TOSHIBA

PLAIN PAPER FACSIMILE

Operating Instructions Software (Fax Driver)

e-STUDIO191F

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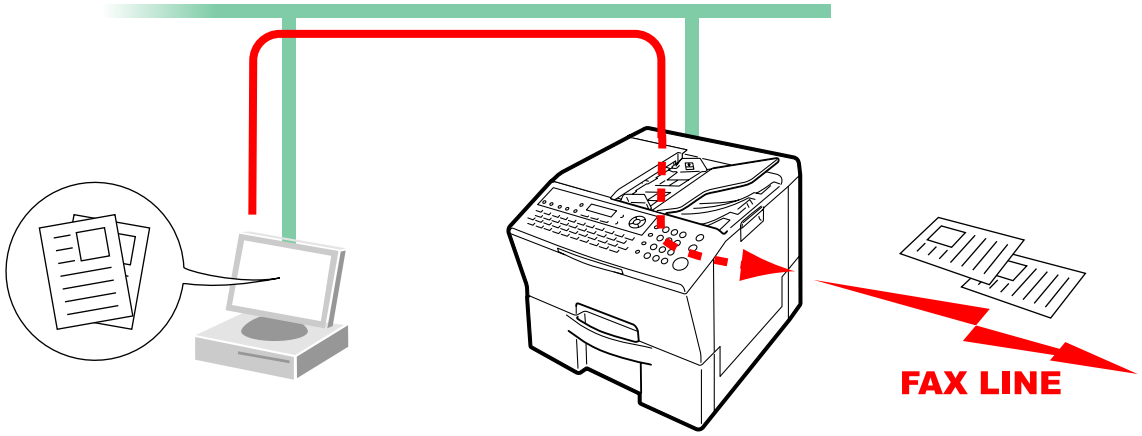
General Description

The Fax Driver software is a simple way to send faxes. The software uses a device connected to a network to send faxes from the computer.

- Documents created on the computer can be faxed through the device.
  Documents do not have to be printed before faxing.



Restrictions

- The size of documents able to be transmitted is restricted to the device memory's storage capacity. If the memory on the device overflows while Fax data is being sent from the PC to the device, the transmission is cancelled. Adding additional memory (available as an option) is recommended in this case.
- The maximum number of transmissions is limited to the number of direct dialing available on the device. If the maximum number of recipients is exceeded when Fax data is being sent from the PC to the device, the transmission is cancelled.
- The device must have an internet Fax function and Fax function.

System Requirements

- Personal Computer : IBM® PC/AT® and compatibles (CPU Intel® Pentium® 4 1.6 GHz or greater is recommended)
- Operating System : Microsoft® Windows® 2000 operating system (Service Pack 4 or later)*1
  Microsoft® Windows® XP operating system (Service Pack 2 or later)*2
  Microsoft® Windows Server® 2003 operating system (Service Pack 1 or later)*3
  Microsoft® Windows Vista® operating system*4
  Microsoft® Windows Server® 2008 operating system*5
  Microsoft® Windows® 7 operating system*6

  * The following Operating System is not supported :
  Microsoft® Windows Server® 2003 Enterprise Edition for Itanium®-based systems
  Microsoft® Windows Server® 2008 Enterprise Edition for Itanium®-based systems
- Application Software: Microsoft® Internet Explorer® 6.0 Service Pack 1 or later
- System Memory : Recommended Memory for each OS:

Microsoft® Windows® 2000 operating system	: 256 MB or more
Microsoft® Windows® XP operating system Microsoft® Windows Server® 2003 operating system	: 512 MB or more
Microsoft® Windows Vista® operating system Microsoft® Windows Server® 2008 operating system Microsoft® Windows® 7 operating system	: 1 GB or more

- Free Disk Space : 300 MB or more
- CD-ROM Drive : Used for installing the software and utilities from the CD-ROM
- Interface : 10Base-T/100Base-TX Ethernet port

*1 Microsoft® Windows® 2000 operating system (hereafter Windows 2000)
*2 Microsoft® Windows® XP operating system (hereafter Windows XP)
*3 Microsoft® Windows Server® 2003 operating system (hereafter Windows Server 2003)
*4 Microsoft® Windows Vista® operating system (hereafter Windows Vista)
*5 Microsoft® Windows Server® 2008 operating system (hereafter Windows Server 2008)
*6 Microsoft® Windows® 7 operating system (hereafter Windows 7)

