

PanelPlus Operation Guide

1. About PanelPlus

PanelPlus provides a quick and easy means of performing scan and copy operations. It allows users to store previously prepared settings as flows customized for the user's needs.

The flows are created on a computer and then imported into the machine as stored as package files.

NOTE: Copy Flow settings are only possible for MFP Types that support Copy Flow.

2. Installing the Application (PanelPlus)

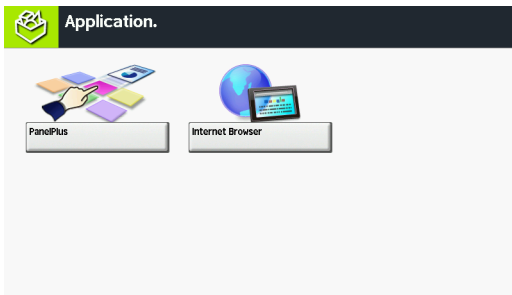
Install PanelPlus on the machine. Refer to the machine's *Operation Guide* for the installation procedure.

3. Starting Up PanelPlus

Use the procedure below to launch PanelPlus.

NOTE: You can set the PanelPlus main screen as your default startup screen. Refer to the machine's *Operation Guide* for details.

- 1 Press the **Application** key.
A list of available applications appears on the touch panel.
- 2 Press [PanelPlus].
PanelPlus starts up and the PanelPlus main screen appears.



- 3 To exit PanelPlus, press [X].



- 4 Press [Yes] in the exit confirmation screen.

4. Setting Up PanelPlus

This section explains how to import and delete package files created on a computer and how to change the destination.

NOTE: If user login administration is enabled, log in with administrator privileges to change the settings.

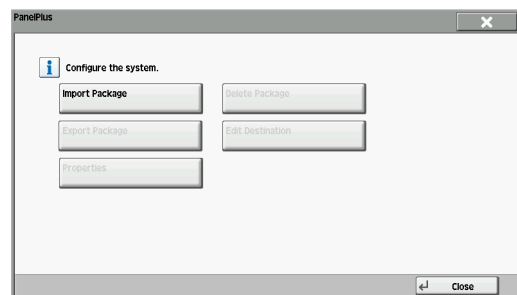
Importing Package Files

Use the procedure below to import package files from a USB memory.

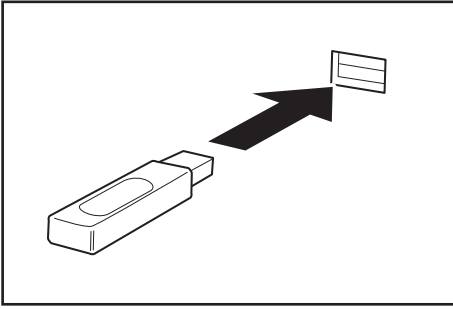
- 1 Press [System Admin.].



- 2 Press [Import Package].

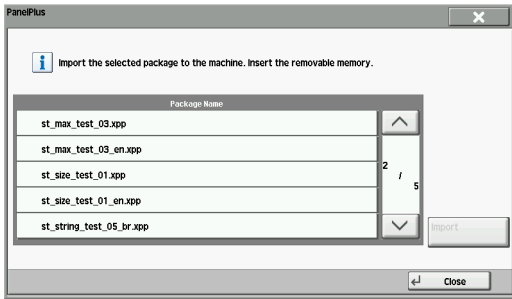


- 3 Plug the USB memory into the USB memory slot (A1). The position of the USB memory slot varies by model. For details, see the machine manual.



NOTE: After you plug the USB memory into the machine, a confirmation screen appears asking whether to display the files. Select [No].

- 4 Select the package files to be imported and press [Import]. The files are imported.



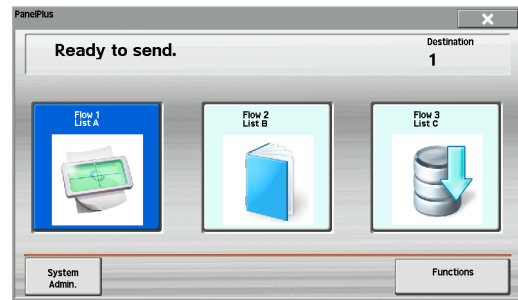
- 5 If you have already imported package files, a confirmation screen appears asking whether to overwrite the existing files. Press [Yes].
- 6 Check that package file importing has ended and then remove the USB memory.

