/>						
WebDAV-Login Password	Password (WebDAV)	0 to 63 characters (1-byte alphanumeric characters, symbols, and range of ISO8859-1), or encrypted data (at export)				<input type="radio"/>						
Web-DAVSSL	SSL Setting	[Yes, No]				<input type="radio"/>						
WebDAV-Proxy	Proxy	[Yes, No]				<input type="radio"/>						
Web-DAVPort No	Port Number (WebDAV)	1-65535				<input type="radio"/>						
BoxID	Ignored	1-999999999					<input type="radio"/>					
Model	Machine Type of Destination	[Color, Mono]							<input type="radio"/>	<input type="radio"/>		

Function	Description	Input value	Type of address book									
			E-mail	FTP	SMB	Web Dav	Box	Fax	SIP	IP	I-Fax	
FaxPhoneNo	Destination (Fax Number)	1 to 38 characters (1-byte numeric characters and "#", "*", "-", T, P, E)						<input type="radio"/>				
		1 to 38 characters (1-byte alphanumeric characters, "#", "**")							<input type="radio"/>			
FaxCapability	-	Always [Yes]						<input type="radio"/>				
		Always [No]							<input type="radio"/>			
FaxV34Off	V34OFF	[Yes, No]						<input type="radio"/>				
FaxECMOff	ECMOFF	[Yes, No]						<input type="radio"/>				
FaxOversea	Overseas TX	[Yes, No]						<input type="radio"/>				
FaxLine	Select Line	[None, Line1, Line2]						<input type="radio"/>				
CheckDest	Check Dest. & Send	[Yes, No]						<input type="radio"/>				
Host	IP Address	1 to 317 characters (For IP address, in ***.***.***.*** format), (For DNS name, 1-byte alphanumeric characters, symbols)									<input type="radio"/>	
PortNo	Port Number (IP Fax)	1-65535									<input type="radio"/>	
IfaxResolution	Resolution	[200x100, 200x200, 400x400, 600x600] (Multiple selections are available by delimiting with comma. Required if [200x100] or [200x200] is selected.)										<input type="radio"/>

Function	Description	Input value	Type of address book										
			E-mail	FTP	SMB	Web Dav	Box	Fax	SIP	IP	I-Fax		
IfaxSize	Paper Size	[A4, B4, A3] (Multiple selections are available by delimiting with comma. Required if [A4] is selected.)											<input type="radio"/>
Ifax Compression	Compression Type	[MH, MR, MMR, JpegColor, JpegGray] (Multiple selections are available by delimiting with comma. Required if [MH] is selected.)											<input type="radio"/>

Export file items (Group)

When a group is exported, the following items are exported in a text file.

Function	Description	Input value
GroupNo	Registered No.	1-10
Name	Registered Name	1 to 12 characters (2-byte) 1 to 24 characters (ASCII)
SendGroup	-	Always "Send"
IconID	Icon ID	1-24
UseReferLicence	-	Always blank
ReferGroupNo	-	Always [0]
ReferPossibleLevel	-	Always [0]
Model	-	Always [0]
AbbrNoList	Address Book List	Specify numbers registered in address book, delimiting with colons (:).

3.5 Available operations in the My Panel page

My Panel is personal panel settings (an operation panel environment) managed in a server. My Panel makes the panel operation more convenient. The display language or screen setting can be changed and the frequently-used functions can be displayed with higher priority.

Every user can edit My Panel using a Web application and use My Panel within a range of devices selected in Administrative Setting. A general user can edit the following items using a Web application.



Note

To use a panel edited by My Panel Manager on each device, the relevant device must be specified as a device to be managed by My Panel function in Administrative Setting.

Function	Details
System Settings	The language, unit, and color to be applied to the device panel, and the screen to be displayed after login are specified.
Main Menu Settings	Specify main menu keys displayed on the main menu.
Copy Setting	Specify shortcut keys for the copy function and default tab settings.
Fax/Scan Settings	Specify shortcut keys for the fax/scan functions and default tab settings.
Box Settings	Specify shortcut keys for the User Box functions and default tab settings.
Browser Setting	In this screen, you can edit data managed by the web browser on the device.
Expansion Function	Imports or exports My Panel data.



...

Reminder

My Panel can be edited from the panel of the target device. For details, refer to chapters on My Panel in the User's Guide (for expansion functions) that comes with your device.



...

Reminder

Some of the functions specified here may not be available on some devices. For details on device functions, refer to the user's guide that comes with your device.



...

Reminder

If editing is disabled for a particular user in Administrative Setting, the user cannot edit the personal My Panel. Even if an edit-disabled user attempts to edit from the panel on the target device, the setting is not reflected in My Panel Manager.(p. 4-11)

3.6 Customizing My Panel

3.6.1 Specifying the My Panel environment

Clicking [System Settings] on the "My Panel" menu displays the System Settings page. On this page, settings to be applied to the device panel can be changed.

Function	Details
Language Selection	<p>Select the language used on the panel.</p> <p> . . .</p> <p>Reminder <i>The language selected on the Function Settings page is displayed. For details, refer to "Specifying functions of My Panel Manager" on page 4-33. When the device does not support the selected language, the setting is not reflected.</i></p>
Measurement Unit Settings	Select the unit used on the panel.
Color Selection Settings	Select the panel color.
Screen to be displayed after login	Select the screen to be displayed after user authentication.
[Apply] button	Accepts the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

Screen example

The panel display example when color setting is changed is as follows.



3.6.2 Setting up the main menu

Clicking [Main Menu Settings] on the "My Panel" menu displays the Main Menu Settings page. On this page, functions can be assigned to the main menu keys displayed on the main menu.

Main Menu Settings

Owner: User1

Shortcut Key Settings of Main Menu

Button Assignend

Main Menu Key 1	Copy
Main Menu Key 2	Fax/Scan
Main Menu Key 3	User Box
Main Menu Key 4	Image Panel
Main Menu Key 5	Browser
Main Menu Key 6	OFF
Main Menu Key 7	OFF
Main Menu Key 8	OFF
Main Menu Key 9	OFF
Main Menu Key 10	OFF
Main Menu Key 11	OFF
Main Menu Key 12	OFF

Apply Clear

Function	Details
Main Menu Key (1-12)	Select the functions to be assigned to the main menu keys displayed on the main menu.
[Apply] button	Accepts the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

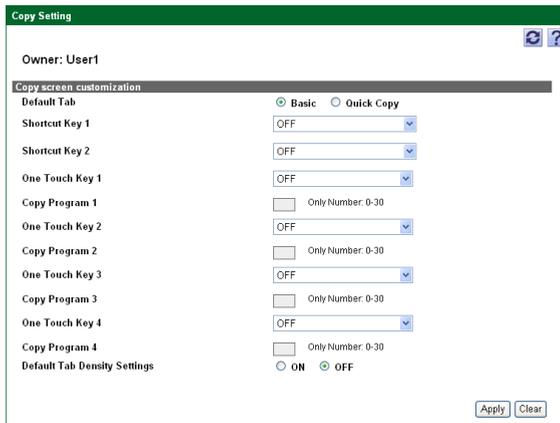
Screen example

The panel display example when the shortcut key setting is changed is as follows.



3.6.3 Setting up the Copy screen

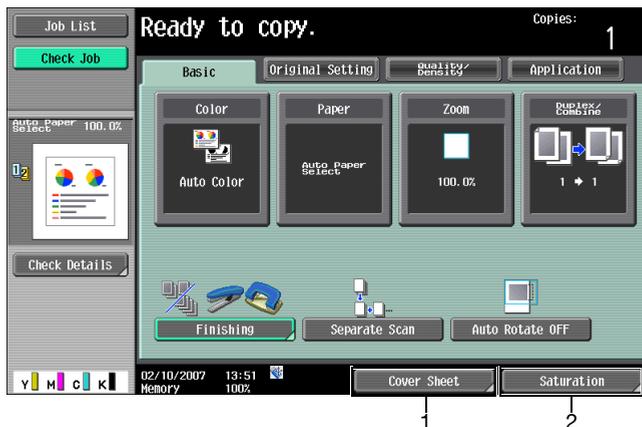
Clicking [Copy Setting] on the "My Panel" menu displays the Copy Setting page. On this page, the display of the Copy screen and shortcut keys are specified.



Function	Details
Default Tab	To use the normal Copy screen, select [Basic]. To display all settings on one screen, select [Quick Copy].

Function	Details
Shortcut Key (1 and 2)	Select the functions to be assigned to the shortcut keys displayed on the Copy screen.
One Touch Key (1, 2, 3, 4)	Select functions to apply to the One Touch Key(s) which appears in the Copy screen.
Copy Program (1, 2, 3, 4)	Select Copy Program to apply to the One Touch Key(s) which appears in the Copy screen.
Default Tab Density Settings	In order to display the key for density control on the copy screen, select [ON]. If you want to hide the density control key select [OFF].
[Apply] button	Accepts the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

Shortcut keys in the Copy screen



3.6.4 Setting up the Fax/Scan screen

Clicking [Fax/Scan Settings] on the "My Panel" menu displays the Fax/Scan Settings page. On this page, the display of the Fax/Scan screen and shortcut keys are specified.

Function	Details
Shortcut Key (1 and 2)	Select the functions to be assigned to the shortcut keys displayed on the Fax/Scan screen.
Default Tab	Used to specify the Default tab (initial display) of the Fax/Scan screen. For details on panel displays, refer to "Types of the Fax/Scan screen" on page 3-45. Job History: The Job History screen is specified as the default tab. Direct Input: The Direct Input screen is specified as the default tab. Address Search (LDAP): The Address Search (LDAP) screen is specified as the default tab. Address Book: The Address Book screen is specified as the default tab. Select [Index] or [Destination Type]. When you have selected [Index], specify [My Address Book] or index. When you have selected [Destination Type], specify the initial display for selecting the destination.
[Apply] button	Accepts the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

Fax/Scan screen example

The panel display example when the shortcut key setting is changed is as follows.



Types of the Fax/Scan screen

In Default Tab, the Default tab (initial display) of the Fax/Scan screen can be specified. The panel display examples are as follows.

Job History screen



Direct Input screen



Address Search (LDAP) screen



Address Book (Index) screen

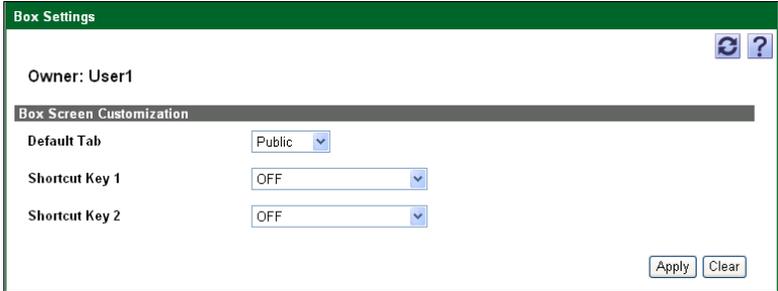


Address Book (Destination Type) screen



3.6.5 Setting up the User Box screen

Clicking [Box Settings] on the "My Panel" menu displays the Box Settings page. On this page, the display of the User Box screen and settings for shortcut keys are specified.