Memo

System Configuration

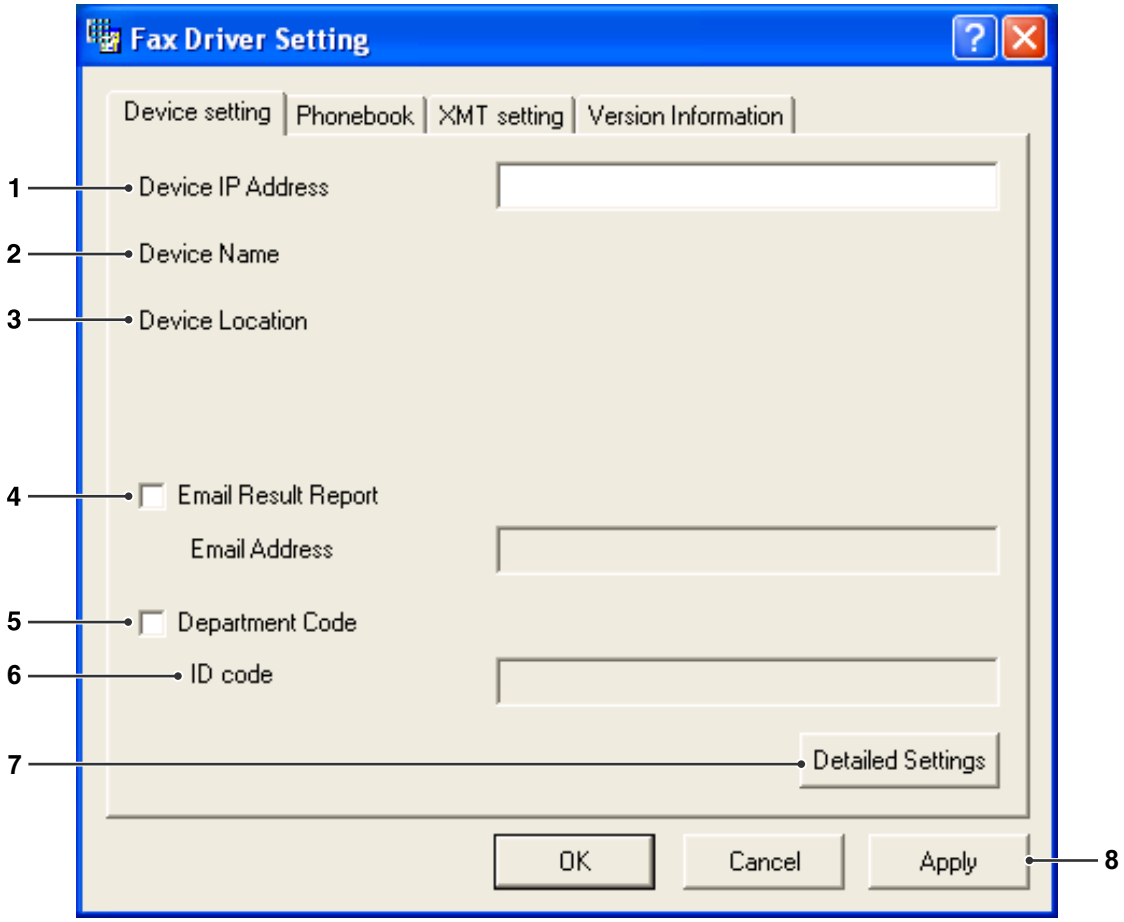
As the basic setup is completed when the system is installed, additional setup is not normally required. However, detailed settings can be specified if necessary.

Note:
*Make sure that the same **Relay XMT Password** has been set on the device before sending a document using the **Fax Driver**. (See page 10)*
Otherwise, your attempted transmission will fail.

From the **Start** menu, select **All Programs (Programs for Windows 2000),** and then **TOSHIBA** → **TOSHIBA-DMS** → **Fax Driver Setting** to open the TOSHIBA-DMS Fax Driver setup window.

Device setting Tab

Specify the required device-related parameters.



1. **Device IP Address**
   This is the IP address of your machine, used for sending faxes.
2. **Device Name**
   This is the name of your machine, used for sending faxes.
3. **Device Location**
   This could be the name of the department where the machine is located. (**Ex:** ACCT. DEPT.)
4. **Email Result Report**
   Select this check box, and specify the Email Address to receive the fax transmission result by Email.
5. **Department Code**
   Select this check box if the administrator will assign a department code.
6. **ID code**
   Enter the security ID code provided by the administrator to access the Fax Driver function on this machine.

Continued on the next page...

7. Detailed Settings **button**

Specifies detailed settings.

- **Relay XMT Password**

  Enter the password set as the LAN relay XMT password on the device.

  Note:
  - *The **Relay XMT Password** in the Fax Driver and the device need to match, otherwise the transmission will fail.*
  - *The **Relay XMT Password** can be set on the device from the **Fax/Email Settings** → **User Parameters**. Please refer to the Operating Instructions attached with the device for more details.*

- **Acquire device's phonebook**

  Specify whether the phonebook data is acquired from the device.

- **Community Name**

  Enter the same community name1 as is set on the device.

