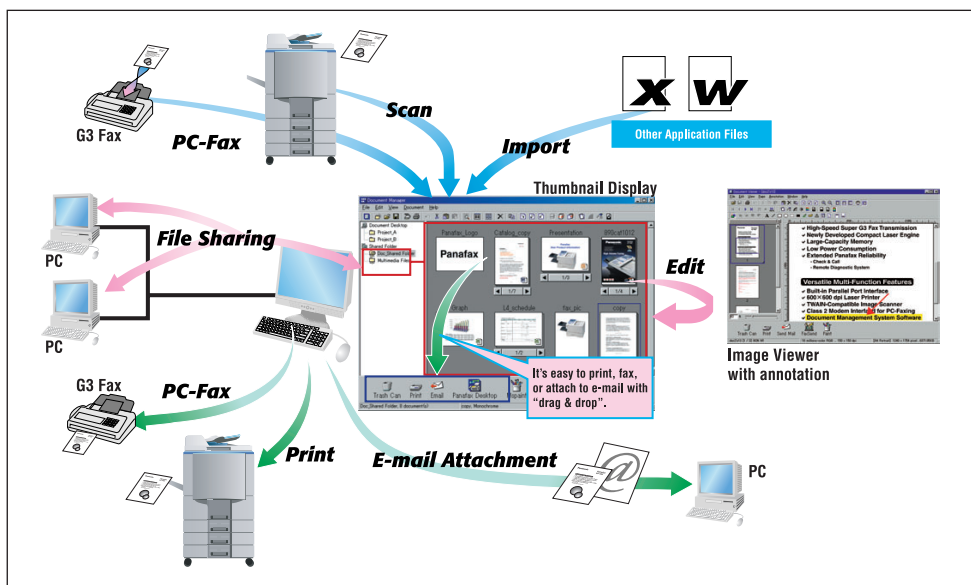


Panasonic Document Management System

A Smart Yet Simple Desktop-Based Document Management System Software



Highlights

- Integrated document management with multiple file types
- Simple document handling with "drag & drop" operation
- Document Manager and Document Viewer with annotations
- "Send-to-E-mail", "PC-Fax" and "Save As PDF" capability
- Network file sharing for efficient document workflow
- Network file storage for efficient document access

Panasonic Document Management System

The smart way to manage document workflow from input to output. From data entry to editing and file sharing, Panasonic-DMS software streamlines all your document management tasks with simple "drag & drop" operation.

Integrated Management regardless of File Formats

In addition to typical image files, other documents such as those created by Microsoft® Word or Microsoft® Excel can also be managed in the same window. You do not have to worry about differences between various file formats.

Assemble Documents Efficiently Before Printing, Filing, Emailing or Faxing

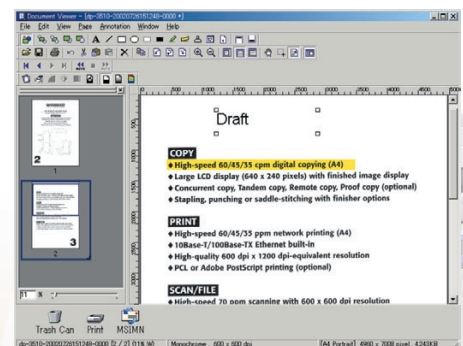
Regardless of the file format, multiple documents can be combined and stored as a single group. The stored documents can be printed out all together without starting the application software used to create the original documents. Of course, you can also edit a document in the original application.

Automatic Thumbnail Creation for Easy At-a-Glance File Finding

When a document created by another application is imported into the Document Manager, a matching image file is automatically created. Since the thumbnail images are displayed in the view screen, you can easily find the document you're looking for.

Editing Function with Enhanced Annotation Capability

You can easily add annotations (including text, graphics, and memos) to your documents. This makes it easy to prepare documents for proofreading or circulation. You can attach the annotated document to an email to improve office workflow.



Document Scanning

Convert paper documents into PC data by scanning them on your WORKIO. Used in conjunction with the DA-NS600* Network Scanner Module, you can send documents directly to Document Manager. The scanned data is automatically displayed on the Document Manager screen on your PC. Scanned documents can be saved in PDF format for easier document distribution.

* DA-NS600 :
DP-6020/4520/3520/86010/4510/3510/3010/2310
DA-NS180 :
DP-1820P/1820E

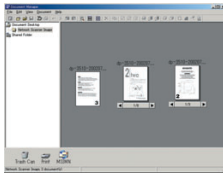
Total Support for Every Stage in Your Document Workflow from Creation to Utilization

In addition to documents scanned by WORKIOs, Panasonic's Document Management System software can also handle other documents created by PC application software such as Microsoft® Word or Microsoft® Excel. Documents created by Word or Excel can be imported as image files and managed in the same way. Panasonic Document Management System makes efficient document management possible on your PC.

Document Import

Drag & Drop Import

Documents displayed as thumbnail images can be easily imported into the Document Manager. The imported file is automatically converted into DDM (Document Manager) format. When Word or Excel files are imported, a thumbnail image is automatically created.