Function	Details
Default Tab	Used to specify the Default tab (initial display) of the User Box screen. For details on panel displays, refer to "Types of the User Box screen" on page 3-49.
Shortcut Key (1 and 2)	Select the functions to be assigned to the shortcut keys displayed on the User Box screen.
[Apply] button	Accepts the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

User Box screen example

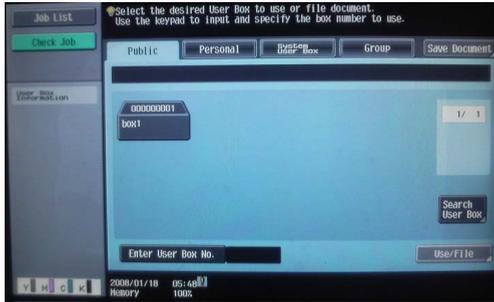
The panel display example when the shortcut key setting is changed is as follows.



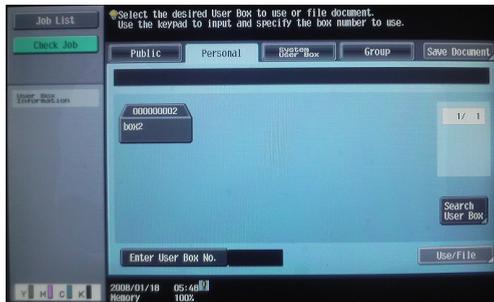
Types of the User Box screen

In Default Tab, the Default tab (initial display) of the User Box screen can be specified. The panel display examples are as follows.

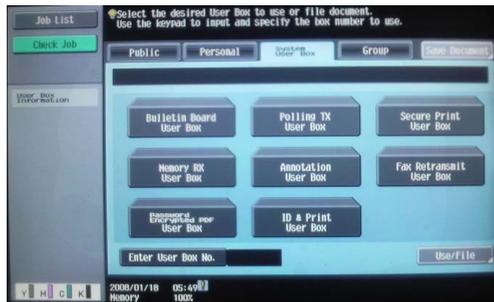
Public screen



Personal screen



System screen



Group screen



3.7 Specifying expansion functions

3.7.1 Selecting the expansion function

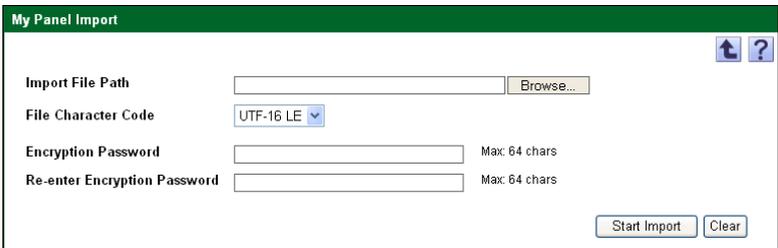
Clicking [Expansion Function] on the "My Panel" menu displays the Expansion Function page. On this page, the following operations can be executed for desired purposes.



Function	Details
My Panel Import	Imports the panel settings using a text file (tab-delimited) exported with My Panel Export. For details, refer to "Importing My Panel" on page 3-51.
My Panel Export	Exports the panel settings managed in My Panel to a text file (tab-delimited). For details, refer to "Exporting My Panel" on page 3-53.
[Next] button	Proceeds to the next page.

3.7.2 Importing My Panel

Selecting [My Panel Import] on the Expansion Function page and clicking the [Next] button displays the My Panel Import page. On this page, the panel settings can be imported using a text file (tab-delimited) exported with My Panel Export. Use this file to import My Panel of another user or to restore My Panel exported in the past.



Function	Details
Import File Path	Type in the full path to the My Panel data file to be imported. Alternatively, click the [Browse] button to display the Select File dialog box, and then specify the file.
File Character Code	Select the file character code.
Encryption Password	Type in the password used for file encryption.
Re-enter Encryption Password	Type in the above encryption password again.
[Start Import] button	Starts import of My Panel. When the import operation finishes, the Import Result page (p. 3-52) appears.
[Clear] button	Clears the specified settings and reverts to the initial settings.

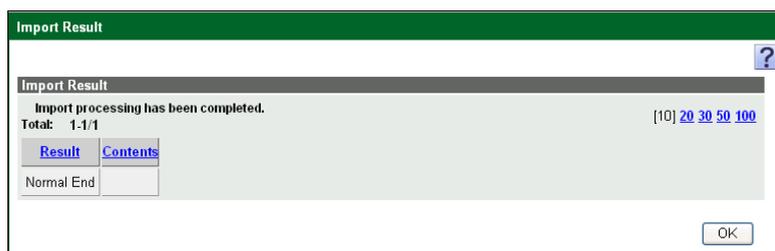
3.7.3 Viewing import results

When the import of panel settings finishes, the Import Result page appears. On this page, you can confirm whether each address has been correctly imported.



Note

When the message "There is no data." appears, the file path may be incorrect, an unsupported file may be selected, or there may be no data in the selected file. Select the correct file on the My Panel Import page.



Function	Details
Result	Displays the result of the import operation.
Contents	Displays the cause of error that has occurred.
[OK] button	Ends the Import Result page, and then returns to the My Panel Import page.

3.7.4 Exporting My Panel

Selecting [My Panel Export] on the Expansion Function page and clicking the [Next] button displays the My Panel Export page. On this page, the settings managed in My Panel can be exported to a text file (tab-delimited). Use this file to import My Panel when you restore the current My Panel later, another user uses it, or the administrator of My Panel Manager specifies the panels of multiple users collectively.

Function	Details
File Character Code	Select the file character code.
Encryption Password	Type in the password used for file encryption.
Re-enter Encryption Password	Type in the above encryption password again.
[Start Export] button	Starts export of My Panel. Click the [Save] button on the Download File dialog box, and then specify the file name and save location on the Save As dialog box.
[Clear] button	Clears the specified settings and reverts to the initial settings.

Export file formats

The My Panel data can be exported to a text file (tab-delimited) as shown below. The contents of the file can be viewed using a text editor or browser.

```

MyPanelInt_11116 - Notepad
File Edit Format View Help
#Ver002 webApplication Integrate UTF-16 2009.07.02 15:36:29 panel 0004420EA63DF62DE3AA5CE218FDE4100B28AE700CA4773684DE63FCB7414D96556C0B0
#Basic
InfoTubelD DeviceID IgcUserID LanguageKind UnitSystem SelectButtonColorKind InitialScreenKind CopyMainDisplay FavMainDf
1 Japanese mm(Integer) green MainMenu Basic Addressbook off MyAddressbook Index Public Group
#FaxScan
ShortCut
off
#PopMenu
ShortCutIcon Type Function DeviceID
Copy MajorFunction Copy Fax/Scan
Fax/Scan MajorFunction Fax/Scan
User Box MajorFunction User Box
Image Panel MajorFunction Image Panel
Browser MajorFunction Browser
off off off
#Copy
Function
off
off
#OneTouchKey
OneTouchKeyType ProgramKeyID
off 0
off 0
off 0
off 0
#MainDisplayDensity
MainDisplayDensity
off
#Box
Function
off
off
#IconID
ID
0
0
0
0
0
0
0
0
#ImageDealer
Type Function DeviceID
0 0
0 0
0 0
0 0
0 0
0 0
0 0
0 0
0 0
0 0

```

Export file items

When the My Panel data is exported, the following items are exported to a text file.

Function	Description	Input value
#Basic	Basic information	
InfoTubelD	InfoTubelD	(None)
DeviceID	DeviceID	(None)
IgcUserID	IgcUserID	[1]
LanguageKind	Display language	[Japanese, American English, German, French, Italian, Danish, Dutch, Portuguese, Swedish, Spanish, Norwegian, Finnish, Czech, Hungarian, Greek, Turkish, Cantonese, Chinese, Korean, Russian, Croatian, Ukrainian, Romanian, Slovak, Arabic, Thai, Malay, Polish]
UnitSystem	Measurement unit settings	[mm(Integer), inch(Integer), inch(Fraction)]

Function	Description	Input value
SelectButtonColorKind	Color Selection Settings	[Green, Blue, Yellow, Orange]
InitialScreenKind	Initial screen settings	[MainMenu, Copy, Fax/Scan, UserBox, ImagePanel, Browser]
CopyMainDisplay	Copy Default Tab	[Basic, QuickCopy]
FaxMainDisplay	Fax/Scan Default Tab	[AddressBook, DirectInput, History, LDAP]
ProgramPageNo	Program index	[Off, On]
CharDisplayMode	Address book initial display	[MyAddressBook, Aa, Ka, Sa, Ta, Na, Ha, Ma, Ya, RaWa, ABC, DEF, GHI, JKL, MNO, PQRS, TUV, WXYZ, etc, Group]
InitialDisplayOfAddress	Default display from Address Book	[Index, DestinationType]
BoxDefault	User Box Default Tab	[Public, Personal, System, Group]
Addresskind	Address Book default display for destination type selection	[Group, Fax, Email, Box, Iifax, Ipfax, Smb, Ftp, WebDAV]
#FaxScan	Fax/Scan shortcut	
ShortCut	Shortcut	[Off, Original Type, Simplex/Duplex, Resolution, File Type, Density, Quality Adjustment, Background Removal, Color, Sharpness, Frame Erase, Book Copy, Application, Scan Size, Original Direction, Original Page Margin, Total # of Pages, Line Settings, TX and RX Method Setting, Password TX, Polling RX, Polling TX, Timer TX, F-Code TX, E-mail Setting, URL Notification Setting, Text/Photo, Photo, Annotation, Stamp/Composition, Date/Time, Page Number, Stamp, Header/Footer, Page Print, Fax Header Settings]
#TopMenu	Main Menu shortcut	
IconID	Icon ID	[Off, Copy, Fax/Scan, User Box, Image Panel, Browser, Color Mode, Paper Setting, Zoom Setting, Duplex/Combine, Finishing, Scan Settings, Original Settings, Communication Settings]
Type	Shortcut type	[Off, MajorFunction, CopySetting, Fax/ScanSetting, CopyMemory, Scan/FaxMemory]