  Note:
  - *If you are unsure of the **Community Name**, ask your Administrator.*
  - *If the community name1 is not matched with the setting of the device, some of the Fax options are disabled because the device information cannot be acquired properly.*

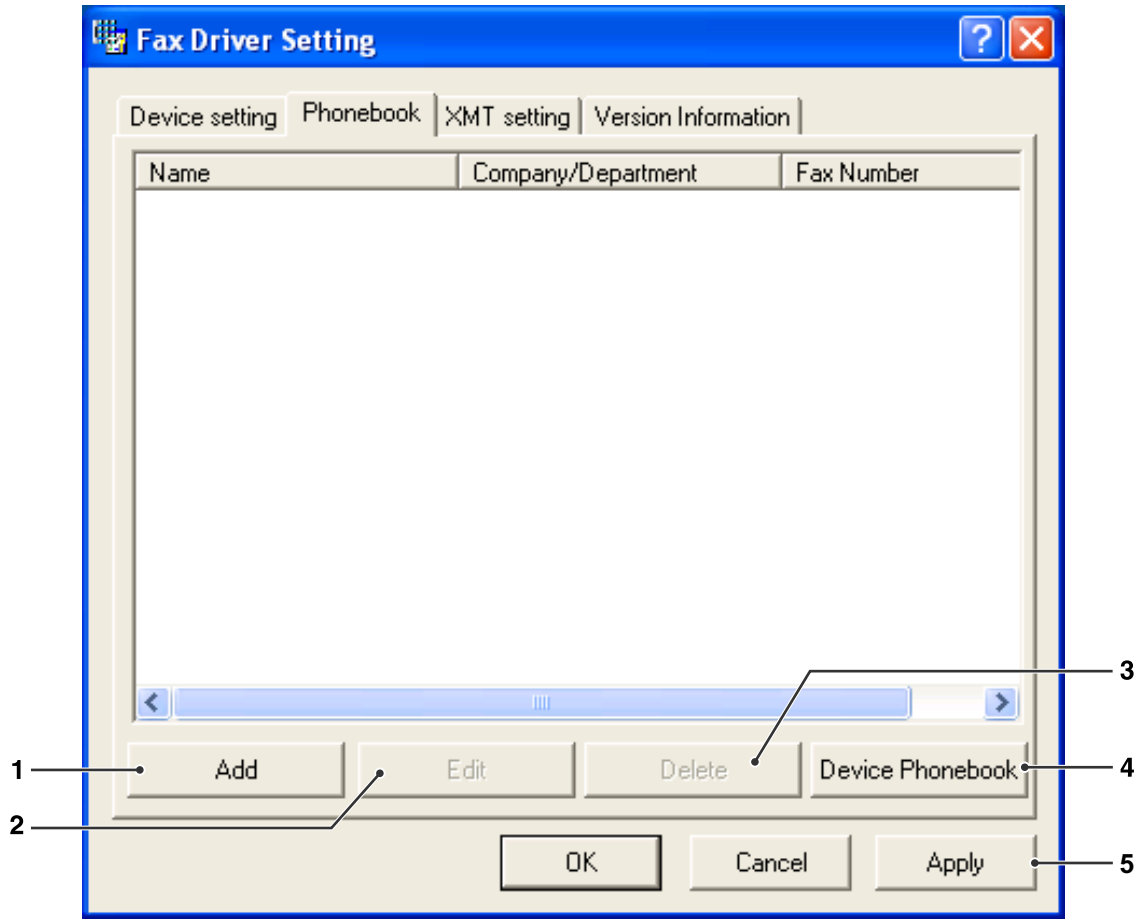
8. Apply **button**

Use for registering the current configuration.

Phonebook Tab

The Phonebook can be retrieved from the address book stored on the device by clicking the Device Phonebook button.

Each user can manually administer their own Phonebook entries (Add, Edit, Delete).



1. Add **button** (See Page 12)
   Used to append a new Phonebook entry.

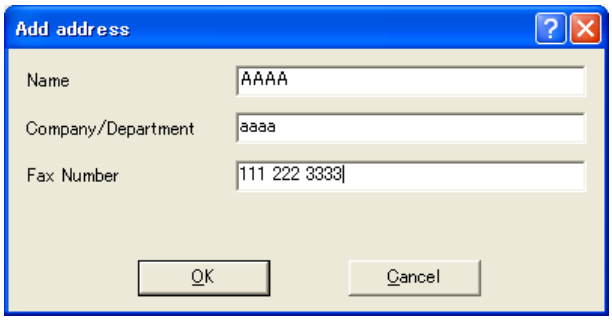
2. Edit **button** (See Page 12)
   Used for editing a Phonebook entry.

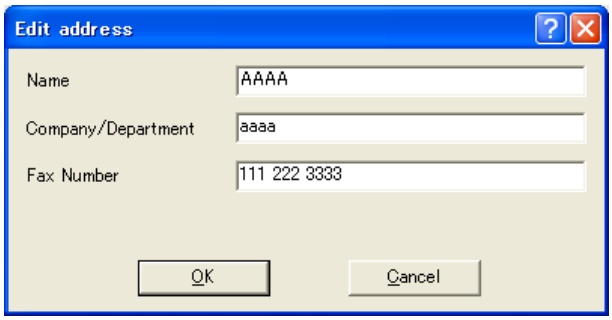
3. Delete **button**
   Used for deleting a Phonebook entry.

4. Device Phonebook **button**
   Used for retrieving Phonebook entries from the address book stored on the device.

5. Apply **button**
   Use for registering the current configuration.

Continued on the next page...





- **Name (up to 32 characters)**
  Enter the name of the new Phonebook entry.