IMPORTANT: Do not remove the USB memory while file importing is in progress.

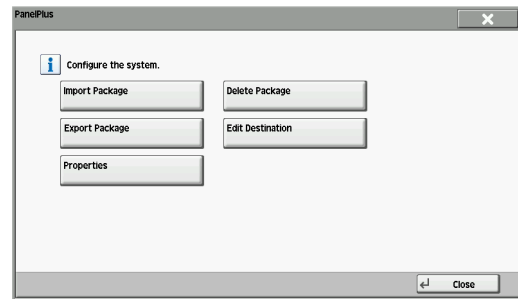
Checking and Deleting Package Files

Use the procedure below to view detailed information on package files imported into the MFP and to delete imported package files.

- 1 Press [System Admin.].



- 2 Press [Properties]. Detailed information on the package file is displayed.

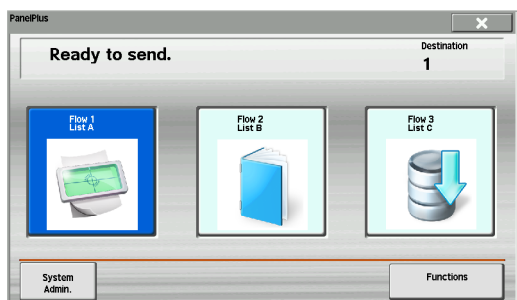


- 3 Press [Close].
- 4 To delete the package file, press [Delete Package].
- 5 Press [Yes] on the screen to confirm deletion. The package file is deleted.

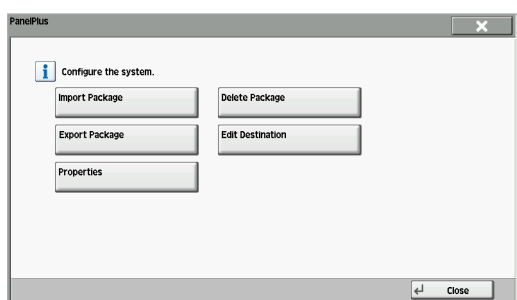
Changing the Destination in a Flow (When Send Flow)

Use the steps below to change the destination specified in a flow.

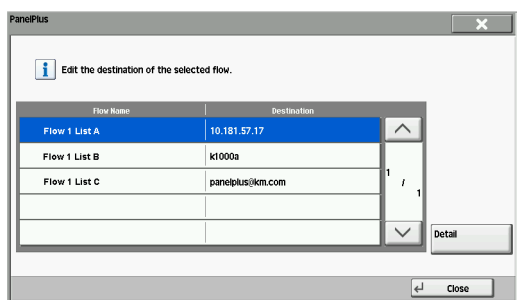
- 1 Press [System Admin.].



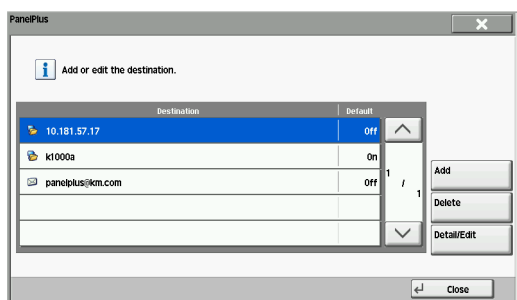
- 2 Press [Edit Destination].



- 3 Select the flow you want to change and press [Detail].



- 4 Change the destination information.



To Add a Destination

- (1) Press [Add].
- (2) Specify the transmission function and the destination information.
- (3) Press [OK].

To Change the Destination Information

- (1) Select the destination you want to change and press [Detail/Edit].
- (2) Change the transmission function and the destination information.
- (3) Press [OK].

To Delete a Destination

- (1) Select the destination you want to delete and press [Delete].
- (2) Press [Yes] on the screen to confirm deletion.

Destination Information

The table below lists the items to be set.