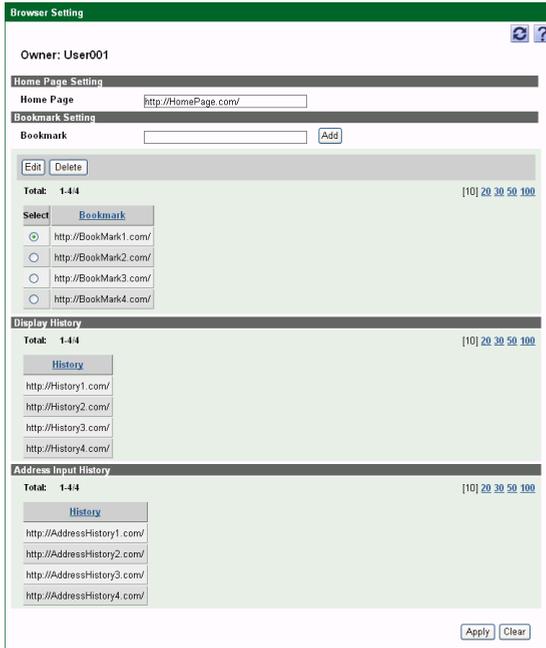
Function	Description	Input value
Function	Shortcut function	When Off is selected as shortcut type: [Off] When MajorFunction is selected as shortcut type: [Copy, Fax/Scan, User Box, Image Panel, Browser] When CopySetting is selected as shortcut type: [Color Mode, Paper Setting, Zoom Setting, Duplex/Combine, Finishing] When Fax/ScanSetting is selected as shortcut type: [Scan Settings, Original Settings, Communication Settings] When CopyMemory is selected as shortcut type: [Off] When Scan/FaxMemory is selected as shortcut type: [Off]
#Copy	Copy shortcut	
Function	Shortcut function	[Off, Sheet/Cover/Chapter Insert, OHP Interleave, Cover Sheet, Insert Sheet, Insert Image, Chapters, Edit Color, Neg./Pos, Reverse, Mirror Image, Background Color, Color Adjust, Brightness, Contrast, Saturation, Red, Green, Blue, Hue, Copy Density, Sharpness, Color Balance, Book Copy/Repeat, Book Copy, Image Repeat, Poster Mode, Booklet Original, Frame Erase, OutOf-FrameErasing, Stamp, Date/Time, Page Number, Overlay, Page Margin, Image Adjust, Booklet, Density, Stamp/Composition, Copy Protect, Stamp Repeat, Header/Footer, Save in User Box, RegistryOverlay, Watermark]
#OneTouchKey	One Touch Key	
OneTouchKeyType	One Touch Key type	[Off,Auto Color,Full color,Black+Red,Black+Blue,Black+Green,Black+Yellow,Black+Cyan,Black+Magenta,Black,Red,Blue,Green,Yellow,Cyan,Magenta,Sepia 1,Sepia 2,Emerald,Orange,Vermilion,Violet,Yellow Green,Purple,Camel,Moss Green,Wine Red,Brown,Marine Blue,Pink,Copper Red,Auto,Full Size,Small,Fixed Magnification1,Fixed Magnification2,Fixed Magnification3,Fixed Magnification4,Fixed Magnification5,Fixed Magnification6,Fixed Magnification7,Fixed Magnification8,Set Zoom Ratio1,Set Zoom Ratio2,Set Zoom Ratio3,1-Sided > 1-Sided,1-Sided > 2-Sided,2-Sided > 1-Sided,2-Sided > 2-Sided,2-in-1,4-in-1Horizontal,4-in-1Vertical,8-in-1Horizontal,8-in-1Vertical,Mixed Original,Z-Folded Original,Despeckle,Text,Text+Photo-Photo Paper,Text+Photo-Printed Photo,Photo-Photo Paper,Photo-Printed Photo,Map,Dot Matrix Original,Copied Paper,Glossy Mode,Job Program]
ProgramKeyId	ProgramID	[0-255]

Function	Description	Input value
#MainDisplayDensity	Default Tab Density Settings	
MainDisplayDensity	Default Tab Density Settings	[On, Off]
#Box	User Box shortcut	
Function	Shortcut function	[Off, BoardBox, PolingBox, SecurityDocumentBox, ForceMemoryBox, FilingNumberBox, ResendBox, EncryptedPDFBox, TouchPrintBox, ExternalMemory]
#IconID	Icon ID information	
Id	Icon ID	[0]
#ImageDealer	Image dealer information	
Type	Shortcut type	[0]
Function	Function ID	[0]
DeviceID	Device ID	[0]

3.8 Customizing Browser Data

3.8.1 Browser Setting

When you click on [Browser Setting] in the "My Panel" menu, the "Browser Setting" screen appears. In this screen, you can edit data managed by the web browser on the device.



Function	Details
Home Page Setting	Set the top page for the web browser.
Bookmark Setting	Set bookmarks for the web browser. You can register up to 20 bookmarks.  ... Reminder <i>If you register bookmarks which have a long URL, it may not be able to register 20 bookmarks.</i>

Function	Details
[Add] button	<p>It adds the bookmark you entered to the list.</p> <p> ...</p> <p>Reminder <i>After adding the inserted bookmark, please click [Apply] at the bottom of the screen, to accept.</i></p>
Edit	<p>Edit the bookmark you selected.</p> <p> ...</p> <p>Reminder <i>After clicking on the [Edit] button, modify bookmarks as you wish, then click on the [Setting] button. If you want to cancel the modifications you have done, click on the [Cancel] button.</i></p>
[Delete] button	<p>It deletes the bookmark you selected.</p>
Display History	<p>It shows the display history of the web browser.</p>
Address Input History	<p>It shows the URL input history of the web browser.</p>
[Apply] button	<p>Accepts the specified settings.</p>
[Clear] button	<p>Clears the specified settings and reverts to the initial settings.</p>

4 Managing My Panel Manager

4.1 My Panel Manager administrative setting

An administrator can specify system settings for My Panel Manager, and edit an address book and a panel for each user managed by My Panel Manager. The administrator can use the following items using a Web application.



Note

To use the administrative setting function, the device must be logged on using an administrator account. For details, refer to the Device Manager User's Guide. Only administrators of My Panel Manager can use all of My Panel Manager functions.

The screenshot shows the 'My Panel Manager' web interface. On the left is a navigation menu with options like 'Administrative Setting', 'Managed Device Setting', 'Server Settings', 'Personal Address Book', 'Personal Panel', 'Address Batch Setting', 'Panel Batch Setting', 'Error Report', 'Function Settings', 'Default Profile Settings', and 'Version'. The main content area is titled 'Administrator List' and includes a search bar with 'Search Condition: User Name' and a 'Display' button. Below the search bar are 'Add' and 'Cancel' buttons, and a 'Select All' link. A summary line shows 'Total: 1-5/5' with pagination options '[10] 20 30 50 100'. A table lists five users with their respective user groups and descriptions.

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User1	UserGroup1	
<input type="checkbox"/>	User2	UserGroup1	
<input type="checkbox"/>	User3	UserGroup1	
<input type="checkbox"/>	User4	UserGroup2	
<input type="checkbox"/>	User5	UserGroup2	

Function	Details
Administrator List	Adds or deletes administrators of My Panel Manager.
Managed Device Setting	Specifies managed device settings for My Panel Manager.  ... Reminder <i>To use an address book or panel edited by My Panel Manager on each device, the relevant device must be specified as a device to be managed.</i>
Server Settings	Specifies the operating environment for My Panel Manager.
Personal Address Book	Edits the personal address book of the individually users.
Personal Panel	Edits the panel settings for the individually users.
Address Batch Setting	Collectively specifies address books of multiple users.
Panel Batch Setting	Collectively specifies panel settings of multiple users.
Error Report	Displays the error history page.
Function Settings	Specifies the various settings for My Panel Manager.
Default Profile Settings	Specifies the default value of My Address/My Panel that is automatically applied to newly registered users.
Version	Displays the version information.



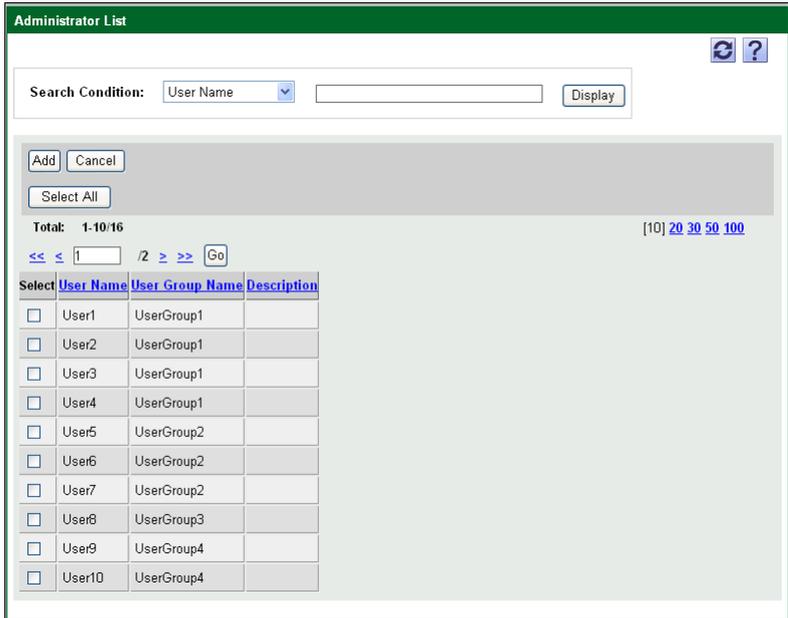
Reminder

Some of the functions specified here may not be available on some devices. For details on device functions, refer to the user's guide that comes with your device.

4.2 Specifying administrators of My Panel Manager

4.2.1 Viewing the administrator of My Panel Manager list

Clicking [Administrator List] on the "Administrative Setting" menu displays the Administrator List page. On this page, the following operations can be executed for desired purposes.



Function	Details
Search Condition	Select a row to be searched for from the drop-down list, type in the text to be searched for in the text box, and then click [Display] to filter the data to be displayed.
[Add] button	Adds administrators of My Panel Manager. For details, refer to "Adding an administrator" on page 4-4.
[Cancel] button	Cancel the administrator privileges of the user selected in the administrator list. For details, refer to "Canceling the administrator privileges" on page 4-5.
[Select All/Uncheck all] button	Selects all users displayed in the administrator list. Clicking this button again cancels all selections.
Admin. List	Displays a list of users registered as administrators of My Panel Manager. Select the check box, and then select the user for whom administrator privileges are to be canceled.

4.2.2 Adding an administrator

Clicking the [Add] button on the Administrator List page displays the Select Additional Users page. On this page, additional administrators of My Panel Manager can be registered.



Reminder

Administrators of My Panel Manager can use all of My Panel Manager functions.