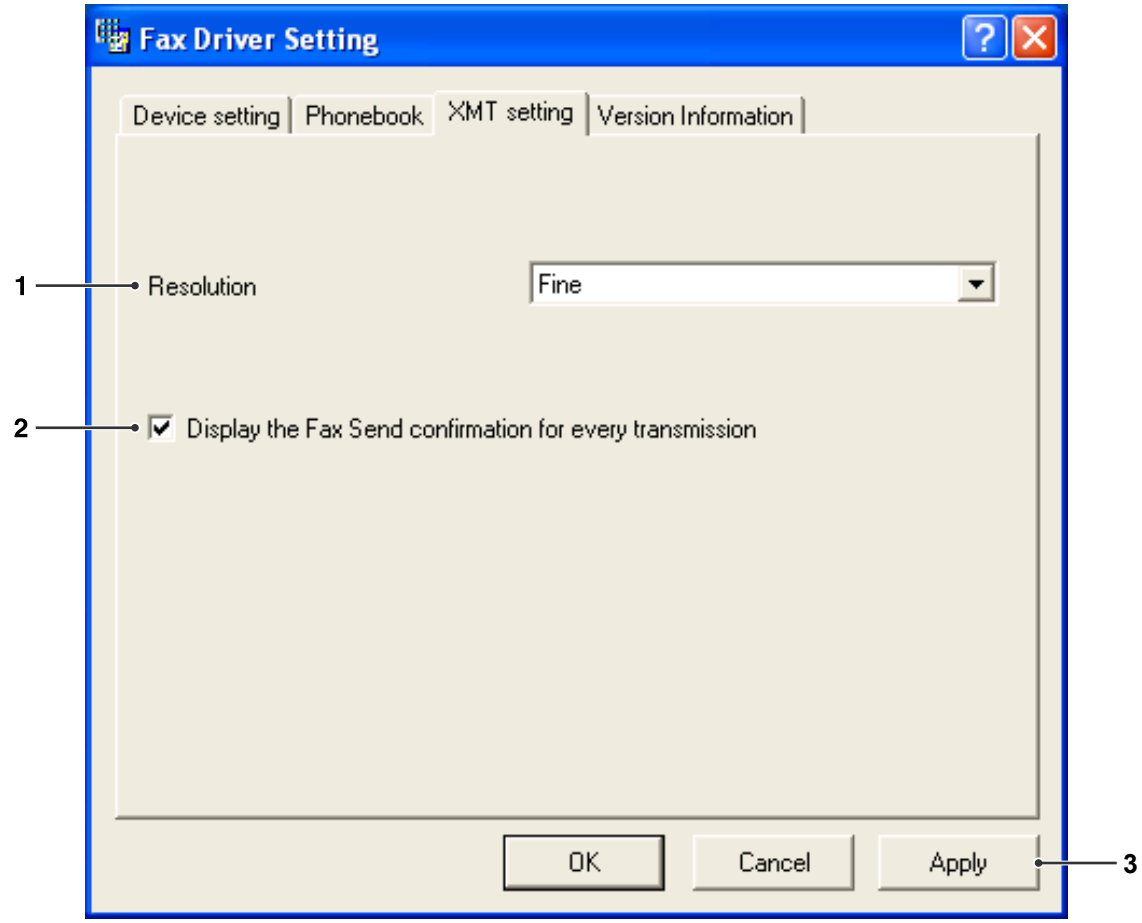
- **Company/Department (up to 50 characters)**
  Enter the name of Company/Department.

- **Fax Number (up to 36-digits)**
  Enter the Fax number

  Note:
  Enter a comma "," for a dialing pause.

XMT Setting Tab

Set the Fax transmission parameters.



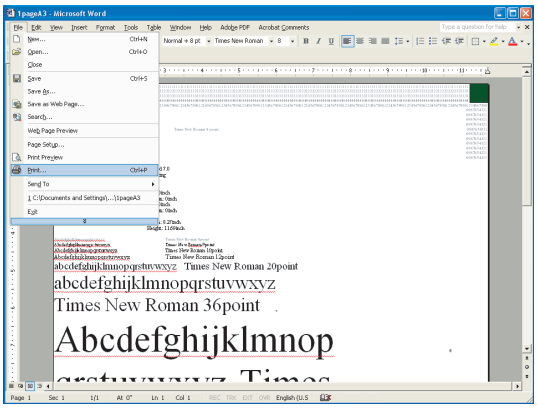
1. **Resolution**
   Select the desired Fax transmission resolution (Standard, Fine, or Super Fine).
2. **Display the Fax Send confirmation for every transmission**
   Select whether to display the Fax Send Confirmation window before every transmission.
3. Apply **button**
   Use for registering the current configuration.