Transmission Function	Item
E-mail/SMB/FTP	[Select this destination as a default.] checkbox Specifies the default setting for inclusion in the destination.
E-mail	E-mail Address
SMB	Host Name
	Path
	Login User Name
	Login Password
FTP	Host Name
	Path
	Login User Name
	Login Password

NOTE: Refer to the machine's *Operation Guide* for details of the settings.

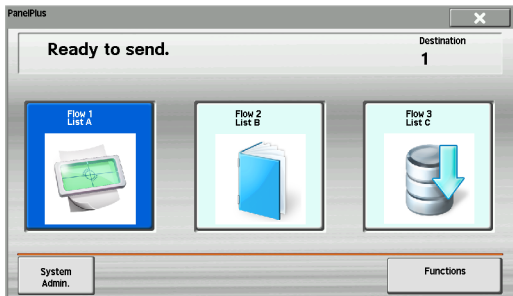
Selecting a different transmission method for the transmission function deletes the information stored for the original item.

5. Operation (Sending / Copying)

NOTE: Copy Flow settings are only possible for MFP Types that support Copy Flow.

To Send or Copy Using Stored Settings

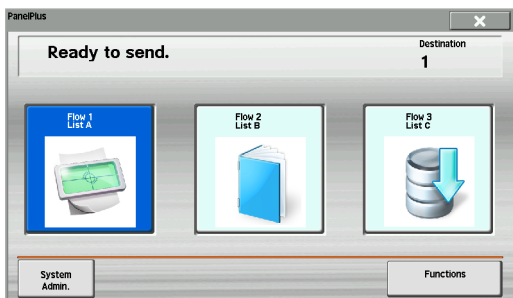
- 1 Select the flow you want to use.



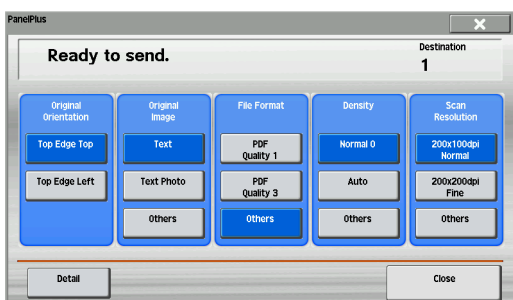
- 2 Press the **Start** key. Sending or copying begins.

To Change the Scan or Copy Settings

- 1 Select the flow you want to use.



- 2 Press [Functions].
- 3 Change the scan settings. Press [Other] to view other options that are not currently shown.

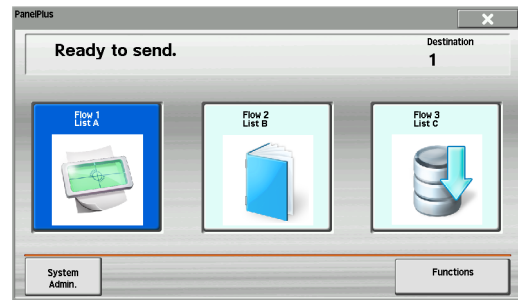


* This screen is the settings screen for Send Flow.

- 4 Press the **Start** key. Sending or copying begins.

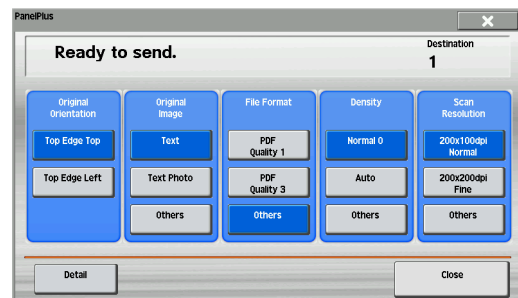
To Change the Destination (When Send Flow)

- 1 Select the flow you want to use.

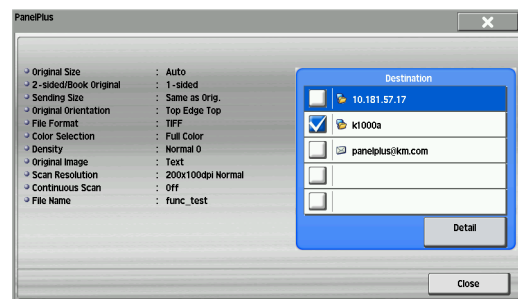


- 2 Press [Functions].