Import from TWAIN Device

Data can also be scanned from TWAIN compliant devices. The scanned data is imported in the DDM format just as if it was scanned from a WORKIO.

Folder/Document Operation

Creating New/Shared Folder

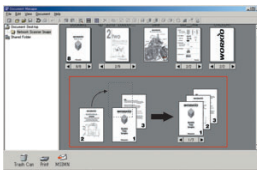
Create new folders as needed. You can also create multiple shared folders to be used for different jobs or projects separately.

Copy/Move Folders or Documents

Any document or even an entire folder can be copied or moved to another folder using "drag & drop" operation.

Document Grouping

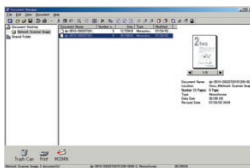
When a document is dropped onto another document in the document window, the two files are combined into a single group. Grouping multiple documents makes it possible to print out multiple files with a single operation. Documents with different file types can also be combined into a single group allowing you to create a single file that consists of a Word file, image file and an Excel file.



Document List Operation

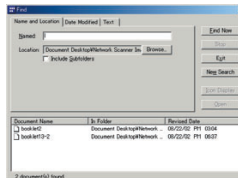
List/Thumbnail View

The imported documents can be displayed in a thumbnail view with the first page image and document name, or in a list view with detailed information including the file size and the last modified date, etc.



Document Search

You can search for documents by specifying documents by specifying all or part of the file name. The document search function is especially useful when there are a huge number of documents managed by the Document Manager.



Application Data

View/Editing of Imported Documents

When application data documents are imported into the Document Manager, the original documents are automatically managed as an attachment in the original application's data format. When the attachment file is opened, it can be viewed or edited with the original application.

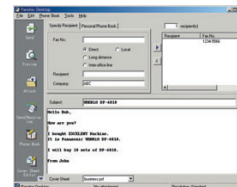
Enlargement/Reduction & Auto Paging

In addition to enlarged or reduced view, documents can be viewed in actual size, as an entire page, etc. Documents with multiple pages can also be viewed page by page with automatic scrolling for quick checking.

Panafax Desktop PC-Faxing

With the "Panafax Desktop" installed, you can easily send or receive a fax directly from or to your PC without printing it. If the "Panafax Desktop" is registered as "launching software" in the Document Manager, you can take advantage of even more convenient PC-Faxing using the simple "drag & drop" operation.

- * For DP-6010/6020/3010 series
Requires Fax Communication Board and Internet Fax/Email Module
- * For DP-1820P/1820E
Requires I-Fax and G3 Fax



Page Compensation

Imported data can be cleaned up using various compensation functions including skew correction, noise reduction, edge enhancement, brightness or color hue conversion, etc.

Annotation Function

You can add text, graphics, page numbers, headers, footers, etc. to the document image. As the annotation data is stored separately from the image data, you can choose whether or not to display annotations, and whether the annotation is attached to the data when it is sent to another application.

For More Effective Use

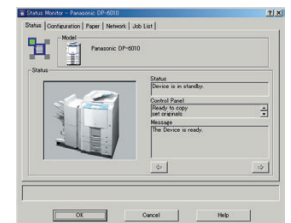
Email, Fax or Print Edited Document

If the PC's email client software is registered as a launch icon, you can take advantage of even more convenient automated sending operation. Just drag & drop the target image file onto the email client icon. The email client will automatically start and open a new message with the target image file attached. (Scan-to-Email)

* Requires MAPI-compliant email application (such as Microsoft® Outlook Express)

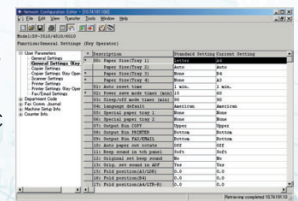
Status Monitor

The Network Status Monitor allows you to check the current condition of the device enabling you to replace consumables or perform remedies quickly.



Network Configuration Editor

By using the Network Configuration Editor, you can remotely setup the device settings from the PC on your desktop.



Hardware Requirements

Personal Computer	IBM PC/AT and compatibles (CPU Pentium II or greater)
Operating System	Microsoft® Windows® 98, Me, Windows NT® 4.0 (With Service Pack 3 or later), Windows® 2000/XP
System Memory	Memory recommended on each OS is 64MB or more (Windows® 98, Me) and 128MB or more (Windows® 2000/XP, Windows NT® 4.0)
Free Disk Space	40MB or more (Not including storage space of images for Image Overlay function)
CD-ROM Drive	Used for installing the software and utilities
Interface	10Base-T/100Base-TX Ethernet port

Microsoft®, Windows®, Windows NT®, Word and Excel are registered trademarks of Microsoft Corporation. WORKIO™ is a registered trademark of Matsushita Electric Industrial Co., Ltd. Design and specifications are subject to change without notice.

Applicable Models:
DP-6020/4520/3520, DP-6010/4510/3510
DP-3010/2310, DP-1820P/1820E, UF-9000, DX-800

Panasonic

Panasonic Digital Document Company
Unit of Matsushita Electric Corporation of America
Two Panasonic Way, Secaucus, NJ 07094
For a local dealer, please call 1-800-742-8086
<http://www.panasonic.com/office>