Select Additional Users

User Group: All Users

Display Details: All subgroups

Search Condition: User Name

Select All

Total: 1-10/12 [10] 20 30 50 100

<< < 1 /2 > >> Go

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User1	UserGroup1	
<input type="checkbox"/>	User2	UserGroup1	
<input type="checkbox"/>	User3	UserGroup1	
<input type="checkbox"/>	User4	UserGroup2	
<input type="checkbox"/>	User5	UserGroup2	
<input type="checkbox"/>	User6	UserGroup2	
<input type="checkbox"/>	User7	UserGroup3	
<input type="checkbox"/>	User8	UserGroup3	
<input type="checkbox"/>	User9	UserGroup3	
<input type="checkbox"/>	User10	UserGroup3	

Apply Clear

Function	Details
User Group	<p>Selects the user group to be displayed in the user list. Click the [Display] button to change the user list display.</p> <p> . . .</p> <p>Reminder <i>Selecting the [All subgroups] check box displays users, including those registered in the subgroup of the selected user group. Clearing the check box displays only users registered immediately under the selected user group.</i></p>
Search Condition	Select a row to be searched for from the drop-down list, type in the text to be searched for in the text box, and then click [Display] to filter the data to be displayed.
[Select All/Uncheck all] button	Selects all users displayed in the user list. Clicking this button again cancels all selections.
User List	Displays a list of users registered in User List (except for administrators of My Panel Manager). Select the check box, and then select the user to whom administrator privileges are to be given.
[Apply] button	Adds an administrator of My Panel Manager.
[Clear] button	Clears all selections and reverts to the initial settings.

4.2.3 Canceling the administrator privileges

The administrator privileges of users registered as an administrator of My Panel Manager can be canceled.

- 1 Select the user you want to cancel the administrator privileges in the Administrator List on the Administrator List page (p. 4-3).
 - To select all users, click the [Select All] button.
- 2 Click the [Cancel] button.
The confirmation page appears.
- 3 Click the [OK] button.
The administrator privileges of the selected user are canceled.

4.3 Specifying a device to be managed

Specifies managed device settings for My Panel Manager. To use an address book or panel edited by My Panel Manager on each device, the relevant device must be specified as a device to be managed.



Note

If the server address is changed, settings for all the devices to be managed must be specified again from the beginning.

4.3.1 Selecting a device

Clicking [Managed Device Setting] on the "Administrative Setting" menu displays the Managed Device Setting page. On this page, the number of device licenses for My Panel Manager can be checked and a device to be managed by the My Panel Manager can be selected.



Reminder

For details on licence management, refer to the chapter related to Licence in the Device Manager User's Guide.

Function	Details
Total Licence Count	Displays the number of acquired My Panel Manager licenses.

Function	Details
Unused Licence Count	Displays the number of unused licenses among the acquired My Panel Manager licenses.
Device Group Selection	<p>Selects a device group to be displayed in the device list. Click the [Display] button to change the device list display.</p> <p> . . .</p> <p>Reminder <i>Selecting the [All subgroups] check box displays devices including ones registered in the subgroup of the selected device group. Clearing the check box displays only the devices registered immediately under the selected device group.</i></p>
[Select All/Uncheck all] button	Selects all devices displayed in the device list. Clicking this button again cancels all selections.
Device List	<p>Displays a list of devices registered in Device List. Select the check box, and then select whether to manage the device or not by My Panel Manager.</p> <p> . . .</p> <p>Reminder <i>It is not allowed to select multiple devices beyond the pages.</i></p>
[Manage] button	Makes the device selected on the device list to be managed. Click [Manage] to proceed to the Device Management Information Setting page (p. 4-8).
[Do not manage] button	Makes the device selected on the device list not to be managed. Click [Do not manage] to proceed to the Device Management Information Setting page (p. 4-8).
[Clear] button	Clears all selections and reverts to the initial settings.



Reminder

If the device is registered for management,  appears in the [Manage] field of the device list.

4.3.2 Specifying device management information

Clicking the [Manage]/[Do not manage] button on the Managed Device Setting page (p. 4-6) displays the Device Management Information Setting page. On this page, the device administrator password and other information required for managing the device can be entered.



Reminder

If authentication information is already specified in Device List, the input control of the authentication information displayed in the Device Management Information Setting page is disabled.

Device Management Information Setting
↑ ?

Device Administrator Password Max: 64 chars

OpenAPI Account Max: 8 chars

OpenAPI Password Max: 8 chars

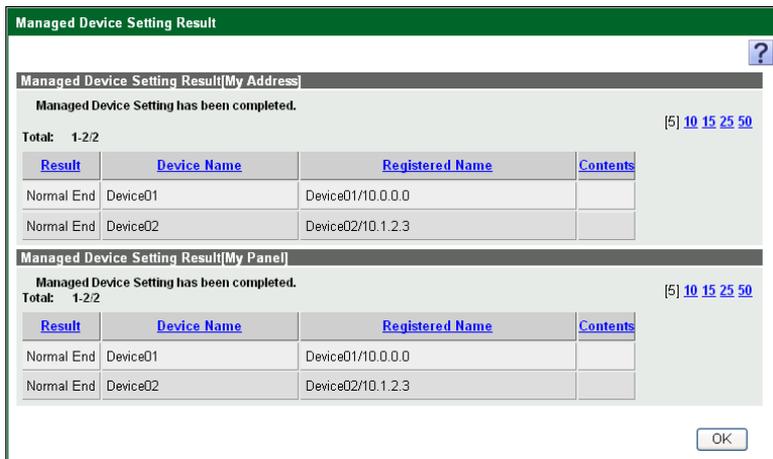
The settings will overwrite the "My Panel Manager" settings.

Force deletion from the managed target.

Function	Details
Device Administrator Password	Type in the administrator password for the device.
OpenAPI Account	Type in the OpenAPI account name.
OpenAPI Password	Type in the OpenAPI password.
The settings will overwrite the "My Panel Manager" settings	When this check box is selected, the settings on this page overrides other settings even if the device is already managed by a different My Panel Manager. When this check box is cleared, the existing settings overrides the settings on this page.
Force deletion from the managed target.	When this check box is selected, the devices selected in the Managed Device Setting page are forcibly excluded from the devices to be managed.
[Apply] button	Specifies the device to be managed. When the specification process finishes, the Managed Device Setting Result page (p. 4-9) appears automatically.
[Clear] button	Clears the specified settings and reverts to the initial settings.

4.3.3 Displaying the device setting results

When the managed device setting has been specified, the Managed Device Setting Result page appears automatically. On this page, you can check whether or not the selected device has been correctly specified as a device to be managed by My Panel Manager.



Function	Details
Result	Displays the result of the specification process for each device.
Device Name	Displays the model name of the device.
Registered Name	Displays the registered name of the device.
Contents	Displays the cause of error that has occurred.
[OK] button	Ends the Managed Device Setting Result page, and returns to the Managed Device Setting page.



Note

If either My Address or My Panel setting is failed, specify the devices to be managed again.

4.4 Specifying the operating environment

Clicking [Server Settings] on the "Administrative Setting" menu displays the Server Settings page. On this page, the operating environment of My Panel Manager can be specified.



Note

If the port number or application identifier is changed, settings for all the devices to be managed must be specified again from the beginning.



Note

If the port number is changed, the server must be restarted. For details on restarting the server, refer to the chapter related to Admin Console in the Device Manager User's Guide.

Server Settings

Port Number [Required] Only Number: 1-65535

Application Identifier [Required] Max: 20 chars

Function	Details
Port Number	Type in the port number to be used for My Panel Manager.
Application Identifier	Type in the extension to be used for My Panel Manager.
[Apply] button	Accepts the specified settings.
[Clear] button	Clears the specified settings and reverts to the initial settings.

4.5 Editing the address book of each user

My Address (a personal address book for individual users) managed by My Panel Manager can be edited.

Multiple users can be selected at the same time. Also, the address book can be managed to enable/disable editing of personal My Address by each user.



Reminder

If you want to consolidate My Address of users in the same group, the settings for address books of multiple users can be collectively specified by reading address information from a file. For details, refer to "Address Batch Setting" on page 4-24.

4.5.1 Displaying My Address users list

Clicking [Personal Address Book] on the "Administrative Setting" menu displays the Personal Address Book page. On this page, the following operations can be executed for desired purposes.

Personal Address Book

User Group
All Users

Display Details
 All subgroups

Search Condition:
User Name

Address Book

Total: 1-10/12
[10] [20](#) [30](#) [50](#) [100](#)

<< < 1
/ 2 > >>

Select	User Name	User Group Name	Description	User Edit
<input type="checkbox"/>	User1	UserGroup1		Allowed
<input type="checkbox"/>	User2	UserGroup1		Allowed
<input type="checkbox"/>	User3	UserGroup1		Allowed
<input type="checkbox"/>	User4	UserGroup2		Allowed
<input type="checkbox"/>	User5	UserGroup2		Allowed
<input type="checkbox"/>	User6	UserGroup2		Allowed
<input type="checkbox"/>	User7	UserGroup3		Allowed
<input type="checkbox"/>	User8	UserGroup3		Allowed
<input type="checkbox"/>	User9	UserGroup3		Allowed
<input type="checkbox"/>	User10	UserGroup3		Allowed

Function	Details
User Group	<p>Selects the user group to be displayed in the user list. Click the [Display] button to change the user list display.</p> <p> . . .</p> <p>Reminder <i>Selecting the [All subgroups] check box displays users, including those registered in the subgroup of the selected user group. Clearing the check box displays only users registered immediately under the selected user group.</i></p>
Search Condition	<p>Select a row to be searched for from the drop-down list, type in the text to be searched for in the text box, and then click [Display] to filter the data to be displayed.</p>
Select Address Type To Be Edited	<p>Select the type of address (address book/group) to be edited.</p>
Edit	<p>Edits My Address of the user(s) selected in the user list.</p> <ul style="list-style-type: none"> • if Address Book is selected: Edits the address book of the selected user. For details, refer to "Editing an address book" on page 4-13. • if Group is selected: Edits the group of the selected user. For details, refer to "Editing Group" on page 4-14.
Allow Profile Editing	<p>To allow a particular user to edit personal My Address, select a user (or users) in the user list, and click [Allow Profile Editing].</p>
Disallow Profile Editing	<p>To not to allow a particular user to edit personal My Address, select a user (or users) in the user list, and click [Disallow Profile Editing].</p> <p> . . .</p> <p>Reminder <i>Even if the edit-disabled user attempts to edit My Address from the panel of the target device, the setting is not reflected in My Panel Manager.</i></p>
[Delete] button	<p>Deletes My Address of the user selected in the user list. For details, refer to "Deleting My Address" on page 4-14.</p>
[Select All/Uncheck all] button	<p>Selects all users displayed in the user list. Clicking this button again cancels all selections.</p>
User List	<p>Displays a list of users registered in User List. Select the check box, and then select the user.</p>

4.5.2 Editing an address book

The address book of the selected user can be edited.

- 1 Click [Edit] button of the [Address Book] item for the user for whom address book is to be edited on the user list of the Personal Address Book page (p. 4-11).

The address book list of the selected user is displayed on the Address Book page.