- 3 Press [Detail].



- 4 Press a checkbox to select the desired destination from the list. You may choose multiple destinations. A checkmark is placed in the checkbox for the selected destinations.



- 5 Press [Close].

- 6 Press the **Start** key. Sending begins.

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PanelPlus Operation Guide

1. About PanelPlus

PanelPlus provides a quick and easy means of performing scan operations. It allows users to store previously prepared settings as flows customized for the user's needs.

The flows are created on a computer and then imported into the machine as stored as package files.

2. Installing the Application (PanelPlus)

Install PanelPlus on the machine. Refer to the machine's *Operation Guide* for the installation procedure.

3. Starting Up PanelPlus

Use the procedure below to launch PanelPlus.

NOTE: You can set the PanelPlus main screen as your default startup screen. Refer to the machine's *Operation Guide* for details.

1 Press the **Favorites/Application** key and then press [Application].

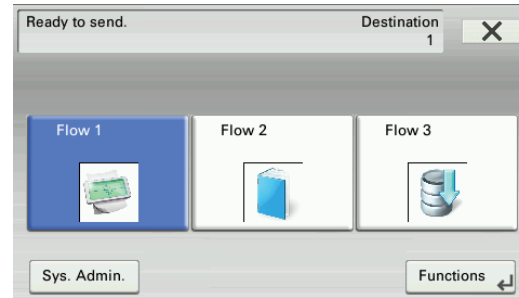
A list of available applications appears on the touch panel.

2 Press [PanelPlus].

PanelPlus starts up and the PanelPlus main screen appears.



3 To exit PanelPlus, press [X].



4 Press [Yes] in the exit confirmation screen.

4. Setting Up PanelPlus

This section explains how to import and delete package files created on a computer and how to change the destination.

NOTE: If user login administration is enabled, log in with administrator privileges to change the settings.

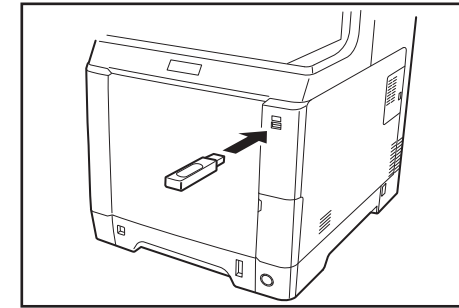
Importing Package Files

Use the procedure below to import package files from a USB memory.

1 Press [Sys. Admin.].

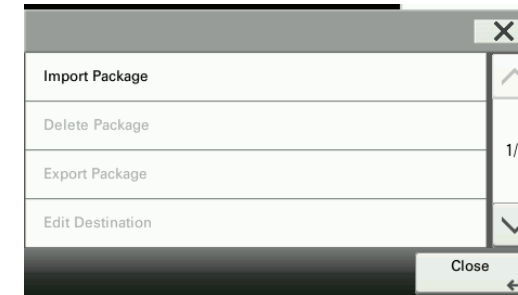


2 Plug the USB memory into the USB memory slot . The position of the USB memory slot varies by model. For details, see the machine manual.



NOTE: After you plug the USB memory into the machine, a confirmation screen appears asking whether to display the files. Select [No].

3 Press [Import Package].



4 Press the package files to be imported. The files are imported.



5 If you have already imported package files, a confirmation screen appears asking whether to overwrite the existing files. Press [Yes].

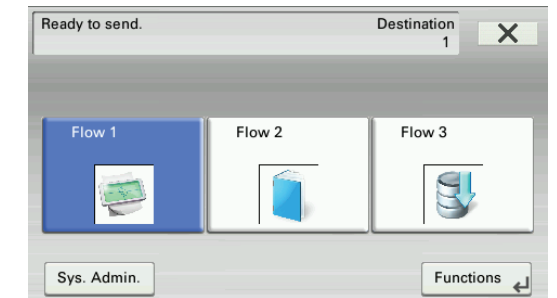
6 Check that package file importing has ended and then remove the USB memory.

IMPORTANT: Do not remove the USB memory while file importing is in progress.

