

MULTIFUNCTIONAL DIGITAL SYSTEMS

e-Filing Guide

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Preface

Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems. This guide explains how to use TWAIN driver, File Downloader, and e-Filing web utility. Read this guide before using to your Multifunctional Digital Systems or Multifunctional Digital Color Systems. Keep this guide within easy reach, and use it to configure an environment that makes best use of the e-STUDIO's functions.

About This Guide

The guide also provides a detailed explanation of e-Filing features. Instructions for using e-Filing web utility to store, edit and manage documents are given.

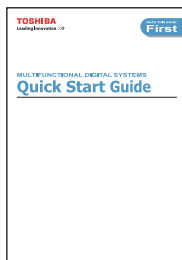
Conventions

- The term “this equipment” in this manual refers to the Multifunctional Digital Systems or Multifunctional Digital Color Systems.
- The term “e-Filing” in this manual is an abbreviation of “electronic filing”.

Lineup of Our Manuals

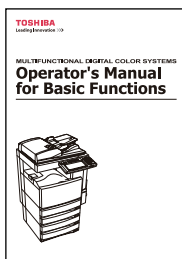
Thank you for purchasing the TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems.

We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.



Quick Start Guide

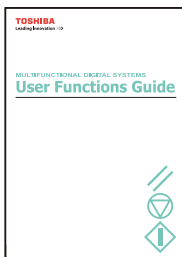
This Quick Start Guide describes the initial setup method of this equipment and accessories of this product such as operator's manuals and CD-ROMs.



Operator's Manual for Basic Functions

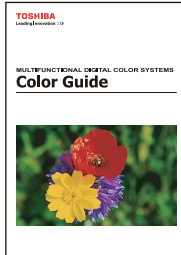
This Operator's Manual for Basic Functions describes how to use the basic functions of this equipment mainly focusing on the copying function.

Also this manual contains safety precautions for users to be observed. Be sure to read it first carefully.



User Functions Guide

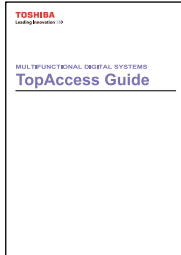
This User Functions Guide describes the functions and settings under the [USER FUNCTIONS] button on the control panel of this equipment.



Color Guide (only for the color model)

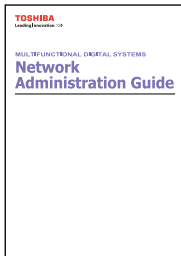
This color Guide simply explains the functions such as “copy density adjustment”, “color adjustment”, “copy editing”, “image editing” and “image processing” in color. This guide also includes the basic knowledge of color.

Other guides are provided by the User Documentation CD-ROM in PDF files:



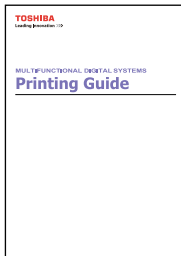
TopAccess Guide

This TopAccess Guide explains how to operate and set up the network functions such as the network scanning function and job management, using the TopAccess (Web-based utility) from client computers.



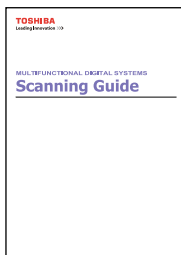
Network Administration Guide

This Network Administration Guide explains the guidelines for setting up network servers to provide various network services, and troubleshooting for network administrators.



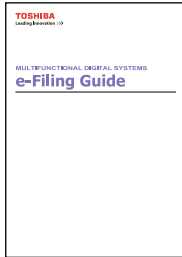
Printing Guide

This Printing Guide explains how to install the client software for printing from Microsoft Windows, Apple Mac OS, and UNIX computers, and print to the equipment.



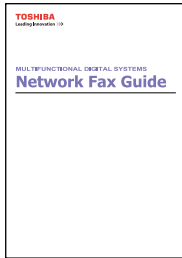
Scanning Guide

This Scanning Guide explains how to operate the scanning function of this equipment.



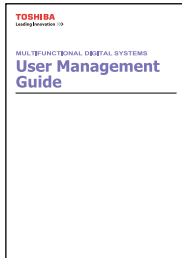
e-Filing Guide

This e-Filing Guide explains how to operate the e-Filing function using the TWAIN driver, File Downloader and e-Filing web utility.



Network Fax Guide

This Network Fax Guide explains how to use the network fax function that enable users to operate fax and internet fax sending from a client computer via network.



User Management Guide

This User Management Guide describes how to manage this equipment using the functions of "Department Management", "User Management Setting" and "User Authentication for Scan to E-mail".

To read manuals in PDF (Portable Document Format) files

Viewing and printing this operator's manual in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Precautions in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.

You should fully understand the meaning and importance of these items before reading this manual.

Warning

Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

Caution

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note

Indicates a procedure you should follow to ensure the optimal performance of the equipment and problem-free copying.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip

Describes handy information that is useful to know when operating the equipment.



Pages describing items related to what you are currently doing. See these pages as required.

black and white model	e-STUDIO202L/232/282 e-STUDIO203L/233/283 e-STUDIO352/452 e-STUDIO353/453 e-STUDIO520/600/720/850 e-STUDIO523/603/723/853
color model	e-STUDIO281c/351c/451c

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1

Overview


This section describes overview of the e-Filing features.


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Features and Functions

e-Filing web utility is a web-based document editor/organizer for this equipment. It enables you to display, edit, merge and store documents on this equipment. For example, you can send two documents originating from different applications to e-Filing web utility, merge them into a single document, and store it in its repository. You can then print your document using a web browser. This chapter outlines the tasks involved in setting up, managing and using the application, and provides cross-references to detailed information in other chapters.

 P.14 “Organizing Documents”

 P.16 “Using the Systems”

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Organizing Documents



The e-Filing system manages documents with following objects in tree structure. In the e-Filing boxes, up to 10 GB (for the color model) and 5 GB (for the black and white model) of data can be stored.

1) Box

The e-Filing system provides two box types for storing documents, Public and User. Documents can be managed using these boxes and they can be handled publicly or confidentially.

- **Public** — This is a built-in system box to which all users have read and write access. Use this box for documents that you wish to share with other users. You cannot change the name of this box, but you can create one level of folders within it.
- **User** — This is a private box that can be managed by each user. You can create up to 200 of these boxes and secure them with a password. If the User Box is protected by a password, you must login with the password for that box or login with the system administrator’s password (only when accessing with e-Filing web utility) to access the User Box. Use this folder for confidential information and for draft documents that you are not ready to share. You can create only one level of folders within each box.

Tips


- For instructions on how to create user boxes using e-Filing web utility, please refer to the following section.
 P.59 “Creating New Boxes”
- You can also create user boxes from the Touch Panel Display. For instructions on how to create user boxes from the Touch Panel Display, please refer to the following section.
 P.38 “Creating Boxes”

2) Folders

You can create up to 100 folders in each box, but only one level of folders within each box. You cannot create subfolders within folders.

Tip

For instructions on how to create user folders, please refer to the following section.

 P.61 “Creating New Folders”

3) Documents

Documents can be stored directly in a box, and also in a folder in the box. Up to 400 documents can be stored in each box and folder.

Documents can be stored in boxes or folders by:

- Copying originals and storing to e-Filing
- Scanning originals and storing to e-Filing
- Printing documents and storing to e-Filing
- Received faxes are routed to store to e-Filing using Mailbox.
- Received faxes/Internet Faxes are forward to store to e-Filing using Fax Received Forward and Internet Fax Received Forward (can be registered by an administrator).

Notes

- Routing the received faxes using a mailbox is available only when the optional Fax unit is installed.
- Routing the received faxes using the Fax Received Forward is available only when the optional Fax unit is installed.
- Delete the documents in e-Filing when they are no longer needed.

Tip

For instructions on how to store documents in the Boxes and Folders, please refer to the following section.

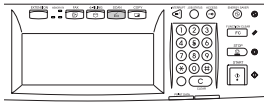
 P.22 "Storing Documents"

4) Pages

Each document can contain up to 200 pages (for the color model) and 1000 pages (for the black and white model). e-Filing web utility allows you to display the pages in a document.

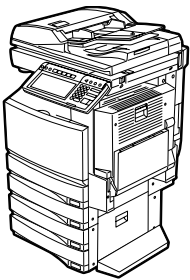
Using the Systems

The following figure shows the function diagram of the e-Filing (Please note that it may be slightly different depending on the system you are using).



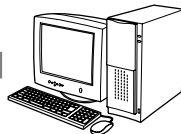
Control Panel

- Storing documents
 - 📖 P.22 “Storing Scanned Originals Using the Control Panel”
- Creating user boxes
 - 📖 P.38 “Creating Boxes”
- Deleting user boxes
 - 📖 P.41 “Deleting Boxes”
- Deleting Folders
 - 📖 P.43 “Deleting Folders”
- Deleting documents
 - 📖 P.45 “Deleting Documents”
- Printing documents
 - 📖 P.47 “Printing Documents”



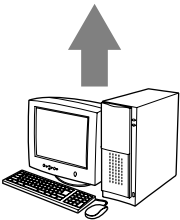
Printer Driver

- Storing documents
 - 📖 P.34 “Storing Documents Using the Printer Driver”



TWAIN Driver and File Downloader

- Retrieving Documents
 - 📖 P.150 “Retrieving e-Filing Documents”



e-Filing Web Utility

- Creating user boxes
 - 📖 P.59 “Creating New Boxes”
- Deleting user boxes
 - 📖 P.63 “Deleting Boxes”
- Creating folders
 - 📖 P.61 “Creating New Folders”
- Deleting folders
 - 📖 P.65 “Deleting Folders”
- Renaming documents
 - 📖 P.80 “Renaming Documents”
- Deleting documents
 - 📖 P.82 “Deleting Documents”
- Printing documents
 - 📖 P.84 “Printing Documents”
- Archiving documents
 - 📖 P.90 “Archiving Documents”
- Sending documents as Email
 - 📖 P.98 “Sending Email”
- Editing pages in documents
 - 📖 P.109 “Working with Pages in Your Documents”
- Moving or merging documents or pages between boxes, folders, or documents
 - 📖 P.132 “Moving and Merging Documents”

Managing the Systems

A system administrator should maintain the data in the e-Filing. In order to maintain the hard disk space for future documents storage, the system administrator can delete documents, folders, and user boxes that are created or stored by users.

📖 P.178 “Erasing Box Data”

A system administrator can also maintain the data in the e-Filing using the e-Filing Backup/Restore Utility. For more information about e-Filing Backup/Restore Utility, see the following section.

📖 P.180 “Using e-Filing Backup/Restore Utility”

System Requirements

This section describes the system requirements for e-Filing related software.

📖 P.17 “e-Filing Web Utility”

📖 P.20 “TWAIN Driver and File Downloader”

e-Filing Web Utility

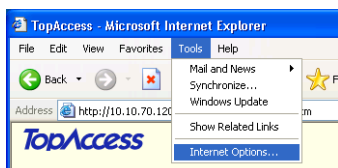
e-Filing web utility works with the following browsers for Microsoft Windows operating system:

- Microsoft Internet Explorer 5.5 Service Pack 2 or later must be installed (for the IPv4 only)
- Microsoft Internet Explorer 7.0 or later must be installed (for the IPv6 only)
- Netscape Navigator Version 7.2 or later
- The minimum display resolution required for these browsers is 800 x 600.
- When using the Internet Explorer, the Privacy setting must be set to “Medium” on the browser. Do not set “Block All Cookies” or “High” for the Privacy function. For instructions on how to set the Privacy setting, see the following procedure.
- When using the Netscape Navigator, the Cookies setting must be set to “Enable all cookies” or “Enable cookies based on privacy settings”. When the Cookies setting is set to “Enable cookies based on privacy settings”, the level of privacy must be set to “medium”. For instructions on how to set the Cookies setting, see the following procedure.

How to set the Privacy settings in Internet Explorer

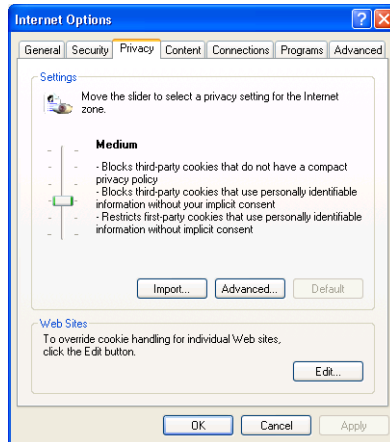
When you are using Internet Explorer, make sure the Privacy setting is set correctly as described as following.

- 1** Run Internet Explorer and select [Internet Options...] in the [Tools] menu.



- The Internet Options dialog box appears.

2 Display the Privacy tab and select “Medium” by moving the slider and click [OK].



- The Privacy setting is saved.

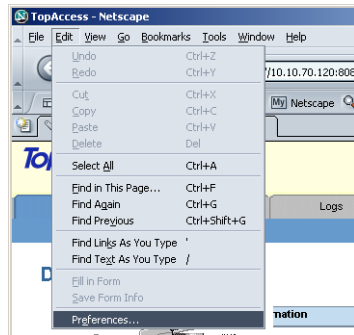
3 Exit the Internet Explorer and run again before accessing e-Filing.

How to set the Cookies settings in Netscape Navigator

When you are using the Netscape Navigator, make sure the Cookies setting is set correctly as described as following.

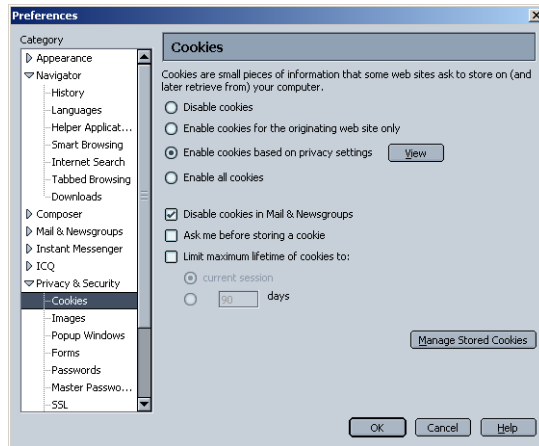
The following procedure describes how to set the Cookies setting in Netscape 7.1.

1 Run Netscape Navigator and select [Preferences] in the [Edit] menu.



- The Preferences dialog box appears.

- 2** Select “Cookies” under “Privacy & Security” in the Category list to display the Cookies window, and select “Enable all cookies” or “Enable cookies based on privacy settings”.

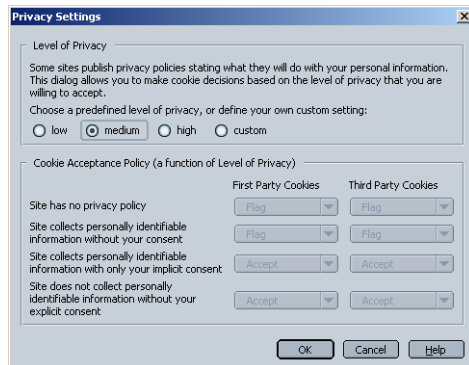


- When you select “Enable all cookies”, go to step 5.
- When you select “Enable cookies based on privacy settings”, continue to next step.

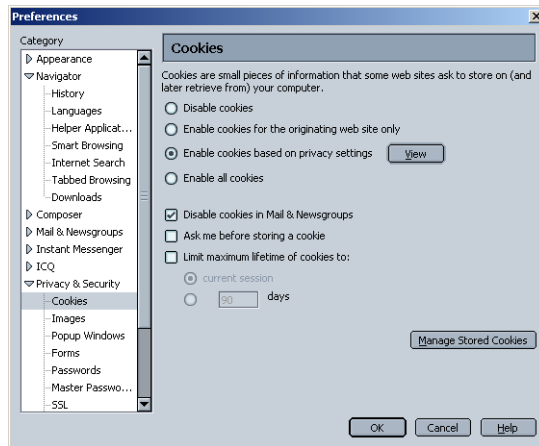
- 3** When you select “Enable cookies based on privacy settings”, click [View].

- The Privacy Settings dialog box appears.

- 4** Select “medium” in the Level of Privacy option and click [OK].



5 Click [OK] to save the settings.



6 Exit the Netscape Navigator and run again before accessing e-Filing.

TWAIN Driver and File Downloader

The TWAIN driver and File Downloader are available for following environments:

- **Display Resolution**
1024 x 768 dots or more
- **Display Color**
High Color (16bit) or higher is recommended
- **CPU**
Pentium 133 MHz minimum (Pentium 266 MHz or faster recommended)
- **OS**
Windows 98 (Recommended Windows 98 Second Edition)
Windows Me
Windows NT 4.0 Service Pack 6a
Windows 2000 Service Pack 4
Windows XP Service Pack 1/Service Pack 2
Windows Vista
Windows Server 2003 Service Pack 1
- **Required Software**
TWAIN compliant software
Microsoft Internet Explorer 5.5 Service Pack 2 or later must be installed (for the IPv4 only)
Microsoft Internet Explorer 7.0 or later must be installed (for the IPv6 only)
Microsoft Internet Explorer is enabled to access the e-Filing web utility on this equipment.
 - The proxy settings must be configured correctly to enable the access.
 - The browser must not be offline.
- **Recommended Memory**
For the black and white model: 256 MB
For the color model:
For retrieving A4/LT 600dpi color image / 600dpi black image: 256 MB

2

Getting Started

This section describes the basic operations for e-Filing features.

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Storing Documents

You can store your documents in the e-Filing as follows:

- 📖 P.22 “Storing Scanned Originals Using the Control Panel”
- 📖 P.34 “Storing Documents Using the Printer Driver”

Notes

- Before storing your documents, create user boxes or folders in e-Filing.
 - 📖 P.37 “Getting Started with Control Panel”
 - 📖 P.52 “Getting Started with e-Filing Web Utility”
- Delete the documents in e-Filing when they are no longer needed.

Storing Scanned Originals Using the Control Panel

You can scan originals and store the scanned document to the e-Filing, using the Control Panel of this equipment. In addition, this equipment supports multi agent operation to store scanned documents to the e-Filing.

There are several methods to store originals to e-Filing:

- Copying and storing to e-Filing
- Scanning to e-Filing
- Storing received faxes to e-Filing using a mailbox (Optional Fax unit required)
- Storing received faxes to e-Filing using Received Fax Forward (Optional Fax unit required)
- Storing received Internet Faxes to e-Filing using Received Internet Fax Forward

Note

A document that is stored by “Copying and storing to e-Filing” is proper for output, and not for importing as an image into your computer. To get the best image quality for importing an image into your computer, please store the document by “Scanning to e-Filing”.

Tips

- Registering a mailbox can be performed from the Touch Panel Display or TopAccess. For instructions on how to register a mailbox, please see the *Operator’s Manual for Facsimile Function* or *TopAccess Guide*.
- Registering Received Fax Forward or Received Internet Fax Forward can be performed from TopAccess by an administrator. For instructions on how to register the Received Fax Forward or Received Internet Fax Forward, please see the *TopAccess Guide*.

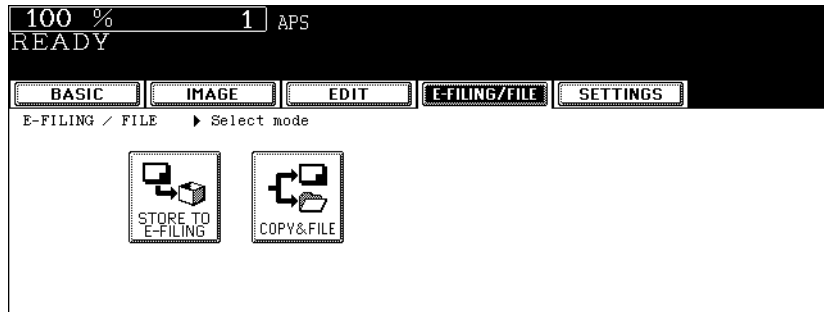
Copy and Store to e-Filing

This equipment allows you to store originals as e-Filing documents as well as copying them. The originals will be stored in the e-Filing box as the copy settings are applied.

Copying and Storing to e-Filing

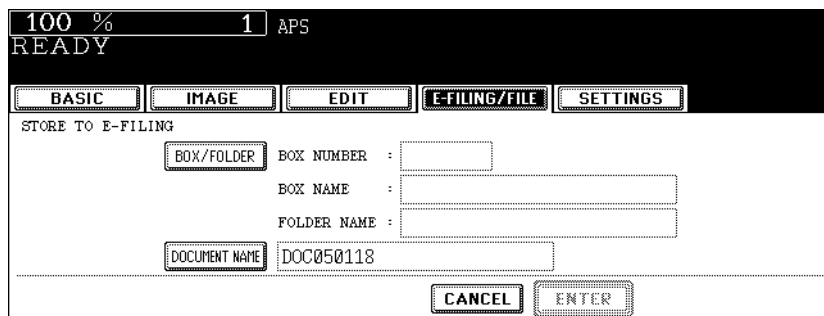
- 1 Place the original(s).**
 - For instruction about placing the originals, see *Operator’s Manual for Basic Functions*.
- 2 Press the [E-FILING/FILE] button on the basic screen to enter the filing menu.**

3 Press the [STORE TO E-FILING] button.



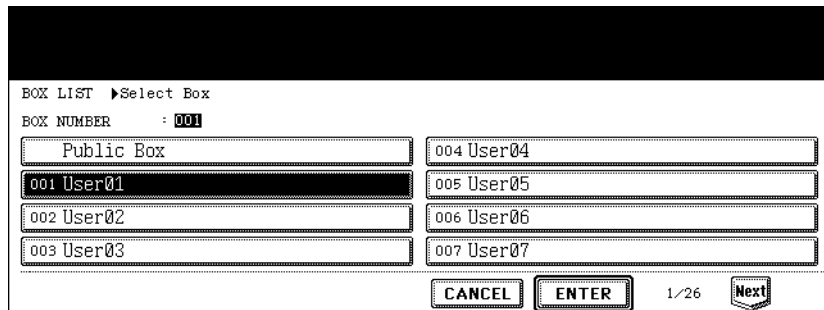
- The STORE TO E-FILING screen is displayed.

4 Press the [BOX/FOLDER] button.



- The box list screen is displayed.

5 Select the box in which you want to store the data and press the [ENTER] button.



- Select either the “Public Box” button or desired user box button.
- If the user box that you want to store the data is not shown in the list, press the [Next] or [Prev] buttons to change the list on the screen.

Tip

If the user box that you want to store the data has not been registered, you must register the user box first.

- 6** If you select a user box that a password is set, the password entry screen may be displayed. If the password entry screen is displayed, enter the password using the digital keys and press the [ENTER] button.

PASSWORD ▶ Enter Box Password
(5-digit)

BOX NUMBER : 001
BOX NAME : User01

Password : *****

CANCEL ENTER

- The list of the documents and folders for the selected box is displayed.

- 7** When you want to store the original(s) in an existing folder, select the folder and press the [OPEN FOLDER] button to display the list in the folder, and then press the [ENTER] button.

If you want to store the original(s) in the selected box, press the [ENTER] button.

STORE TO E-FILING ▶ Select Storage Location

Document/Folder Name	Date, Time	Paper	Pages
Folder	14, 03:00		

OPEN FOLDER CANCEL ENTER 1/1

- The screen returns to the SCAN TO E-FILING screen.

- 8** Press the [DOCUMENT NAME] button if you want rename the document name of the scanned data.

100 % 1 APS
READY

BASIC IMAGE EDIT E-FILING/FILE SETTINGS

STORE TO E-FILING

BOX/FOLDER BOX NUMBER : 001
BOX NAME : User01
FOLDER NAME : Folder

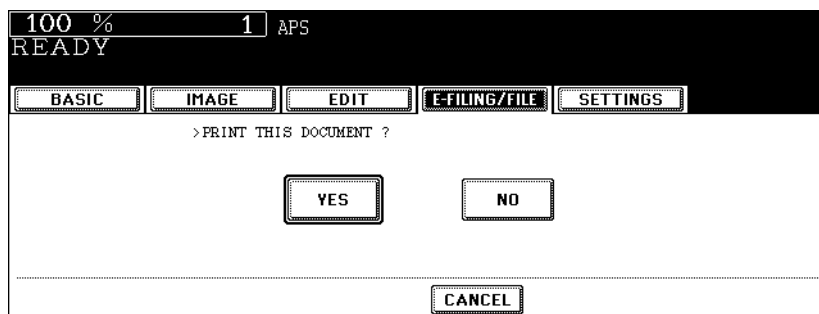
DOCUMENT NAME : DOC050118

CANCEL ENTER

- The letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

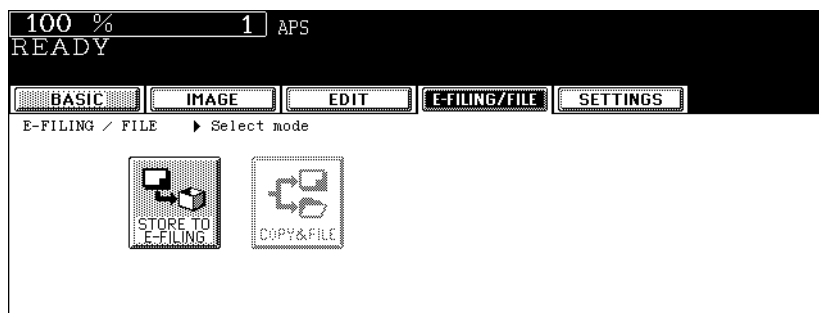
- 9** Press the [ENTER] button.

- 10** When “PRINT THIS DOCUMENT?” message is displayed, press the [YES] button to store and print the document.

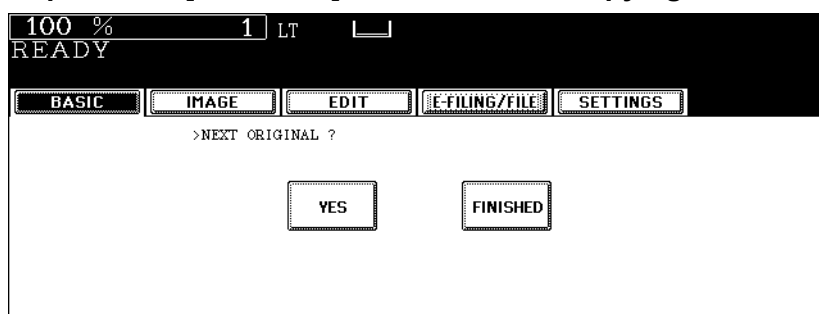


- If you want to store the document without printing, press the [NO] button.

- 11** Press the [START] button.



- 12** If the “NEXT ORIGINAL?” message is displayed, place another original on glass and press the [YES] button to copy another original, or press the [FINISHED] button to finish copying.



- When the original is set on the Automatic Document Feeder, this screen is not displayed.

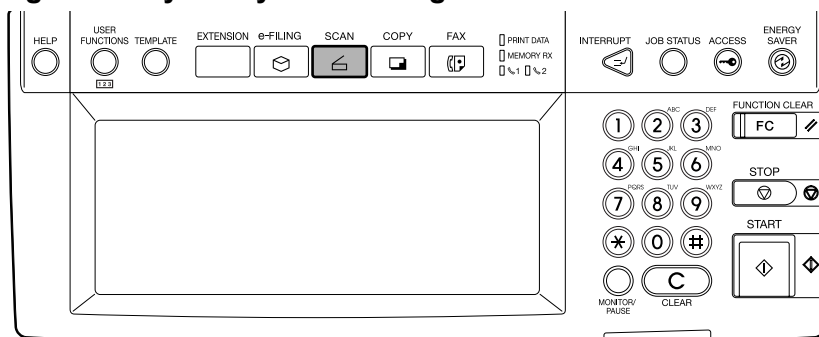
Scan to e-Filing

When you want to store the document in e-Filing to retrieve scanned images into your computer, it is recommended to store the document using Scan to e-Filing rather than Copy and Stored to e-Filing.