The screenshot shows the 'My Address' page for 'User1'. It includes a filter section with fields for 'Registered Name', 'Select from Type', and 'Index', along with a 'Display' button. Below the filter are buttons for 'New', 'Edit', 'Delete', and 'Select All'. A pagination bar shows 'Total: 1-10/15' and 'Go' buttons. The main content is a table with 10 rows of address book entries.

Select	Registered No.	Image	Registered Name	Type	Index
<input type="checkbox"/>	1		Scan To Me	E-mail	Aa
<input type="checkbox"/>	2		E-Mail001	E-mail	DEF
<input type="checkbox"/>	3		E-Mail002	E-mail	DEF
<input type="checkbox"/>	4		E-Mail003	E-mail	ABC
<input type="checkbox"/>	5		Fax001	Fax	DEF
<input type="checkbox"/>	6		Fax002	Fax	GHI
<input type="checkbox"/>	7		Fax001	Fax	PQRS
<input type="checkbox"/>	8		WebDav001	WebDAV	ABC
<input type="checkbox"/>	9		WebDav002	WebDAV	MNO
<input type="checkbox"/>	10		WebDav003	WebDAV	DEF

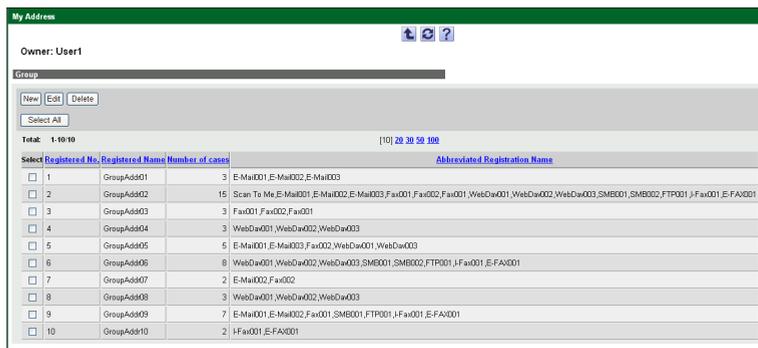
- 2 Edit Address Book as desired.
 - For details on operating the Address Book page, refer to "Viewing the address book list" on page 3-3.

4.5.3 Editing Group

The group of the selected user can be edited.

- 1 Click [Edit] button of the [Group] item for the user for whom address book is to be edited on the user list of the Personal Address Book page (p. 4-11).

The group list of the selected user is displayed on the Group page.



- 2 Edit a group as desired.
 - For details on operating the Group page, refer to "Viewing the group list" on page 3-22.

4.5.4 Deleting My Address

My Address of the selected user can be deleted.

- 1 Select the user for whom My Address is to be deleted on the user (or users) list of the Personal Address Book page (p. 4-11).
 - To select all users, click the [Select All] button.
- 2 Click the [Delete] button.

The confirmation page appears.
- 3 Click the [OK] button.

My Address of the selected user is deleted.

4.6 Editing the panel settings for each user

My Panel (personal panel settings for individual users) managed by My Panel Manager can be edited.

Multiple users can be selected at the same time. Also, the address book can be managed to enable/disable editing of personal My Panel by each user.



Reminder

If you want to consolidate My Panel of users in the same group, the settings for panel of multiple users can be collectively specified by reading panel information from a file. For details, refer to "Specifying the panel batch setting" on page 4-28.

4.6.1 Displaying a list of My Panel users

Clicking [Personal Panel] on the "Administrative Setting" menu displays the Personal Panel page. On this page, the following operations can be executed for desired purposes.

Personal Panel

User Group: All Users

Display Details: All subgroups

Search Condition: User Name

System Settings: [Dropdown] Edit Delete

Select All

Total: 1-10/12 [10] 20 30 50 100

Select	User Name	User Group Name	Description	User Edit
<input type="checkbox"/>	User1	UserGroup1		Allowed
<input type="checkbox"/>	User2	UserGroup1		Allowed
<input type="checkbox"/>	User3	UserGroup1		Allowed
<input type="checkbox"/>	User4	UserGroup2		Allowed
<input type="checkbox"/>	User5	UserGroup2		Allowed
<input type="checkbox"/>	User6	UserGroup2		Allowed
<input type="checkbox"/>	User7	UserGroup3		Allowed
<input type="checkbox"/>	User8	UserGroup3		Allowed
<input type="checkbox"/>	User9	UserGroup3		Allowed
<input type="checkbox"/>	User10	UserGroup3		Allowed

Allow Profile Editing Disallow Profile Editing

Function	Details
User Group	<p>Selects the user group to be displayed in the user list. Click the [Display] button to change the user list display.</p> <p> . . .</p> <p>Reminder <i>Selecting the [All subgroups] check box displays users, including those registered in the subgroup of the selected user group. Clearing the check box displays only users registered immediately under the selected user group.</i></p>
Search Condition	<p>Select a row to be searched for from the drop-down list, type in the text to be searched for in the text box, and then click [Display] to filter the data to be displayed.</p>
Select Panel Information To Be Edited	<p>Select the panel information (system settings, main menu settings, copy setting, fax/scan settings, user box settings, and browser setting) to be edited.</p>
Edit	<p>Edits My Address of the user(s) selected in the user list.</p> <ul style="list-style-type: none"> • When System Settings is selected: Edits the system settings of the selected user. For details, refer to "Editing the system settings" on page 4-18. • When Main Menu Settings is selected: Edits the main menu settings of the selected user. For details, refer to "Editing the Main Menu Settings" on page 4-19. • When Copy Setting is selected: Edits the copy settings of the selected user. For details, refer to "Editing Copy Setting" on page 4-20. • When Fax/Scan Settings is selected: Edits the fax/scan settings of the selected user. For details, refer to "Editing Fax/Scan Settings" on page 4-21. • When Box Settings is selected: Edits the box settings of the selected user. For details, refer to "Editing Box Settings" on page 4-22. • When Browser Setting is selected: Edits the browser setting of the selected user. For details, refer to "Editing Browser Settings" on page 4-23.
Allow Profile Editing	<p>To allow a particular user to edit personal My Panel, select a user (or users) in the user list, and click [Allow Profile Editing].</p>
Disallow Profile Editing	<p>To not to allow a particular user to edit personal My Panel, select a user (or users) in the user list, and click [Disallow Profile Editing].</p> <p> . . .</p> <p>Reminder <i>Even if the edit-disabled user attempts to edit My Panel from the panel of the target device, the setting is not reflected in My Panel Manager.</i></p>
[Delete] button	<p>Deletes My Panel of the user selected in the user list. For details, refer to "Deleting My Panel" on page 4-22.</p>

Function	Details
[Select All/Uncheck all] button	Selects all users displayed in the user list. Clicking this button again cancels all selections.
User List	Displays a list of users registered in User List. Select the check box, and then select the user.

4.6.2 Editing the system settings

My Panel system settings for the selected user can be edited.

- 1 Click [Edit] button of the [System Settings] item for the user for whom address book is to be edited on the user list of the Personal Panel page (p. 4-15).

My Panel system settings for the selected user are displayed on the System Settings page.

The screenshot shows the 'System Settings' interface for 'User1'. It features a green header bar with navigation icons (back, refresh, help). Below the header, the 'Owner' is listed as 'User1'. The settings are organized into several sections:

- Language Selection:** A dropdown menu is set to 'Japanese'. A note below states: 'The selected language will only be displayed if the target device supports that language.'
- Measurement Unit Settings:** Radio buttons are used to select units. 'mm (Numerical Value)' is selected, with 'inch (Numerical Value)' and 'inch (Fraction)' as alternatives.
- Color Selection Settings:** Radio buttons are used to select a color. 'Green' is selected, with 'Blue', 'Yellow', and 'Pumpkin' as alternatives.
- Screen to be displayed after login:** A dropdown menu is set to 'Main Menu'.

At the bottom right of the form, there are 'Apply' and 'Clear' buttons.

- 2 Edit System Settings as desired.
 - For details on operating the System Settings page, refer to "Specifying the My Panel environment" on page 3-39.

4.6.3 Editing the Main Menu Settings

The Main Menu Settings for the selected user can be edited.

- 1 Click [Edit] button of the [Main Menu Settings] item for the user for whom address book is to be edited on the user list of the Personal Panel page (p. 4-15).

My Panel Main Menu Settings for the selected user are displayed on the Main Menu Settings page.

Main Menu Settings

Owner: User1

Shortcut Key Settings of Main Menu

Button Assignend

Main Menu Key 1	Copy
Main Menu Key 2	Fax/Scan
Main Menu Key 3	User Box
Main Menu Key 4	Image Panel
Main Menu Key 5	Browser
Main Menu Key 6	OFF
Main Menu Key 7	OFF
Main Menu Key 8	OFF
Main Menu Key 9	OFF
Main Menu Key 10	OFF
Main Menu Key 11	OFF
Main Menu Key 12	OFF

Apply Clear

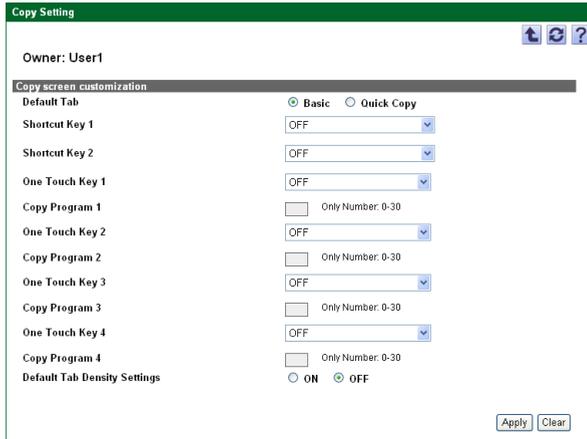
- 2 Edit Main Menu Settings as desired.
 - For details on operating the Main Menu Settings page, refer to "Setting up the main menu" on page 3-41.

4.6.4 Editing Copy Setting

The copy setting for the selected user can be edited.

- 1 Click [Edit] button of the [Copy Setting] item for the user for whom address book is to be edited on the user list of the Personal Panel page (p. 4-15).

My Panel copy setting for the selected user are displayed on the Copy Setting page.



- 2 Edit copy setting as desired.
 - For details on operating the Copy Setting page, refer to "Setting up the Copy screen" on page 3-42.

4.6.5 Editing Fax/Scan Settings

The fax/scan settings for the selected user can be edited.

- 1 Click the [Edit] button of the [Fax/Scan Settings] item for the user for whom address book is to be edited on the user list of the Personal Panel page (p. 4-15).

My Panel fax/scan settings for the selected user are displayed on the Fax/Scan Settings page.

Fax/Scan Settings

Owner: User1

Fax/Scan Screen Customization

Shortcut Key 1: OFF

Shortcut Key 2: OFF

Default Tab

- Job History
- Direct Input
- Address Search (LDAP)
- Address Book

Default screen display from registered address

- Index
 - Address Book Default Display for index selection: My Address Book
- Destination Type
 - Address Book Default Display for destination type selection: Group

Apply Clear

- 2 Edit fax/scan settings as desired.
 - For details on operating the Fax/Scan Settings page, refer to "Setting up the Fax/Scan screen" on page 3-44.