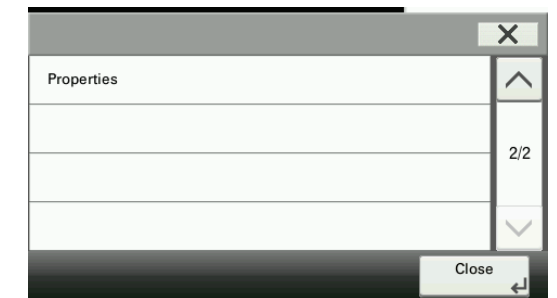
Checking and Deleting Package Files

Use the procedure below to view detailed information on package files imported into the MFP and to delete imported package files.

1 Press [Sys. Admin.].



2 Press [v] and then press [Properties]. Detailed information on the package file is displayed.



3 Press [Close].

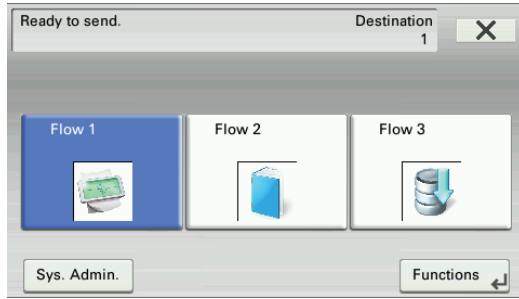
4 To delete the package file, press [Delete Package].

5 Press [Yes] on the screen to confirm deletion. The package file is deleted.

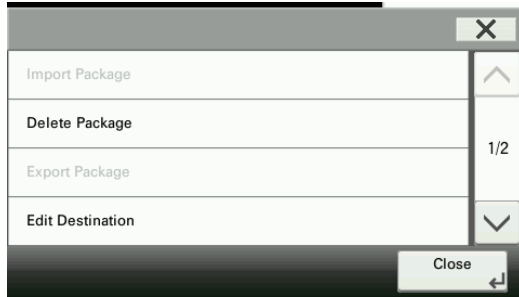
Changing the Destination in a Flow

Use the steps below to change the destination specified in a flow.

- 1 Press [Sys. Admin.].



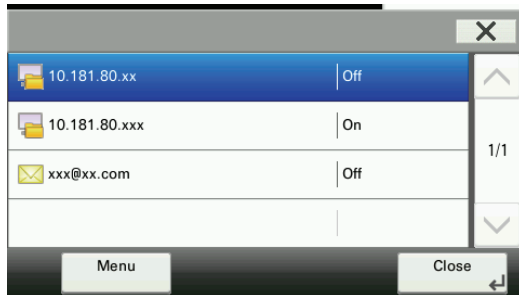
- 2 Press [Edit Destination].



- 3 Press the flow you want to change.



- 4 Change the destination information.



To Add a Destination

- (1) Press [Menu].
- (2) Press [Add].
- (3) Specify the transmission function and the destination information.
- (4) Press [Save].

To Change the Destination Information

- (1) Select the destination you want to change and press [Menu].
- (2) Press [Detail/Edit].
- (3) Change the transmission function and the destination information.
- (4) Press [Save].

To Delete a Destination

- (1) Select the destination you want to delete and press [Menu].
- (2) Press [Delete].
- (3) Press [Yes] on the screen to confirm deletion.

Setting a default destination

Specify whether a destination is included by default.

- (1) Press [Menu].
- (2) Press [Default].
- (3) Select the destination you want to add default destination. You may choose multiple destinations. The selected destinations are highlighted.
- (4) Press [Close].

Destination Information

The table below lists the items to be set.

Transmission Function	Item
E-mail	E-mail Address
FTP	Host Name
	Path
	Login User Name
	Login Password
SMB	Host Name
	Path
	Login User Name
	Login Password

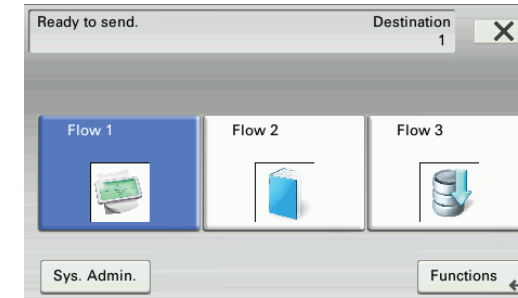
NOTE: Refer to the machine's *Operation Guide* for details of the settings.