Sending Document

You can send a Fax directly from a Windows application simply by printing to the **TOSHIBA-DMS Fax Driver**. For example, create a document using a word processor program. When you are ready to send (Fax) the document(s), follow the procedures as shown below:

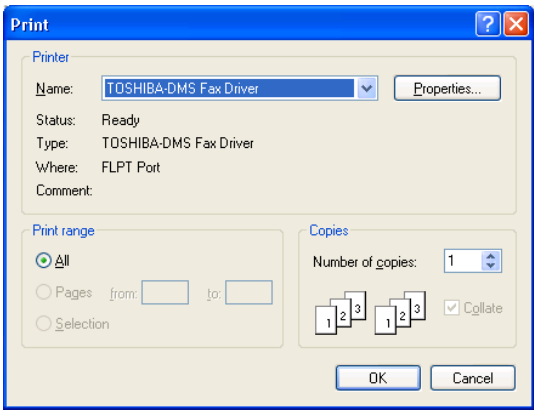
Note:
If you wish to send a Fax only a cover sheet, double-click the Fax Driver icon on the Desktop to open directly the Cover Sheet input screen of Step 3-f). You can send fax only a cover sheet by inputting cover sheet information and specifying destination(s).

1 In the application, click the **File** menu, and then select **Print...**.



2 The Print dialog box opens. Select **TOSHIBA-DMS Fax Driver** from the printer Name list.

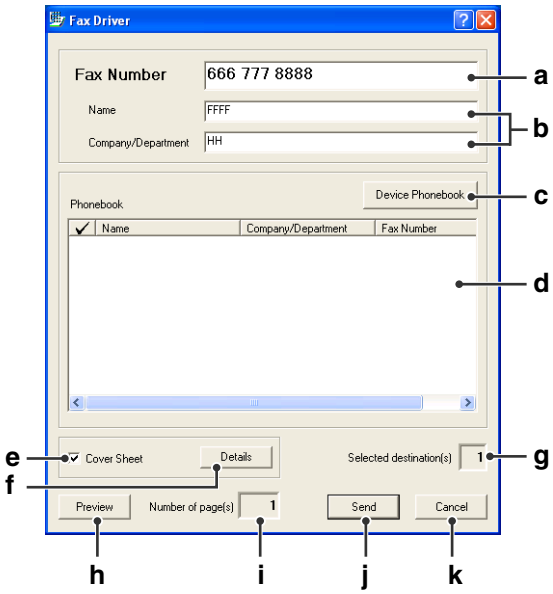
Click the OK button to convert the document to a Fax image.



Note:
The settings available within the Properties *button may differ depending on the version of Windows you are running. As you should not normally need to modify these settings, leave the default settings unchanged.*

3 The destination selection window opens. Enter the destination Fax number into the Fax Number field, or select the check box(es) corresponding to the recipients you wish to Fax to in the Phonebook.

Click the Send button when you are finished assigning the destinations and entering necessary information.



a) **Fax Number**
Use this field to enter the recipient directly. You can only enter one number at a time. Enter a comma (,) to specify a pause in the Fax number.

b) **Name, Company/Department**
Enter the recipient's Name, and Company/Department to be included on the Cover Sheet.

c) Device Phonebook **button**

Click this button to retrieve the Phonebook from the address book stored on the device.

d) **Phonebook**

The phonebook column list sorting order (ascending or descending) can be easily changed by clicking on the title.

Check box column
The check mark within the box, denotes selected recipients.
Name, Company/Department, Fax Number columns
Displays the Name, Company/Department, and Fax Number of the recipient(s) registered in the phonebook.

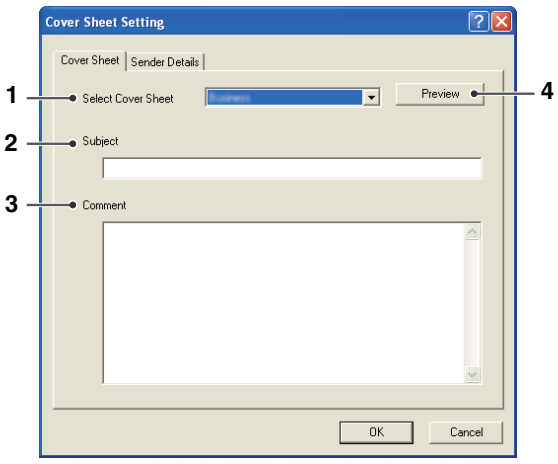
e) **Cover Sheet**

Check this box to attach a cover sheet.

f) Details **button**

Opens the Cover Sheet Setting screen.

Cover Sheet tab



1) **Select Cover Sheet**

Choose a Cover Sheet Template to apply.

2) **Subject**

Type the Subject to be included on the Cover Sheet.

3) **Comment**

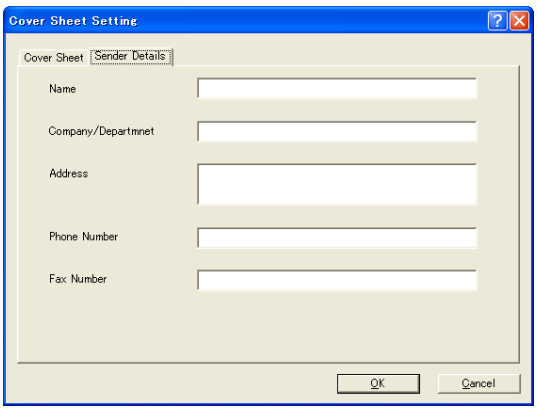
Type any Comments to be included on the Cover Sheet.

