Panasonic

KV-SSM100 / KV-SS1100
NETWORK SCANNER ADAPTER
USER'S GUIDE

Please read these instructions carefully and keep in a safe place for future reference.

PREFACE

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Safety Notification

This product contains a non-user replaceable battery. Battery should be replaced only with the same or equivalent type. Improper use of replacement may cause overheating, rupture or explosion. Dispose of used batteries according to the instructions of your local solid waste officials and local regulations.

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Note: Adobe Acrobat or Adobe Reader is required to view this PDF document. When using internal hyperlinks in this document, press [Alt] + [⇐] to return to the page you were on.

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INTRODUCTION

This guide outlines procedures for use of the Panasonic KV-SSM100/KV-SS1100 Network Scanner Adapter. The KV-SSM100/KV-SS1100 is a standalone device that turns your USB-connected Panasonic scanner into an intuitive, network-enabled document capture and distribution hub. This enables you to achieve end-to-end process automation, and, ultimately, greater efficiency, productivity and compliance.

Feature Highlights

The KV-SSM100/KV-SS1100 supports the following key features and functions:

FEATURE	FUNCTION
Secure Scanning	No scanned data is stored on the unit; assists with HIPAA compliance. Supports user and address book (LDAP) authentication.
Scan to Folder	Enables scanning to network share folder(s) and FTP server(s).
Scan to Email	Enables scanning of documents as an email attachment. Supports LDAP search for quick address look-up. Built-in user accounts are also supported.
Scan to Fax	Enables scanning to specified fax number(s) using a fax server or IP network-connected fax/MFP.
Scan to Bluetooth	Enables scanning of a PDF document to a Bluetooth-enabled devices. *Note:* Support is currently for Android devices only.
Scan to Printer	Enables scanning to a Network Printer.
Audit Trail	Records all operations that are performed by users, allowing the administrator to view and search the list for operations of interest.
Auto Cropping	Eliminates manual intervention by user.
Auto Rotation	Orients page in correct direction.
Batch Scanning	Enables user to scan additional pages to the document at the end of a scan operation.
Deskew	Corrects skew in scanned images, restoring them to their upright position.
Double Feed & Staple Detection	Enables user to take corrective action.
Long Paper Support	Handles non-regular document types.
Popular File Formats	Supports PDF, Searchable PDF[1], BMP, JPEG, TIFF file formats.
Remote Configuration	Configure the device remotely via a web browser.
Remove Hole/Border/ Dog Ear/Blank Page	Streamlines scanning processes.
SDK Support	Supports custom scan workflows. For information, please contact your Panasonic Authorized Distributor.
Simplex/Duplex/Flatbed Scanning	Handles virtually any document type. *Note:* Scanner features vary by product model.

[1] Supported by KV-SSM100 only.

Scanner Compatibility

The KV-SSM100/KV-SS1100 supports the following Panasonic scanner models:

- KV-S1015C
- KV-S1025C
- KV-S1026C
- KV-S1046C-H
- KV-S1065C-H
- KV-S1027C
- KV-S1057C

- KV-S2048C
- KV-S2087
- KV-S4065CL/CW
- KV-S4085CW
- KV-S5055C
- KV-S7075C
- KV-S7097

- KV-S5076H
- KV-S5046H
- KV-S8127
- KV-S8147
- KV-SS080

Important: KV-S3105C is not supported.

Additional Resources

The following documentation is available for the KV-SSM100/KV-SS1100:

- Panasonic KV-SSM100/KV-SS1100 Network Scanner Adapter Administrator's Guide
- Panasonic KV-SSM100/KV-SS1100 Network Scanner Adapter User's Guide
- Panasonic KV-SSM100/KV-SS1100 Network Scanner Adapter Quick Setup Guide

Acronym Reference

The following acronyms are used in this guide:

ADF	Automatic Document Feeder	**OS**	Operating System
BMP	Bitmap	**PDF**	Portable Document Format
FTP	File Transfer Protocol	**RAM**	Random Access Memory
IP	Internet Protocol	**SDK**	Software Development Kit
JPEG	Joint Photographic Experts Group	**TIFF**	Tagged Image File Format
LCD	Liquid Crystal Display	**USB**	Universal Serial Bus
LDAP	Light-weight Directory Access Protocol	**VGA**	Video Graphics Array
LED	Light Emitting Diode	**WiFi**	Wireless Fidelity
Mbps	Megabits per second		

PRODUCT OVERVIEW

KV-SSM100 Product Layout

Front side
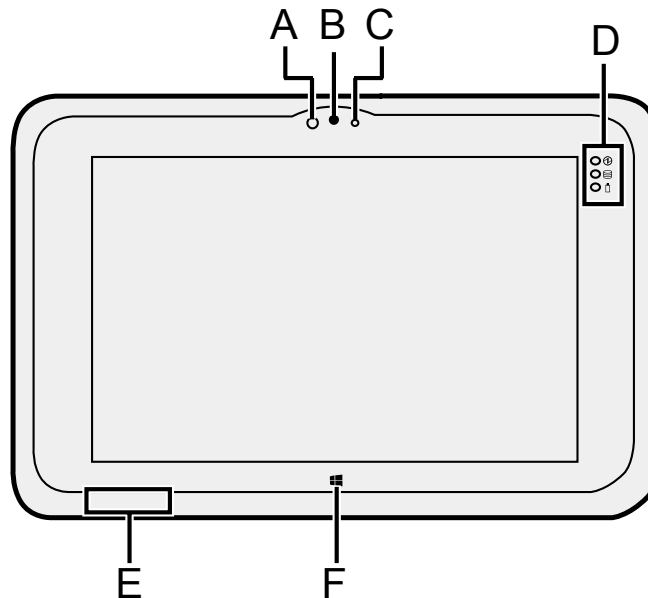
A **Ambient Light Sensor**
The ambient light sensor is equipped with an automatic brightness adjustment function that adjusts the display screen.