4.6.6 Editing Box Settings

The Box Settings for the selected user can be edited.

- 1 Click [Edit] button of the [Box Settings] item for the user for whom address book is to be edited on the user list of the Personal Panel page (p. 4-15).

My Panel Box Settings for the selected user are displayed on the Box Settings page.

Box Settings

Owner: User1

Box Screen Customization

Default Tab	Public
Shortcut Key 1	OFF
Shortcut Key 2	OFF

Apply Clear

- 2 Edit box settings as desired.
 - For details on operating the Box Settings page, refer to "Setting up the User Box screen" on page 3-48.

4.6.7 Deleting My Panel

My Panel of the selected user can be deleted.

- 1 Select the user (or users) for whom My Panel is to be deleted on the user list of the Personal Panel page (p. 4-15).
 - To select all users, click the [Select All] button.
- 2 Click the [Delete] button.

The confirmation page appears.
- 3 Click the [OK] button.
 - My Panel of the selected user is deleted.

4.6.8 Editing Browser Settings

Edit Browser Settings for the user selected.

- 1 In the Personal Panel screen (p. 4-15), in the user list, click on [Edit] under Browser Settings column.

The browser settings for the user you selected, will be displayed in Browser Settings screen.

Browser Setting

Owner: User001

Home Page Setting

Home Page

Bookmark Setting

Bookmark

Total: 1-44 [10] 20 30 50 100

Select	Bookmark
<input checked="" type="radio"/>	http://BookMark1.com/
<input type="radio"/>	http://BookMark2.com/
<input type="radio"/>	http://BookMark3.com/
<input type="radio"/>	http://BookMark4.com/

Display History

Total: 1-44 [10] 20 30 50 100

http://History1.com/
http://History2.com/
http://History3.com/
http://History4.com/

Address Input History

Total: 1-44 [10] 20 30 50 100

http://AddressHistory1.com/
http://AddressHistory2.com/
http://AddressHistory3.com/
http://AddressHistory4.com/

- 2 Edit browser settings for different purposes.
 - For more details regarding Browser Settings, see "Customizing Browser Data" on page 3-58.

4.7 Address Batch Setting

By reading address information from a text file (tab-delimited), the settings for address books of multiple users can be collectively specified. Use this function to consolidate My Address of users in the same group.



Reminder

Address information can be imported using a text file (tab-delimited) exported with My Address Export. For details, refer to "Exporting My Address" on page 3-29. To use My Address Export, logging on as a general user will be required.

4.7.1 Selecting an import file

Clicking [Address Batch Setting] on the "Administrative Setting" menu displays the Address Batch Setting page. On this page, select the My Address data file to be used for the address batch setting.

Function	Details
Destination	To specify settings for address books collectively, select [Address Book]. To specify settings for a group, select [Group].
Import File Path	Type in the full path to the My Address data file to be used for the address batch setting. Alternatively, click the [Browse] button to display the Select File dialog box, and then specify the file.
File Character Code	Select the file character code.
Operation for duplication of Registration Number	Specify whether or not to overwrite the existing data if it has the same registration number as the data to be used for the address batch setting.
Encryption Password	Type in the password used for file encryption.
Re-enter Encryption Password	Type in the above encryption password again.

Function	Details
[Next] button	<p>Accepts "Select an Import File" and goes to the Select target user page (p. 4-25).</p> <p> ...</p> <p>Note <i>If the specified import file contains a description error, error contents are displayed on the Address Batch Setting File Check Result page (p. 4-27).</i></p>
[Clear] button	<p>Clears the specified settings and reverts to the initial settings.</p>

4.7.2 Selecting a target user

Clicking the [Next] button on the Address Batch Setting page displays the Select target user page. On this page, select the user to whom address batch setting is applied.

Select target user

Select an Import File → **Select a target User** → Address Batch Setting Result

User Group: All Users
 Display Details: All subgroups
 Search Condition: User Name [] [Display]

Select All

Total: 1-10/12 [10] 20 30 50 100

<< ≤ 1 /2 ≥ >> [Go]

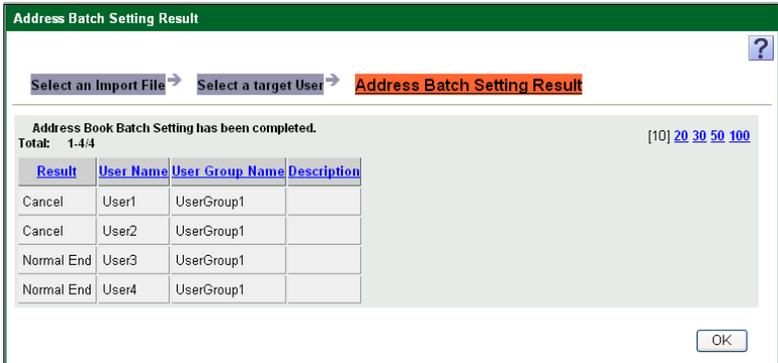
Select	User Name	User Group Name	Description
<input type="checkbox"/>	User1	UserGroup1	
<input type="checkbox"/>	User2	UserGroup1	
<input type="checkbox"/>	User3	UserGroup1	
<input type="checkbox"/>	User4	UserGroup2	
<input type="checkbox"/>	User5	UserGroup2	
<input type="checkbox"/>	User6	UserGroup2	
<input type="checkbox"/>	User7	UserGroup3	
<input type="checkbox"/>	User8	UserGroup3	
<input type="checkbox"/>	User9	UserGroup3	
<input type="checkbox"/>	User10	UserGroup3	

[Start Import] [Clear]

Function	Details
User Group	<p>Selects the user group to be displayed in the user list. Click the [Display] button to change the user list display.</p> <p> ...</p> <p>Reminder <i>Selecting the [All subgroups] check box displays users, including those registered in the subgroup of the selected user group. Clearing the check box displays only users registered immediately under the selected user group.</i></p>
Search Condition	Select a row to be searched for from the drop-down list, type in the text to be searched for in the text box, and then click [Display] to filter the data to be displayed.
Select All/Uncheck All	Selects all users displayed in the user list. Clicking this button again cancels all selections.
User List	Displays a list of users registered in User List. Select the check box, and then select the user to whom address batch setting is applied.
[Start Import] button	Specifies address batch setting. When the address batch setting process finishes, the Address Batch Setting Result page (p. 4-26) appears automatically.
[Clear] button	Clears all selections and reverts to the initial settings.

4.7.3 Displaying batch setting result

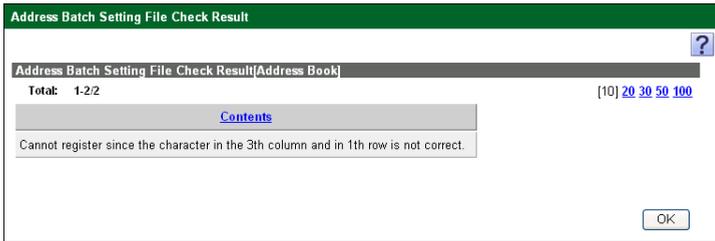
When the address batch setting process finishes, the Address Batch Setting Result page appears automatically. On this page, you can check whether or not My Address of the selected user has been correctly specified on the Select target user page.



Function	Details
Result	Displays the result of the specification process for each user.
User Name	Displays the user name.
User Group Name	Displays the user group name.
Description	Displays the description of the user.
[OK] button	Ends the Address Batch Setting Result page, and then returns to the Address Batch Setting page.

4.7.4 Displaying an import file error

If the import file for the address batch setting contains a description error, the Address Batch Setting File Check Result page appears before selecting the target user. On this page, you can confirm the details of the description error.



Function	Details
Contents	Displays the details of description error.
[OK] button	Ends the Address Batch Setting File Check Result page, and then returns to the Address Batch Setting page.

4.8 Specifying the panel batch setting

By reading My Panel information from a text file (tab-delimited), the settings for My Panel of multiple users can be collectively specified. Use this function to consolidate My Panel of users in the same group.

4.8.1 Selecting an import file

Clicking [Panel Batch Setting] on the "Administrative Setting" menu displays the Panel Batch Setting page. On this page, select the My Panel data file to be used for the panel batch setting.

Function	Details
Import File Path	Type in the full path to the My Panel data file to be used for the panel batch setting. Alternatively, click the [Browse] button to display the Select File dialog box, and then specify the file.
File Character Code	Select the file character code.
Encryption Password	Type in the password used for file encryption.
Re-enter Encryption Password	Type in the above encryption password again.
[Next] button	Accepts "Select an Import File" and goes to the Select target user page (p. 4-29).  ... Note <i>If the specified import file contains a description error, error contents are displayed on the Panel Batch Setting File Check Result page (p. 4-31).</i>
[Clear] button	Clears the specified settings and reverts to the initial settings.

4.8.2 Selecting a target user

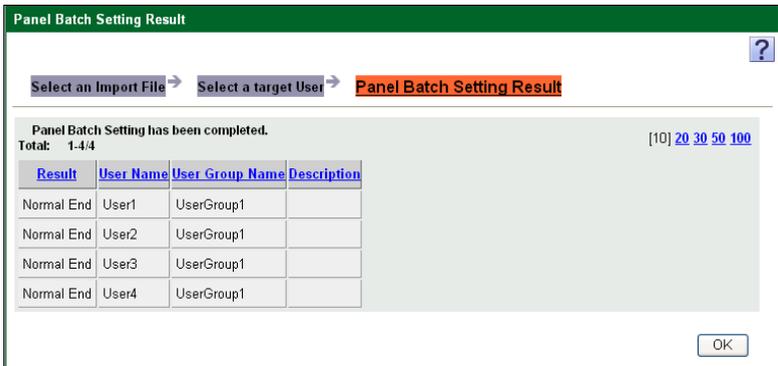
Clicking the [Next] button on the Panel Batch Setting page displays the Select target user page. On this page, select the user to whom panel batch setting is applied.

Function	Details
User Group	<p>Selects the user group to be displayed in the user list. Click the [Display] button to change the user list display.</p> <p> ...</p> <p>Reminder <i>Selecting the [All subgroups] check box displays users, including those registered in the subgroup of the selected user group. Clearing the check box displays only users registered immediately under the selected user group.</i></p>

Function	Details
Search Condition	Select a row to be searched for from the drop-down list, type in the text to be searched for in the text box, and then click [Display] to filter the data to be displayed.
[Select All/Uncheck all] button	Selects all users displayed in the user list. Clicking this button again cancels all selections.
User List	Displays a list of users registered in User List. Select the check box, and then select the user to whom panel batch setting is applied.
[Start Import] button	Specifies panel batch setting. When the panel batch setting process finishes, the Panel Batch Setting Result page (p. 4-30) appears automatically.
[Clear] button	Clears all selections and reverts to the initial settings.