Selecting a different transmission method for the transmission function deletes the information stored for the original item.

5. Sending

To Send Using Stored Settings

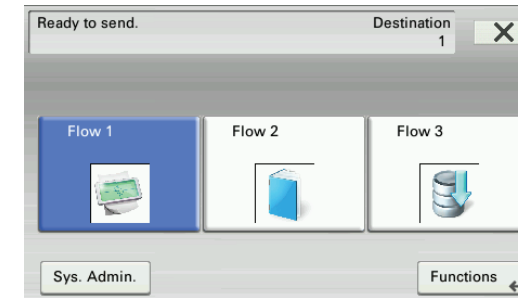
- 1 Select the flow you want to use.



- 2 Press the **Start** key. Sending begins.

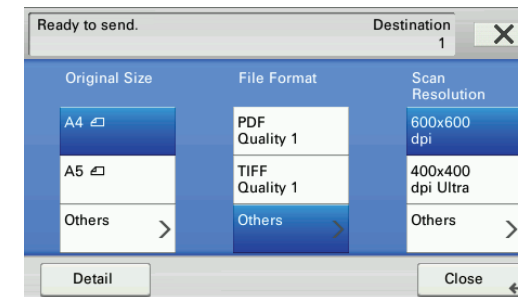
To Change the Scan Settings

- 1 Select the flow you want to use.



- 2 Press [Functions].

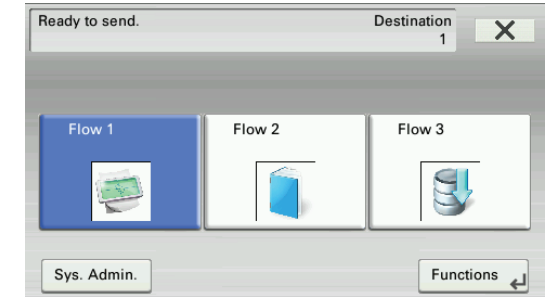
- 3 Change the scan settings. Press [Others] to view other options that are not currently shown.



- 4 Press the **Start** key. Sending begins.

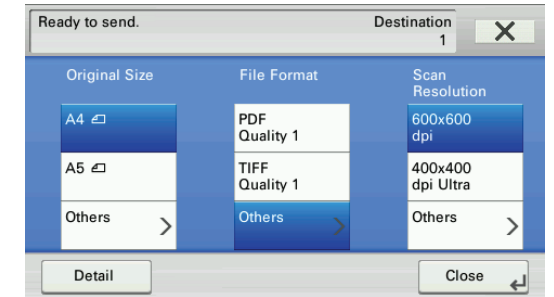
To Change the Destination

- 1 Select the flow you want to use.

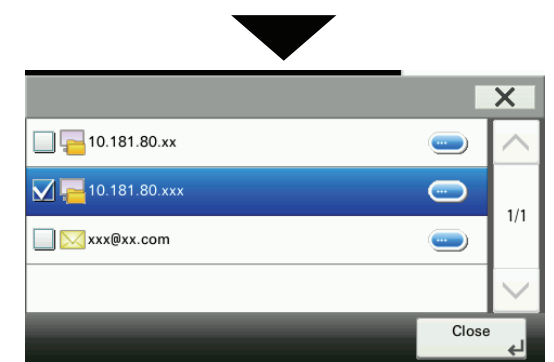
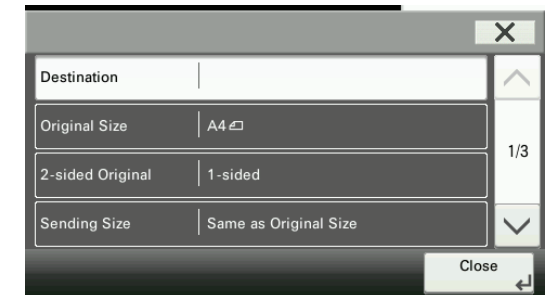


- 2 Press [Functions].

- 3 Press [Detail].



- 4 Press [Destination] from the list and select the desired destination. You may choose multiple destinations. The selected destinations are highlighted.



- 5 Press [Close].

- 6 Press the **Start** key. Sending begins.

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