B **Camera Lens**

C **Camera Indicator**

D **LED Indicators**

⊘ : Power Indicator
Off: Display off/Hibernation
Green: Display on

▤ : Drive status

▯ : Battery status

E **Wireless LAN Antenna /
Bluetooth Antenna**

F **Windows Button**

KV-SSM100 Product Layout (continued)

Top

A B C D E F

Left side

Right side

H

G

Bottom

L

K

I
J
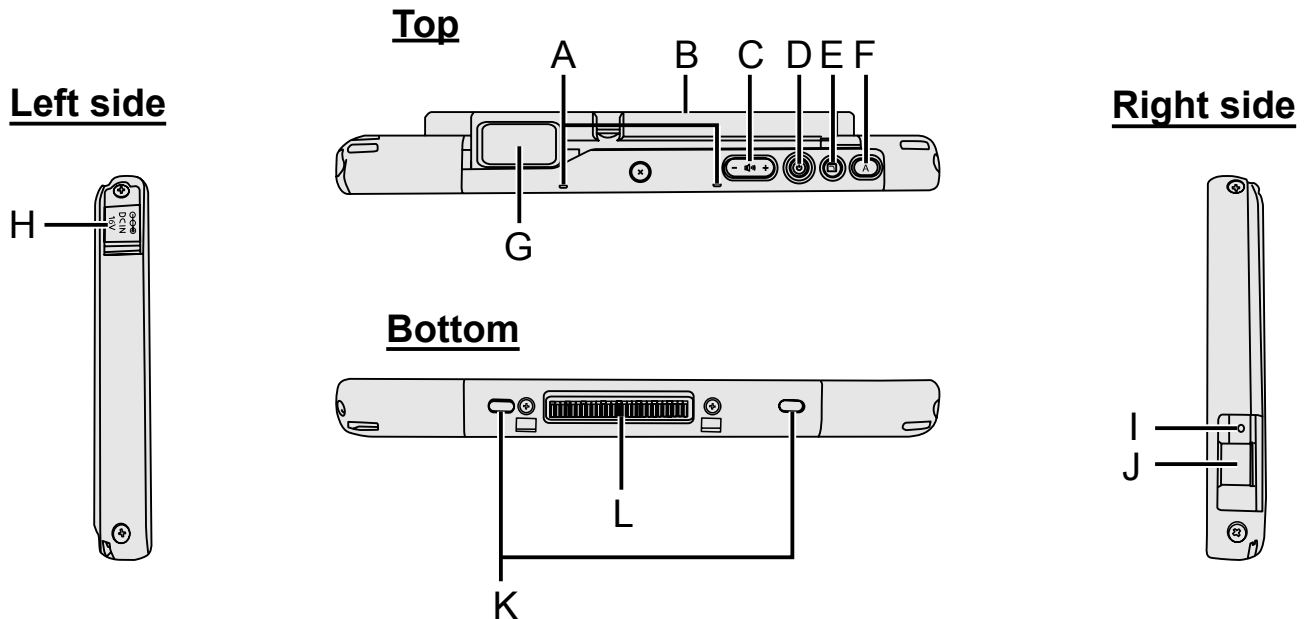
A	**Microphone**	**H**	**DC-IN Jack**
B	**Built-in Bridge Battery**	**I**	**Headset Jack** A headset or headphone can be connected.
C	**Volume Button**		
D	**Power Switch**	**J**	**USB3.0 Port**
E	**Rotation Lock Button**	**K**	**Security Lock** A Kensington cable can be connected.
F	**A Button**		
G	**LAN Port** Built-in Gigabit LAN Port	**L**	**Expansion Bus Connector**

KV-SS1100 Product Layout
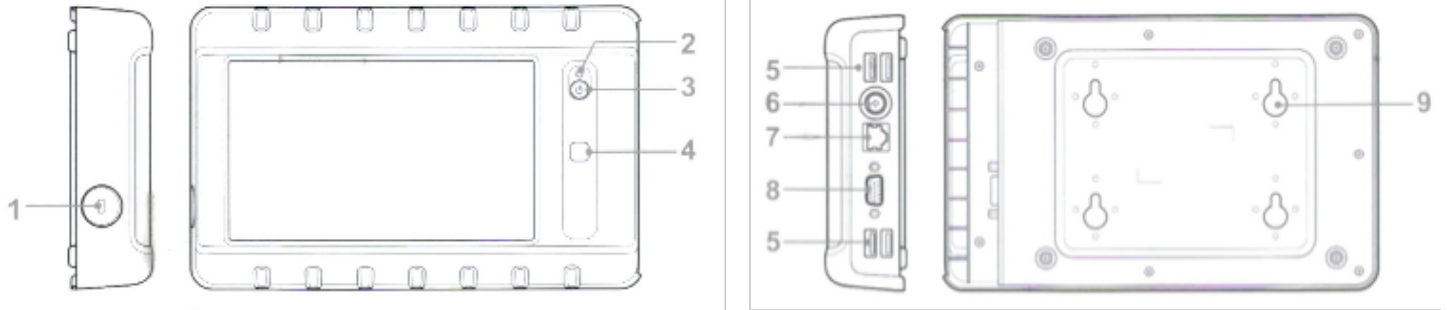
1	Kensington Lock	**6**	DC-in Jack
2	Status LED	**7**	LAN (RJ-45) Port
3	Power Button	**8**	VGA Port
4	Programmable Button*	**9**	Mounting Holes (see mounting instructions shipped with unit)
5	USB Ports		

*Used to access custom scan workflows.