4) Preview **button**

Preview the Cover Sheet.

Click OK to close this window and save any change you have made, or click **Sender Details** tab to set Sender Details information.

Sender Details tab



Input the sender's information which appears on the cover sheet.

Click OK to close this window and save any change you have made.

g) **Selected destination(s)**

Indicates the total number of recipients selected.

Note:
You can select up to 5 recipients at a time.

h) Preview **button**

Previews all pages to be sent.

i) **Number of page(s)**

Indicates the number of page(s).

j) Send **button**

Starts sending the Fax.

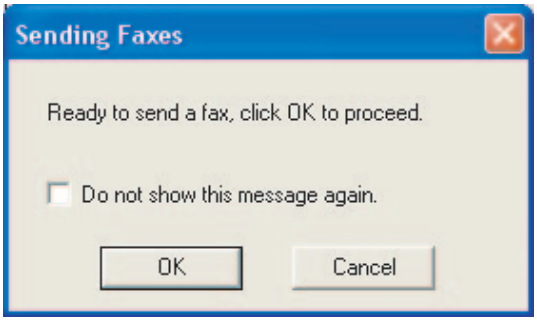
k) Cancel **button**

Cancels sending the Fax (Fax data will be deleted).

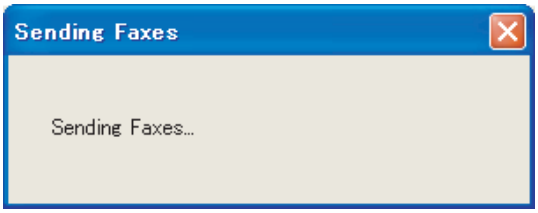
Continued on the next page...

4 The Sending Faxes confirmation display appears.

Click the OK to start sending.

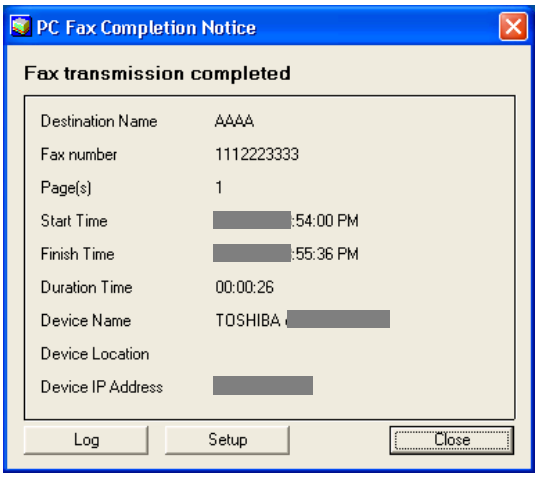


5 The message is being shown on your PC while sending the documents.



6 A popup window opens upon Fax completion to inform you of the sending results.

Click the Close button to close the window.



Job Status Utility

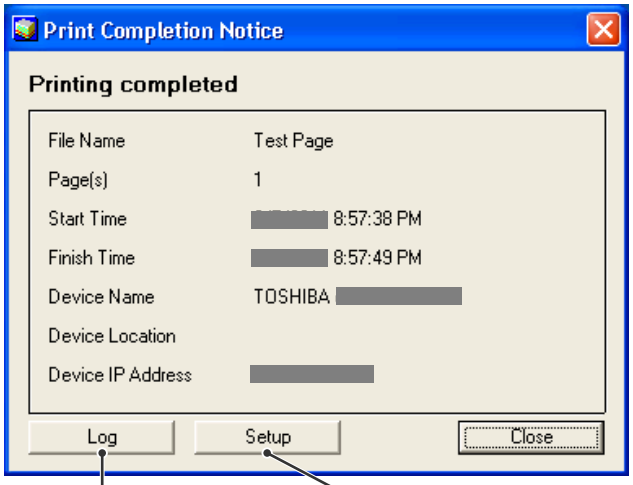
The **Job Status Utility** software will display the popup notice on your PC screen when finishing the Print and PC Fax jobs.

The information displayed in the **Completion Notice** vary according to the type of job being performed.

■ Completion Notice

After a job completes, you will receive a notice like below on the PC screen.

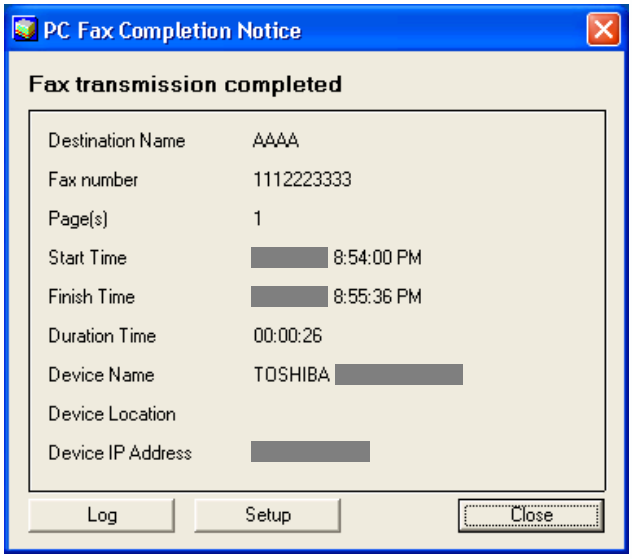
Print Completion Notice



Opens **Log** window.