For the black and white model, the Scan to e-Filing operation is available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

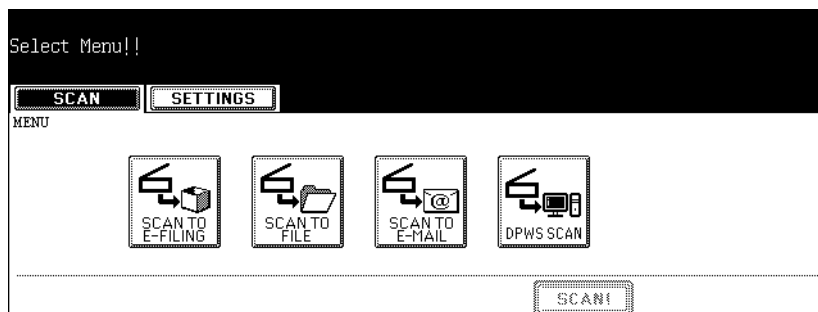
Scanning Procedure for Scan to e-Filing

- 1 Place the original(s).**
 - For instruction about placing the originals, see *Operator's Manual for Basic Functions*.
- 2 Press the [SCAN] button on the control panel to enter the scan menu**
Please note that the location of the button may be different depending on the system you are using.



- The basic scan menu is displayed.

- 3 Press the [SCAN TO E-FILING] button.**



- The SCAN TO E-FILING screen is displayed.

4 Press the [BOX/FOLDER] button.

SCAN TO E-FILING

BOX/FOLDER BOX NUMBER : []

BOX NAME : []

FOLDER NAME : []

DOCUMENT NAME DOC050118

EDIT CANCEL ENTER

- The box list screen is displayed.

5 Select the box in which you want to store the data and press the [ENTER] button.

BOX LIST ▶ Select Box

BOX NUMBER : 001

Public Box	004 User04
001 User01	005 User05
002 User02	006 User06
003 User03	007 User07

CANCEL ENTER 1/26 Next

- Select either the “Public Box” button or desired user box button.
- If the user box that you want to store the data is not shown in the list, press the [Next] or [Prev] buttons to change the list on the screen. You can also select the user box by entering the box number using the digital key.

Tip

If the user box that you want to store the data has not been registered, you must register the user box first. For setting up the user boxes, see *e-Filing Guide*. (The instruction on how to set up the user boxes using the touch panel also describes in *Operator's Manual for Basic Functions*.)

6 If you select a user box that a password is set, the password entry screen may be displayed. If the password entry screen is displayed, enter the password using the digital keys and press the [ENTER] button.

PASSWORD ▶ Enter Box Password
(5-digit)

BOX NUMBER : 001

BOX NAME : User01

Password : *****

CANCEL ENTER

- The list of the documents and folders for the selected box is displayed.

- 7** When you want to store the original(s) in an existing folder, select the folder and press the [OPEN FOLDER] button to display the list in the folder, and then press the [ENTER] button.

If you want to store the original(s) in the selected box, press the [ENTER] button.

STORE TO E-FILING ▶ Select Storage Location				
Document/Folder Name	Date,Time	Paper	Pages	
<input checked="" type="checkbox"/> Folder	14,03:00			

1/1

- The screen returns to the SCAN TO E-FILING screen.

- 8** Press the [DOCUMENT NAME] button if you want rename the document name of the scanned data.

SCAN TO E-FILING

BOX/FOLDER BOX NUMBER : 001

BOX NAME : User01

FOLDER NAME : Folder

DOCUMENT NAME : DOC050118

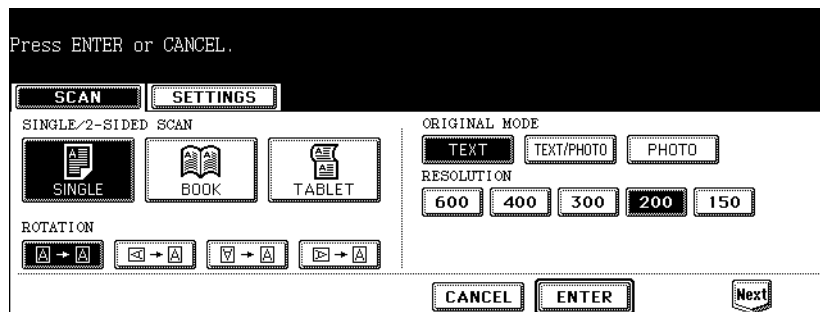
- The letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

- 9** Press the [EDIT] button to set the scanning conditions.

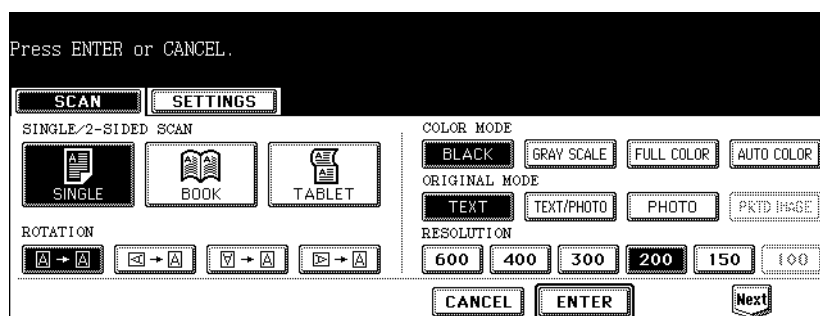
- The screen to set the scan conditions is displayed.

10 Specify the following items as you require, and press the [Next] button (Please note that the location of the button may be different depending on the system you are using).

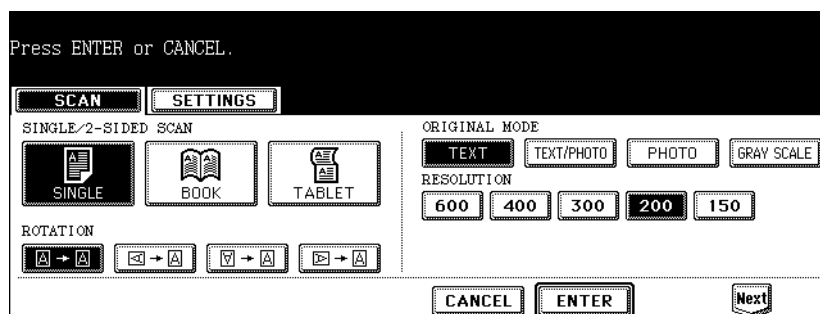
e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283:



e-STUDIO281c/351c/451c:



e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853:



- **SINGLE/2-SIDED SCAN**
 - [SINGLE]** — Press this when scanning only the front page of originals.
 - [BOOK]** — Press this when scanning both side of originals in the same direction.
 - [TABLET]** — Press this when scanning front page in the general direction, and scanning back page rotated 180 degree.
- **ROTATION**
 - [0 degree]** — Press this not to rotate the scanned image.
 - [90 degree right]** — Press this to rotate the scanned image 90 degree on the right.
 - [180 degree]** — Press this to rotate the scanned image 180 degree.
 - [90 degree left]** — Press this to rotate the scanned image 90 degrees on the left.

- **COLOR MODE*1**

Select the button of the color mode for scanning.

Note

The “ORIGINAL MODE” option cannot be set when [GRAY SCALE] is selected in the “COLOR MODE” option.

- **ORIGINAL MODE**

[TEXT] — Press this when scanning the originals that contain texts.

[TEXT/PHOTO] — Press this when scanning originals that contain texts and photos.

[PHOTO] — Press this when scanning originals that contain photos printed on photographic paper.

[PRTD IMAGE]*1 — Press this when scanning originals as printed images. This can be set only when [FULL COLOR] or [AUTO COLOR] is selected in the “COLOR MODE” option.

[GRAY SCALE]*2 — Press this when scanning originals as gray scale pictures.

*1 Only applicable to the color model.

*2 Only applicable to the e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853.

- **RESOLUTION**

[600] — Press this when scanning originals in 600 dpi. For the color model, this can be set only when [BLACK] is selected in the “COLOR MODE” option. When the optional expansion memory is installed, this can be set even if other than [BLACK] is selected in the “COLOR MODE” option.

[400] — Press this when scanning originals in 400 dpi.

[300] — Press this when scanning originals in 300 dpi.

[200] — Press this when scanning originals in 200 dpi.

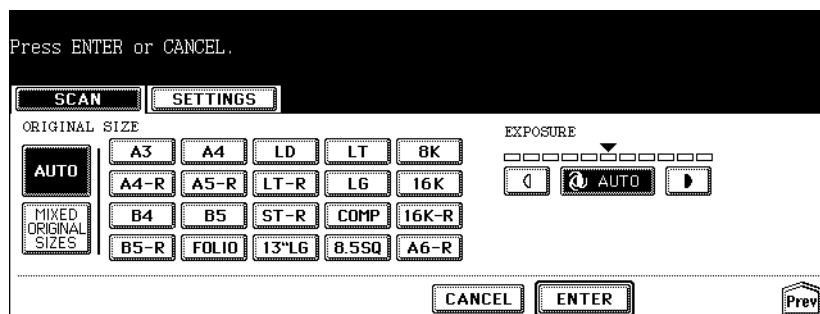
[150] — Press this when scanning originals in 150 dpi.

[100]* — Press this when scanning originals in 100 dpi. This cannot be set when [BLACK] is selected in the “COLOR MODE” option.

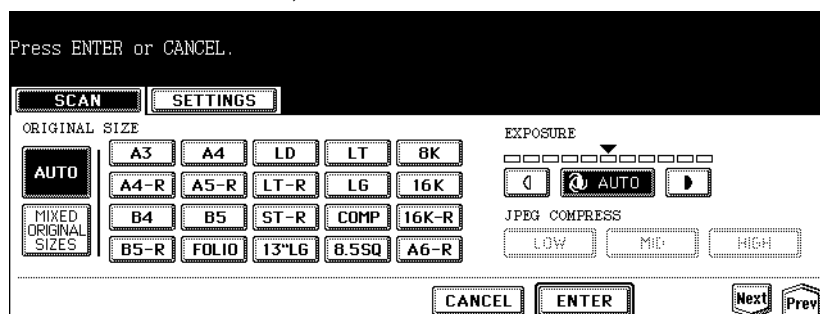
* Only applicable to the color model.

11 Specify the following items as you require, and press the [Next] button for the e-STUDIO520/600/720/850, e-STUDIO523/603/723/853 and the [Enter] button for the e-STUDIO281c/351c/451c, e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283 (Please note that the location of the button may be different depending on the system you are using).

e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283:



e-STUDIO281c/351c/451c, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853:



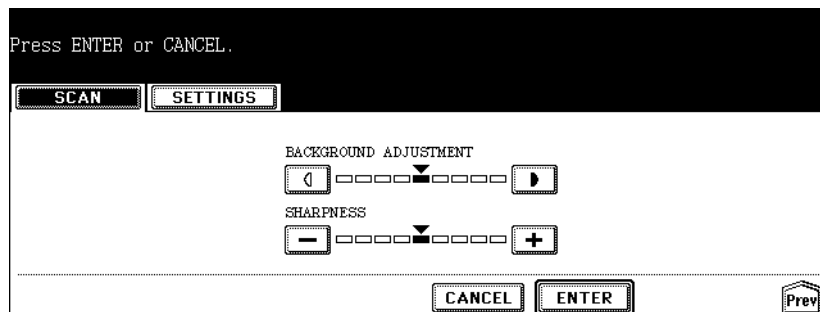
- **ORIGINAL SIZE**
Select the button of the original size, or select the [AUTO] button to automatically detects the original size.
When placing the different size originals on the Automatic Document Feeder, select the [MIXED ORIGINAL SIZE] button.
- **EXPOSURE**
Press light or dark buttons to specify the exposure for scanning manually, or press the [AUTO] button to select auto mode for the exposure mode for scanning. For the color model, this can be set only when the [BLACK] button is selected at the "COLOR MODE" option. When other than the [BLACK] button is selected at the "COLOR MODE" option, the setting will be changed to "BACKGROUND ADJUSTMENT".
- **BACKGROUND ADJUSTMENT***
Press light or dark buttons to specify the background for scanning manually. This can be set only when other than the [BLACK] button is selected at the "COLOR MODE" option. When the [BLACK] button is selected at the "COLOR MODE" option, the setting will be changed to "EXPOSURE".

* Only applicable to the color model.

- **JPEG COMPRESS** (only for the e-STUDIO281c/351c/451c, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853)

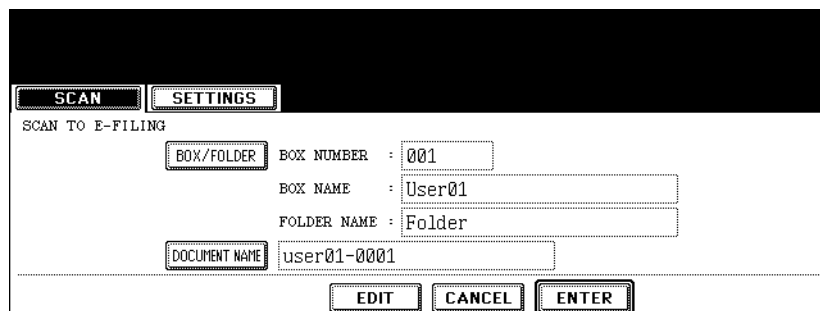
Select the JPEG compression for scan data. For the e-STUDIO281c/351c/451c, this cannot be set when the [BLACK] button is selected at the "COLOR MODE" option. For the e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, this can be set only when the [GRAY SCALE] button is selected at the ORIGINAL MODE option.

12 Specify the following items as you require, and press the [Enter] button.*



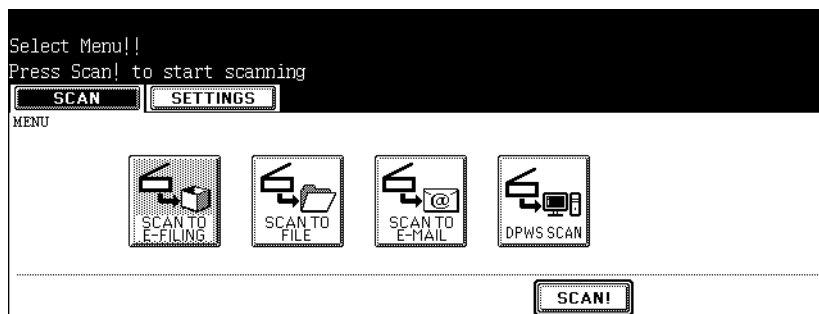
- **BACKGROUND ADJUSTMENT**
Press light or dark buttons to specify the background for scanning manually.
- **SHARPNESS**
Press light or dark buttons to specify the sharpness for scanning manually.
* Only applicable to the e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853.

13 Press the [ENTER] button.



- The screen returns to the basic scan menu.

14 Press the [SCAN!] button.



Tip

You can also set another scan agent, by pressing either the [SCAN TO FILE] button or [SCAN TO E-MAIL] button to set the scanning conditions.

15 If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.

Storing Documents Using the Printer Driver

From an application that runs under a Windows operating system, you can send a document as a print job to the e-Filing with the printer driver.

You can save a print job to either public box or user box. Because the public box is shared by all users, all users can see the jobs saved in this box. User box can be used for personal uses and it can be protected by password.

Note

When you store a document in e-Filing using the printer driver, the printing image (not the original document in your computer) will be stored in e-Filing.

Tip

For more information about the printer driver, please refer to *Printing Guide*.

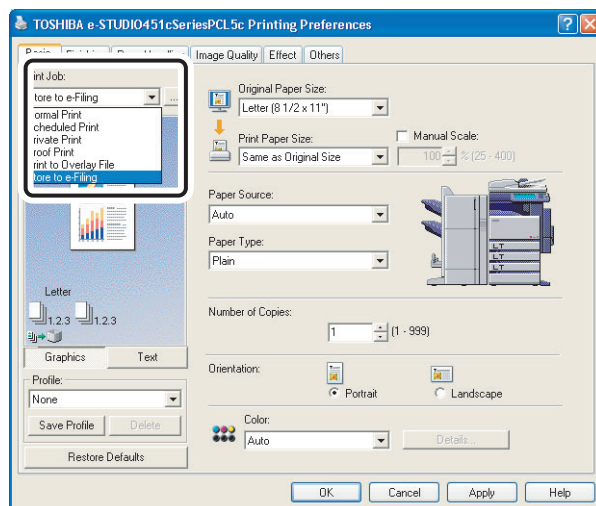
Saving a print job to a public box

- 1 **Open the document that you want to store in the box.**
- 2 **Click the [File] menu and select [Print] in your application.**
 - The Print dialog box appears.
- 3 **Select the printer driver of the equipment to be used and click [Properties].**
 - The printer properties dialog box appears.

Tip

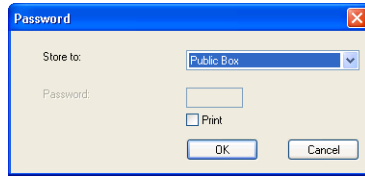
The procedures for displaying the properties dialog for the printer driver may be different depending on an application that you are using. See your applications manual about displaying the printer properties dialog box.

- 4 **Select “Store to e-Filing” in the “Print Job” drop down box.**



- 5 **Click [...].**
 - The Password dialog box appears.

6 Select “Public Box” to save a print job to a public box.



7 If you print a job as well as saving it to a box, check the “Print” box.

8 Click [OK].

9 Set other print options you require and click [OK].

10 Click [OK] to send a print job.

- The print job is saved to a public box.

Saving a print job to a user box

1 Open the document that you want to store in the box.

2 Click the [File] menu and select [Print] in your application.

- The Print dialog box appears.

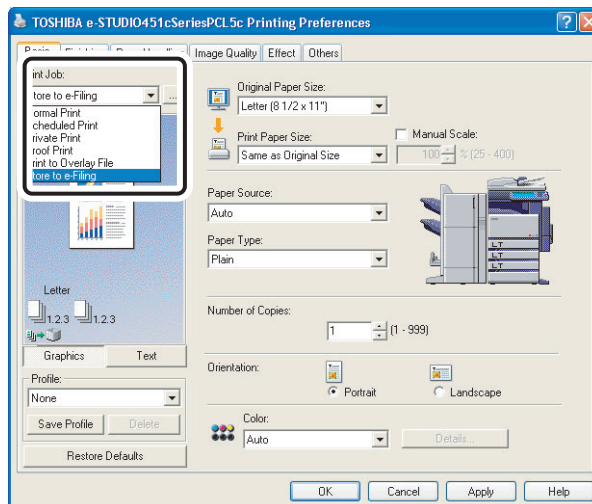
3 Select the printer driver of the equipment to be used and click [Properties].

- The printer properties dialog box appears.

Tip

The procedures for displaying the properties dialog for the printer driver may be different depending on an application that you are using. See your applications manual about displaying the printer properties dialog box.

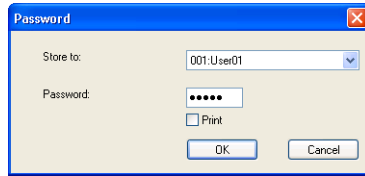
4 Display the Print Job tab and select “Store to e-Filing”.



5 Click [...].

- The Password dialog box appears.

6 Select user box number to be save.



Note

If the “Enable SNMP Communication” is enabled on the Configuration tab, only the user boxes that have been set up will be displayed in the drop down box.

- 7 Enter the password for the user box in the “Password” field.
- 8 If you print a job as well as saving it to a box, check the “Print” box.
- 9 Click [OK].
- 10 Set other print options you require and click [OK].
- 11 Click [Print] to send a print job.
 - The print job is saved to a specified user box.

Getting Started with Control Panel

This section describes how to manage the e-Filing functions using the Control Panel on this equipment.

Users can perform the following e-Filing operations using the Control Panel:

- Creating and managing boxes
 - 📖 P.38 “Creating Boxes”
 - 📖 P.40 “Editing Boxes”
 - 📖 P.41 “Deleting Boxes”
 - 📖 P.43 “Deleting Folders”
- Managing documents
 - 📖 P.45 “Deleting Documents”
 - 📖 P.47 “Printing Documents”

Creating and Managing Boxes

e-Filing web utility provides two box types: Public box and User box.

- **Public Box**

All users can access the main Public box to create, edit, move and delete public documents and folders. Use the Public box to store documents that any user may need to work with.

- **User Box**

Each user can create his own user box or a user box that can be shared with other, specific members. The user box also can be protected by a password. Users can then store, display, edit and print confidential documents — which can be their own or others. To access the password-protected user box, users must enter the password for the box.

Before storing documents in the e-Filing, prepare the boxes to manage documents efficiently.

Note

Users cannot create folders in boxes using the Control Panel. Folders can be created using e-Filing web utility.


📖 P.59 “Creating Boxes and Folders”

Creating Boxes

Users can create up to 200 user boxes and protect each box with a password.

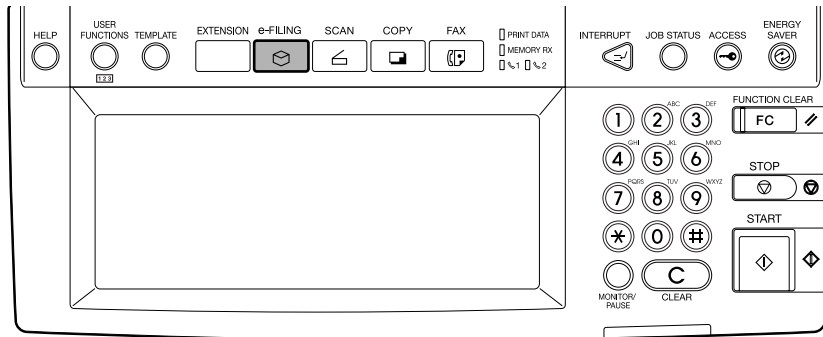
Tip

Users can also create user boxes from the e-Filing web utility. For instructions on how to create user boxes from the e-Filing web utility, please refer to the following section.

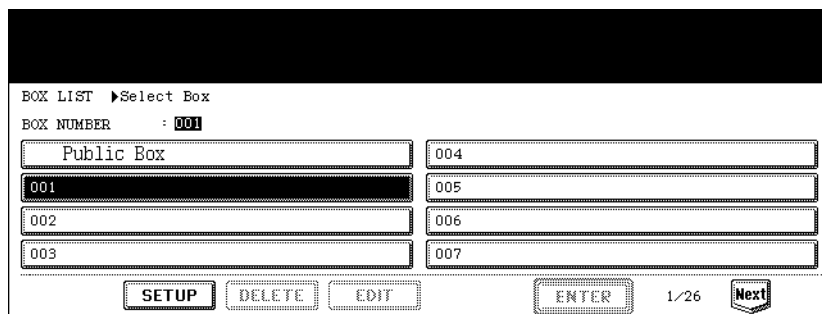
 P.59 “Creating New Boxes”

Creating a user box

- 1 Press the [e-FILING] button on the control panel
Please note that the location of the button may be different depending on the system you are using.



- 2 Select a blank button numbered from 001 to 200, and then press the [SETUP] button.

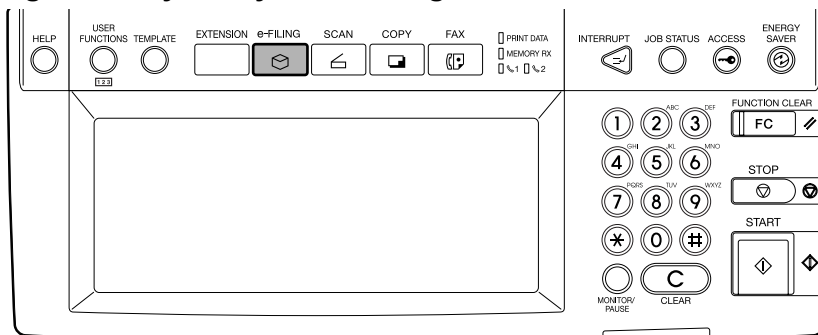


Editing Boxes

The registered user box name and password can be changed.

Editing a user box

- 1 Press the [e-FILING] button on the control panel
Please note that the location of the button may be different depending on the system you are using.



- 2 Select a user box button that you want to edit, and then press the [EDIT] button.

The screenshot shows the 'BOX LIST' screen with the title 'Select Box'. The 'BOX NUMBER' is set to '001'. A list of boxes is displayed in a table:

Public Box	004 User04
001 User01	005 User05
002 User02	006 User06
003 User03	007 User07

At the bottom, there are buttons for SETUP, DELETE, EDIT (highlighted), ENTER, and Next. The page number '1/26' is also visible.

- When the password has been set to the selected user box, the password entry screen is displayed. In that case, continue to next step.
- When the password had not been set to the selected user box, skip to Step 4.

- 3 If the password entry screen is displayed, enter the 5-digit password using digital keys and press the [ENTER] button.

The screenshot shows the 'PASSWORD' screen with the title 'Enter Box Password (5-digit)'. The 'BOX NUMBER' is '001' and the 'BOX NAME' is 'User01'. A password entry field is shown with the text 'Password : *****'. At the bottom, there are buttons for CANCEL and ENTER.

4 Change the user box name and password as you require and press the [ENTER] button.

BOX MODIFY ▶Enter BOX Name and Password(5-digit)

BOX NUMBER : 001

BOX NAME : User01

Password : *****

Retype Password : *****

SET

RESET

CANCEL ENTER

- The user box settings has been modified.

Deleting Boxes

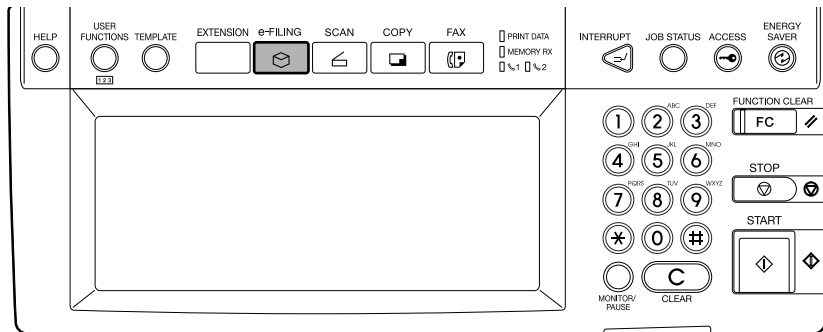
Users can delete the user box.

Note

Once the user box is deleted, all folders and documents in the deleted user box will be deleted.

Deleting a user box

- 1 Press the [e-FILING] button on the control panel .
Please note that the location of the button may be different depending on the system you are using.



2 Select a user box button that you want to delete, and then press the [DELETE] button.

BOX LIST ▶Select Box

BOX NUMBER : 001

Public Box	004 User04
001 User01	005 User05
002 User02	006 User06
003 User03	007 User07

SETUP DELETE EDIT ENTER 1/26 Next

- When the password has been set to the selected user box, the password entry screen is displayed. In that case, continue to next step.
- When the password had not been set to the selected user box, skip to Step 4.

3 If the password entry screen is displayed, enter the 5-digit password using digital keys and press the [ENTER] button.

PASSWORD ▶Enter Box Password
(5-digit)

BOX NUMBER : 001
BOX NAME : User01

Password : *****

CANCEL ENTER

4 Press the [YES] button to delete the selected user box.

Are you sure you want to delete this BOX?
(Document in the Box are also deleted)

YES NO

- The user box is deleted.