Main Menu

The intuitive touch screen enables you to access scan features through the Main Menu, as well as view information about the adapter, such as software version, connection status, etc. In the example below, four scan-to functions are enabled. Note that displayed functions vary based on settings established by your KV-SSM100/KV-SS1100 system administrator.
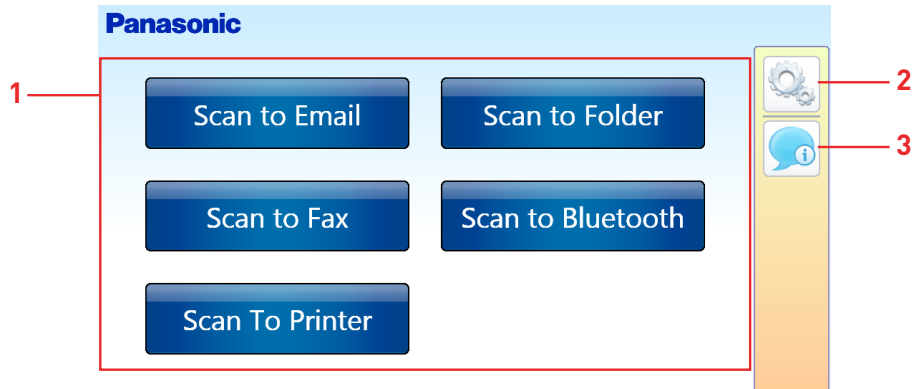
	FEATURE	FUNCTION
1	**Scan to Email**	Enables you to scan a document to one or more email address.
	Scan to Fax	Enables you to scan a document to one or more fax number.
	Scan to Folder	Enables you to scan a document to shared network folder(s) and FTP server(s).
	Scan to Bluetooth	Enables you to scan a document (as a PDF) to an Android mobile device.
	Scan to Printer	Enables scanning to a Network Printer.
2	**Device Settings**	This icon (for administrator use only) is used to change adapter configuration settings. (Admin login [password entry] is required.)
3	**Information**	This icon provides software build, hardware serial number and network information, as well as the device's IP address.

Note: For more information, see Feature Highlights

Scan-to Screens

Scan to Folder

	FEATURE	FUNCTION
1	**Document Name**	A default Document Name is assigned to the file prior to scanning. It is comprised of the date followed by can number, 000, 001, 002, etc. This is an editable field.
2	**Create Subfolder**	Select the checkbox in order to use the default subfolder name or enter a new name. The scanned document will be automatically saved to that location.
3	**Folder List**	Display area for available shared folders.

Scan to Email

	FEATURE	FUNCTION
1	**From**	Indicates where the email is sent from. This field cannot be edited.
2	**To**	Indicates where the email is sent to. If entering more than one email address, use a comma (,) to separate. Example: *jsmith@zyx.com,tphillips@xyz.com*.
	CC	Enter address(es) that will receive a copy of the email attachment(s).
	BCC	Enter address(es) that will receive a blind copy of the email attachment(s).
	Subject	Change the default Subject text to one of your choice.
	Document Name	Change the default Document Name to one of your choice.
	Body	Enter text that will appear in the body of the email message.
3	**Address Book**	Perform Address Book lookup, versus manually entering email addresses.

Scan to Fax
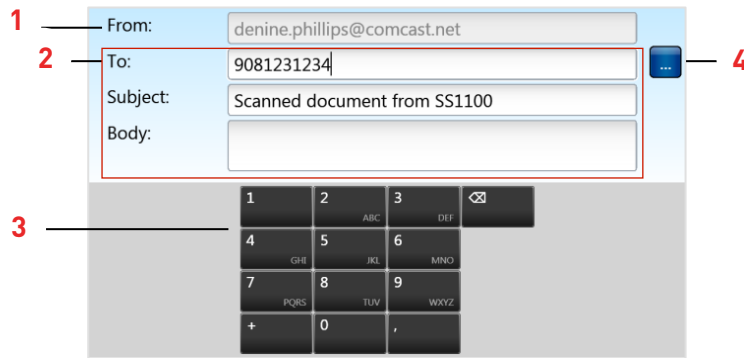
	FEATURE	FUNCTION
1	**From**	Indicates where the fax is sent to. This field cannot be edited.
2	**To**	Indicates where the email is sent to.
	Subject	Change the default Subject text to one of your choice.
	Body	Enter text that will appear in the body of the fax message.
3	**10-keypad**	Enter fax numbers manually. If entering more than one fax number, use a comma (,) to separate. Example: *9081231234,7321231234*.
4	**Address Book**	Perform Address Book lookup, versus manually entering fax number(s).