4.8.3 Displaying batch setting result

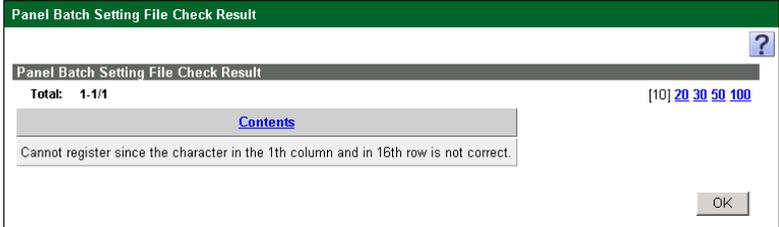
When the panel batch setting process finishes, the Panel Batch Setting Result page appears automatically. On this page, you can check whether or not My Panel of the selected user has been correctly specified on the Select target user page.



Function	Details
Result	Displays the result of the specification process for each user.
User Name	Displays the user name.
User Group Name	Displays the user group name.
Description	Displays the description of the user.
[OK] button	Ends the Panel Batch Setting Result page, and then returns to the Panel Batch Setting page.

4.8.4 Displaying an import file error

If the import file for the panel batch setting contains a description error, the Panel Batch Setting File Check Result page appears before selecting the target user. On this page, you can confirm the details of the description error.



Function	Details
Contents	Displays the details of description error.
[OK] button	Ends the Panel Batch Setting File Check Result page, and then returns to the Panel Batch Setting page.

4.9 Displaying the error history

Clicking [Error Report] on the "Administrative Setting" menu displays the Error Report page. On this page, you can confirm the history of errors occurred during communication with devices.

The screenshot shows the 'Error Report' interface. At the top, there is a search section with a 'Search Condition' dropdown set to 'Date', a text input field, and a 'Display' button. Below this, a 'Total: 1-10/12' indicator is shown along with pagination controls: '<< < 1 /2 > >> Go'. The main area contains a table with three columns: 'Date', 'Time', and 'Contents'. The table lists ten error entries from May 14, 2008, to May 27, 2008. Most entries are 'An unmanaged device has made a request.', while two entries from May 19 and 23, 2008, state 'The selected user does not exist.'.

Date	Time	Contents
05/14/2008	16:27:36	An unmanaged device has made a request.
05/14/2008	16:27:36	An unmanaged device has made a request.
05/14/2008	16:28:30	An unmanaged device has made a request.
05/14/2008	16:28:30	An unmanaged device has made a request.
05/14/2008	16:29:13	An unmanaged device has made a request.
05/14/2008	16:29:13	An unmanaged device has made a request.
05/19/2008	18:03:20	The selected user does not exist.
05/23/2008	12:33:26	The selected user does not exist.
05/27/2008	19:27:18	An unmanaged device has made a request.
05/27/2008	19:27:18	An unmanaged device has made a request.

Function	Details
Search Condition	Select a row to be searched for from the drop-down list, type in the text to be searched for in the text box, and then click [Display] to filter the data to be displayed.
Date	Displays the date of error occurrence.
Time	Displays the time of error occurrence.
Contents	Displays the details of error.

4.10 Specifying functions of My Panel Manager

Clicking [Function Settings] on the "Administrative Setting" menu displays the Function Settings page. On this page, the functions of My Panel Manager of your device can be specified.

Function	Details
Scan To Me	<p>"Scan To Me" is a function to send faxed/scanned data to the E-mail address of the user who is currently logged in. To use this function, the E-mail address of the user must be registered in User List. For details on User List, refer to the Device Manager User's Guide.</p> <ul style="list-style-type: none"> • Yes (Overwrites first address entry): Automatically specifies the top address book entry of the user to the Scan To Me address. • Yes (Only if there is no first address entry): If the top address book entry of the user is already registered, the Scan To Me address is not used. • No: The Scan To Me address is not used.

Function	Details
Scan To Home	<p>"Scan To Home" is a function used to send faxed/scanned data to the home directory of a user who is currently logged in.</p> <p>To use this function, external server authentication must be performed using Active Directory.</p> <p> . . .</p> <p>Reminder <i>This item appears only when Authentication Manager is installed separately and it is used together with My Panel Manager.</i></p> <ul style="list-style-type: none"> • Yes (Overwrites second address entry): Automatically specifies the second address book entry of the user to the Scan To Home address. • Yes (Only if there is no second address entry): If the second address book entry of the user is already registered, the Scan To Home address is not used. • No: The Scan To Home address is not used.
Destination Address Control	<p>To use the destination address control function, select "Yes". If this function is enabled, data cannot be sent to any address other than the E-mail address of the user who is currently logged in.</p>
Authentication Settings for Scan To Home	<p>Specify authentication information required when using the "Scan To Home" function. Type in the user ID and password with Active Directory Administrator privileges.</p> <p> . . .</p> <p>Reminder <i>This item appears only when Authentication Manager is installed separately and it is used together with My Panel Manager.</i></p>
My Panel Display Language	<p>Select a language that appears in the "Screen display language setting" drop-down list in the System Settings page (p. 3-39).</p> <p> . . .</p> <p>Reminder <i>[English] is always enabled. It cannot be disabled.</i></p>
[Apply] button	<p>Accepts the specified settings.</p>
[Clear] button	<p>Clears the specified settings and reverts to the initial settings.</p>



...

Reminder

When the [Apply] button is clicked, the language used in the My Panel is searched for, and if any language other than the specified language is found, it is additionally registered.



...

Note

If "Scan To Me" is set to "No", and "Destination Address Control" is set to "Yes", the address book cannot be displayed on the main unit, and the address book cannot be created.

If "Scan To Me" is already specified, only the "Scan To Me" address book is displayed on the main unit.

If "Scan To Me" is changed from "Yes" to "No", the Scan to Me address (E-mail address of the user) remains in the address book and handled as an ordinary address book entry (The Scan To Me function is disabled).

4.11 Specifying the default value of My Address/My Panel

Clicking [Default Profile Settings] on the "Administrative Setting" menu displays the Default Profile Settings page. On this page, the default value of My Address/My Panel (default profile) that is automatically applied to newly registered users, can be specified.



Function	Details
My Address	Specifies the default value of My Address.
Address Book	Specifies the default value of Address Book. For details, refer to "Registering an address book" on page 3-4.
Group	Specifies the default value of Group. For details, refer to "Registering a group" on page 3-23.
My Panel	Specifies the default value of My Panel.
System Settings	Specifies the default value of the device panel. For details, refer to "Specifying the My Panel environment" on page 3-39.
Main Menu Settings	Specifies the default functions to be assigned to the shortcut keys of the main menu. For details, refer to "Setting up the main menu" on page 3-41.
Copy Setting	Specifies the default display and shortcut keys of the Copy screen. For details, refer to "Setting up the Copy screen" on page 3-42.
Fax/Scan Settings	Specifies the default display and shortcut keys of the Fax/Scan screen. For details, refer to "Setting up the Fax/Scan screen" on page 3-44.
Box Settings	Specifies the default display and shortcut keys of the User Box screen. For details, refer to "Setting up the User Box screen" on page 3-48.

Function	Details
Browser Setting	Specifies the default value of data managed by the Web browser of the device. For details, refer to "Browser Setting" on page 3-58.

4.12 Displaying the version information

Clicking [Version] on the "Administrative Setting" menu displays the Version page. On this page, the version of My Panel Manager of your device can be checked.

4.13 ImageConverter

An image converter tool is used to generate the image to be registered for the address book.

This tool allows you to simply change the magnification of an image, as well as to select arbitrary portion of an image for conversion, and to specify a folder to collectively convert images in the folder.

4.13.1 Installation

Before starting the installation, make sure Windows is logged on to with Administrator privileges.

- 1 Double-click the Setup icon for the downloaded ImageConverter.

4.13.2 Uninstallation

Before starting the uninstallation, make sure Windows is logged on to with Administrator privileges.

- 1 From Control Panel, open "Add or Remove Programs" ("Add/Remove Programs" for Windows 2000).
- 2 Select "KONICA MINOLTA ImageConverter", and then delete it.

4.13.3 Using ImageConverter

<Converting an image>

- 1 From the [Start] menu, select [All Programs] - [KONICA MINOLTA] - [ImageConverter]. The ImageConverter top page appears.
- 2 Click the [File] menu - [Open], and select the original image. The original image is displayed on the left and the new image after conversion is displayed on the right.
 - You can also specify the image file by drag-and-drop to the original image display area on the left.
 - ImageConverter supports the image file format of "bmp", "jpg", "gif" and "png".

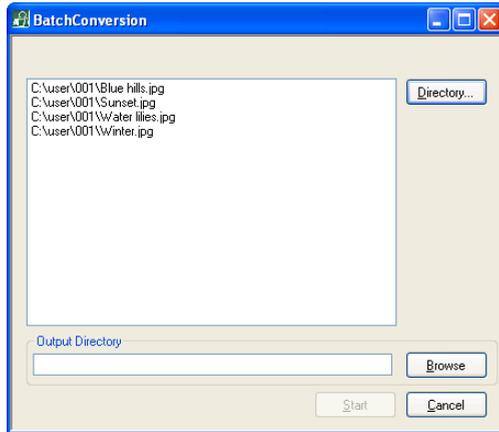


- 3 Click [Enlarge] to enlarge the image, and [Reduce] to reduce the image several times.

- 4 To specify the range to be converted, drag the mouse to select the area.
 - A square box created by the mouse cursor motion indicates the specified range for the image, which is then displayed in the new image display area.
- 5 Click the [Save] button and specify the save location and file name. The image displayed in the new image display area is saved to the file.

<Collectively converting images>

- 1 In the ImageConverter top page, click the [File] menu - [Batch conversion]. You can also specify multiple image files by drag-and-drop to the original image display area on the left.
- 2 Click the [Folder] button and specify the folder where the original images are saved. The files to be collectively converted are displayed.



- 3 Click the [Browse] button and specify the folder to save the images.
- 4 Click the [Start] button. The batch conversion starts.

4.14 AddressImporter

This is a tool used to import address book information from other applications such as Outlook to the My Panel Manager address book.

Address book information can be imported from CSV and other file formats or retrieved from an LDAP server.

4.14.1 Installation

Before starting the installation, make sure Windows is logged on to with Administrator privileges.

- 1 Double-click the Setup icon for the downloaded AddressImporter.

4.14.2 Uninstallation

Before starting the uninstallation, make sure Windows is logged on to with Administrator privileges.

- 1 From Control Panel, open "Add or Remove Programs" ("Add/Remove Programs" for Windows 2000).
- 2 Select "KONICA MINOLTA AddressImporter", and then delete it.