Deleting Folders

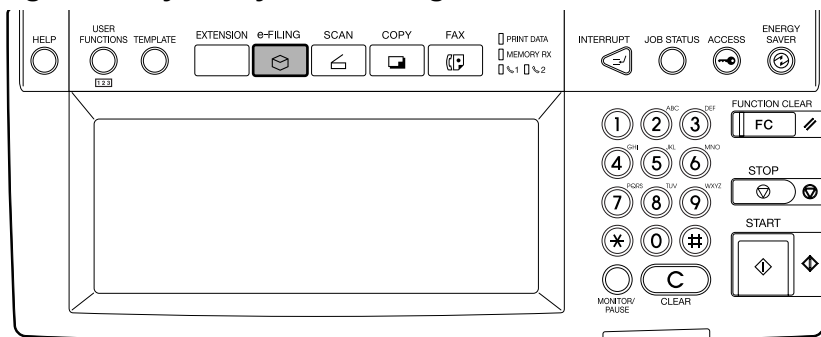
Users can delete a folder from the Control Panel.

Notes

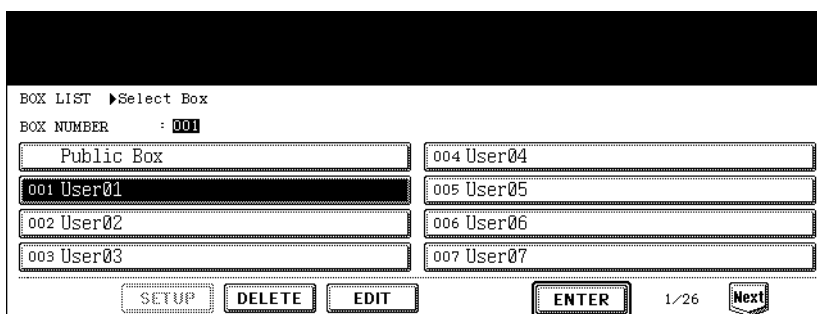
- Users cannot create a folder from the Control Panel. Users can create a folder using the e-Filing web utility.
 - ▢ P.61 “Creating New Folders”
- Once the folder is deleted, all documents in the deleted folder will be deleted.

Deleting a folder

- 1 Press the [e-FILING] button on the control panel.**
Please note that the location of the button may be different depending on the system you are using.



- 2 Select a box button that contains a folder you want to delete, and then press the [ENTER] button.**



- When the password has been set to the selected user box, the password entry screen is displayed. In that case, continue to next step.
- When the password had not been set to the selected user box, skip to Step 4.

- 3** If the password entry screen is displayed, enter the 5-digit password using digital keys and press the [ENTER] button.

PASSWORD ▶Enter Box Password
(5-digit)

BOX NUMBER : 001
BOX NAME : User01

Password : *****

CANCEL ENTER

- 4** Select the folder that you want to delete and press the [DELETE] button.

PRINT ▶Select the document or folder

Document/Folder Name	Date,Time	Paper	Pages
DOC040205	05,22:56	LD	1
Scan01	05,22:58		

OPEN FOLDER DELETE TEST PRINT SETTINGS CANCEL PRINT 1/1

- 5** Press the [YES] button to delete the selected folder.

Are you sure you want to delete this folder?
(Documents in the folder are also deleted)

YES NO

- The folder is deleted.

Managing Documents

From the Control Panel, users can perform:

📖 P.45 “Deleting Documents”

📖 P.47 “Printing Documents”

Deleting Documents

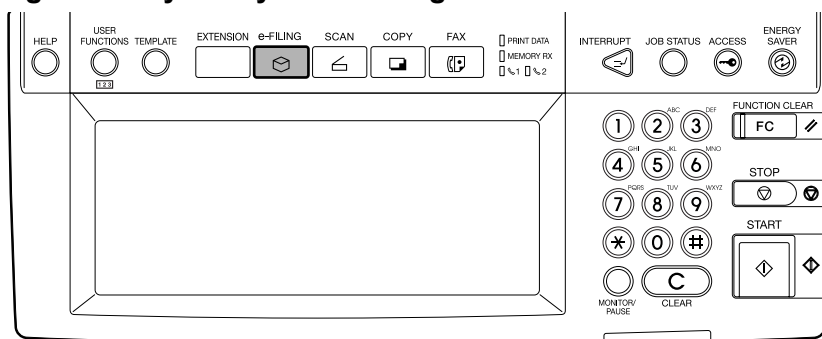
Users can delete a document from the Control Panel.

Tip

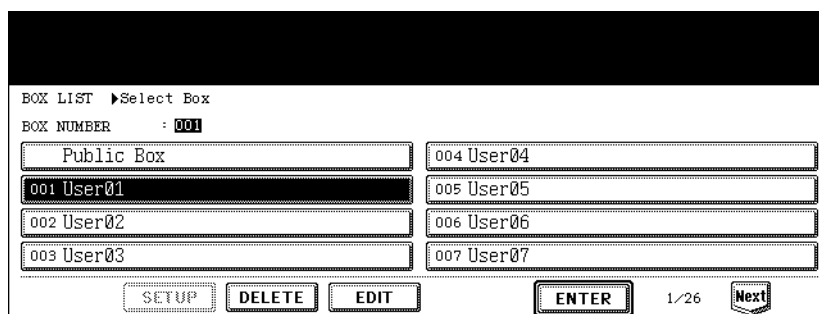
If you want to delete all documents in a folder or box, you can delete the folder or box instead of deleting each document.

Deleting a document

- 1 Press the [e-FILING] button on the control panel.
Please note that the location of the button may be different depending on the system you are using.



- 2 Select a box button that contains a document you want to delete, and then press the [ENTER] button.



- When the password has been set to the selected user box, the password entry screen is displayed. In that case, continue to next step.
- When the password had not been set to the selected user box, skip to Step 4.

- 3** If the password entry screen is displayed, enter the 5-digit password using digital keys and press the [ENTER] button.

PASSWORD ▶Enter Box Password
(5-digit)

BOX NUMBER : 001
BOX NAME : User01

Password : *****

CANCEL ENTER

- 4** If the document is stored in a folder, select the folder and press the [OPEN FOLDER] button.

PRINT ▶Select the document or folder

Document/Folder Name	Date,Time	Paper	Pages
DOC050205	05, 22:56	LD	1
Scan01	05, 22:58		

OPEN FOLDER DELETE TEST PRINT SETTINGS CANCEL PRINT 1/1

- 5** Select the document that you want to delete, and press the [DELETE] button.

PRINT ▶Select the document

Document Name	Date,Time	Paper	Pages
DOC050205	05, 22:58	LD	1

CLOSE FOLDER DELETE TEST PRINT SETTINGS CANCEL PRINT 1/1

- 6** Press the [YES] button to delete the selected document.

Are you sure you want to delete this document?

YES NO

- The folder is deleted.

Printing Documents

This equipment allows users to print a document stored in e-Filing.

📖 P.47 “Printing an Entire Document”

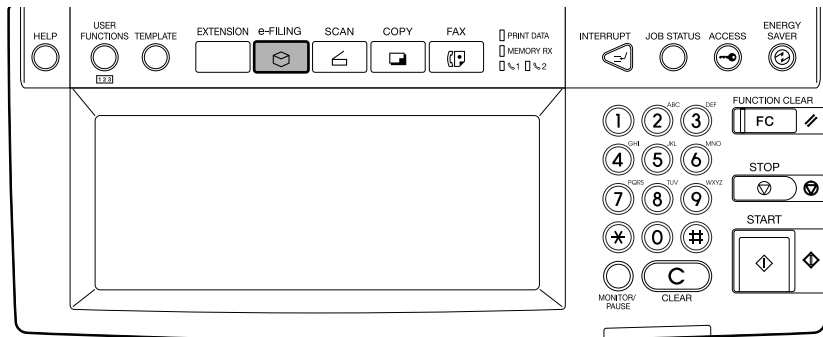
📖 P.50 “Selecting Test Print”

— Printing an Entire Document

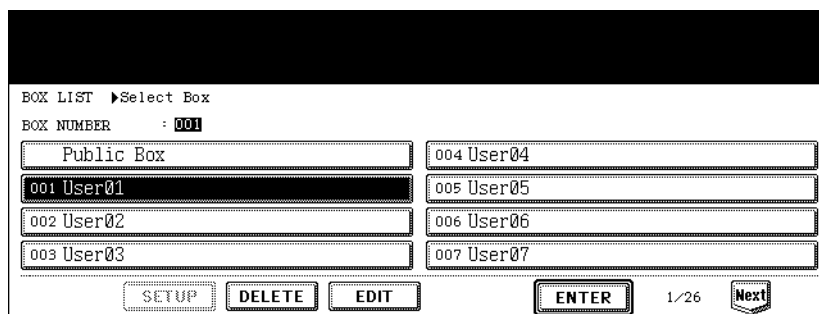
To print an entire document from the Control Panel, perform the following operation.

Printing a document

- 1 Press the [e-FILING] button on the control panel.**
Please note that the location of the button may be different depending on the system you are using.



- 2 Select a box button that contains a document you want to print, and then press the [ENTER] button.**



- When the password has been set to the selected user box, the password entry screen is displayed. In that case, continue to next step.
- When the password had not been set to the selected user box, skip to Step 4.

- 3** If the password entry screen is displayed, enter the 5-digit password using digital keys and press the [ENTER] button.

PASSWORD ▶Enter Box Password
(5-digit)

BOX NUMBER : 001
BOX NAME : User01

Password : *****

CANCEL ENTER

- 4** If the document is stored in a folder, select the folder and press the [OPEN FOLDER] button.

PRINT ▶Select the document or folder

Document/Folder Name	Date,Time	Paper	Pages
DOC050205	05,22:56	LD	1
Scan01	05,22:58		

OPEN FOLDER DELETE TEST PRINT SETTINGS CANCEL PRINT 1/1

- 5** Select the document that you want to print, and press the [SETTINGS] button.

PRINT ▶Select the document

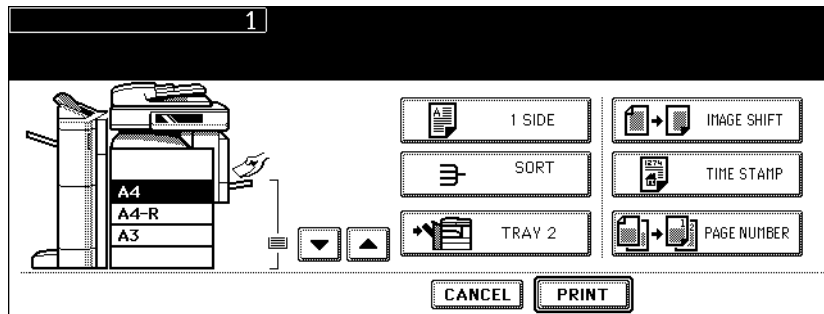
Document Name	Date,Time	Paper	Pages
DOC040205	05,23:04	LD	10

CLOSE FOLDER DELETE TEST PRINT SETTINGS CANCEL PRINT 1/1

Tip

If you do not have to change the print settings, you can execute printing by press the [PRINT] button now.

6 Set the print settings as you require (Please note that the display may be different depending on the system you are using).



- If you want to change the number of copies, enter the number using the digital keys.
- If you want to specify the drawer where the paper is fed, press the drawer in the illustration in the screen or press the arrow buttons to move the selection.
- If you want to perform the 2-Sided printing, press the upper left (shown as the [1 SIDE] button in the above screen) button and change the selection to the [BOOKLET] or [TABLET] button.
- If you want to change the finishing options, such as group printing, stapling, or hole punching, press the middle left button (shown as the [SORT] button in the above screen) and change the selection to the desired finishing option.
- If you want to change the destination tray, press the lower left button (shown as the [TRAY 2] button in the above screen) and change the selection to desired destination tray.
- If you want to set the image shift margin, press the [IMAGE SHIFT] button and set the image shift in the desired position.
- If you want to print a time stamp, press the [TIME STAMP] button and select the desired position.
- If you want to print page numbers in each page, press the [PAGE NUMBER] button and select the desired position.

7 Press the [PRINT] button.

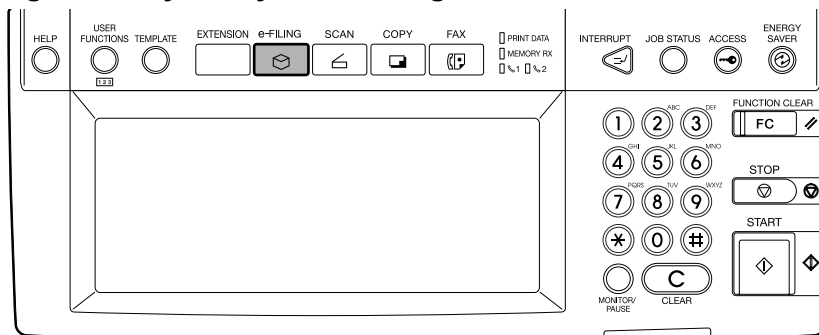
- The document is printed.

— Selecting Test Print

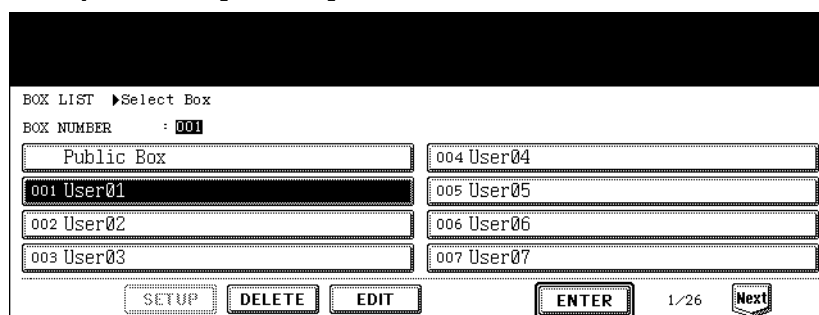
Before printing an entire document, you can print a specified pages of the document for confirmation.

Printing a document

- 1 Press the [e-FILING] button on the control panel. Please note that the location of the button may be different depending on the system you are using.

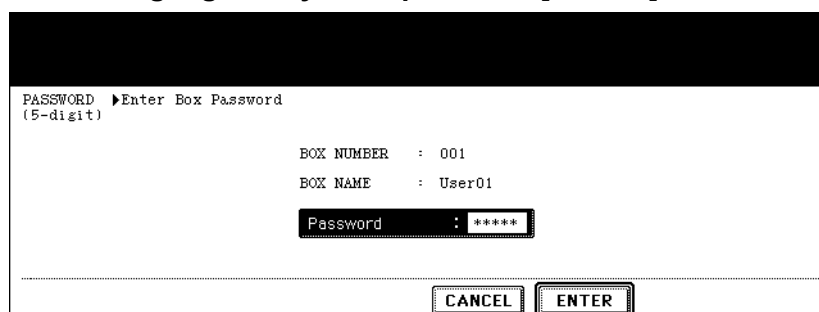


- 2 Select a box button that contains a document you want to print, and then press the [ENTER] button.



- When the password has been set to the selected user box, the password entry screen is displayed. In that case, continue to next step.
- When the password had not been set to the selected user box, skip to Step 4.

- 3 If the password entry screen is displayed, enter the 5-digit password using digital keys and press the [ENTER] button.



- 4 If the document is stored in a folder, select the folder and press the [OPEN FOLDER] button.

PRINT ▶Select the document or folder

Document/Folder Name	Date,Time	Paper	Pages
DOC050205	05, 22:56	LD	1
Scan01	05, 22:58		

OPEN FOLDER DELETE TEST PRINT SETTINGS CANCEL PRINT 1/1

- 5 Select the document that you want to print, and press the [TEST PRINT] button.

PRINT ▶Select the document

Document Name	Date,Time	Paper	Pages
DOC050205	05, 23:04	LD	10

CLOSE FOLDER DELETE TEST PRINT SETTINGS CANCEL PRINT 1/1

- 6 Specify the “First Page” and “Last Page” field.

TEST PRINT ▶Enter the page range

First Page : 9

Last Page : 10

ALL PAGES

CANCEL PRINT

- This screen is displayed as the “Last Page” field is selected. If you want to specify the page range, enter the last page number using the digital keys in the “Last Page” field and press the [SET] button. Then the “First Page” field is highlighted, and enter the first page number.

- 7 Press the [PRINT] button.

- The document is printed.

Getting Started with e-Filing Web Utility

This section describes how to manage the e-Filing functions using the e-Filing web utility.

Accessing e-Filing Web Utility

This section describes how to access and exit the e-Filing web utility and how to log in as a system administrator.

Accessing the e-Filing Web Utility Main Page

There are two ways to access the e-Filing web utility:

- Click the e-Filing web utility link in the TopAccess web site.
- Enter the e-Filing web utility URL in the address field of your Web browser.
The e-Filing web utility URL is: `http://[IP address]:8080/e-FilingBox/efb.asp?`
The [IP address] portion will be the IP address of this equipment. You can also use DNS name of this equipment instead of the IP address.
For example, IP address of this equipment is "192.168.1.2"
`http://192.168.1.2:8080/e-FilingBox/efb.asp?`
For example, DNS name of this equipment is "mfp-00000236"
`http://mfp-00000236:8080/e-FilingBox/efb.asp?`

Note

If the SSL is enabled for the HTTP network service, e-Filing web utility also will be accessed using SSL.

When the User Management Setting is enabled, the login page will be displayed when accessing the e-Filing web utility URL. In that case, please enter the user name and password for the User Authentication to login the e-Filing Web Utility Main Page.

Tips

- Users can operate the e-Filing web utility after accessing the e-Filing web utility.
- The access to the e-Filing web utility will be time out according to the Session Timer setting in the WEB General Setting in TopAccess.
- To use the administrator's functions of e-Filing web utility, you must log in as a system administrator after accessing the e-Filing web utility.
📖 P.53 "Logging On the Administrator Page"

Logging On the Administrator Page

If you log on as a system administrator, you can edit all the documents in the user boxes or in the public box and can create folders in these boxes. Also, the user boxes can be deleted except the public box.

Note

The Public box cannot be deleted.

Logging on as a system administrator

1 Click the Login link located at the upper right in the page.



- The Administrator Login page is displayed.

2 Enter the administrator password in the “Password” field.

A screenshot of the 'Administrator Login' page. The page has a blue header with the 'Electronic Filing' logo. Below the header, the text 'Administrator Login' is displayed. There is a password field labeled 'Password (6 - 10 digit)' with a masked password '.....'. Below the field are 'Login' and 'Cancel' buttons. At the bottom of the page, there is a footer with 'Top | Help' and '©2005-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The administrator password is the same as the password that has been set in the TopAccess or Touch Panel Display for administrator. The default administrator password is “123456” if you have not change the administrator password.

3 Click [Login].

- The [Administration] tab appears in the main tabs.

Tip

You can log off from the e-Filing web utility in administrator mode. To log off, click the Logout link or close your web browser.

About Main Tabs

e-Filing web utility's interface consists of three main tabs located in the upper-right corner of the web browser's window — the Documents tab, the Preferences tab, and the Administration tab.



The main tabs enable you to display and work with your documents, set up viewing preferences, and perform administrative functions.

P.54 “Documents Tab”

P.56 “Preferences Tab”

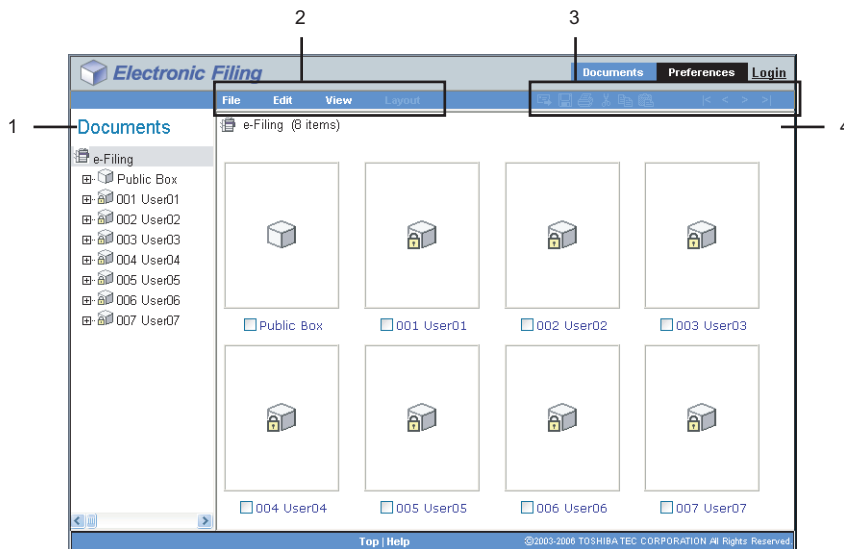
P.57 “Administration Tab”

In addition, the Login link is located to the right of the main tabs, which allows you to login as a system administrator.

P.58 “Login Link”

Documents Tab

The Documents tab is the default page and is available to all users. It consists of a Folders and Documents frame, a Menu Bar, and a Contents frame.



1) Documents Frame

The Documents frame is an Explorer-style user interface. Use the Folders and Documents frame to locate the folders and documents that you want to work with.

In the Documents frame, the following icons are displayed according to the items:

- Box Icons



This icon indicates a closed box.



This icon indicates an opened box.



This icon indicates a closed box that is protected by a password.



This icon indicates an opened box that is protected by a password.

- Folder Icons



This icon indicates the closed folder.



This icon indicates the opened folder.

- Document Icons



This icon indicates a document that was stored by a print operation. When the icon is displayed as a white icon, it indicates that the document is currently in View mode. When the icon is displayed as a blue icon, it indicates that the document is currently in Edit mode.



This icon indicates a document that was stored by a scan operation. When the icon is displayed as a white icon, it indicates that the document is currently in View mode. When the icon is displayed as a blue icon, it indicates that the document is currently in Edit mode.



This icon indicates a document that was stored by a copy operation. When the icon is displayed as a white icon, it indicates that the document is currently in View mode. When the icon is displayed as a blue icon, it indicates that the document is currently in Edit mode.



This icon indicates a document that was stored by a fax operation using the Mailbox function, Fax Received Forward function, and Internet Fax Received Forward function. When the icon is displayed as a white icon, it indicates that the document is currently in View mode. When the icon is displayed as a blue icon, it indicates that the document is currently in Edit mode.



This icon indicates a document that was created by merging several documents. When the icon is displayed as a white icon, it indicates that the document is currently in View mode. When the icon is displayed as a blue icon, it indicates that the document is currently in Edit mode.

2) Menu Bar

The Menu bar is located below the main tabs: File, Edit, View, and Layout. You can use these menu to accelerate the command.

Tip

For more information about menu bar items, please refer to the following section.

P.201 “Menu Functions (Web utility)”

3) Tool Bar

The Tool bar is located below the main tabs: Send, Email, Save, Test Print, Cut, Copy, Paste, Beginning, Previous, Next, and End. You can use these menu to accelerate the command.



Click this to send the selected documents as Email.

P.219 "Send Email"



Click this to save the document. This is enabled only when you are displaying the document in Edit mode.



Click this to perform the test print.

P.206 "Test Print"



Click this to cut the selected documents or pages.

P.221 "Cut"



Click this to copy the selected documents or pages.

P.221 "Copy"



Click this to paste the items that have been copied.

P.221 "Paste"



Click this to display the first items in the Contents frame.

P.224 "Beginning"



Click this to display the previous set of items in the Contents frame.

P.224 "Previous"



Click this to display the items that immediately follow those displayed in the Content frame.

P.224 "Next"



Click this to display the last items in the Contents frame.

P.224 "End"

4) Contents Frame

The Contents frame displays the documents or pages that you are working with. There are also document control buttons located below the menu bar. You can use this button to change document status between view mode and edit mode, and use the Contents frame to print and edit your documents.

Tip

For more information about the document control buttons, please refer to the following section.

P.108 "About Document Control Buttons"

Preferences Tab

The Preferences tab is available to all users. It allows you to set default for the document view and the number of thumbnail images displayed on the screen.



1) Default Document View

You can select the “Thumbnail” or “List” view. The system displays your documents in the selected view until you choose another option from the View menu. Default is Thumbnail view.

2) Load [number] thumbnail per view

Use the drop-down list to select the number of thumbnail images displayed on the screen: 4, 8 or 12. Default is 8.

3) Display the progress bar

Check this to display the progress bar when copying, cutting, pasting the documents or pages, deleting pages, and saving documents.

4) [Save]

Click this button to apply your new settings.

5) [Reset]

Click this button to restore the default settings.

Administration Tab

The Administration tab allows the system administrator to manage data in the e-Filing. The Administration tab is only visible if you are logged on as the system administrator.

The Administration tab has following subtab:

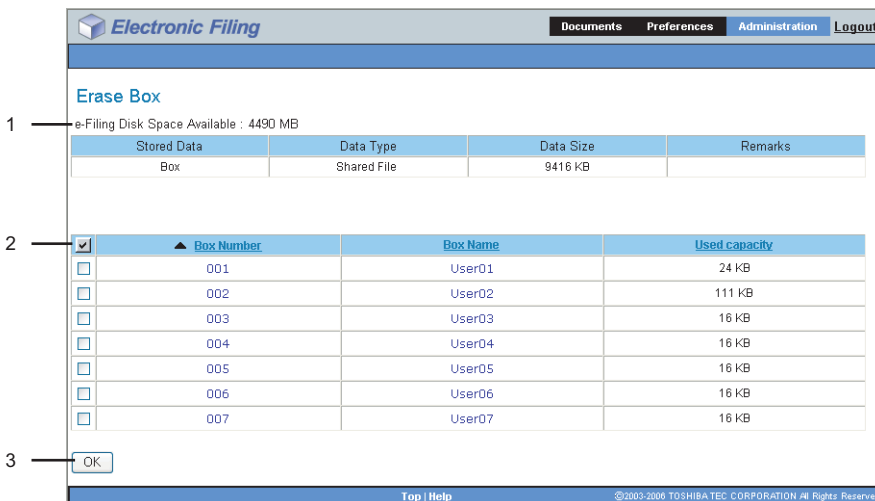
P.57 “Erase Box Subtab”

Tip

An administrator can also set up the e-Filing notifications using the TopAccess in the administrator mode. For more information about setting up the notifications for the e-Filing, please see the **TopAccess Guide**.

— Erase Box Subtab

This subtab enables you to manually delete user boxes that are no longer required or have become corrupted. Use this feature to restore the available hard disk space.



1) e-Filing Disk Space Available

This displays the available hard disk space for storing e-Filing data.

2) Box Number/Box Name/Used Capacity


This displays a list of all user boxes. When you click the box number link, the Box Properties window opens and you can see the detail properties of the box.

To erase the box, select the check box in front of each box, then click [OK].

3) [OK]

Click this to delete selected boxes. Before clicking on this, you should check the check boxes of user boxes that you want to delete.

Notes


- You cannot delete the public box.
- For instructions on how to erase user boxes, please refer to the following section.
 P.178 “Erasing Box Data”

Login Link

The “Login” link that is displayed next to the main tabs allows you to login as a system administrator.

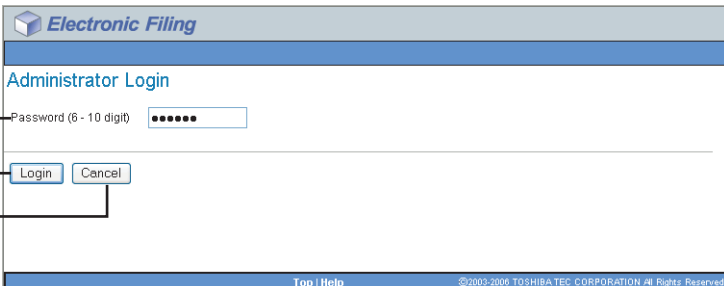
 P.58 “Administrator Login Page”

You can perform the administrative function from the Administration tab that will be displayed after you login as a system administrator.

 P.57 “Administration Tab”

— Administrator Login Page

You must enter the system administrator password to login as an administrator.


1) Password

Enter the system administrator password that is same as the administrator password on the Touch Panel Display and TopAccess.

2) [Login]

Click this to log in as a system administrator.


3) [Cancel]


Click this to cancel log in and return to the main page.