Scan to Printer
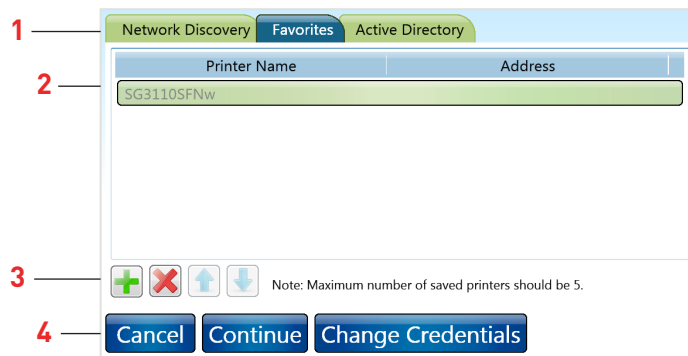
	FEATURE	FUNCTION
1	**Folders**	Select folder tab to display available printer(s).
2	**Printer List**	Available printers display here; maximum of five.
3	➕	Add a Network Printer. Contact System Administrator, if necessary.
	❌	Remove a printer from Printer List.
	⬆️⬇️	Scroll up/down Printer List.
4	**[Cancel]**	Return to Main Menu.
	[Continue]	Connect to printer. *Note:* Panasonic Scanner and Network Printer must be turned On.
	[Change Credentials]	Enables System Administrator to update login credentials of the computer connected to the Network Printer.

Screen Navigation

- **Exit** – To exit (collapse) the keyboard or 10-keypad screens, touch the upper portion of the display (circled below).
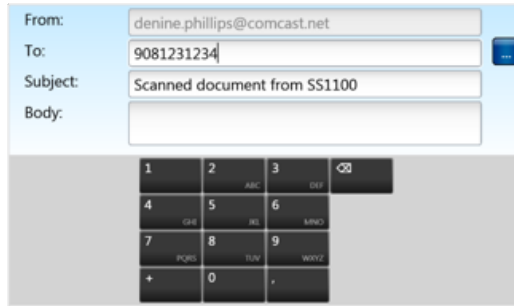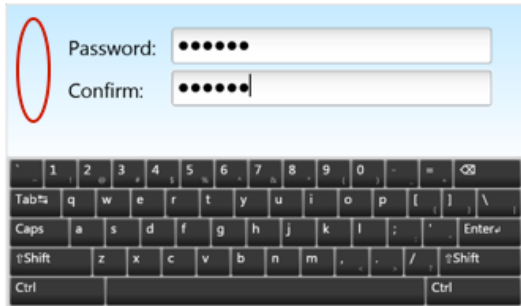
- **Icons** – To view/select settings and screens, the following icons are used:

	Menu	Displays additional settings.
	Radio Button	Toggles features on/off.
	Checkbox	Selects a specific function.
	Device Settings	Opens Device Settings screen (Main Menu) or page 2 of Scan Settings.
	Address Book	Displays search screen for address book look-up.
	Search	Executes address book look-up.
	Back	Return to previous screen.
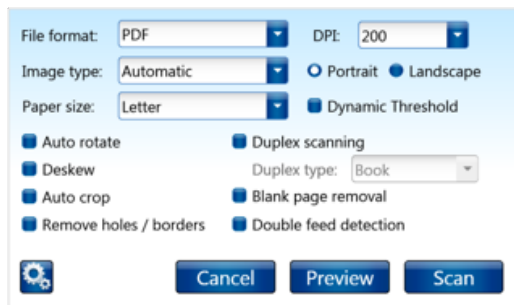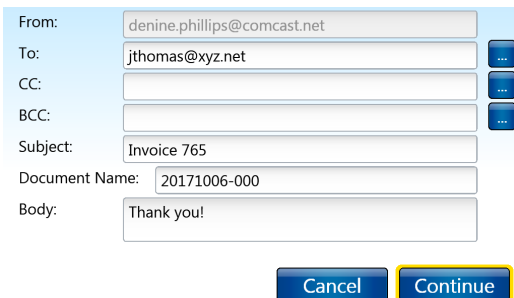
Keyboard Navigation

The adapter's pop-up keyboard and various setup screens enable you to log in to the device, enter email addresses, fax numbers, search strings, program device settings, etc. To open the keyboard, press any enabled field.

Keyboard Navigation

- Enter characters by pressing corresponding keys.
- Press [**X**] to erase characters/field.
- Press [**Shift**] to select an upper case character or special symbol.
- Press [**Caps**] to enter multiple upper case characters.
- Press [**Ctrl**] to, for example, cut/paste fields (Ctrl + X > Ctrl + V).
- Press [**Enter↵**] to save typed information.

Note: An external USB keyboard can be attached to the adapter. For the KV-SSM100, a USB hub is required.
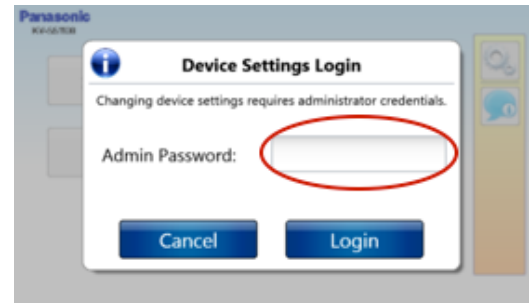
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BEFORE YOU BEGIN

Before performing scanning functions, it is assumed the following steps have been completed by the KV-SSM100/KV-SS1100 system administrator:

☑ **Power cable** is connected to device.