Opens **Setup** window.

PC Fax Completion Notice



■ Job Status Utility Log

To help you maintain records of the documents you sent or print, the **Job Status Utility** is equipped to list the transaction result as a Log file. The latest 100 transactions are recorded on the log.

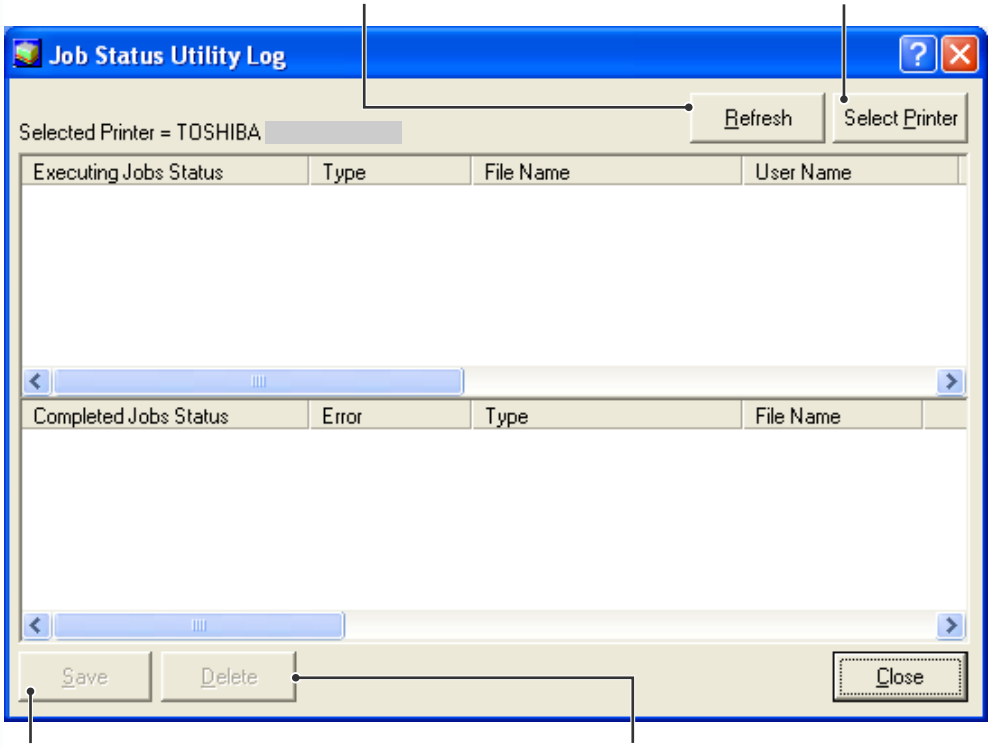
To start **Job Status Utility** window, click [Log] button on the **Job Status Utility** window or right-click the Job Status Utility icon on the taskbar, and then select the **Log** from the menu.

The **Job Status Utility Log** window appears.

Note:
When the Job Status Utility icon is not on the taskbar, select ***All Programs (Programs for Windows 2000)*** → ***TOSHIBA*** → ***TOSHIBA-DMS*** → ***Job Status Utility*** *from the* ***Start*** *menu to activate the Job Status Utility icon.*

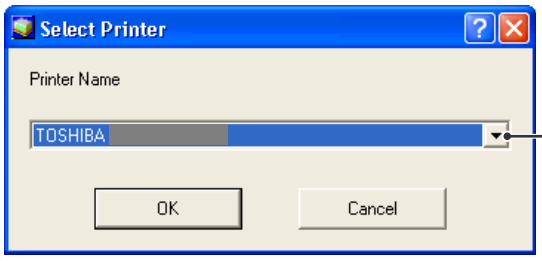
Refreshes the Job Status Window

Opens the Select Printer Window (See Below)



Saves the displayed Log as a CSV format file. (Only for Completed Job Status)

Deletes the Selected Print Jobs, or all Completed Jobs in the Log.



Chooses the printer name to monitor.