Creating and Managing Boxes and Folders


e-Filing web utility enables users to store and manage document files in the document editor/organizer. It provides two predefined system boxes called Public and User, and users can create one level of folder in each box.

e-Filing web utility can restrict access to each box by user password. This section explains how to create and manage boxes and folders.

 P.59 “Creating Boxes and Folders”

 P.63 “Deleting Boxes and Folders”

 P.67 “Renaming Box and Folder”

 P.71 “Modifying and Displaying Box and Folder Properties”

Creating Boxes and Folders

e-Filing web utility provides two box types: Public box and User box.

- **Public Box**


All users can access the main Public box to create, edit, move and delete public documents and folders. Use the Public box to store documents that any user may need to work with.

- **User Box**

Each user can create his own user box or a user box that can be shared with other, specific members. The user box also can be protected by a password. Users can then store, display, edit and print confidential documents — which can be their own or others. To access the password-protected user box, users must enter the password for the box, or the system administrator can access the box using his password.

Before storing documents in the e-Filing, prepare the boxes to manage documents efficiently.

 P.59 “Creating New Boxes”


 P.61 “Creating New Folders”

— Creating New Boxes

Users can create up to 200 user boxes and protect each box with a password.

Tip

Users can also create user boxes from the Control Panel. For instructions on how to create user boxes from the Control Panel, please refer to the following section.

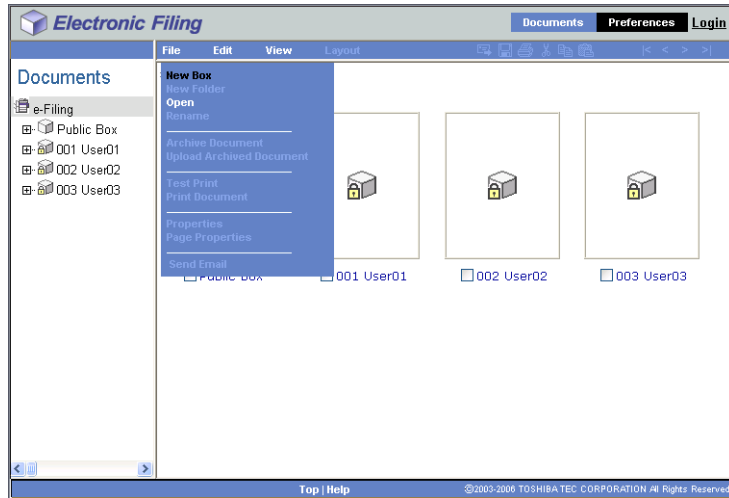
 P.38 “Creating Boxes”

Creating a user box

1 Click the [Documents] tab.

- The Documents tab page is displayed.

2 Make sure you are selecting “e-Filing” in the Documents frame, and click the [File] menu and select [New Box].



- The New Box window appears.

3 Select a box number in the “Box Number” drop down box and enter the box name in the “Box Name” field.

- Users cannot select existing box numbers in the “Box Number” drop down box. Only undefined box numbers appear in the drop down box.
- Box names consist of any ASCII characters except: \ / < > " % & = ' ; : * ? | # [] { }. Do not use a space or period at the beginning or end of the name. The maximum size of a box name is 32 characters.

4 To protect the box with a password, enter 5-digit password in the “Box Password” and “Confirm Password” field.

- The password must be 5-digit number.

5 Click [OK].

- The created user box appears in the Documents frame.

Tip

Users can configure the advanced properties for each box such as how long the box will retain documents, and Email notification features.

 P.71 “Modifying Box Properties”

— Creating New Folders

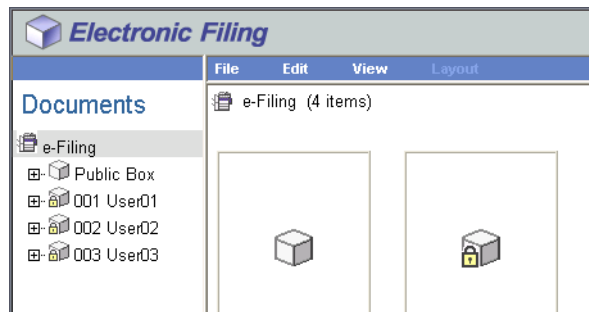
Users can create up to 100 folders in each box. However, users can only create single-level folders in each box. Users cannot create subfolders in the folders.

Creating a folder in a box

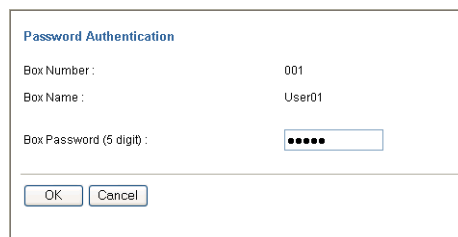
1 Click the [Documents] tab.

- The Documents tab page is displayed.

2 In the Documents frame, select a box where you want to create a folder.



3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

The 'Password Authentication' dialog box is shown. It contains the following fields:

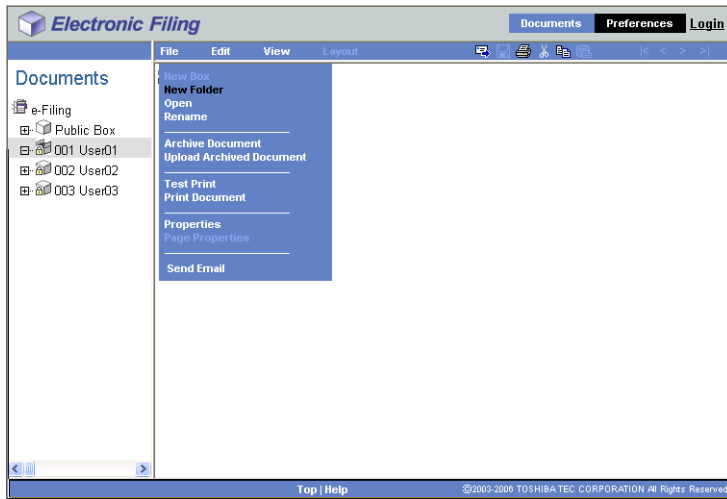
- Box Number : 001
- Box Name : User01
- Box Password (5 digit) : [password field with 5 dots]

At the bottom, there are 'OK' and 'Cancel' buttons.

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Click the [File] menu and select [New Folder].



- The New Folder window appears.

5 Enter the folder name in the “Name” field.

- Folder names consist of any ASCII character except: \ / < > " % & = ' ; : * ? | # [] { }.
- Do not use a space or period at the beginning or end of the name. The maximum size of a folder name is 64 characters.

6 Click [OK].

- The created folder appears under selected box in the Documents frame.

Deleting Boxes and Folders

Users can delete user boxes and folders. When the box has been protected with a password, users must enter the password to delete the boxes and folders. Users can also delete folders in the public box, but not the public box.

Administrators also can delete all user boxes and folders using the administrator password.

 P.63 “Deleting Boxes”


 P.65 “Deleting Folders”

— Deleting Boxes

Users can delete user boxes and folders in any box. If a user box is deleted, all folders and documents in the box are also deleted.

Tip

You can also delete user boxes from the Touch Panel Display. For the instruction to delete user boxes from the Touch Panel Display, please refer to the following section.

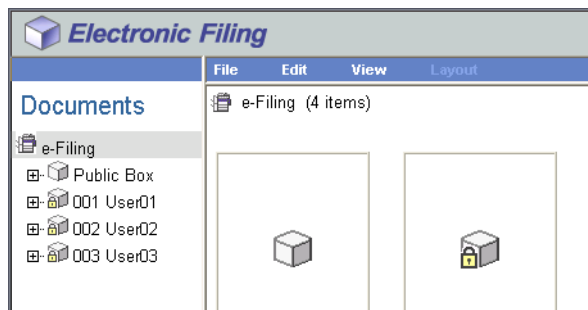
 P.41 “Deleting Boxes”

Deleting user boxes

1 Click the [Documents] tab.

- The Documents tab page is displayed.

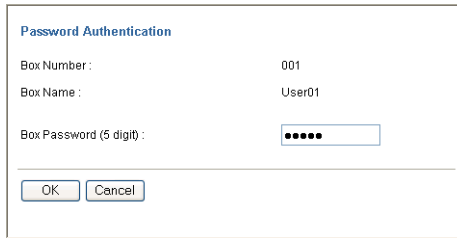
2 In the Documents frame, select a user box that you want to delete.



Note

You cannot delete the public box.

- 3** If you select the user box, which is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



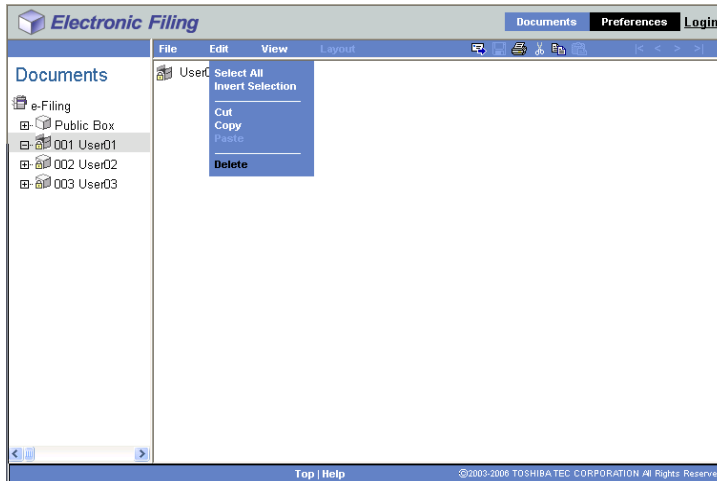
The dialog box is titled "Password Authentication". It contains the following fields and buttons:

- Box Number : 001
- Box Name : User01
- Box Password (5 digit) : [password field with 5 dots]
- Buttons: [OK] [Cancel]

Tip

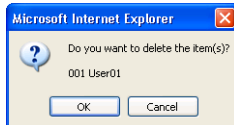
You can also enter the administrator password to open the user box instead of the box password.

- 4** Click the [Edit] menu and select [Delete].



- The confirmation message dialog box appears.

- 5** Click [OK].



- The selected box is deleted.

— Deleting Folders

Users can delete folders in the Public box and User box. If a folder is deleted, all documents in the folder are also deleted.

Tip

You can also delete folders from the Touch Panel Display. For the instruction to delete folders from the Touch Panel Display, please refer to the following section.

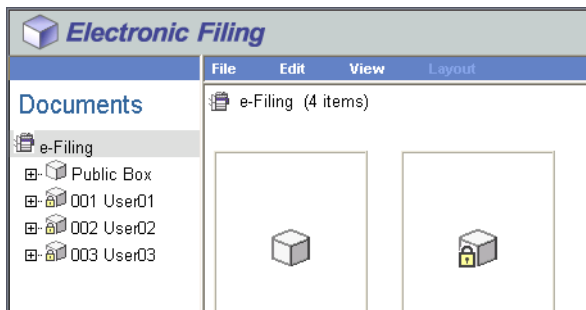
 P.43 “Deleting Folders”

Deleting folders

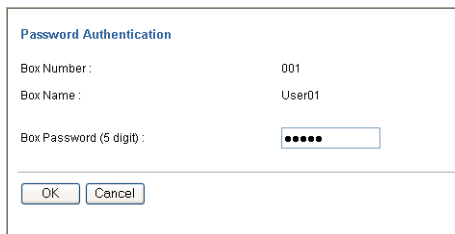
1 Click the [Documents] tab.

- The Documents tab page is displayed.

2 In the Documents frame, select the box that contains folders that you want to delete.



3 If you select a box that is protected with password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

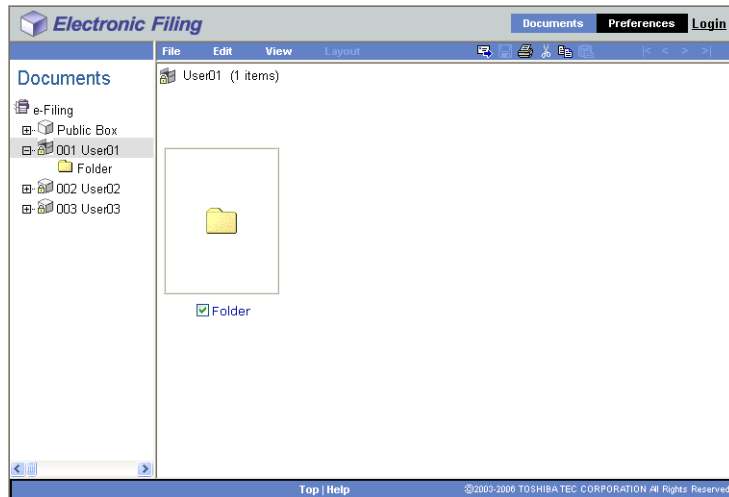


- All folders and documents in the box are displayed in the Contents frame.

Tip

You can also enter the administrator password to open the user box instead of the box password.

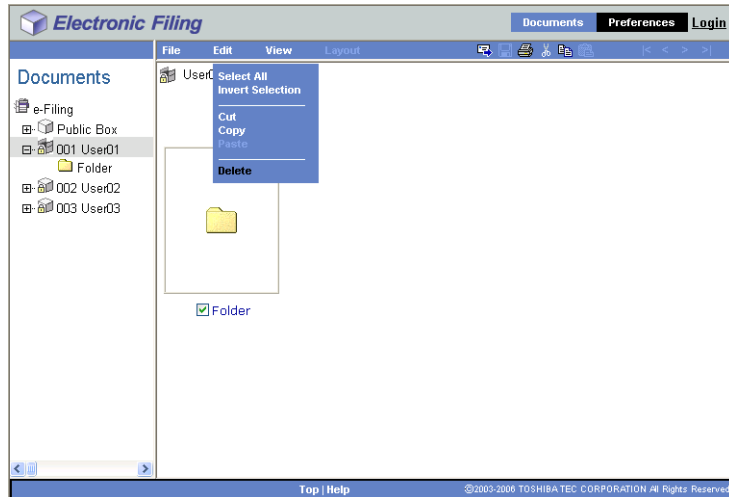
4 Mark the check boxes of folders that you want to delete.



Note

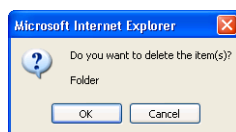
Users can also delete a folder by selecting the folder in the Documents frame, clicking on the [Edit] menu and selecting [Delete]. In that case, make sure no documents are checked in the Contents frame. If any documents are checked, they will be deleted instead of the selected folder.

5 Click the [Edit] menu and select [Delete].



- The confirmation message dialog box appears.

6 Click [OK].



- The selected folders are deleted.

Renaming Box and Folder

Users can rename the user boxes and folders. When the box has been protected with a password, users must enter the password to rename the box or folders. Users can also rename folders in the public box, but cannot rename the public box.

Administrators can also rename all protected user boxes and folders using the administrator password.

📖 P.67 “Renaming Boxes”

📖 P.69 “Renaming Folders”

— Renaming Boxes

You can rename user boxes.

Note

Do not turn off the power of the equipment when changing the box name. All folders and documents in the box will be lost if the power is turned off while the system is saving a new name.

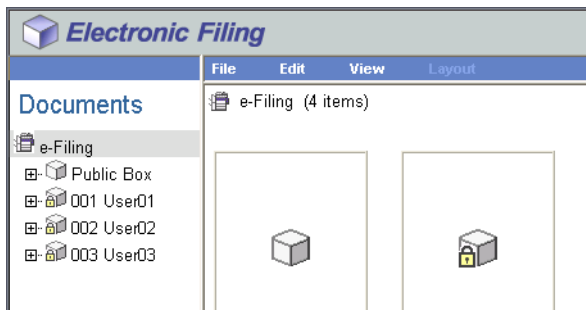
Tip

Users can rename user boxes from the Touch Panel Display. For instructions on how to rename user boxes from the Touch Panel Display, please refer to the following section.

📖 P.40 “Editing Boxes”

Renaming user boxes

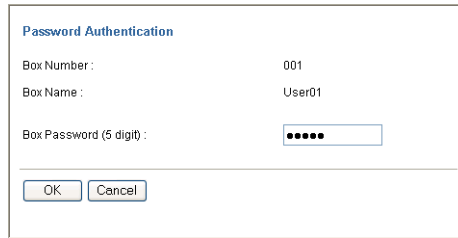
- 1 Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2 In the Documents frame, select a user box that you want to rename.



Note

You cannot rename the public box.

3 If you select a user box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

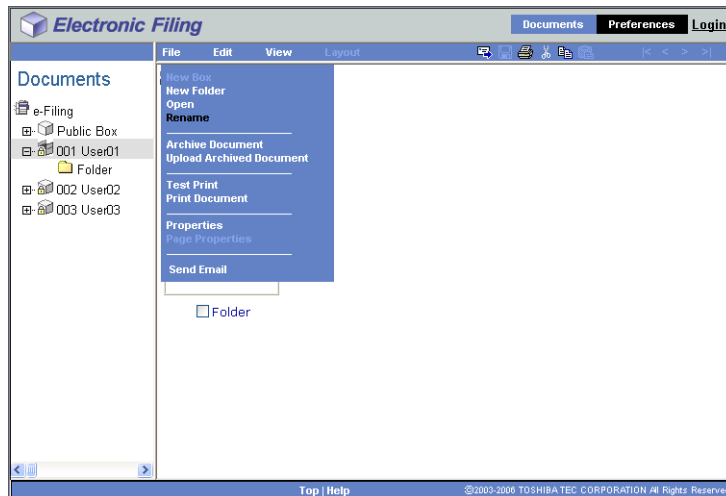


The dialog box is titled "Password Authentication". It contains three fields: "Box Number" with the value "001", "Box Name" with the value "User01", and "Box Password (5 digit)" with a masked input field containing five dots. At the bottom, there are "OK" and "Cancel" buttons.

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Click the [File] menu and select [Rename].

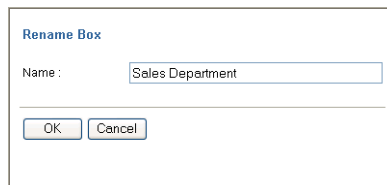


- The Rename Box window appears.

Note

Make sure no folder or document is checked in the Contents frame. If a folder or document is checked, it will be renamed instead of the selected box.

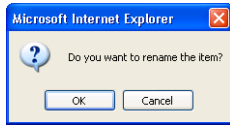
5 Edit the name in the “Name” field and click [OK].



The dialog box is titled "Rename Box". It contains a "Name" field with the text "Sales Department". At the bottom, there are "OK" and "Cancel" buttons.

- The confirmation dialog box appears.

6 Click [OK].



- The selected box is renamed.

— Renaming Folders

Users can rename folders in the public box and user boxes.

Note

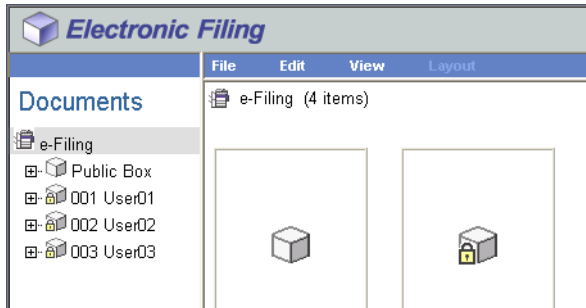
Do not turn off the power of the equipment when changing the folder name. All documents in the folder will be lost if the power is turned off while the system is saving a new name.

Renaming folders

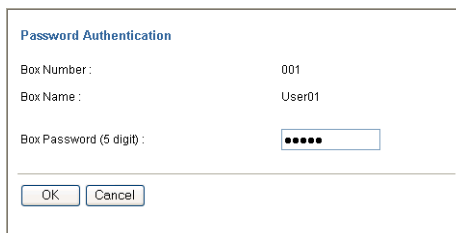
1 Click the [Documents] tab.

- The Documents tab page is displayed.

2 In the Documents frame, select the box that contains the folder you want to rename.



3 If you select a box that is protected with a password, the Password Authentication window appears. In this case, enter the password in the “Box Password” field and click [OK].

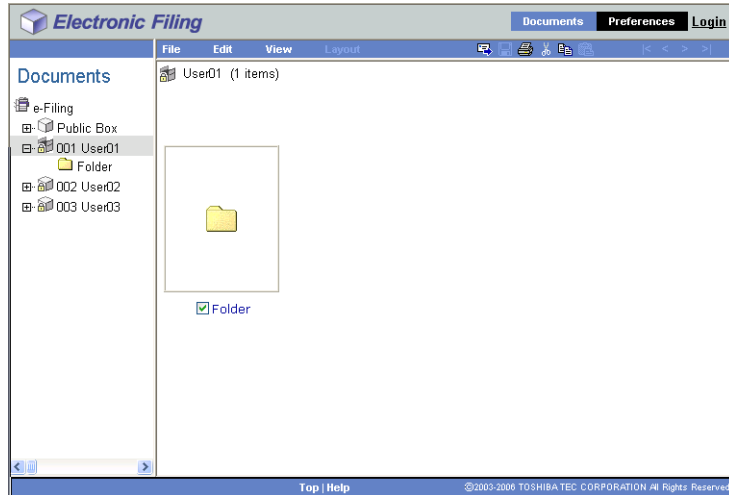


- All folders and documents in the box are displayed in the Contents frame.

Tip

You can also enter the administrator password to open the user box instead of the box password.

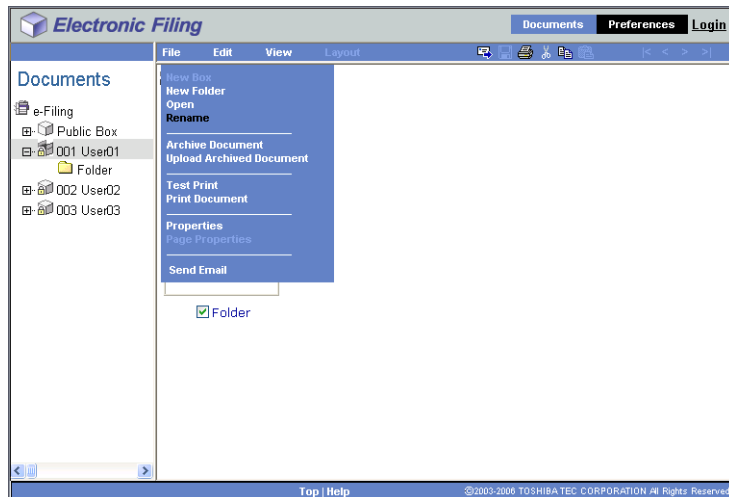
4 Check the box of the folder that you want to rename.



Note

Do not check several folders at the same time. You can only rename one folder at a time.

5 Click the [File] menu and select [Rename].

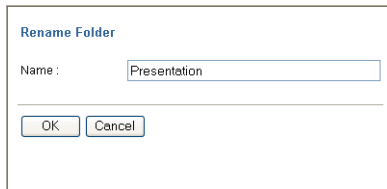


- The Rename Folder window appears.

Note

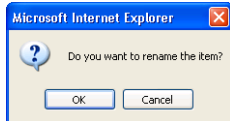
Users can also rename a folder by selecting the folder in the Documents frame, clicking on the [File] menu and selecting [Rename]. In that case, make sure no document is checked in the Contents frame. If a document is checked, it will be renamed instead of the selected folder.

6 Edit the name in the “Name” field and click [OK].



- The confirmation dialog box appears.

7 Click [OK].





- The selected folder is renamed.

Modifying and Displaying Box and Folder Properties

Users can display and modify the properties of user boxes such as the box password and maintenance period to automatically delete documents, and Email notification settings. When the box has been protected with a password, you must enter the password to modify the box properties. Also users can display the folder properties.

Administrators can also modify all protected user boxes properties and public box properties using the administrator password.

 P.71 “Modifying Box Properties”

 P.76 “Displaying Folder Properties”

— Modifying Box Properties

You can display and modify the box properties.

Notes

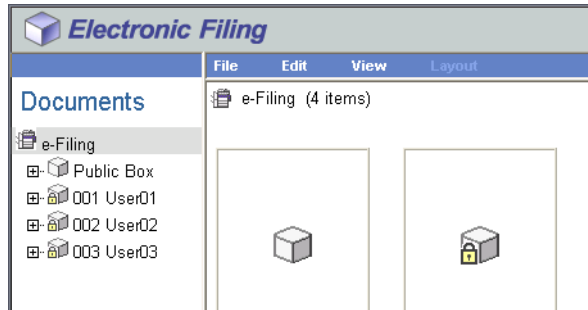
- If you want to modify the public box properties, you must first log in as the system administrator.
- You cannot modify the password of the box that any users are currently accessing.

Displaying and modifying box properties

1 Click the [Documents] tab.

- The Documents tab page is displayed.

- 2** In the Documents frame, select a user box whose properties you want to display and edit.



- 3** If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

Password Authentication

Box Number : 001

Box Name : User01

Box Password (5 digit) :

Note

You can also enter the administrator password to open the user box instead of the box password.


- 4** Click the [File] menu and select [Properties].



- The Box Properties window appears. In the Box Properties window, you can see the box properties.

5 If you want to edit the box properties, click [Change Properties].

Box Properties

 001 User01

Contains: 1 File(s) 1 Folder(s)

Preservation Period for Documents: -

Email Address for Notification:

Created: 10.21.2006 16:55:45
Modified: 10.21.2006 16:55:45

- The Change Box Properties window is displayed.

6 Enter the items as described below to modify the box properties.

Change Box Properties

001 User01

Change Box Password

Old Password (5 digit): [REDACTED]

New Password (5 digit): [REDACTED]

Confirm New Password (5 digit): [REDACTED]

Change Preservation Period for Documents Inside Box

Delete document automatically

Preservation Period for Documents: [1] days

e-Filing Notification Events

Send email when an error occurs

Send email when job is completed

Advance automatic delete notification

Email Address: [REDACTED]

Advanced notification is sent before the date of file deletion. -[3] day(s) notice.

Save Cancel

Change Box Password — Check this to edit the box password. When you check on this, enter password in the “Old Box Password”, “New Box Password”, and “Confirm New Password” field.

Old Box Password — Enter the current box password. This is enabled only when you check on the “Change Box Password” box.

New Box Password — Enter the new box password. This is enabled only when you check on the “Change Box Password” box.

Confirm New Password — Enter the new box password again. This is enabled only when you check on the “Change Box Password” box.

Delete document automatically — Check this to automatically delete the documents in this box. When you check this, enter the number of days in the “Preservation Period for Documents” field.

Preservation Period for Documents — Enter the number of days that the documents will be preserved. The documents will be deleted after the specified days have been passed. If you enter “1” (day), the documents will be deleted in 24 hours.

Send email when an error occurs — Check this to send a notification message to the specified Email address when an error occurs. When you check this, enter an Email address in the “Email Address” field.

Send email when job is completed — Check this to send a notification message to the specified Email address when a job is completed. When you check this, enter an Email address in the “Email Address” field.

Advance automatic delete notification — Check this to enable the Email notification, which will send a notification message to the specified Email address 3 days before it automatically deletes the documents. When you check this, enter an Email address in the “Email Address” field.

Email Address — Enter an Email address where the notification will be sent.

Tips

- If you forget the old password, you can enter the administrator password in the “Old Box Password” instead of the old password.
- When “Send email when an error occurs” and “Send email when job is completed” are enabled, the following e-Filing operations are notified.
 - Scan to e-Filing
 - Copy to e-Filing
 - Print to e-Filing
 - Fax/Internet Fax Received Forward to e-Filing
 - e-Filing to Print
 - e-Filing to Email

An administrator can configure the e-Filing notification setting in the TopAccess Administration tab -> Maintenance -> Notification page. For more information, refer to the **TopAccess Guide**.

7 Click [Save].

- The box properties are modified and the Box Properties window is displayed.