☑ **Panasonic scanner** is installed, and **USB cable** is connected from the scanner to the adapter.

☑ **Network Printer** is installed, and **network (Ethernet) cable** is connected from the printer to the adapter.

☑ **Wired** or **wireless connection** has been made.

☑ **Network is configured.**

Note: For details, please refer to the **Panasonic KV-SSM100/KV-SS1100 Network Scanner Adapter Administrator's Guide**.

HOW TO SCAN

This section explains how to perform Scan to Folder/Email/[Fax](Fax)/Bluetooth/Printer functions.

Scan to Folder
To scan a document to a shared network folder, proceed as follows:

1. **Place document** on scanner ADF.

2. Press [**Scan to Folder**].

3. Select desired **shared folder**.

4. Use default **Document Name** or enter a different name by pressing field, and entering.
   Important:
   - The default Document Name is the date followed by scan number, 001, 002, etc.
   - To exit (collapse) keyboard, touch upper portion of display (blue area).

5. If desired, create a **subfolder**. Press *Create Subfolder* to highlight checkbox and enter subfolder name.
   Note: This text will appear within selected shared folder. The scanned document will be automatically saved to that location.

6. Press [**Continue**].

Please wait a moment while communication with scanner is established...

7. Select desired **Scan Settings**.
   Note: To view next screen, press [⚙].

   Scan Settings (Screen 1)
   - **File format:** PDF[1], Searchable PDF[2], BMP, JPEG, Singlepage TIFF, Multipage TIFF
   - **Image type:** Automatic[1], Black and White, Grayscale, Color
   - **Paper size:** Letter[1], Legal, Check, Business card, Card, A4, A5
   - **DPI:** 100, 150, 200[1], 300, 400, 500
     Important: If using 400 dpi resolution or higher, scanning may slow when larger jobs are processed. If so, it is recommended that you use a lower resolution, e.g., 200 or 300 dpi.
   - **Orientation:** Portrait[1] or Landscape
   - **Dynamic Threshold**
   - **Auto rotate**
   - **Deskew**
   - **Auto crop**
   - **Remove holes/borders**
   - **Duplex scanning:** Duplex type - Book[1], Calendar
   - **Blank page removal**
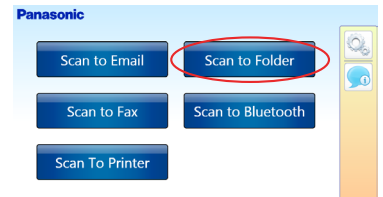   - **Double feed detection**

   Scan Settings (Screen 2)
   - **Compression quality**
   - **Blank page removal**
   - **Double exposure**
   - **Color drop out**
   - **Batch Scanning**
   - **Remove Background**
   - **Restore defaults**

   Note: If on second **Scan Settings** screen, press [←].
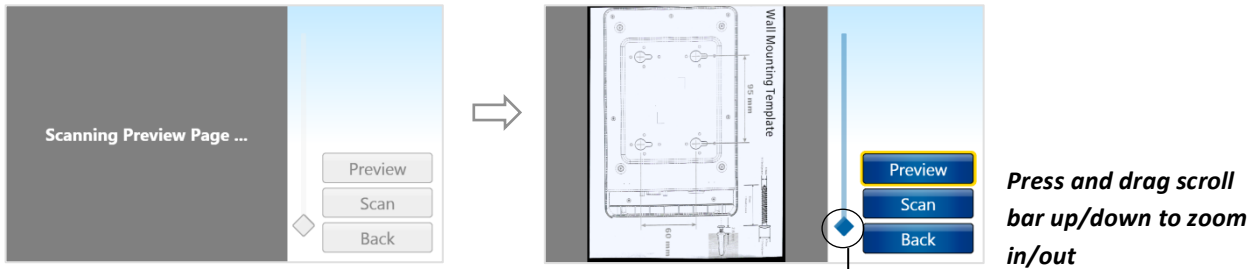
   [1] *Default setting.*
   [2] *Supported by KV-SSM100 only.*
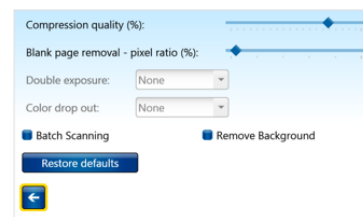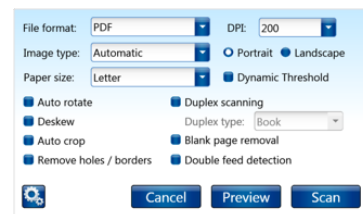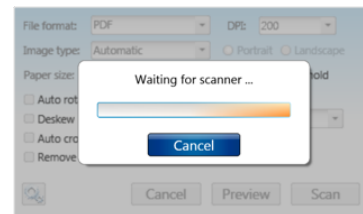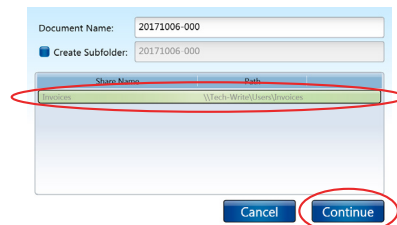
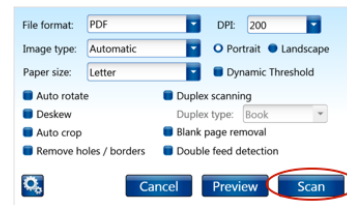**8.** Press [**Preview**], if desired.