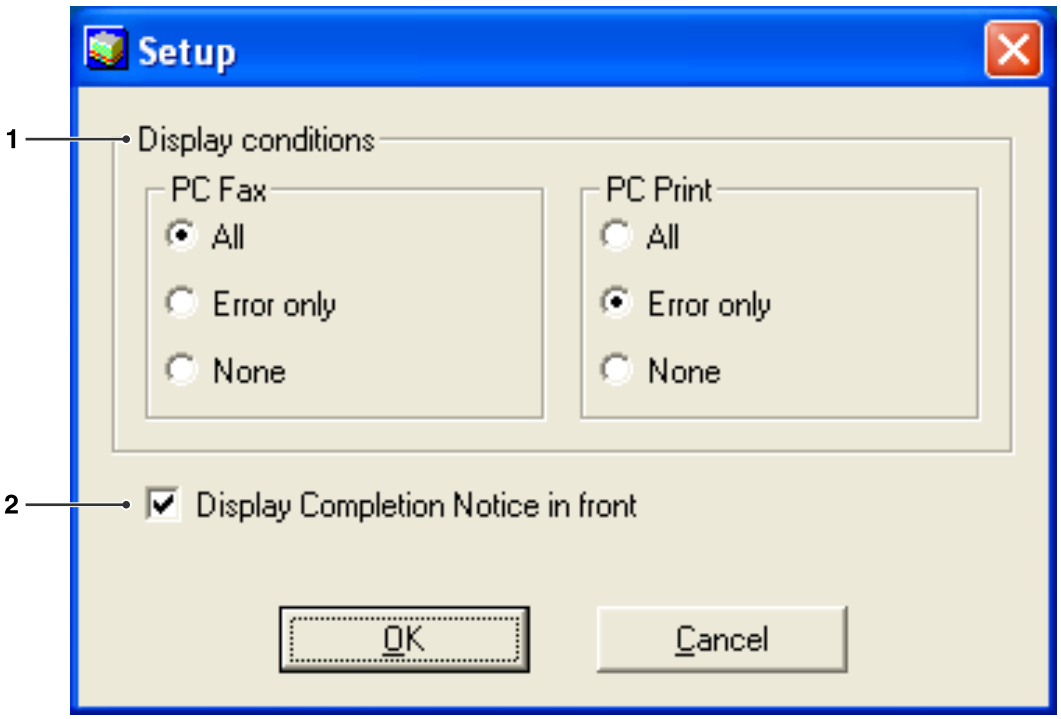
■ Setup

You may set the condition to display the **Completion Notice** window after completion of the job.

To start **Setup** window, click [Setup] button on the **Completion Notice** window, or right-click the Job Status Utility icon on the taskbar, and then select the **Setup** from the menu.

The **Setup** window appears.

Note:
When the Job Status Utility icon is not on the taskbar, select ***All Programs (Programs for Windows 2000)*** → ***TOSHIBA*** → ***TOSHIBA-DMS*** → ***Job Status Utility*** *from the* ***Start*** *menu to activate the Job Status Utility icon.*



1. **Display Conditions**
   Selects the condition to display the **Completion Notice** window.

All	Always display after each transmission.
Error only	Displays when an error occurs.
None	Do not display.

2. **Display Completion Notice in front**
   Specify whether the **Completion Notice** window is displayed on the front of other windows. When this option is not selected, the **Completion Notice** window is displayed in the back of other windows. When the **Completion Notice** is displayed, the icon on the taskbar blinks. Click the icon to bring the **Completion Notice** to the front.

Information displayed in the Completion Notice and the Job Status Utility Log.

Status	Indicates status of the job as completed, canceled, etc...
Error	Indicates error information if available as information code, error message, etc...
Type	Indicates type of the job. The Completion Notice is used in common with PC Fax job and PC Print job (Sent from the device).
File Name	Indicates the PC printed file name.
Page(s) (Print)	Indicates the number of pages of PC Print job.
Page(s) (Fax)	Indicates the number of pages of PC Fax job (Sent from the device).
Start Time	Indicates the start date and time of the job. The format of the date and time depends on the setting of Windows of your PC.
Finish Time	Indicates the finish date and time of the job. The format of the date and time depends on the setting of Windows of your PC.
Duration Time	Indicates the duration time of the job. (hh:mm:ss)
Fax Number/Email Address	Indicates the Fax Number, or Email Address (Fax job only) of the Fax transmission.
Destination Name	Indicates the registered Destination Name in the Fax driver's Phonebook when using the Phonebook of the Fax driver to transmit a document.
Device Name	Indicates the Device Name registered in the device that is used for the Fax transmission.
Device Location	Indicates the Device Location registered in the device that is used for the Fax transmission.
Device IP Address	Indicates the Device IP Address that is used for the Fax transmission.
User Name	Indicates the logon User Name which is executing the current job.
Computer Name	Indicates the Computer Name/ IP Address that is executing the current job.

Problem Solving

Mode	Symptom	Possible Cause/Action
Sending Documents	When sending a document, the following error message displays immediately. 	- **Is the Relay XMT Password setup properly?** A document will not be transmitted properly if the **Relay XMT Password** does not match with the password of the device in the setup mode. (See page 10)
		- **Is the Relay Domain registered in the device?** If the Relay Domain is registered in the device, the transmission cannot be accepted unless the registered Relay Domain matches with the Fax Driver Email Address. In this case, register the new Relay Domain into the device as shown below. In case of the Result Report E-mail Address is not set: Register the Relay Domain as below; **fax_driver** In case of Result Report E-mail Address is set: Register the same Relay Domain of the Result Report E-mail Address. **Ex:** If the Result Report E-mail Address is fax@network.com, set the Domain as below: **network.com**
Completion Notice	The Completion Notice does not indicate the transmitting results.	- **Is Anti-virus software running?** If you are running an anti-virus software, it may interfere with the Fax Driver sending a PC Fax job to the device. Check the settings of the anti-virus software, and refer to the software's Readme file for more details.

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