8 Click [OK] to close the Box Properties window.

Box Properties

001 User01

Contains: 1 File(s) 1 Folder(s)

Preservation Period for Documents: -

Email Address for Notification:

Created: 10.21.2006 16:55:45
Modified: 10.21.2006 20:30:18

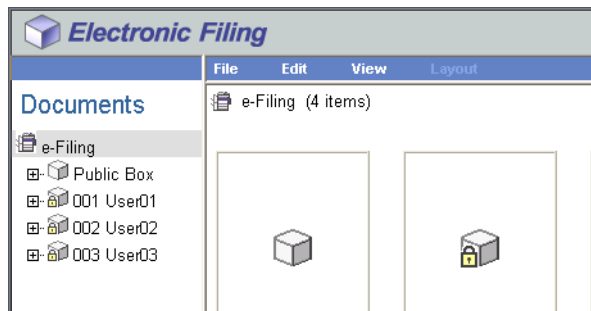
OK Change Properties

— Displaying Folder Properties

Users can only display the folder properties.

Displaying folder properties

- 1 Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2 In the Documents frame, select the box that contains the folder whose properties you want to display.



- 3 If you select a box that is protected with password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

Password Authentication

Box Number : 001

Box Name : User01

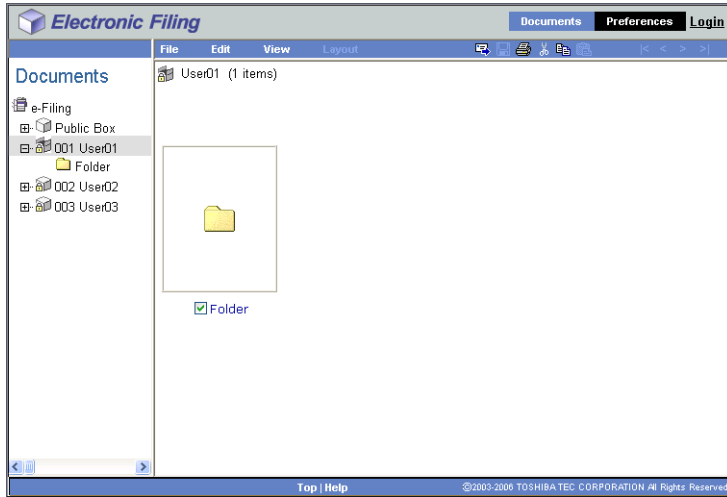
Box Password (5 digit) :

- All folders and documents in the box are displayed in the Contents frame.

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Check the box of the folder that you want to display the properties.



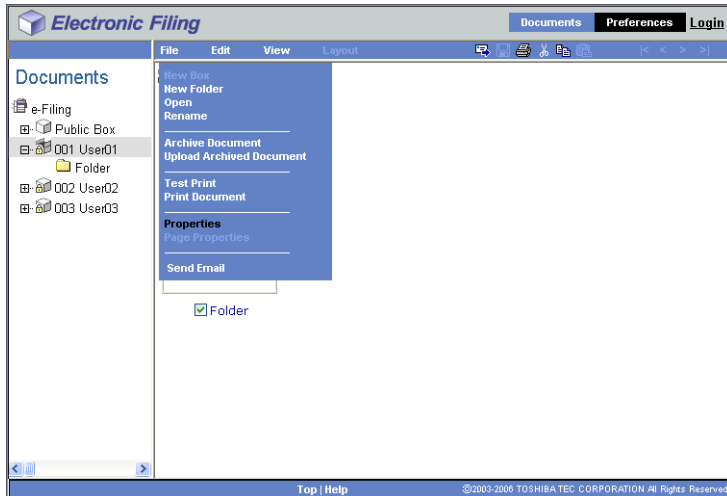
Note

Do not check several folders at the same time. You can only display the properties of one folder at a time.

Tip

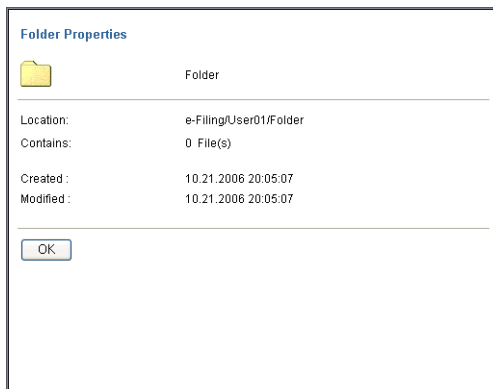
Users can also display a folder properties by selecting a folder in the Documents frame, clicking on the [File] menu and selecting [Properties]. In that case, make sure no document is checked in the Contents frame. If a document is checked, it displays the properties of checked document instead of the selected folder.

5 Click the [File] menu and select [Properties].









- The Folder Properties window appears. In the Folder Properties window, you can see the box properties.

6 Click [OK] to close the Folder Properties window.





Managing Documents

You can manage your documents using various functions of the e-Filing web utility.

-  P.78 "Displaying Documents"
-  P.80 "Renaming Documents"
-  P.82 "Deleting Documents"
-  P.84 "Printing Documents"
-  P.90 "Archiving Documents"
-  P.98 "Sending Email"

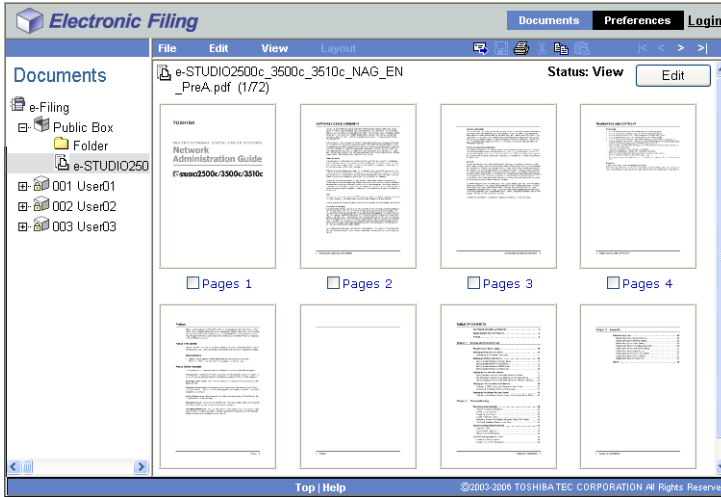
Displaying Documents

You can display your document image files in two ways. The document view options are:

- Thumbnail view displays several files from a selected box, folder or several pages of a selected document. This is the default view. Use it to manage documents and files.
 -  P.79 "Using the Thumbnails View"
- List view displays file names and properties in a tabular format. Use it to manage boxes and folders containing a large number of files.
 -  P.79 "Using the List View"

— Using the Thumbnails View

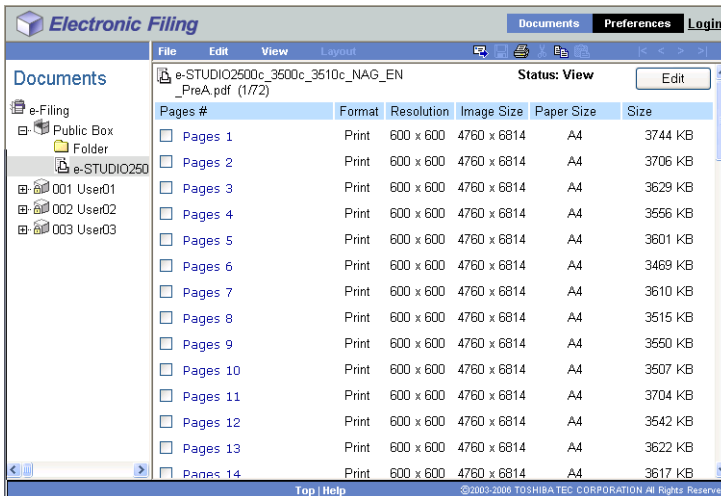
This is the default view, unless you choose a different one. It displays a small image of each file or folder (if you highlight a box or folder in the left frame) or each page (if you highlight a document in the left frame) with the file name or page number and a check box. Click the check boxes to select files or pages that you want to move, copy, delete or print. To return to the Thumbnail view, go to the [View] menu and select [Thumbnail].



— Using the List View

This view displays box, folder, or file names with the properties and check boxes in a list format. You may find it more convenient than Thumbnail view for managing boxes and folders that contain a large number of files. Click the check boxes to select a single file or multiple files that you want to move, copy, delete or print.

To display your files in the List view, go to the [View] menu and select [List].



Renaming Documents

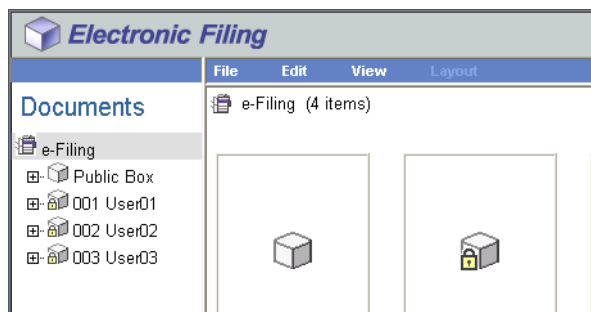
You can rename the documents.

Note

Do not turn off the power of the equipment when changing the document name. The document will be lost if the power is turned off while the system is saving a new name.

Renaming a document

- 1** Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2** In the Documents frame, select a box or folder that contains the document you want to rename.



- 3** If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

Password Authentication

Box Number : 001

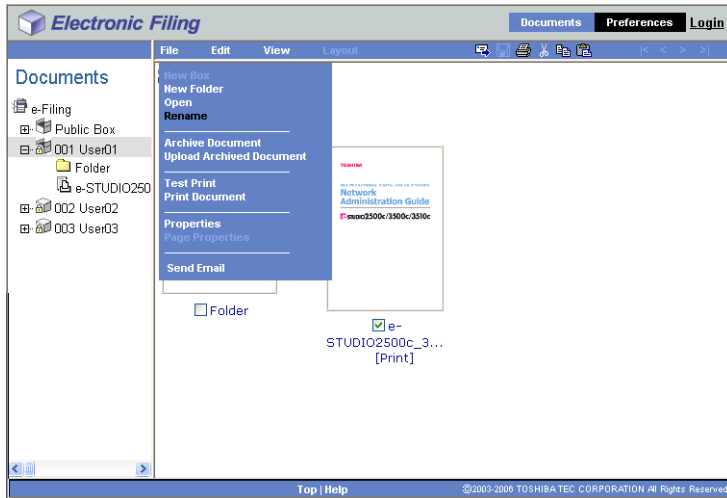
Box Name : User01

Box Password (5 digit) :

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check box of the document you want to rename and select [Rename] from the [File] menu.

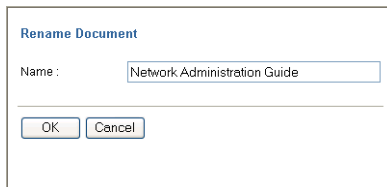


- The Rename Document window opens.

Note

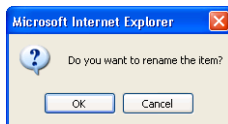
Users can also rename a document by selecting the document in the Documents frame, clicking on the [File] menu and selecting [Rename]. In that case, even if you mark the check boxes of pages in the Contents frame, e-Filing operates renaming for the selected document in the Documents frame.

5 Enter the document name in the “Name” field and click [OK].



- You can enter up to 64 characters in the “Name” field.
The confirmation dialog box appears.

6 Click [OK].



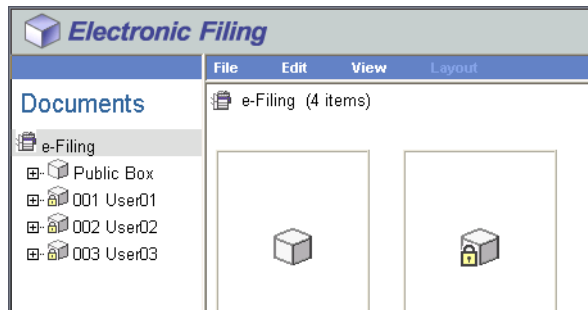
- The document is renamed.

Deleting Documents

You can delete several documents from the box or folder at the same time.

Deleting documents

- 1** Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2** In the Documents frame, select a box or folder that contains the documents you want to delete.



- 3** If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

Password Authentication

Box Number : 001

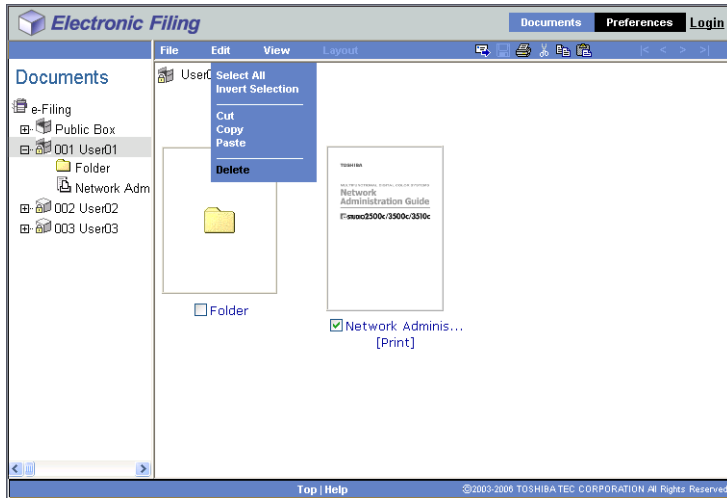
Box Name : User01

Box Password (5 digit) :

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check box of the documents you want to delete and select [Delete] from the [Edit] menu.

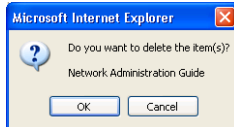


- The confirmation dialog box appears.

Note

Users can also delete a document by selecting the document in the Documents frame, clicking on the [Edit] menu and selecting [Delete]. In that case, make sure no pages are checked in the Contents frame. If any pages are checked, the alert message will be displayed because pages cannot be deleted in View mode.


5 Click [OK].




- The documents are deleted.

Printing Documents

You can print documents and images from boxes and folders in the e-Filing web utility repository. This topic explains how to use your web browser to print an entire document.

 P.84 “Printing an Entire Document”

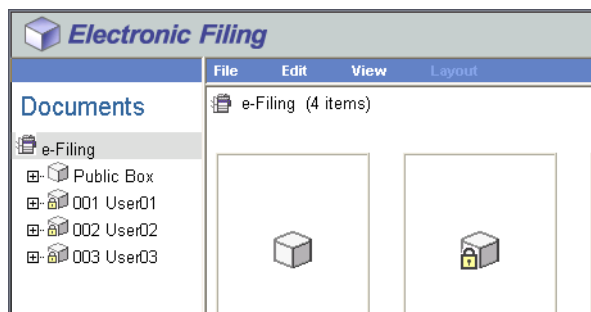
 P.88 “Selecting Test Print”

— Printing an Entire Document

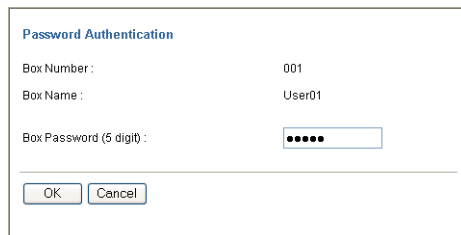
You can print the entire document.

Printing a document

- 1 Click the [Documents] tab.**
 - The Documents tab page is displayed.
- 2 In the Documents frame, select a box or folder that contains the document you want to print.**



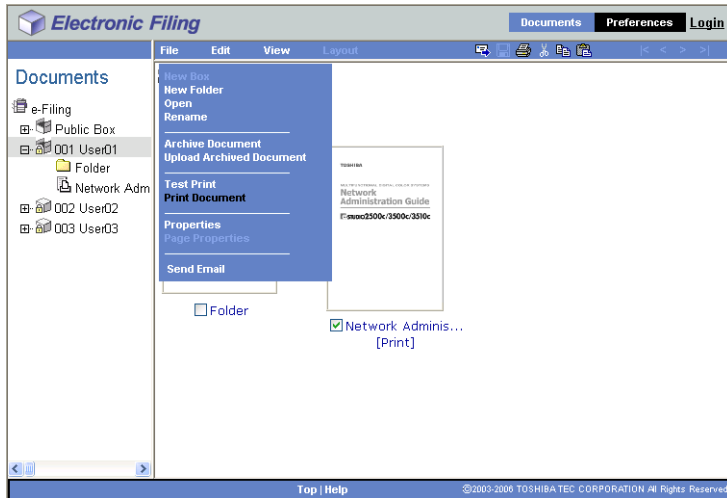
- 3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].**



Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check box of the document you want to print and select [Print Document] from the [File] menu.



Note

You can also print the document by selecting a document in the Documents frame and selecting the [Print Document] in the [File] menu. However, you cannot print individual pages even if you mark the check boxes of the pages displayed in the Contents frame.

- The Print Properties window appears.

5 Set the print options as described below.

Duplex — Select whether you want the document printed on both sides of the paper. When you want to print the document on both sides, select “Book” to print in vertically the same direction to be bound along the vertical side of the paper so that the pages can be turned over right and left, or “Tablet” to print with a vertical reversal to be bound along the horizontal side of the paper so that the pages can be turned over up and down.

Number of Copies — Enter the number of copies to be printed. You can set any integer from 1 to 999.

Sort Copies — Select this to output the document separately in each copy. This is enabled only when you enter more than one copy in the “Number of Copies” field.

Group Copies — Select this to output the document separately in each page. This is enabled only when you enter more than one copy in the “Number of Copies” field.

Rotate Sort Copies — Select this to output the document as changing the output orientation in each copy. This is enabled only when you enter more than one copy in the “Number of Copies” field. When this is selected, the Destination option automatically set to the inner tray. To perform the Rotate Sort Copies, the portrait and landscape paper must be set in the different drawers.

Paper Type — Select the type of the paper desired.

Department Code — Enter the 5-digit department code, if required. You must enter the department code to print a document if the department code is enabled on this equipment.

Paper Source — Select the paper feed source. Please select a paper source that correlates with the printing size.

Destination — Select the tray to which the document will be output.

Staple — Select whether the document is stapled or not. When you want to staple the document, select how the document will be stapled.

Note

If you enable the Staple option after enabling the Interleave Pages option, the Interleave Pages option will be automatically disabled.

Hole Punch — Select whether the document is hole-punched or not. When you want to hole-punch the document, select how the document will be hole-punched.

Page Number - Position — Select whether the page numbers are printed on the pages. When you want to print the page numbers, select where the page numbers are to be printed.

Page Number - Initial Page — Enter the first number that applies to the first page of the document. When the “Cover/Sheet Insertion - Use Front Cover” is enabled, the front cover is counted as the first page, and the first page of the document is counted at the second page.

Time Stamp - Position — Select whether the print time is printed in each page or not. When you want to print the time stamp, select where you want the time stamp printed.

Image Shift - Position — Select whether the printed images are shifted or not. When you want to shift the printed images, select the direction to be shifted.

Shift Margin - Front — Select the width of the margin that is added to the side when the printed images are shifted.

Shift Margin - Back — Select the width of the margin that is added to the opposite side when the printed images are shifted.

Cover/Sheet Insertion - Use Front Cover — This sets front cover printing which allows you to insert or print a cover on a sheet fed from a different tray than the Paper Source option. To enable front cover printing, check on the box and select the location from where a cover sheet is to be fed and the print style to be used.

Cover/Sheet Insertion - Use Back Cover — This sets back cover printing which allows you to insert or print a cover on a sheet fed from a different tray than the Paper Source option. To enable back cover printing, check on the box and select the location from where a cover sheet is to be fed and the print style to be used.

Cover/Sheet Insertion - Insert Pages — This sets sheet insertion printing which allows you to insert a sheet between pages, or print a specific page on a sheet fed from a tray other than the Paper Source option. This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on the different paper. To enable sheet insertion printing, check on the box and select the location from where inserted sheets are to be fed and the print style to be used. Then, enter the page numbers you want to insert, and separate them with commas if multiple pages are specified, in the Pages field.

Cover/Sheet Insertion - Interleave Pages — This sets the interleaving page feature that is useful when you want to insert paper of a different type (or from another source) between every page of your print job. For example, you could use this option to insert blank, colored sheets between overhead transparencies. To enable interleaving pages, check on the box and select the location from where sheets are to be fed. Also, check the “Duplicate” check box if you want to print previous page images on the inserted sheet.

Note

If you enable the Interleave Pages option after enabling the Staple option, the Staple option will be automatically disabled.

Paper Type (Insert) — When you select “Bypass Tray” for the paper source of either the “Use Front Cover”, “Use Back Cover”, “Insert Pages”, or “Interleave Pages” option, select the paper type for the paper fed from the Bypass Tray.

Tip

When the User Management Setting is enabled, the maximum number of copies that is allowed for the department and user will be displayed in the upper right of the page.

Scheduled Print — Check this to print a job at a future date and time. When this is selected, set the date and time to print a job in the “Date & Time” option.

6 Click [Print].

- The document is printed and the print result window is displayed.

Tips

- You can click [Cancel] to close the Print Properties window without printing.
- You can click [Reset] to restore the Print Properties default settings.

7 Click [Close] to return to the Documents tab page.**Note**

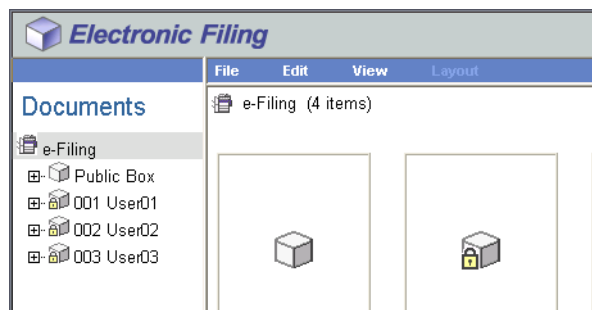
When you want to stop the print of the stored document during the operation, select the job you want to stop from the PRINT JOB screen or SCAN JOB screen and then press the [DELETE] button at the Control Panel.

— Selecting Test Print

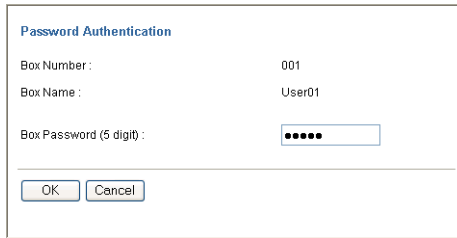
Test Print function allows you to simply print a copy of document using the default print properties settings.

Printing a document using Test Print**1 Click the [Documents] tab.**

- The Documents tab page is displayed.

2 Select a box or folder that contains the document you want to print in the Documents frame.

3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

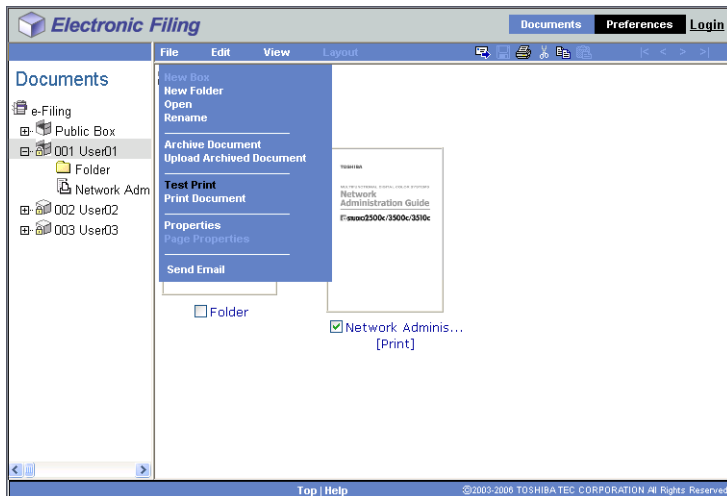


The image shows a 'Password Authentication' dialog box. It contains three input fields: 'Box Number' with the value '001', 'Box Name' with the value 'User01', and 'Box Password (5 digit)' with five dots. At the bottom, there are 'OK' and 'Cancel' buttons.

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check box of the document you want to print and select [Test Print] from the [File] menu.



Note

You can also perform test print by selecting a document in the Documents frame and selecting the [Test Print] in the [File] menu. However, you cannot print individual pages even if you mark the check boxes of the pages displayed in the Contents frame.

- The Test Print Properties window appears.

5 Select whether printing all pages of the document or only specified pages.

The screenshot shows a 'Test Print' dialog box. At the top left, it says 'Test Print'. Below that, there are two radio button options: 'All Pages' (which is selected) and 'Pages'. The 'Pages' option has two input fields: the first contains '1' and the second contains '72', with the word 'Pages' to the right. To the right of these options is a label 'Department Code (5 digit):' followed by a greyed-out input field. At the bottom of the dialog, there are two buttons: 'Print' and 'Cancel'.

All Pages — Select this to print all pages of the document.

[first page number] - [last page number] Pages — Select this to specify the pages to be printed. When this is selected, enter the number of first page and last page to be printed in each field.

Department Code — Enter the 5-digit department code. This must be entered only when the department code is enabled on the equipment.

Tip

When the User Management Setting is enabled, the maximum number of copies that is allowed for the department and user will be displayed in the upper right of the page.

6 Click [Print].

- One copy of the document is printed and the print result window is displayed.

Tip

You can click [Cancel] to close the Test Print Properties window without printing.

7 Click [Close] to return to the Documents tab page.

Note

When you want to stop the print of the stored document during the operation, select the job you want to stop from the PRINT JOB screen or SCAN JOB screen and then press the [DELETE] button at the Control Panel.

Archiving Documents

The e-Filing web utility allows you to archive the documents stored in the e-Filing and download the archived file to your computer. This archived file is used to upload to the e-Filing in the equipment whose model is the same as that of yours.

P.90 “Downloading Archived Documents”

P.94 “Uploading Archived Documents”

— Downloading Archived Documents


You can archive the documents in the box and download it to your computer. Use this feature to create a backup file of your documents in the e-Filing. You can also use this feature to upload the documents to the e-Filing on the equipment whose model is the same as that of yours.

Notes

- Before archiving documents, please make sure that there are available hard disk space more than three times of original data size.
- The archived file contains all documents you specified to the archive, but you cannot open the documents on your client computer.
- You can create an archived file that contains documents in same folder and box.
- You cannot create an archived file that contains more than 2 GB data.
- Do not close the main window and child window by clicking the [X] button. If you did, downloading the archived documents becomes impossible. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

Tip

To upload the archived file to the e-Filing, please refer to the following section.

 P.94 “Uploading Archived Documents”

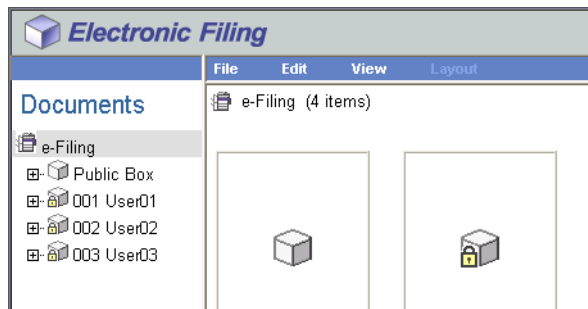
Downloading an archived document

The following procedure describes an example of how to download an archived document when using the Microsoft Internet Explorer.

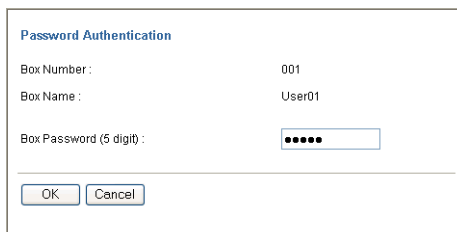
1 Click the [Documents] tab.

- The Documents tab page is displayed.