Note:
- Preview allows you to see how the document will display with chosen scan settings. You can, if necessary, press [Back] and modify selections before executing the scan.
- If you do not wish to preview the document, go to **10**.

Press and drag scroll bar up/down to zoom in/out

9. If [**Preview**] is executed, **place document** back on scanner ADF.

10. Press [**Scan**].

Document is scanned and saved to the selected folder.

11. To scan again, **place document** on scanner ADF, and press [**Scan**].

12. To exit, press [**Cancel**].
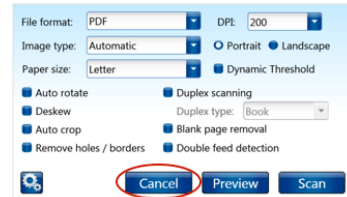
13. Press [**Cancel**].
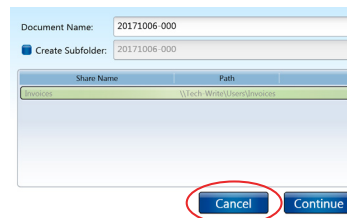
Main Menu displays...
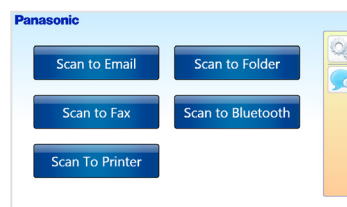
Scan to Email
To scan a document (as an attachment) to one or more email addresses, proceed as follows:

1. **Place document** on scanner ADF.

2. Press [**Scan to Email**].

3. Enter **email address** in one of two ways...

   Manual Entry
   a. Press [**To**] field.
   b. Enter **email address** via keyboard.
      Note: To enter more than one email address, separate each address using a comma (,). Example: *jsmith@zyx.com,tphillips@xyz.com.*
   c. Go to **6.**

   Search Address Book
   a. Press [**To**] field **Address Book** button [ ].
   b. Choose displayed User Account, e.g., *John Thomas*.
      Note: You can also enter another email address in space provided and press **Search** [ ].
   c. To search for a user account, enter text and press **Search** [ ].
   d. Highlight account displayed in the **Results** field and press [**Add**].
      Note: To remove an address in the Destination field, highlight entry and press [**Remove**].
   e. Press [**Accept**].

4. Enter/edit remaining fields (**CC**, **BCC**, **Subject**, **Document Name** and/or **Body**), if desired. Press the respective field, enter text.
   Important:
   ▪ If the System Administrator has enabled Single-Recipient, the [**To**] field is automatically populated with the destination email address. In that case, the [**To**], [**CC**] and [**BCC**] fields cannot be edited.
   ▪ The default Document Name is the date followed by scan number, 001, 002, etc. To confirm or adjust time zone, date and time, see Time Settings.

5. Press [**Continue**].

6. Select Scan Settings.

7. Press [Preview], if desired.
   Note:
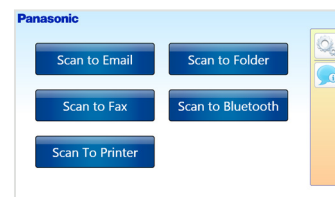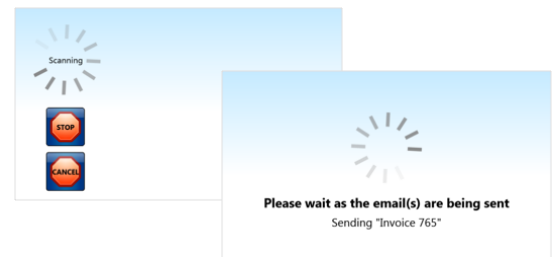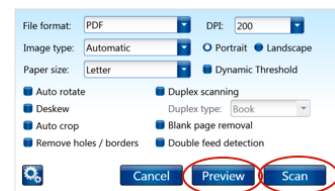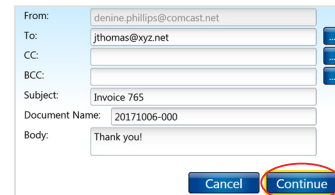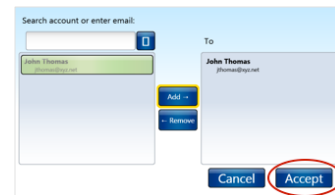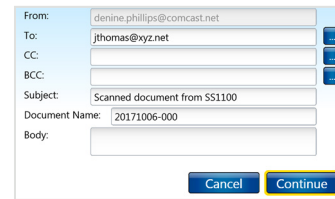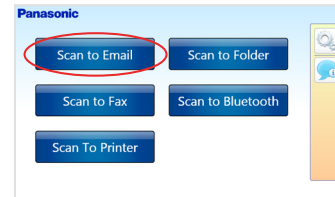   ▪ Preview allows you to see how the document will display with chosen scan settings, and, if necessary, go back and modify selections before executing the scan.
   ▪ If you do not wish to preview the document, go to **9.**

8. If [**Preview**] was executed, **place document** back on scanner ADF.

9. Press [**Scan**].

Document is scanned and routed to destination email address(es).

Main Menu displays...

Scan to Fax
To scan a document to one or more fax numbers, proceed as follows:

1. **Place document** on scanner ADF.