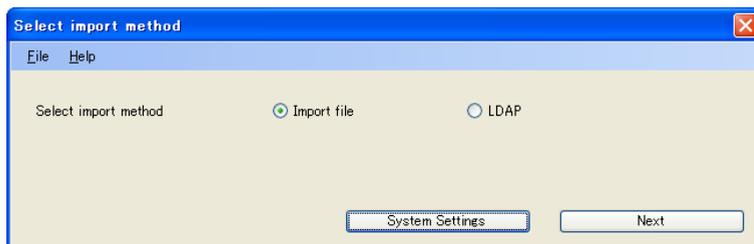
4.14.3 Using AddressImporter

From the [Start] menu, select [All Programs] - [KONICA MINOLTA] - [AddressImporter]. The AddressImporter page appears. The functions available through AddressImporter area as follows:

Function	Details
Select Import Method	Select the import method (file import or LDAP) of address book data, and import it.
System Settings	Specify the server connection information.
Select/Register Address Book Data	Select the data you want to register among the entries of imported address book, and register the data to the server. For details, refer to "Select/register address book data".
Import Result	The result of the import processing is displayed. For details, refer to "Import Result".

Select import method

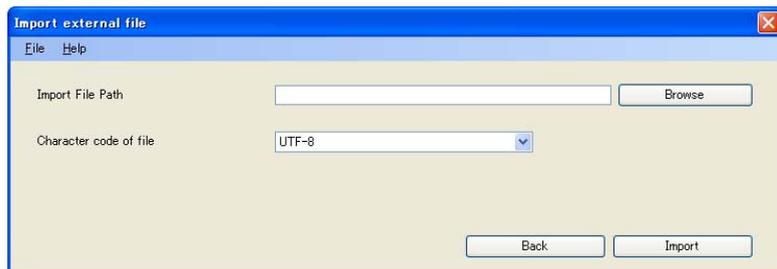
Starting AddressImporter opens the Select import method screen. On this page, the following operations can be executed.



Function	Details
Select Import Method	Select the import method of address book data. <ul style="list-style-type: none"> • File import: Import from a CSV and other file. For details, refer to <When "File import" is selected>. • LDAP: Import from an LDAP server. For details, refer to <When "LDAP" is selected>.
System Settings	Specify the server connection information (display language and Web site name). For details, refer to "System Settings".
[Next] button	Proceeds to the next page.

<When "File import" is selected>

When "File import" is selected in the Select Import Method page, the Import External File page appears. Specify the settings according to the desired purpose.

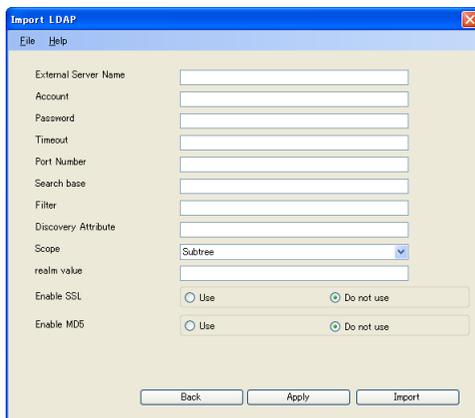


The screenshot shows a dialog box titled "Import external file". It has a menu bar with "File" and "Help". The main area contains two input fields: "Import File Path" with a text box and a "Browse" button, and "Character code of file" with a dropdown menu showing "UTF-8". At the bottom right are "Back" and "Import" buttons.

Function	Details
Import File Path	Enter the import file path.
Browse	Specify the import file.
File Character Code	Select the file character code (ANSI, UTF-8, UTF-16 and Shift-JIS).
Import	Import the specified file. Clicking the [Import] button displays the Select/Register Address Book Data page. For details, refer to "Select/register address book data".
Back	The Select Import Method page appears again.

<When "LDAP" is selected>

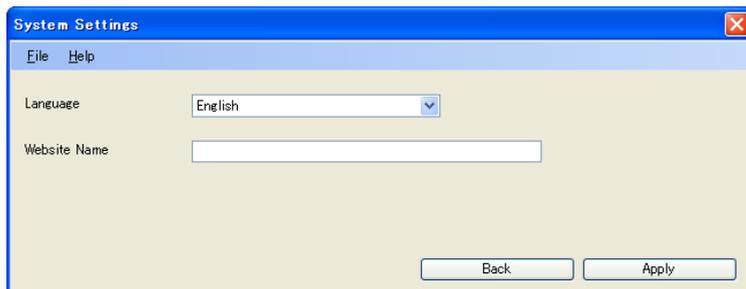
When "LDAP" is selected in the Select Import Method page, the Import LDAP page appears. Specify the settings according to the desired purpose.



Function	Details
Server Name, User Name, Password, Timeout, Port Number, Search base, Search filter, Search Attribute, Search Scope and Realm	Specify the respective LDAP connection information.
SSL, MD5	Select whether to use or not.
[Apply] button	Save the settings.
Import	Import data. Clicking the [Import] button displays the Select/Register Address Book Data page. For details, refer to "Select/register address book data".
Back	The Select Import Method page appears again.

System Settings

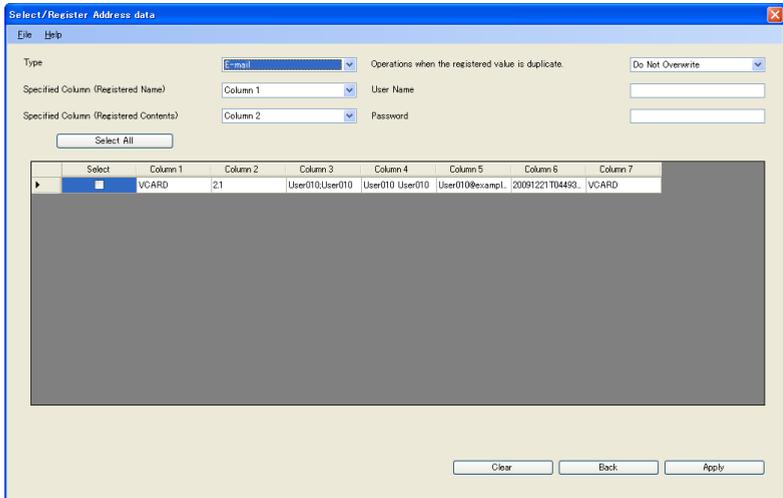
When [System Settings] is selected in the Select Import Method page, the System Settings page appears. On this page, the following operations can be executed.



Function	Details
Display language	Select the display language (English, Japanese, French, Italian, German, Spanish, and Chinese (simplified)).
Web site name	Enter the name of the Web site through which the service is offered. If the Web site name is not available, leave this field blank.
[Apply] button	Register the specified settings.
[Back] button	The Select Import Method page appears again.

Select/register address book data

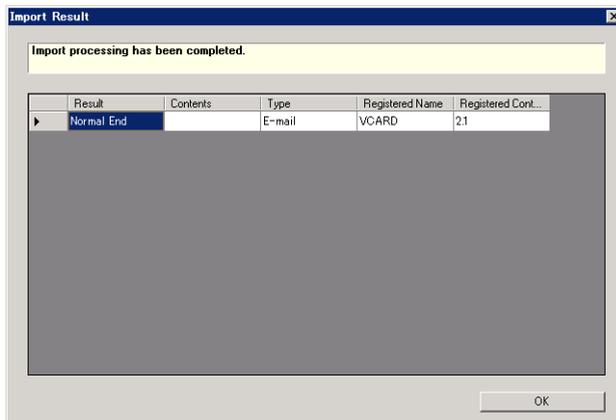
When the data is imported, the Select/Register Address Book Data page appears. Specify the settings according to the desired purpose.



Function	Details
Type	Select the type (E-mail, fax and SIP fax) according to the purpose.
Specified Row (Registered Name), Specified Row (Registered Content)	Select the rows of registered name and registered content.
Operation for Already Existing Registration Values	Select the operation (not overwrite or overwrite) if the address book data already exists.
User Name, Password	Type in the user name and password.
Select All/Uncheck All	Select all address book entries displayed in the address book data list. Clicking this button again cancels all selections.
Address Book Data List	Displays a list of imported address book data. Select the check box, and then select the address book data to be registered.
[Apply] button	Registers the address book data with the specified settings. Clicking the [Apply] button displays Import Result page. For details, refer to "Import Result".
[Back] button	The Select Import Method page appears again.
[Clear] button	Clears the specified settings and reverts to the initial settings.

Import Result

When the address book data is registered, the Import Result page appears. On this page, you can confirm whether each address has been correctly imported.



Function	Details
Result	Displays the result of the import operation.
Contents	Displays the cause of error that has occurred.
Type	Displays the type of the imported destination.
Registered Content, Registered Name	Displays the registered content and registered name.
[OK] button	Ends the Import Result page, and then returns to the Select/Register Address Book Data page.

5 Setting by purpose

5.1 I want to display the registered personal screen on the device

You can personalize the language and measurement unit displayed on the screen, and the display screen after logging on. This eliminates the need to set the screen every time the user is transferred to another department or visiting another department, and helps the user to work within a familiar environment.

How to display the personal screen

- 1 In Main Menu - [My Panel] - [System Settings] screen, specify "Language Selection", "Measurement Unit Settings", "Color Selection Settings", and "Screen to be displayed after login", and then click the [Apply] button.
- 2 After you log on to the device, the registered personal screen appears.
 - For details, refer to the relevant help file or User's Guide.

**Note**

When the device does not support the selected language, the setting is not reflected.

5.2 I want to use the registered personal address book on the device

You can use the registered personal address book on the device screen. This eliminates the need to set the screen every time the user is transferred to another department or visiting another department, and helps the user to work within a familiar environment.

How to display the personal address book

- 1 In Main Menu - [My Address] - [System Settings] screen, click [New], specify the necessary information, and then click the [Apply] button.
- 2 After you log on to the device, the registered personal address book appears.
 - For details, refer to the relevant help file or User's Guide.



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Note

Only "-" (hyphen) and "." (period) can be used for symbols.

5.3 I want to send scanned images to my E-mail address

You can send scanned/fax data to your E-mail address if you are currently logged in.

- In Main Menu - [Administrative Setting] - [Function Settings] screen, select the "Yes (Overwrites first address entry)" or "Yes (Only if there is no first address entry)" check box for "Scan To Me" of "Address Book Control". Then, your specified E-mail address is registered as the first entry in the address book.
 - For details, refer to the relevant help file or User's Guide.

**Note**

Be careful that if you select the "Yes (Overwrites first address entry)" check box, the top address book entry automatically overwrites the Scan To Me address.

6 Troubleshooting

6.1 Problems on Administrative Setting

Details of problems	Action
Message "Non-supported device. Please check the device." appears, indicating that the device cannot be registered.	Check if the device is operating properly. Even if the device is supported, this message may appear when the device is in a busy state.



KONICA MINOLTA

<http://konicaminolta.com>