2 In the Documents frame, select a box or folder that contains the document you want to archive.



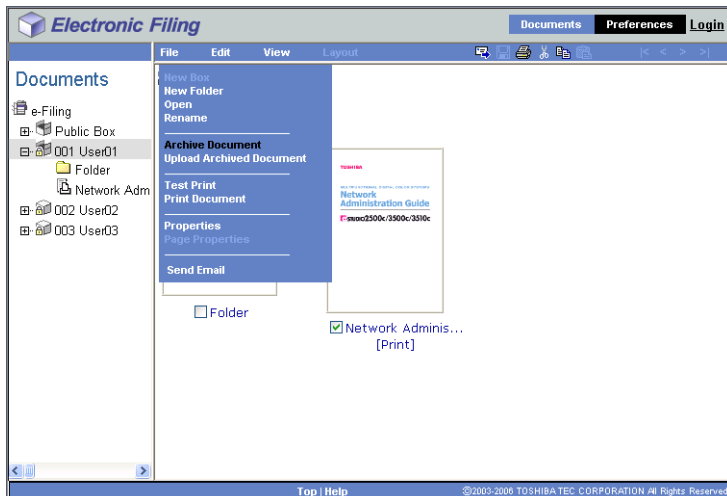
3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check box of the document you want to archive and select [Archive Document] from the [File] menu.

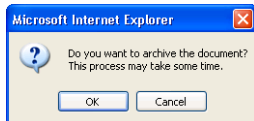


- The confirmation dialog box appears.

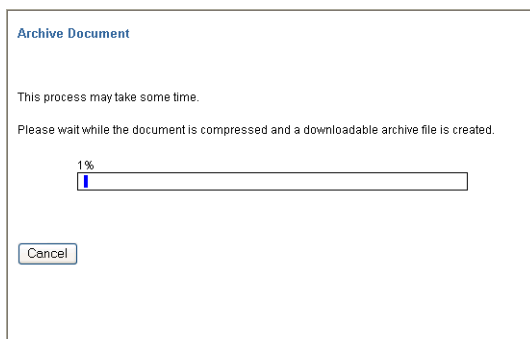
Note

Users can also archive a document by selecting the document in the Documents frame, clicking on the [File] menu and selecting [Archive Document]. However, you cannot archive individual pages even if you mark the check boxes of the pages displayed in the Contents frame.

5 Click [OK] to start archiving.

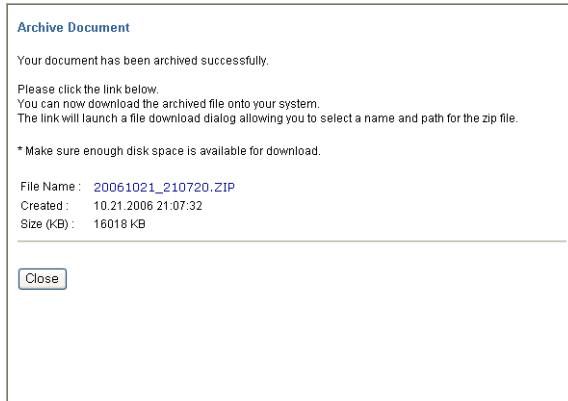


6 The Archive Document window appears. During the archive process, you can quit archiving by clicking [Cancel].



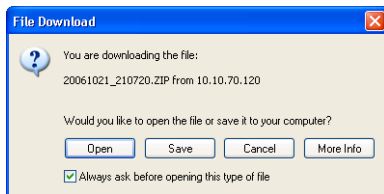
- After archiving is completed, “Your document has been archived successfully” will be displayed.

7 Click the file name link to download the archived file.



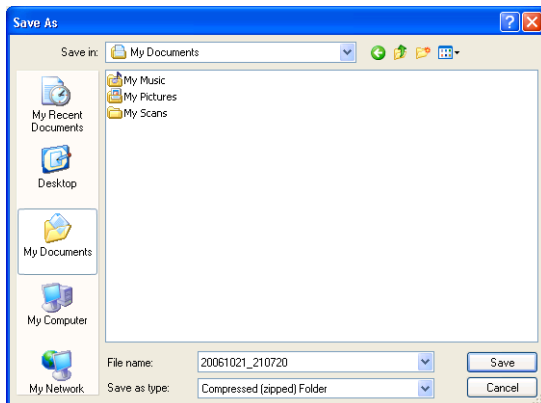
- The File Download dialog box appears.

8 Click [Save].



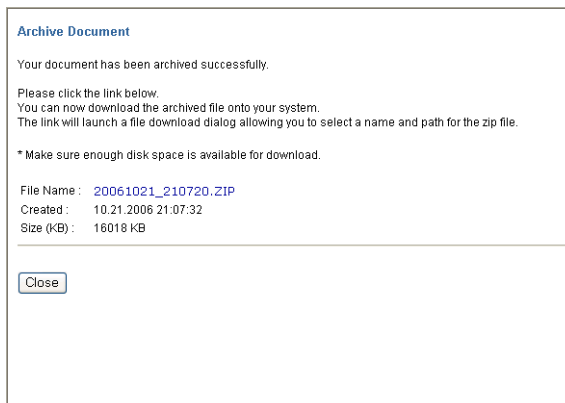
- The Save As dialog box appears.

9 Locate the folder where you want the archived file saved and click [Save].



- It starts downloading the file.

10 Click [Close].




— Uploading Archived Documents

If you have archived file that downloaded from the equipment, you can upload it to the e-Filing. When you upload the archived file, the archived file is automatically extracted and documents will be created in the box specified.

Notes

- Before uploading archived documents, please make sure that there are available hard disk space more than three times of original data size.
- You cannot upload to the folder in the box: Extracted documents will be added directly to the box.
- If a same name document already exists in the box, the extracted document will be renamed by adding 3-digit number to the original name.
- Do not close the main window and child window by clicking the [X] button. If you did, uploading the archived documents becomes impossible. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

Tip

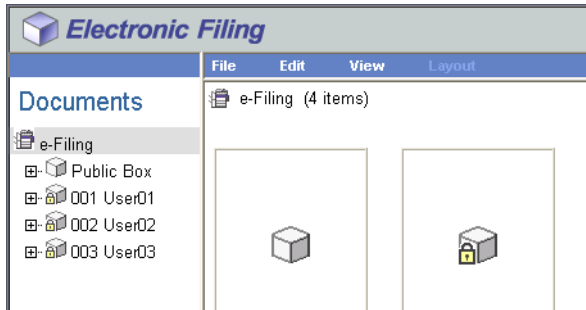
To download archived documents in the e-Filing, refer to the following section.
 P.90 “Downloading Archived Documents”

Uploading archived documents

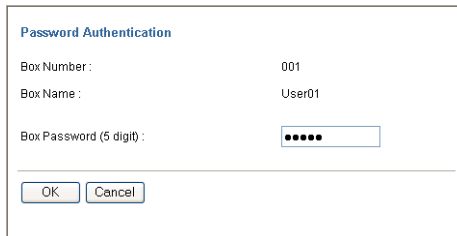
1 Click the [Documents] tab.

- The Documents tab page is displayed.

- 2 Select a box in the Documents frame where you want to upload the documents in the Documents frame.



- 3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



Tip

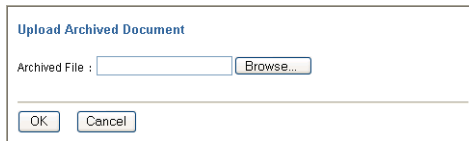
You can also enter the administrator password to open the user box instead of the box password.

- 4 Select [Upload Archived Document] from the [File] menu.



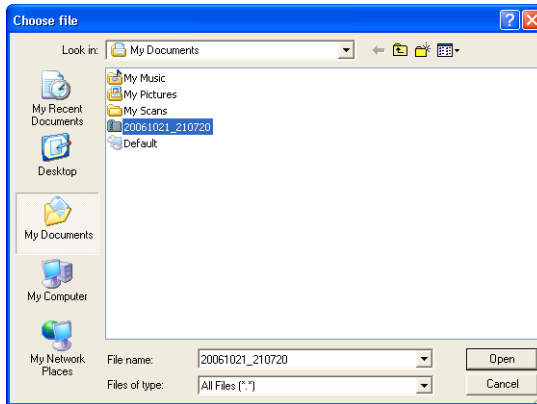
- The Upload Archived Document window appears.

5 Click [Browse].



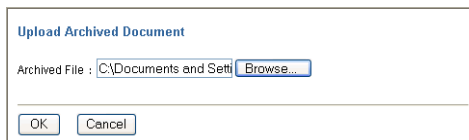
- The Choose File dialog box appears.

6 Select an archived file to be uploaded and click [Open].



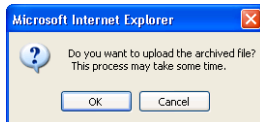
- This will return you to the Upload Archived Document window and the folder path of the selected file will be displayed in the “Archived File” field.

7 Click [OK].



- The confirmation dialog box appears.

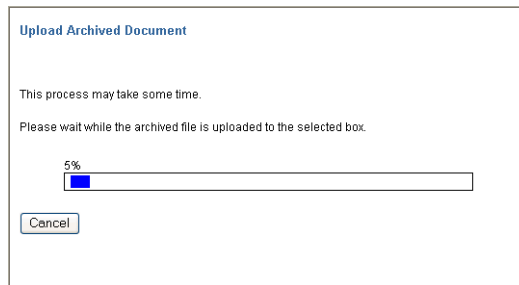
8 Click [OK] to start uploading.



Note

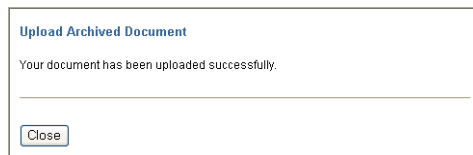
If you select other than the archived file, the error message “File format doesn’t correspond” is displayed. If the message is displayed, make sure to select a correct archived file and try again.

9 The Upload Archive Document window shows the process on uploading. During the upload process, you can quit uploading by clicking [Cancel].



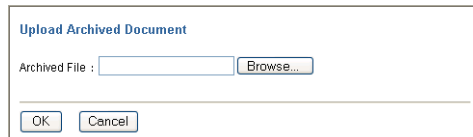
- After uploading is completed, "Your document has been archived successfully" will be displayed.

10 Click [Close].



- Returns you to the Upload Archived Document window.

11 Click [Cancel] to close the window.



- The documents are added in the selected box.

Sending Email

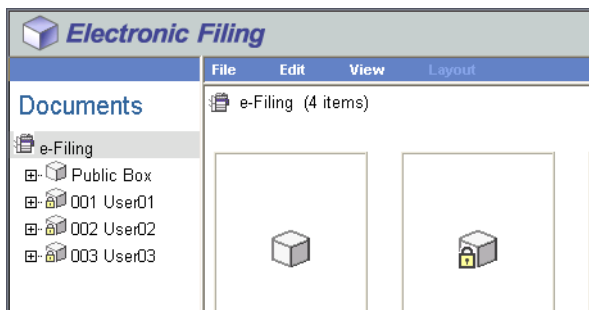
You can send selected documents as Emails from the e-Filing web utility. When you perform this function, this equipment creates Email as attaching the selected documents as files and sends Email directly from the equipment.

Note

To use the Send Email function, the Email configuration of the equipment needs to be set by the network administrator.

Sending e-Filing documents as Email

- 1 Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2 In the Documents frame, select a box or folder that contains the document you want to archive.

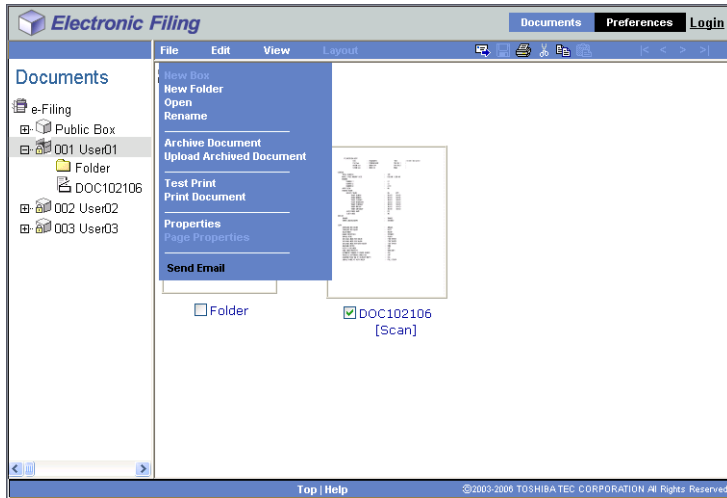


- 3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check box of the document you want to send as an Email and select [Send Email] from the [File] menu.



- The Send Email page is displayed.

Notes

- You cannot send a document that is stored by Print to e-Filing function.
- You cannot send a document that is stored by Copy to e-Filing function in full color, auto color, or gray scale mode.

Tips

- Users can also send a document as an Email by selecting the document in the Documents frame, clicking on the [File] menu and selecting [Send Email].
- Users can also send up to 100 individual pages or documents by marking the check boxes displayed in the Contents frame.

5 Specify the following items as required and click [Send].

Electronic Filing

Send Email

To: Destination Setting
To: Destination

Cc: Destination Setting
Cc: Destination

Email Setting

*Required

Subject Send from (Device Name)(Date)(Time)

*From Address mfp-00c67861@ifax.com

From Name MFP-00C67861

Body

File Format PDF(Multi)

Encryption Encryption
User Password [] Retype Password []
Master Password [] Retype Password []
Encryption Level 128-bit RC4
Authority
 Printing
 Change of Documents
 Content Copying or Extraction
 Content Extraction for accessibility

File Name DocMMDDYY(MMDDYY is a date)
 Original Document Name

Fragment Message Size No Fragmentation

Department Code []

[Send] [Cancel] [Reset]

Top | Help ©2003-2006 TOSHIBA TEC CORPORATION. All Rights Reserved.

[To: Destination Setting] — Click this to specify the destination. When you click this button, the Recipient List page appears. For instructions on how to specify the destination, see the following section.

P.101 “Destination Setting”

[Cc: Destination Setting] — Click this to specify the Cc destination if required.

Subject — This sets the subject of the Email documents. Select “Send from (Device Name) (Date) (Time)” to automatically apply the subject, or enter the desired subject in the field.

From Address — Enter the Email address of the sender. When the recipient replies, the message will be sent to this Email address.

From Name — Enter the sender name of the Email document.

Body — Enter the body message of the Email document. You can enter up to 1000 characters (including spaces).

File Format — Select the file format that the received document will be converted.

Encryption — Set this for encrypting PDF files if you have selected “PDF (Multi)” or “PDF (Single)” in the File Format setting.

File Name — Select how the attached file will be named. Select “DocYYMMDD” to name as it described, select “Original Document Name” to use the original document name, or you can enter the desired file name in the field.

Fragment Message Size — Select the size of the message fragmentation.
Department Code — Enter the department code if required.

6 Click [Close].



— Destination Setting

In the Recipient List page, you can specify the destinations to send e-Filing documents as Email. You can specify the recipients by entering Email addresses manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.

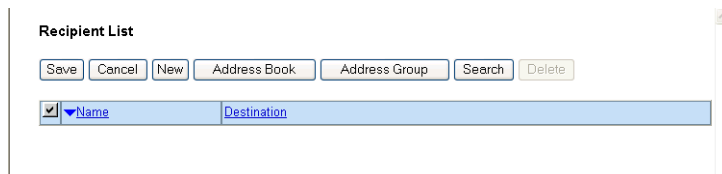
- P.101 "Entering the recipients manually"
- P.102 "Selecting the recipients from the address book"
- P.104 "Selecting the groups from the address book"
- P.105 "Searching for recipients in the LDAP server"
- P.106 "Removing the contacts from the recipient list"

Entering the recipients manually

Using this method, you can add a recipient manually to the Recipient List.

1 Click [Destination Setting] to open the Recipient List page.

2 Click [New].



- The Contact Property page is displayed.

3 Enter the Email address of the recipient, in the Destination field.




4 Click [OK].

- Entered recipient is added in the Recipient List page.

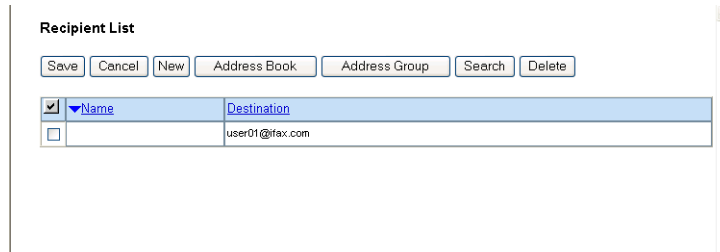
5 Repeat step 2 to 4 to add all recipients you require.

Tip

You can remove the contacts that you added in the recipient list before saving the destination settings.

 P.106 "Removing the contacts from the recipient list"

6 Click [Save].



Recipient List

Save Cancel New Address Book Address Group Search Delete

<input checked="" type="checkbox"/>	▼Name	Destination
<input type="checkbox"/>		user01@fax.com

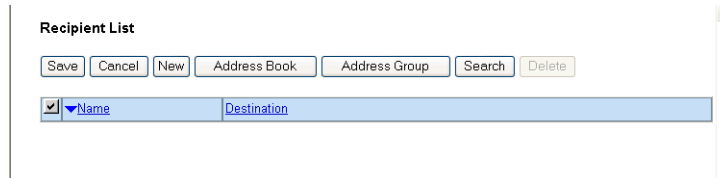
- The contacts are added as the destinations.

Selecting the recipients from the address book

By this method, you can select recipients from the address book.

1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Book].



Recipient List

Save Cancel New Address Book Address Group Search Delete

<input checked="" type="checkbox"/>	▼Name	Destination

- The Address Book page is displayed.

3 Check the Email boxes of users you want to add as the recipients.

The screenshot shows the 'Address Book' interface. At the top, there is a 'Group' dropdown menu set to 'All Groups', and two buttons: 'Add' and 'Cancel'. Below this is a table with columns for 'Email', 'Name', and 'Email Address'. The table contains 11 rows of user information. The first six rows have their checkboxes checked, while the last five rows have their checkboxes unchecked.

Email	Name	Email Address
<input checked="" type="checkbox"/>	User99 User	user99@ifax.com
<input checked="" type="checkbox"/>	User98 User	user98@ifax.com
<input checked="" type="checkbox"/>	User97 User	user97@ifax.com
<input checked="" type="checkbox"/>	User96 User	user96@ifax.com
<input checked="" type="checkbox"/>	User95 User	user95@ifax.com
<input checked="" type="checkbox"/>	User94 User	user94@ifax.com
<input type="checkbox"/>	User93 User	user93@ifax.com
<input type="checkbox"/>	User92 User	user92@ifax.com
<input type="checkbox"/>	User91 User	user91@ifax.com
<input type="checkbox"/>	User90 User	user90@ifax.com
<input type="checkbox"/>	User89 User	user89@ifax.com

Note

If you want to sort recipient list by a specific group, select the desired group name at the Group drop down box.

4 Click [ADD].

- The selected recipients are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before saving the destination settings.

P.106 "Removing the contacts from the recipient list"

5 Click [Save].

The screenshot shows the 'Recipient List' interface. At the top, there are several buttons: 'Save', 'Cancel', 'New', 'Address Book', 'Address Group', 'Search', and 'Delete'. Below this is a table with columns for 'Name' and 'Destination'. The table contains 6 rows of user information. The first row has its checkbox checked, while the other five rows have their checkboxes unchecked.

<input checked="" type="checkbox"/>	Name	Destination
<input type="checkbox"/>	User99 User	user99@ifax.com
<input type="checkbox"/>	User98 User	user98@ifax.com
<input type="checkbox"/>	User97 User	user97@ifax.com
<input type="checkbox"/>	User96 User	user96@ifax.com
<input type="checkbox"/>	User95 User	user95@ifax.com
<input type="checkbox"/>	User94 User	user94@ifax.com

- The contacts are added as the destinations.

Selecting the groups from the address book

By this method, you can select groups from the address book.

1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Group].

<input checked="" type="checkbox"/>	Name	Destination

- The Address Group page is displayed.

3 Check the Group boxes that contain the desired recipients.

<input checked="" type="checkbox"/>	Group	Group Name
<input type="checkbox"/>	Group13	
<input type="checkbox"/>	Group12	
<input type="checkbox"/>	Group11	
<input type="checkbox"/>	Group10	
<input type="checkbox"/>	Group09	
<input type="checkbox"/>	Group08	
<input type="checkbox"/>	Group07	
<input type="checkbox"/>	Group06	
<input type="checkbox"/>	Group05	
<input type="checkbox"/>	Group04	
<input type="checkbox"/>	Group03	
<input type="checkbox"/>	Group02	

4 Click [ADD].

- All recipients in the selected groups are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before saving the destination settings.

P.106 "Removing the contacts from the recipient list"

5 Click [Save].

<input checked="" type="checkbox"/>	Name	Destination
<input type="checkbox"/>	Group13	Group

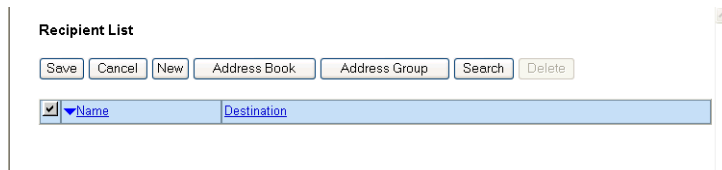
- The contacts are added as the destinations.

Searching for recipients in the LDAP server

By this method, you can search for recipients in the registered LDAP server and in the address book.

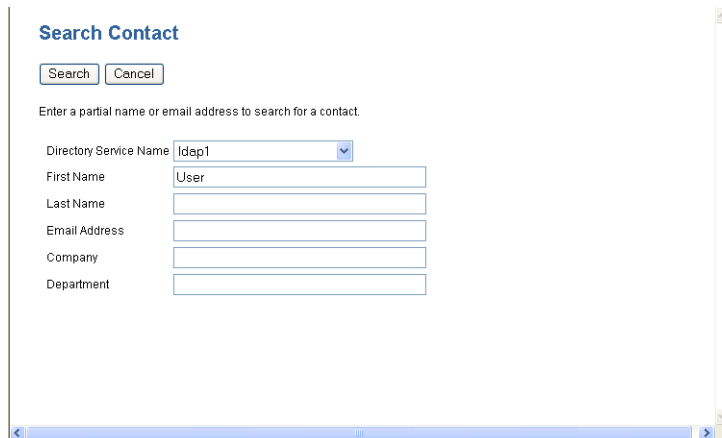
1 Click [Destination Setting] to open the Recipient List page.

2 Click [Search].



- The Search Contact page is displayed.

3 Select the directory service name that you want to search in the “Directory Service Name” field, and enter the search terms in the fields that you want to search.



Tips

- If you select the model name of this equipment at the Directory Service Name drop down box, you can search for recipients in the address book of this equipment.
- TopAccess will search for the recipients that match the entries.
- Leaving the field blank allows wild card searching. (However, you must specify one of them.)

4 Click [Search].

- TopAccess will start searching for recipients in the LDAP server and the Search Address List page will display the results.

5 Check the Email boxes of users you want to add.

Search Address List

Add Cancel

Email	Name	Email Address
<input checked="" type="checkbox"/>	User99 User	user99@ifax.com
<input checked="" type="checkbox"/>	User98 User	user98@ifax.com
<input checked="" type="checkbox"/>	User97 User	user97@ifax.com
<input checked="" type="checkbox"/>	User96 User	user96@ifax.com
<input checked="" type="checkbox"/>	User95 User	user95@ifax.com
<input type="checkbox"/>	User94 User	user94@ifax.com
<input type="checkbox"/>	User93 User	user93@ifax.com
<input type="checkbox"/>	User92 User	user92@ifax.com
<input type="checkbox"/>	User91 User	user91@ifax.com
<input type="checkbox"/>	User90 User	user90@ifax.com
<input type="checkbox"/>	User89 User	user89@ifax.com

6 Click [ADD].

- The selected recipients are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before saving the destination settings.

P.106 "Removing the contacts from the recipient list"

7 Click [Save].

Recipient List

Save Cancel New Address Book Address Group Search Delete

	Name	Destination
<input checked="" type="checkbox"/>		user99@ifax.com
<input type="checkbox"/>		user98@ifax.com
<input type="checkbox"/>		user97@ifax.com
<input type="checkbox"/>		user96@ifax.com
<input type="checkbox"/>		user95@ifax.com

- The contacts are added as the destinations.

Removing the contacts from the recipient list

1 Check the check boxes of the contacts that you want to remove from the recipient list, and click [Delete].

Recipient List

Save Cancel New Address Book Address Group Search Delete

	Name	Destination
<input checked="" type="checkbox"/>		user99@ifax.com
<input checked="" type="checkbox"/>		user98@ifax.com
<input checked="" type="checkbox"/>		user97@ifax.com
<input checked="" type="checkbox"/>		user96@ifax.com
<input checked="" type="checkbox"/>		user95@ifax.com

- The selected contacts are removed from the recipient list.

3

How to Edit Documents

This section describes the instructions on how to edit documents using e-Filing web utility.

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About Document Control Buttons

e-Filing web utility allows you to make changes to your stored documents before you print them. Three document control buttons are provided in the e-Filing web utility: [Edit], [Save], and [Cancel].

These buttons are displayed at the top of the Contents frame when you selecting a document in the Documents frame. The buttons displayed vary depending on the document status.







- **[Edit] Button** — Click this to start editing the document. Only this button is displayed when you are in the View mode, where the document status indicates “View”. When you click [Edit], the document status will be “Editing”, the [Save] button and [Cancel] button appear instead of the [Edit] button, and you can edit the document. If you click this button when the document status indicates “In Use”, you cannot enter the Edit mode and the message “The Document is being used. Please try again later.” is displayed.
- **[Save] Button** — Click this to save the document that you edit. This button is displayed only when you are in the Edit mode, where the document status indicates “Editing”. When you click this, the document is saved and returns to the View mode.
- **[Cancel] Button** — Click this to return to the View mode without saving the document. This button is displayed only when you are in the Edit mode, where the document status indicates “Editing”.

The document status is displayed next at the left of these buttons. The document status indicates the following status:

- **In Use** — This indicates another user currently edits the document.
- **View** — This indicates the document is currently in the View mode, and you can only view the pages within the document.
- **Editing** — This indicates the document is currently in the Edit mode, and you can edit the document.

Working with Pages in Your Documents

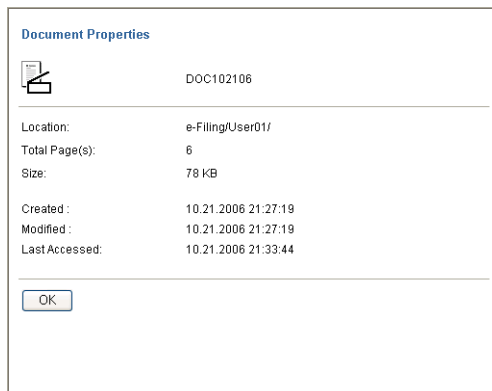
e-Filing web utility lets you copy, move, delete and insert pages and change the order of pages in your document.

-  P.109 "Displaying Document and Page Properties"
-  P.110 "Copying Pages from One Document to Another"
-  P.116 "Copying Pages from a Document to a Box or Folder"
-  P.121 "Deleting Pages from a Document"
-  P.124 "Inserting a Blank Page into Documents"
-  P.128 "Moving Pages within a Document"

Displaying Document and Page Properties

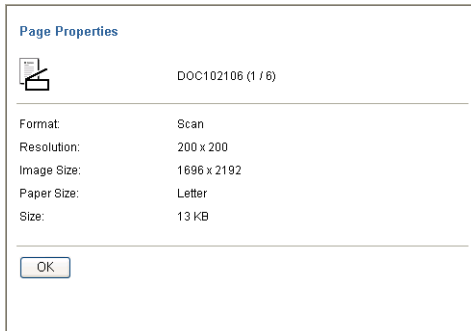
You can display the Document Properties and Page Properties window that contains the details of the document or page. To display the Document Properties window, mark the check box of a document and select [Properties] from the [File] menu. To display the Page Properties window, mark the check box of a page and select [Properties] from the [File] menu.