2. Press [**Scan to Fax**].

3. Enter **fax number** in one of two ways...

   Manual Entry
   a. Press [**To**] field.
   b. Enter **fax number** via numeric keypad.
      Note: To enter more than one fax number, separate each destination fax number using a comma (,). Example: *9081231234,7321231234*.
   c. To change **Subject** and/or **Body** text, press the respective field, enter text.
   c. Go to **4.**

   Search Address Book
   a. Press [**To**] field **Address Book** button [ ].
   b. Choose displayed User Account, e.g., *John Thomas*.
      Note: You can also enter another fax number in space provided and press [**Accept**]. Go to **4.**
   c. To search for a user account, enter text and press **Search** [ ].
   d. Highlight account displayed in the **Results** field and press [**Add**].
      Note: To remove an address in the Destination field, highlight entry and press [**Remove**].
   e. Press [**Accept**].
   f. To change **Subject** and/or **Body** text, press the respective field, enter text.

4. Press [**Continue**].

5. Select Scan Settings.

6. Press [Preview].

7. If [**Preview**] was executed, place document back on scanner ADF.

8. Press [**Scan**].
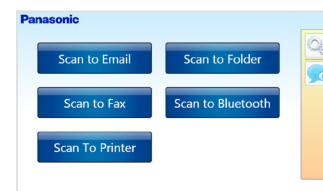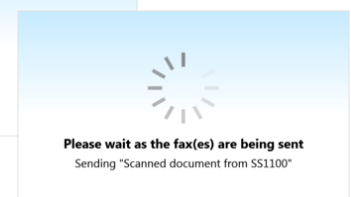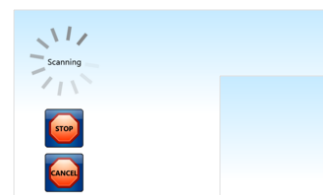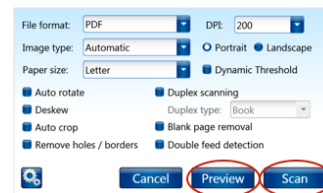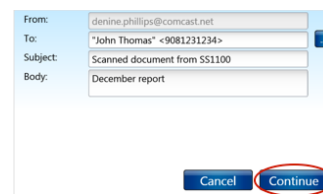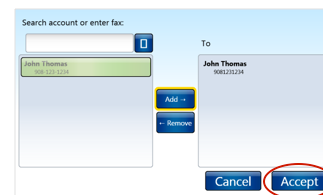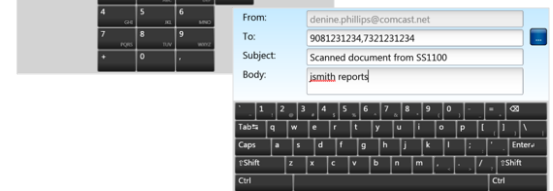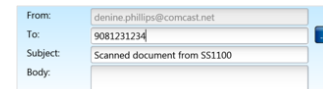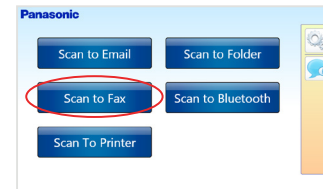
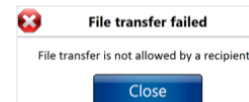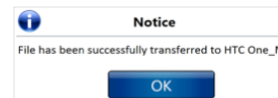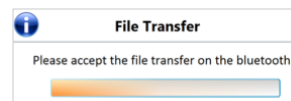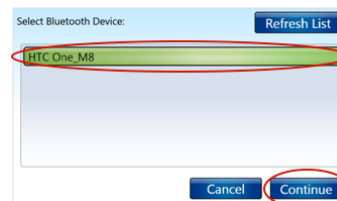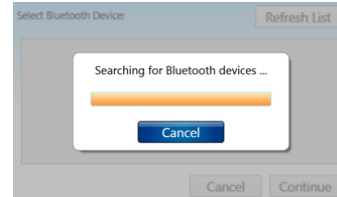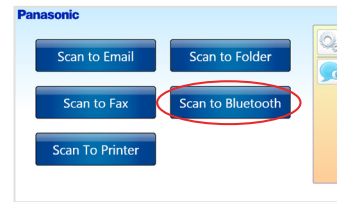*Document is scanned and routed to destination fax number(s).*

Main Menu displays...

Scan to Bluetooth
To scan a document (as a PDF) to an Android mobile device, proceed as follows:

1. **Place document** on scanner ADF.

2. Press [**Scan to Bluetooth**].

Adapter searches for Bluetooth devices...

3. Select **Bluetooth** device.

4. Press [**Continue**].

5. Press [**OK**].

6. On mobile device, press [**Accept**] or [**Decline**].

Note:
- If the file transfer is **Accepted**, the screen at right appears on the adapter...

- If the file transfer is **Declined**, the screen at right appears on the adapter...

Scan to Printer
To scan a document to a printer, proceed as follows:

1. **Place document** on scanner ADF.

2. Press [**Scan to Printer**].

3. Select [**Favorites**] tab, for example.

4. Select **printer**.

5. Press [**Continue**].
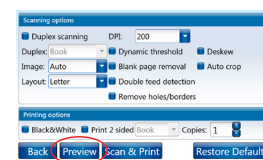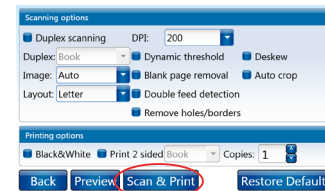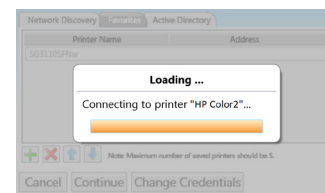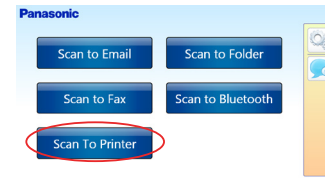
Scanning options screen displays...