The Document Properties window contains following information:



- Location where the document is stored.
- Total page number
- Size of the document
- Created date and time
- Last modified date and time
- Last accessed date and time

The Page Properties window contains following information:



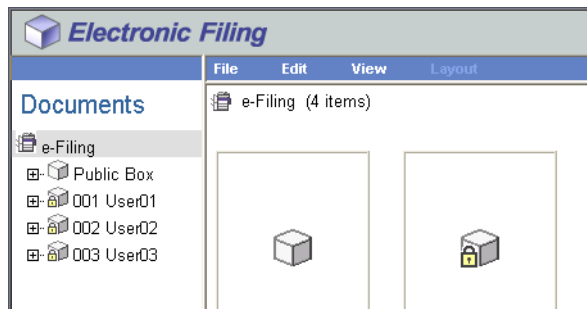
- Format of the page that indicates how the page will be stored
- Resolution of the page (dpi)
- Image size of the page (pixel)
- Paper size of the page
- Size of the page

Copying Pages from One Document to Another

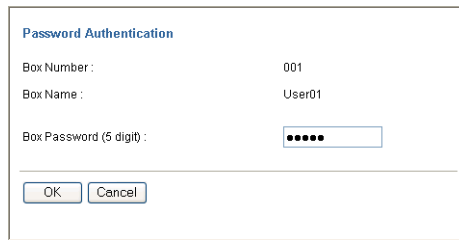
You can copy or cut pages from a document and insert them into another one. You must have “write access” to the folder containing the document to which you want to copy pages.

Copying or cutting pages and inserting them into another document

- 1 Click the [Documents] tab.**
 - The Documents tab page is displayed.
- 2 In the Documents frame, select a box or folder that contains the document you want to copy.**



3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



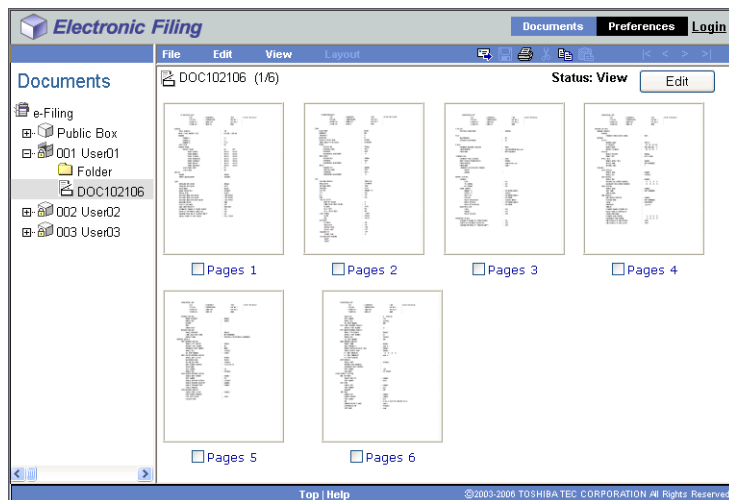
The image shows a 'Password Authentication' dialog box. It contains the following fields and controls:

- Box Number : 001
- Box Name : User01
- Box Password (5 digit) : A text input field with five dots representing a masked password.
- Buttons: 'OK' and 'Cancel'.

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 In the Documents frame, select the document that you want to copy.



- The pages of the document are displayed in the Contents frame.

5 If you want to cut pages instead of copy them, click [Edit] to enter the Edit mode.

- The Contents frame displays the pages in the Edit mode.

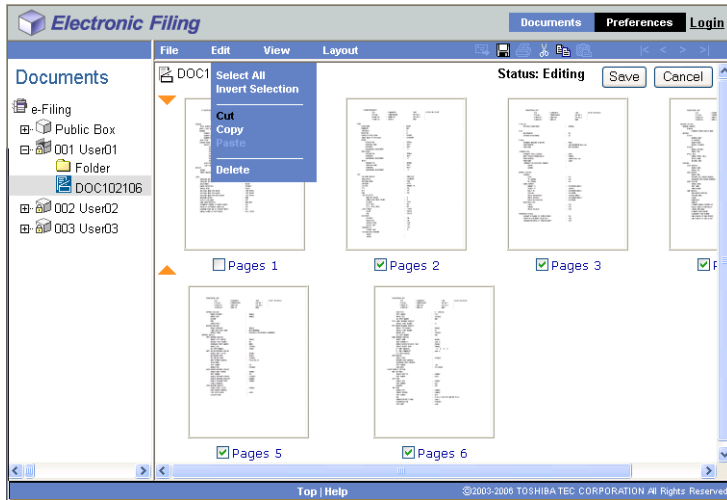
Tip

To cut pages from the document, you must enter to the Edit mode. If you want to copy pages from the document, you do not need to enter the Edit mode.

Note

If the document status indicates “In Use”, you cannot enter the Edit mode because another user currently edits the document.

6 Mark the check boxes of the pages that you want to copy and select [Copy] or [Cut] from the [Edit] menu.

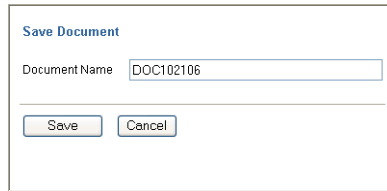


7 If you cut pages from the document, click [Save] to save the document.



- The Save Document window appears.

8 Enter the document name in the “Document Name” field and click [Save].



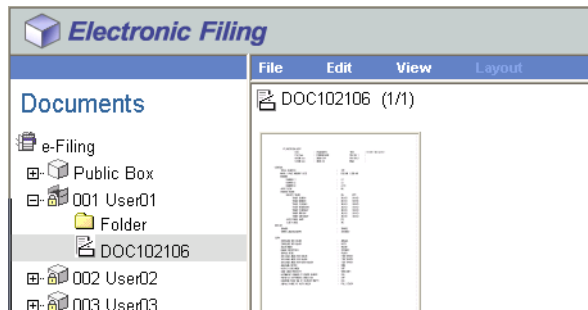
The image shows a dialog box titled "Save Document". It has a text field labeled "Document Name" containing the text "DOC102106". Below the text field are two buttons: "Save" and "Cancel".

- If you rename the document name, the document will be saved as new document. If you do not change the document name, the original document will be overwritten. The Contents frame displays the pages in the View mode.

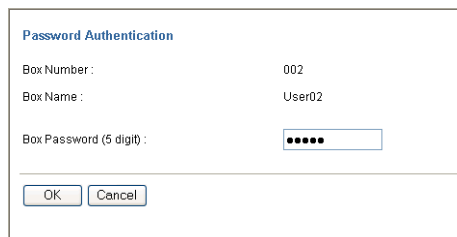
Note

Do not close the Save Document window by clicking the [X] button. The operations may no longer work properly. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

9 In the Documents frame, select a box or folder that contains the document you want to insert the copied pages.



10 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

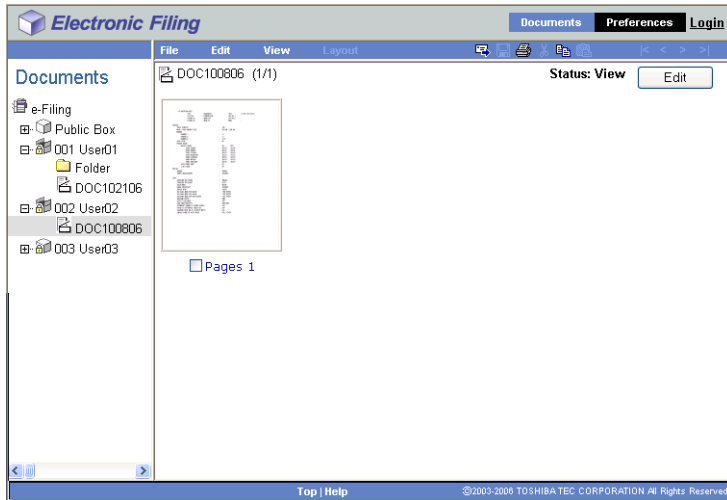


The image shows a dialog box titled "Password Authentication". It has three text fields: "Box Number:" with the value "002", "Box Name:" with the value "User02", and "Box Password (5 digit):" with a masked password "*****". Below the text fields are two buttons: "OK" and "Cancel".

Tip

You can also enter the administrator password to open the user box instead of the box password.

11 In the Documents frame, select the document into which you want to insert the copied pages.



- The pages of the document are displayed in the Contents frame.

12 Click [Edit] to enter the Edit mode.

- The Contents frame displays the pages in the Edit mode.

Note

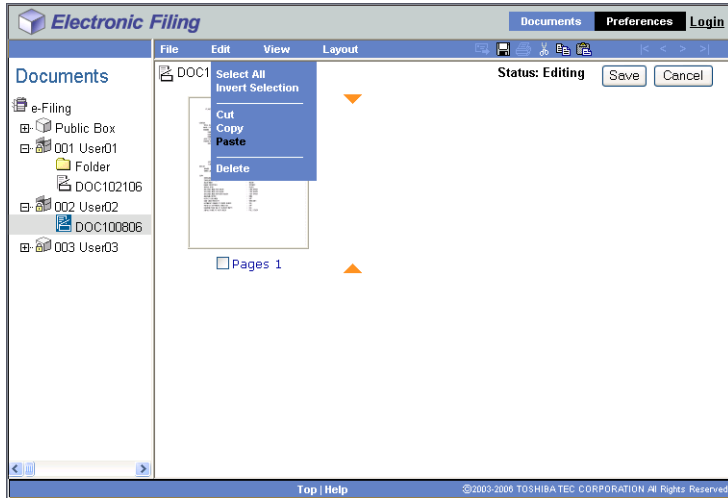
If the document status indicates “In Use”, you cannot enter the Edit mode because another user currently edits the document.

13 Click the space between the pages where you want to insert the copied pages.



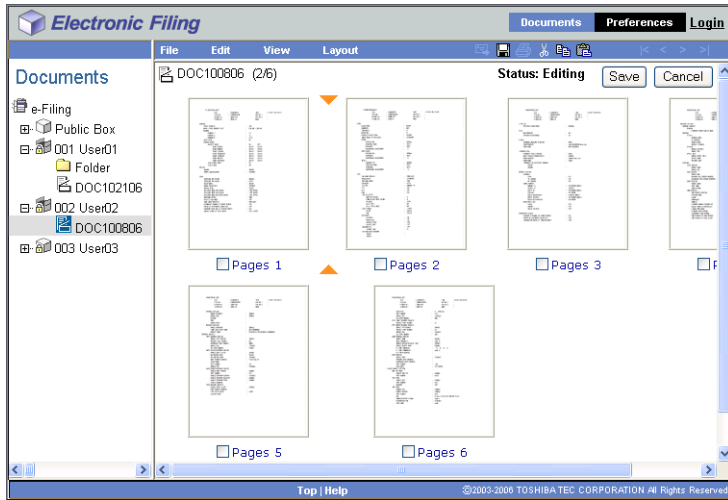
- The arrow indicators move to the space between the pages where you clicked.

14 Click the [Edit] menu and select [Paste].



- The copied pages are inserted between the pages.

15 Click [Save].



- The Save Document window appears.

16 Enter the document name in the “Document Name” field and click [Save].

Save Document

Document Name

- If you rename the document, it will be saved as a new document. If you do not change the name, the original document will be overwritten. The document is saved and returns you to the View mode.

Note

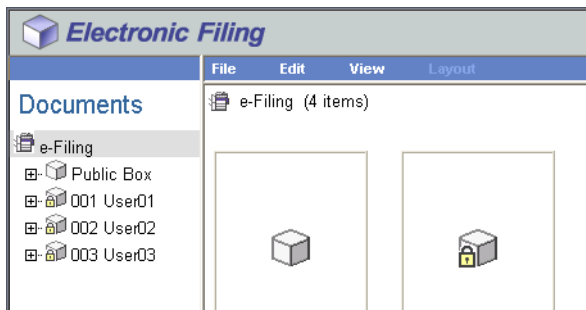
Do not close the Save Document window by clicking the [X] button. The operations may no longer work properly. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

Copying Pages from a Document to a Box or Folder

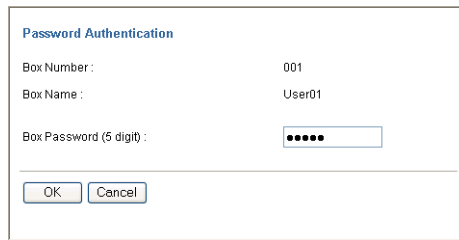
You can copy or cut pages from a document and insert them in a box or folder.

Copying or cutting pages and creating a new document

- 1 Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2 In the Documents frame, select a box or folder that contains the document you want to copy.



3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

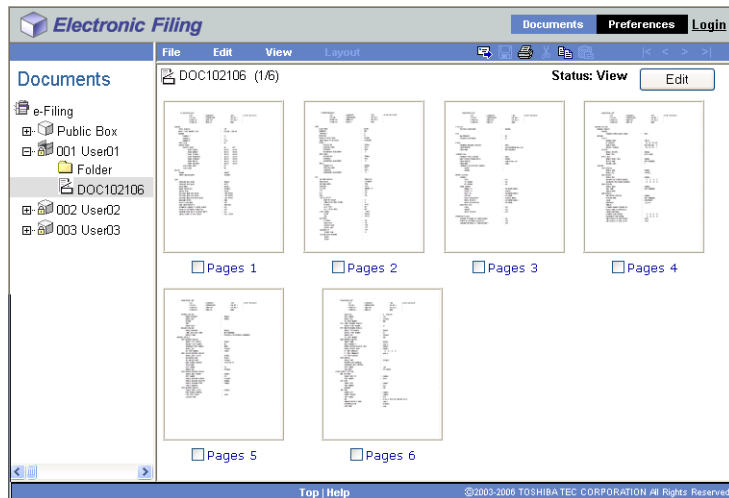


The image shows a 'Password Authentication' dialog box. It contains three input fields: 'Box Number' with the value '001', 'Box Name' with the value 'User01', and 'Box Password (5 digit)' with five dots. At the bottom, there are 'OK' and 'Cancel' buttons.

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 In the Documents frame, select the document that you want to copy.



- The pages of the document are displayed in the Contents frame.

5 If you want to cut pages instead of copy them, click [Edit] to enter the Edit mode.

- The Contents frame displays the pages in the Edit mode.

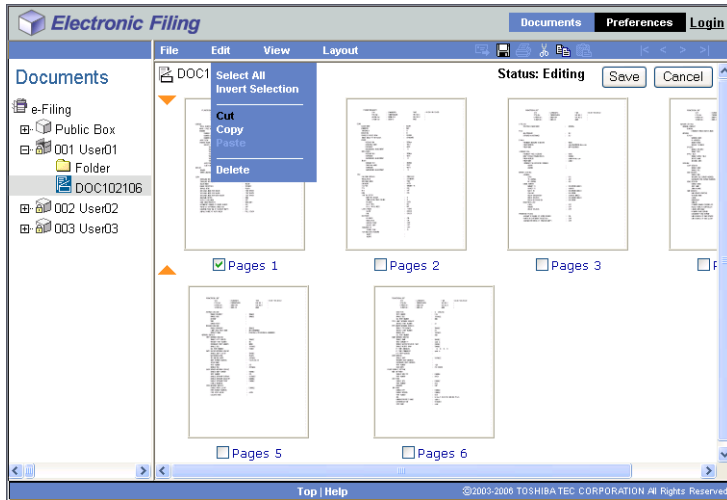
Tip

To cut pages from the document, you must enter to the Edit mode. To copy pages from the document, you need not enter the Edit mode.

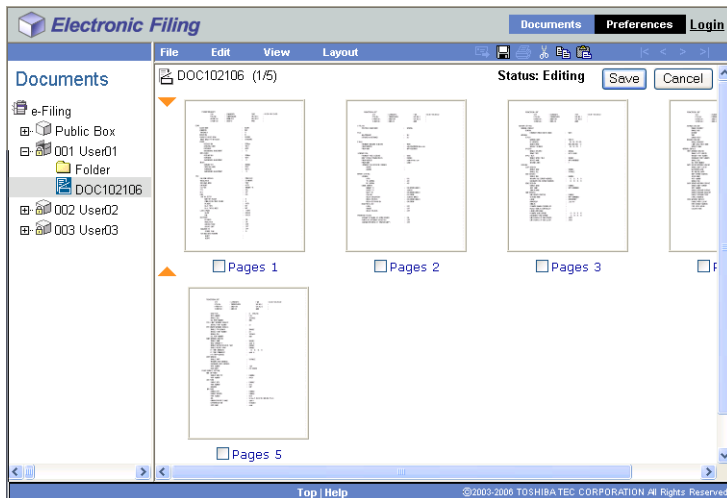
Note

If the document status indicates “In Use”, you cannot enter the Edit mode because another user currently edits the document.

6 Mark the check boxes of the pages that you want to copy and select [Copy] or [Cut] from the [Edit] menu.

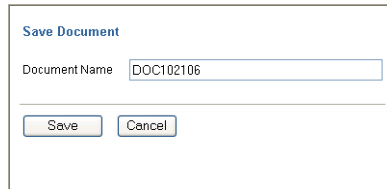


7 If you cut pages from the document, click [Save] to save the document.



- The Save Document window appears.

8 Enter the document name in the “Document Name” field and click [Save].



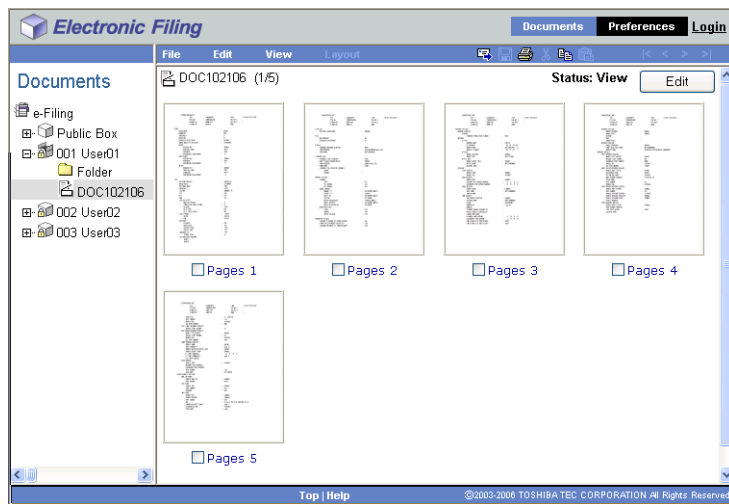
The image shows a 'Save Document' dialog box. It has a title bar that says 'Save Document'. Below the title bar, there is a label 'Document Name' followed by a text input field containing the text 'DOC102106'. At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'.

- If you rename the document, it will be saved as a new document. If you do not change the name, the original document will be overwritten. The Contents frame displays the pages in the View mode.

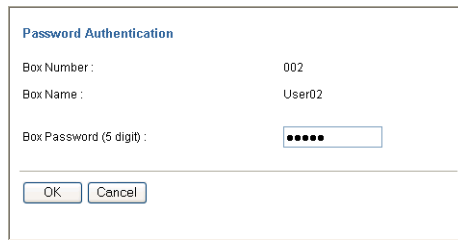
Note

Do not close the Save Document window by clicking the [X] button. The operations may no longer work properly. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

9 Select a box or folder where you want to insert the copied pages in the Documents frame.



10 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



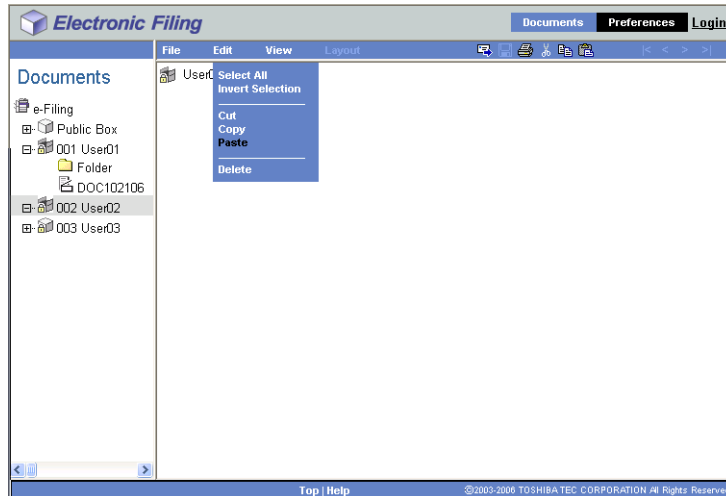
The image shows a 'Password Authentication' dialog box. It contains the following fields and controls:

- Box Number :** 002
- Box Name :** User02
- Box Password (5 digit) :** A text input field with five dots representing a masked password.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom left of the dialog.

Tip

You can also enter the administrator password to open the user box instead of the box password.

11 Click the [Edit] menu and select [Paste].



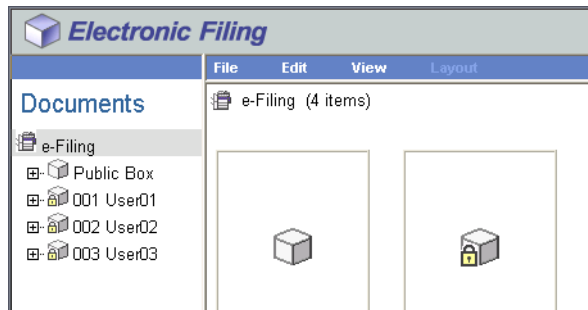
- The document containing the copied page is created in the selected box or folder.

Deleting Pages from a Document

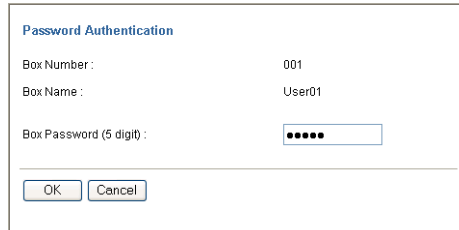
You can delete pages from the document.

Deleting pages from a document

- 1 Click the [Documents] tab.**
 - The Documents tab page is displayed.
- 2 In the Documents frame, select a box or folder that contains the document whose pages you want to delete.**



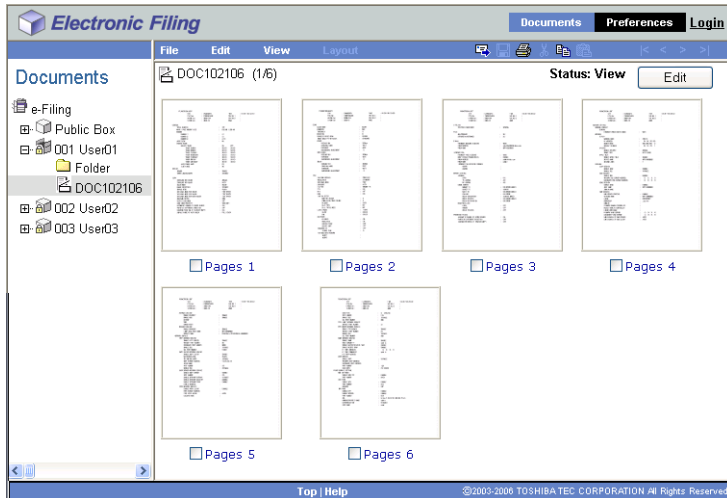
- 3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].**



Tip

You can also enter the administrator password to open the user box instead of the box password.

4 In the Documents frame, select the document whose pages you want to delete.



- The pages of the document are displayed in the Contents frame.

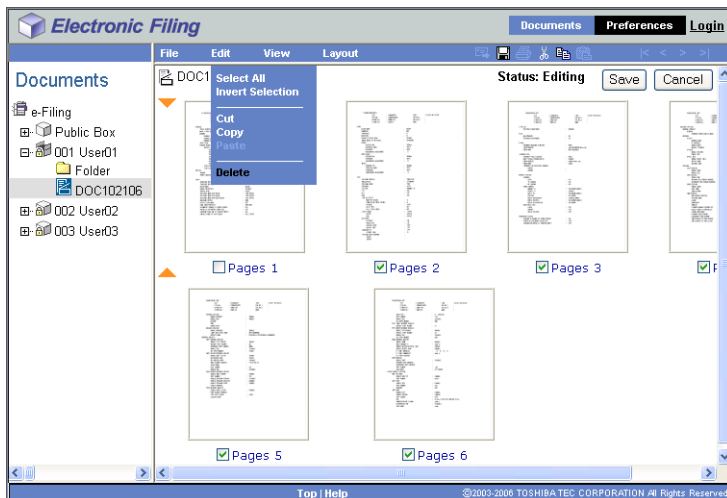
5 Click [Edit] to enter the Edit mode.

- The Contents frame displays the pages in the Edit mode.

Note

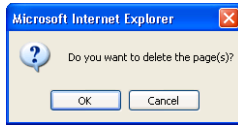
If the document status indicates “In Use”, you cannot enter the Edit mode because another user currently edits the document.

6 Mark the check boxes of the pages that you want to delete and select [Delete] from the [Edit] menu.



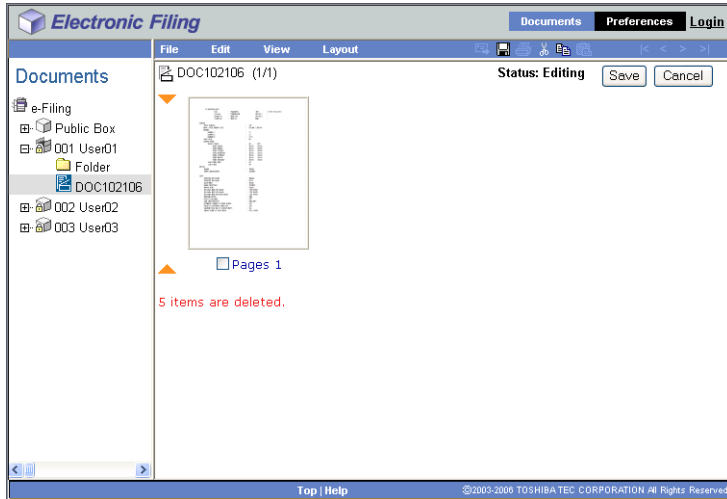
- The confirmation dialog box appears.

7 Click [OK].



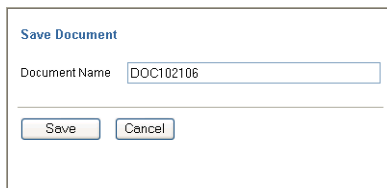
- The selected pages are deleted.

8 Click [Save] to save the document.



- The Save Document window appears.

9 Enter the document name in the “Document Name” field and click [Save].



- If you rename the document, it will be saved as a new document. If you do not change the name, the original document will be overwritten. The Contents frame displays the pages in the View mode.

Note

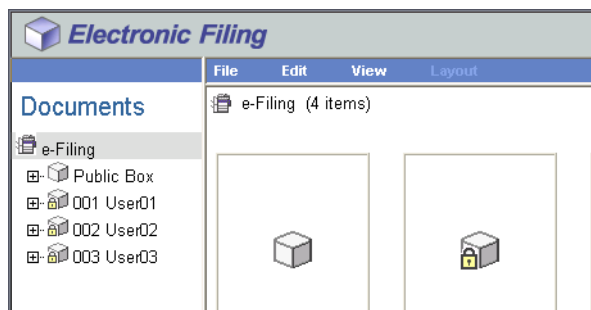
Do not close the Save Document window by clicking the [X] button. The operations may no longer work properly. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

Inserting a Blank Page into Documents

You can insert the blank page into a document. You can select a different size for the blank pages.

Inserting a blank page into the document

- 1** Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2** In the Documents frame, select a box or folder that contains the document you want to insert a blank page.