6. Adjust scan settings, if necessary.

7. Press [**Scan & Print**].

> *Note:*
> ■ To cancel the operation, i.e., prevent print out, press [**Cancel**].

> ■ If you want to confirm scan results before print out, press [**Preview**]. Press [**Back**], place document on scanner ADF, and repeat steps 6 and 7.

8. After document prints out, scan another document or press [**Back**] > [**Cancel**] to return to **Main Menu**.
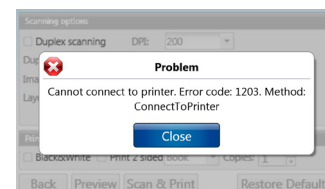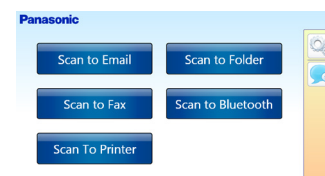
Important: If the error message at right appears, the credentials for the computer where the printer is located may have been changed.

APPENDIX

A. KV-SSM100 Specifications

- **CPU:** Intel® Core™ i5-4302Y vPro™ Processor
  – 1.6GHz with Intel® Turbo Boost up to 2.3GHz
  – 3MB Cache

- **Storage & Memory:** 8GB SDRAM (DDR3L-1333MHz)[1,2]

- **Display:** 7˝ WXGA Panel
  – 1280 x 800 dpi with LED Backlighting
  – 10-point Capacitive Multi Touch Daylight-readable Screen

- **Keyboard & Input:** 10-point Multi Touch
  – Supports Gloved Touch and Gestures and Capacitive
    Stylus Pen
  – Stylus Pen with Integrated Holder in Rotating Hand Strap
  – On-screen QWERTY Keyboard

- **Interface:**
  – Docking Connector: 24-pin
  – USB 3.0 (x1)

[1] 1GB = 1,000,000,000 bytes.
[2] Actual usable memory depends on system configuration.

- **LAN:** Gigabit (10/100/1000) LAN Ethernet

- **Wireless:** Intel® Dual Band Wireless
  – AC7260 Wi-Fi 802.11 a/b/g/n/ac
  – Bluetooth® v4.0 (Class 1) + EDR

- **Power Management:**
  – Standby

- **Security Features:**
  – Kensington Cable Lock Slot

- **Dimensions:** 7.98"(L) x 5.20"(W) x 0.71"(H)

- **Weight:** 1.2 lbs.

B. KV-SS1100 Specifications

- **OS:** Microsoft Windows Embedded Standard

- **CPU Type:** Intel® Atom Processor N2600 (1.6GHz)

- **LCD Display:** 7" WSVGA TFT LCD with Touch Screen Panel
  – 16:9 Aspect Ratio
  – 1024 x 600 dpi Resolution
  – Scratch-protection Sheet

- **System Memory:** One 200-pin DDRIII SO-DIMM Socket for 2GB RAM Module

- **Storage:** 32GB m-SATA SSD

- **I/O Ports:**
  – Four USB 2.0 Ports
  – One RJ-45 Jack
  – One DC-in Jack
  – One VGA Port

- **Wired Network Interface:** 10/100/1000 Mbps Ethernet

- **Wireless Network Interface:** One Mini Express Card Slot for Intel Centrino Wireless N6235 (WLAN 2x2 a/b/g/n, Bluetooth 4.0 (Android support only)

- **Power:**
  – Output: 19VDC, 3.42A; 65W
  – Input: 100V-240VAC, 50-60Hz

- **Temperature:**
  – Operating: 5°C~40°C
  – Storage: -20°C~60°C

- **Dimensions (D x W x H):** 9.05" x 5.67" x 1.65"
  (229 x 144 x 42mm)

- **Weight:** 2.43 lbs. (1.1Kg)

C. File Format Support

- PDF
- Searchable PDF[1]
- BMP

- Single-page TIFF
- Multi-page TIFF
- PEG

[1] Supported by KV-SSM100 only.

Note: Design and specifications are subject to change without notice.

D. KV-SSM100 & KV-SS1100 Comparison

The only difference between the KV-SSM100 and KV-SS1100, other than hardware platform, is the following:

	KV-SSM100	KV-SS1100
Searchable PDF	Supported	Not Supported
USB Ports	1	4
Keyboard Connection	Requires USB Hub	Direct Connect[1]

[1] *Does not require USB hub.*

E. Product Support

Product Support: 1-800-PANASYS (1-800-726-2797) | M-F 9am-8pm EST

Order Consumables, Accessories and Manuals: 1-800-PANASYS (1-800-726-2797) | M-F 9am-8pm EST

Order Operating Instruction Manuals/CDs: 1-800-833-9626 | M-F 9am-8pm EST

Scanner Information: http://www.panasonic.com/scanners

Network Scanner Adapter Information:
http://business.panasonic.com/products-officetechnology-documentmanagementimaging-scanners-networkscanning

Panasonic