- 3** If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

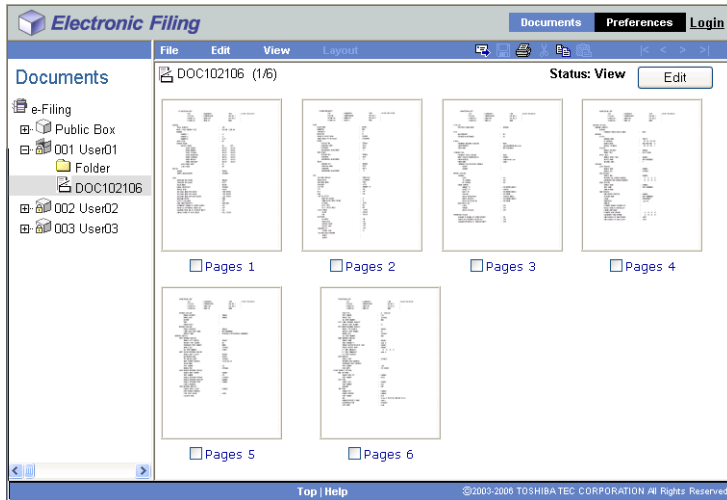
 The screenshot shows a 'Password Authentication' dialog box. It contains the following fields and controls:

- 'Box Number : 001'
- 'Box Name : User01'
- 'Box Password (5 digit) :' followed by a text input field with five dots representing a masked password.
- 'OK' and 'Cancel' buttons at the bottom.

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 In the Documents frame, select the document into which you want to insert a blank page.



- The pages of the document are displayed in the Contents frame.

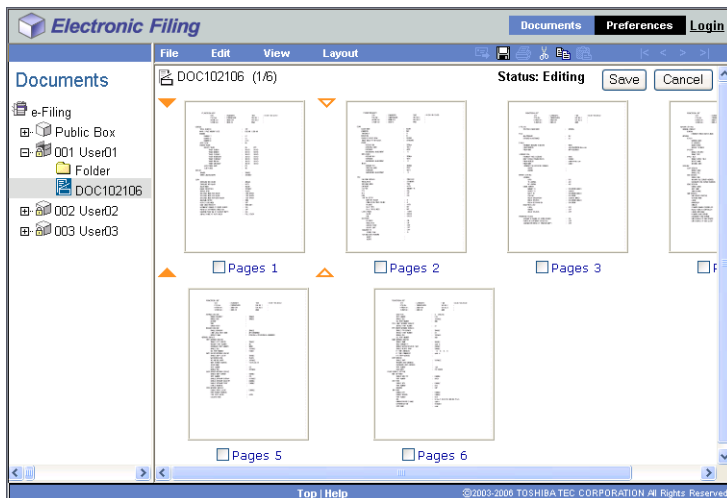
5 Click [Edit] to enter the Edit mode.

- The Contents frame displays the pages in the Edit mode.

Note

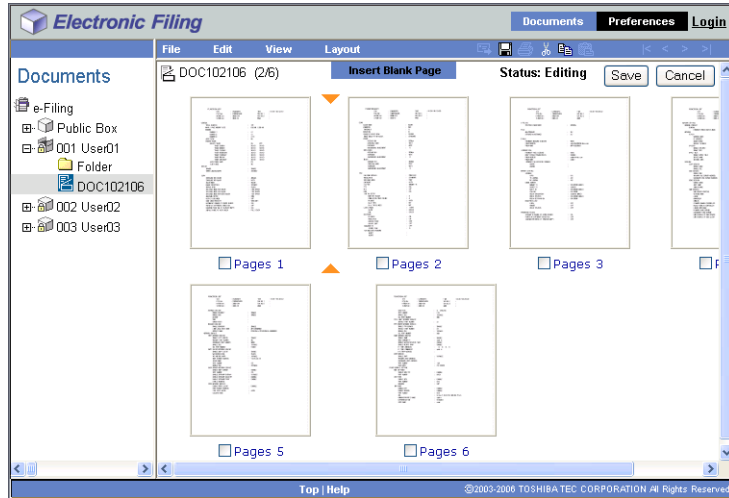
If the document status indicates “In Use”, you cannot enter the Edit mode because another user currently edits the document.

6 Click the space between the pages where you want to insert a blank page.



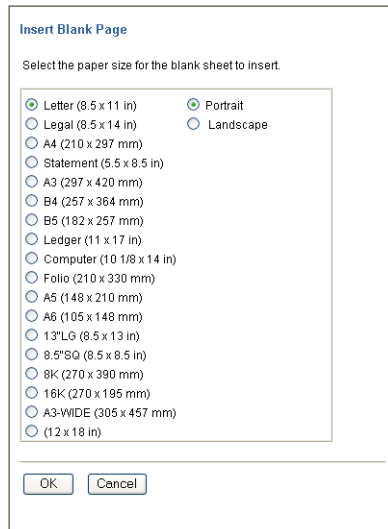
- The arrow indicators move to the space between the pages where you clicked.

7 Click the [Layout] menu and select [Insert Blank Page].



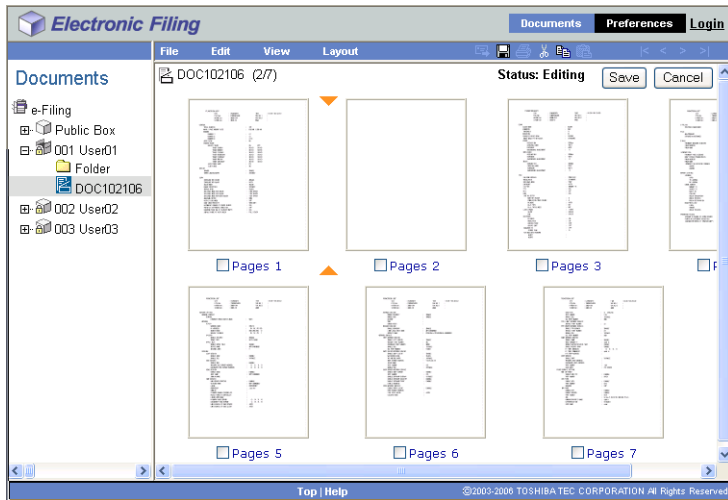
- The Insert Blank Page window appears.

8 Select the paper size and orientation of the inserted blank page, and click [OK].



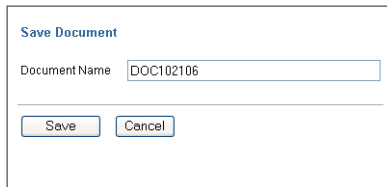
- * The e-STUDIO352/452, e-STUDIO353/453 is used in the screenshot above. It may be different with your system.
- A blank page is inserted between the pages.

9 Click [Save].



- The Save Document window appears.

10 Enter the document name in the “Document Name” field and click [Save].



- If you rename the document, it will be saved as a new document. If you do not change the name, the original document will be overwritten. The document is saved and returns you to the View mode.

Note

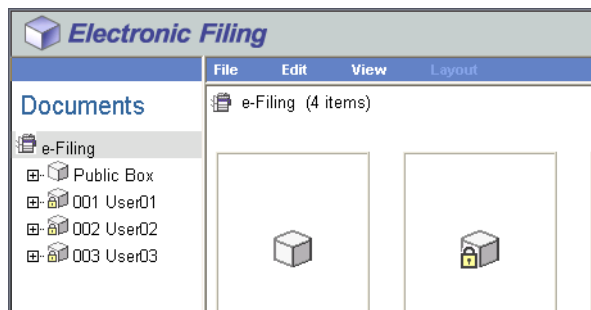
Do not close the Save Document window by clicking the [X] button. The operations may no longer work properly. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

Moving Pages within a Document

You can move pages within a document to arrange the page order.

Moving pages within a document

- 1** Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2** In the Documents frame, select a box or folder that contains the document whose pages you want to arrange.



- 3** If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

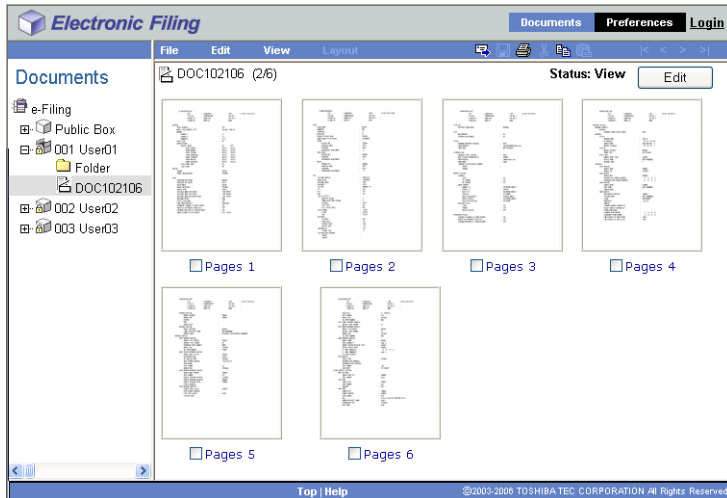
 The 'Password Authentication' dialog box contains the following fields and controls:

Box Number :	001
Box Name :	User01
Box Password (5 digit) :
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Tip

You can also enter the administrator password to open the user box instead of the box password.

4 In the Documents frame, select the document whose pages you want to arrange.



- The pages of the document are displayed in the Contents frame.

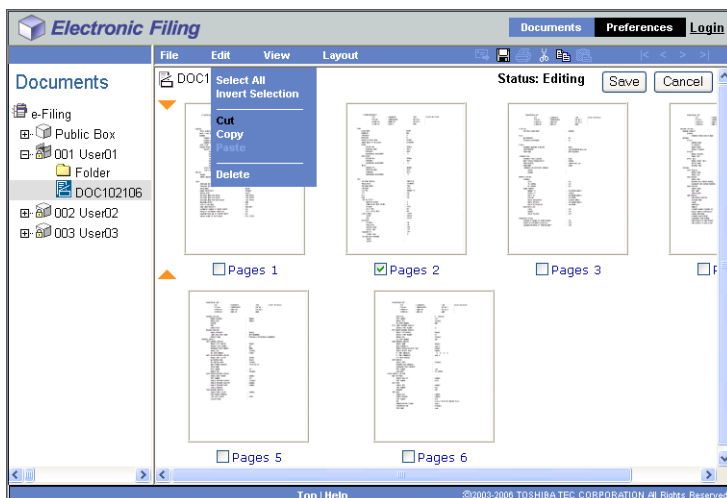
5 Click [Edit] to enter the Edit mode.

- The Contents frame displays the pages in the Edit mode.

Note

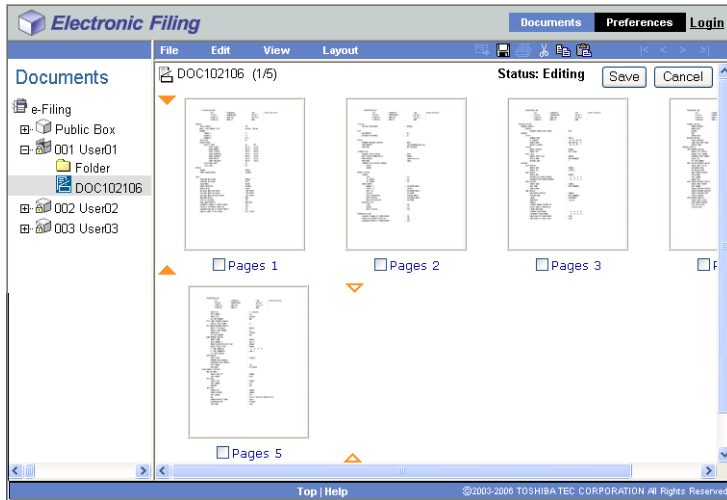
If the document status indicates “In Use”, you cannot enter the Edit mode because another user currently edits the document.

6 Mark the check boxes of the pages that you want to move between other pages and select [Cut] from the [Edit] menu.



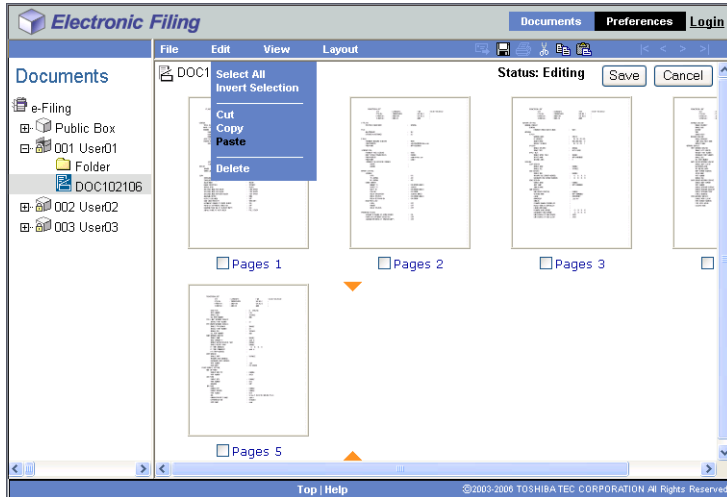
- The selected pages are copied to the clipboard and deleted from the document.

7 Click the space between the pages where you want to insert the copied pages.



- The arrow indicators move to the space between the pages where you clicked.

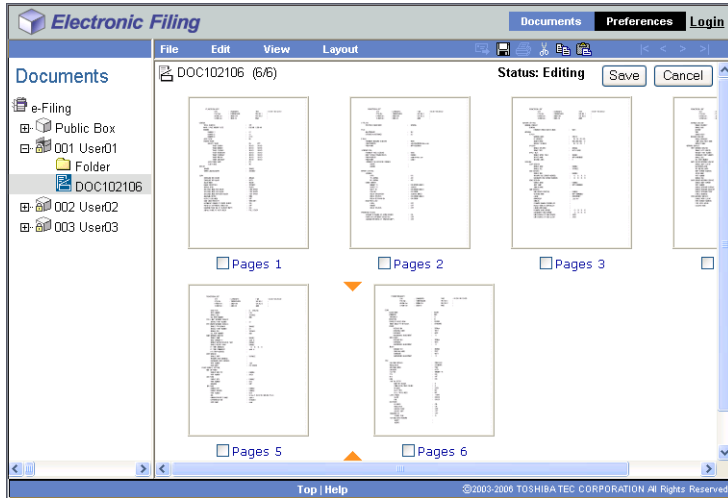
8 Click the [Edit] menu and select [Paste].



- The copied pages are inserted between the pages.

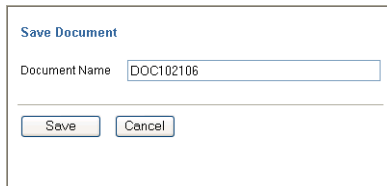
9 Continue the procedure from Step 6 to 8 to arrange pages.

10 After you complete arranging the pages, click [Save].



- The Save Document window appears.

11 Enter the document name in the “Document Name” field and click [Save].



- If you rename the document, it will be saved as new document. If you do not change the name, the original document will be overwritten.
The document is saved and returns you to the View mode.


Note

Do not close the Save Document window by clicking the [X] button. The operations may no longer work properly. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

Moving and Merging Documents

You can also move documents between boxes or folders. You can also combine several documents into one document.

 P.132 “Moving Documents”

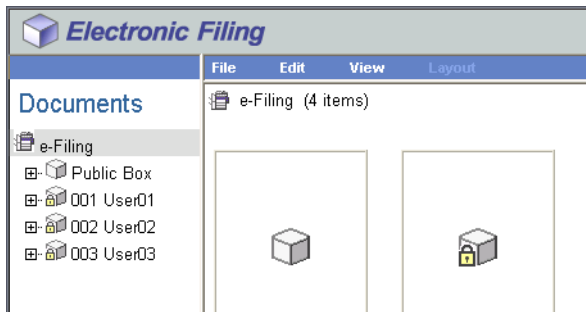
 P.134 “Merging Documents”

Moving Documents

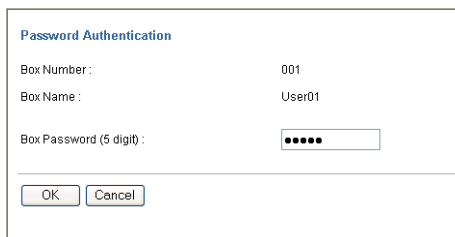
You can copy a document from one box or folder to another, to help you manage the documents.

Moving documents from one box or folder to another

- 1** Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2** In the Documents frame, select a box or folder that contains the document you want to move.



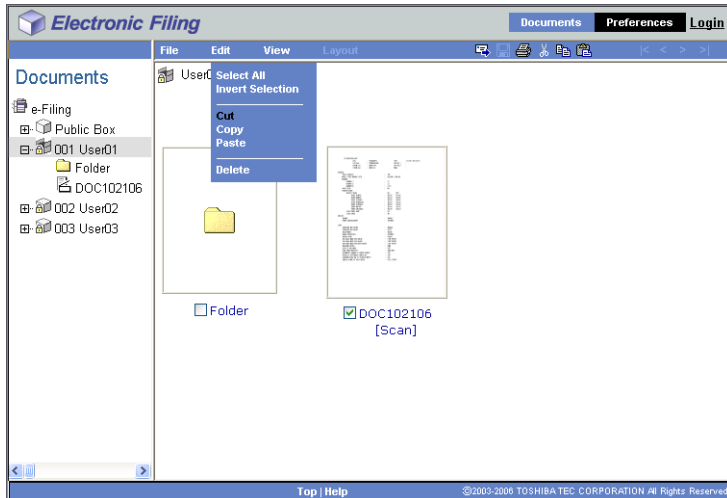
- 3** If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



Tip

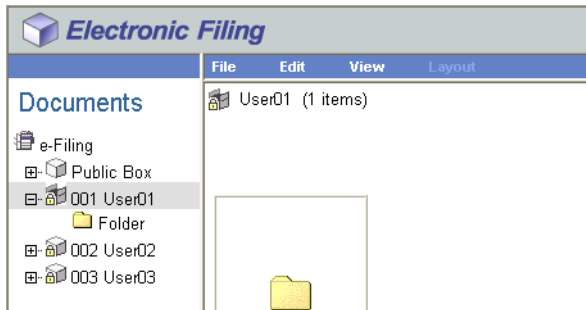
You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check boxes of the documents you want to move and select [Cut] from the [Edit] menu.

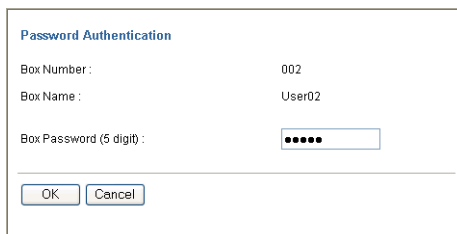


- The selected documents are copied in the clipboard and deleted from the current box or folder.

5 In the Documents frame, select a box or folder where you want to paste the documents.



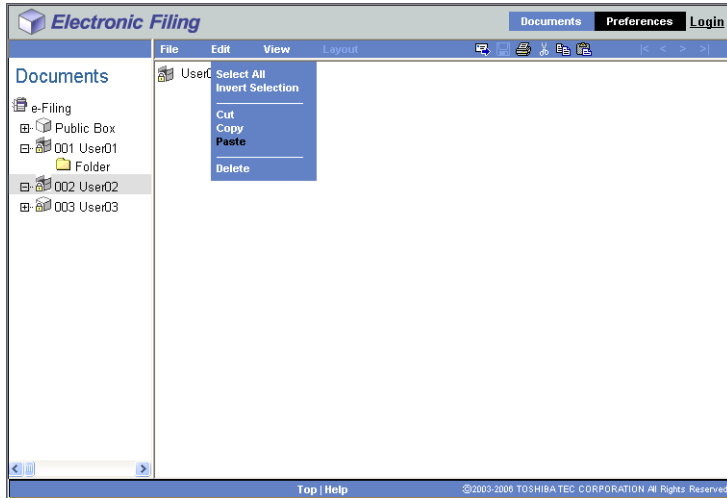
6 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



Tip

You can also enter the administrator password to open the user box instead of the box password.

7 Click the [Edit] menu and select [Paste].



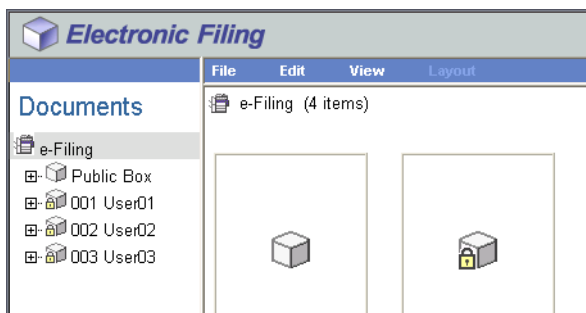
- The documents are created in the selected box or folder.

Merging Documents

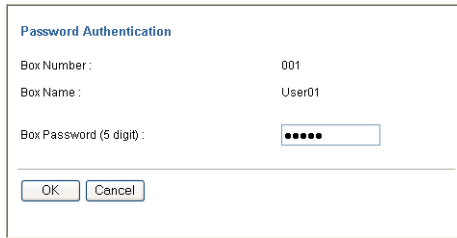
You can copy an entire document and insert its pages into another document. The document that you want to insert is the source document. The document that you want to merge it into is the destination document.

Merging documents into a document

- 1 Click the [Documents] tab.
 - The Documents tab page is displayed.
- 2 In the Documents frame, select a box or folder that contains the source documents.



3 If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].

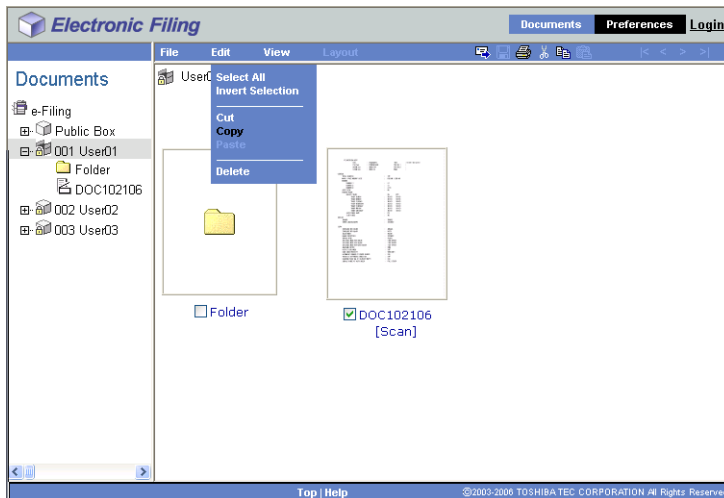


The dialog box is titled "Password Authentication". It contains three fields: "Box Number" with the value "001", "Box Name" with the value "User01", and "Box Password (5 digit)" with a masked input field containing five dots. At the bottom, there are two buttons: "OK" and "Cancel".

Tip

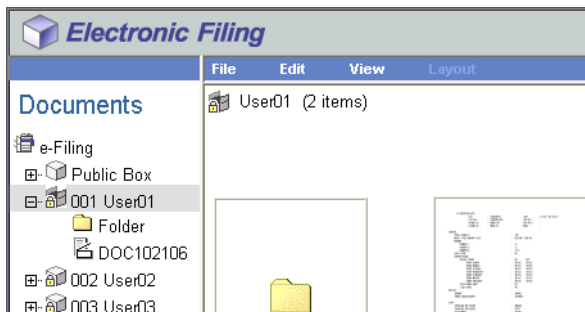
You can also enter the administrator password to open the user box instead of the box password.

4 Mark the check boxes of the source documents and select [Copy] from the [Edit] menu.

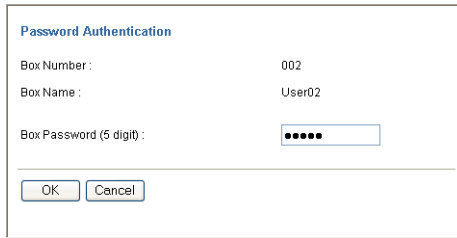


- The selected documents are copied in the clipboard.

5 In the Documents frame, select a box or folder that contains the destination document.



- 6** If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the “Box Password” field and click [OK].



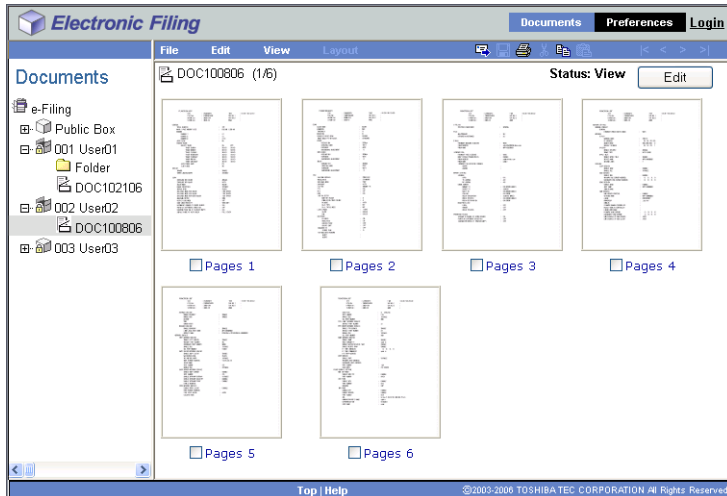
The image shows a 'Password Authentication' dialog box. It contains the following fields and controls:

- Box Number :** 002
- Box Name :** User02
- Box Password (5 digit) :** A text input field with five dots representing a masked password.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Tip

You can also enter the administrator password to open the user box instead of the box password.

- 7** In the Documents frame, select the destination document.



- The pages of the document are displayed in the Contents frame.

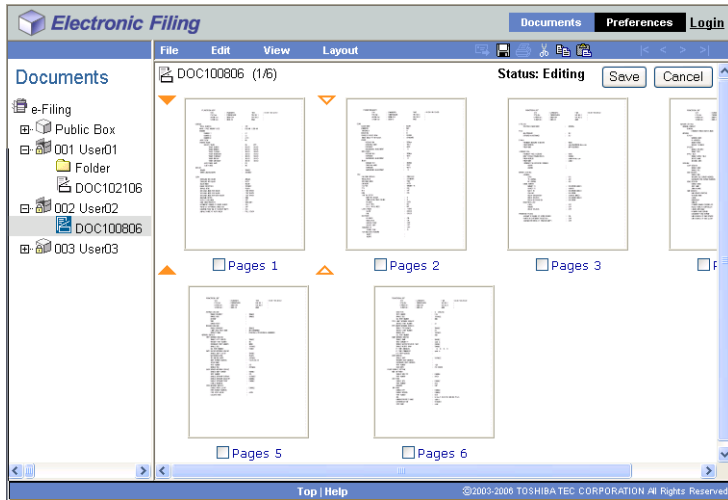
- 8** Click [Edit] to enter the Edit mode.

- The Contents frame displays the pages in the Edit mode.

Note

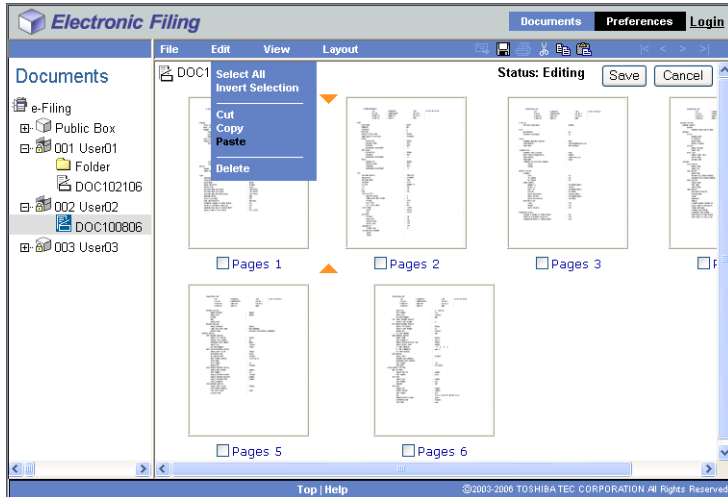
If the document status indicates “In Use”, you cannot enter the Edit mode because another user currently edits the document.

9 Click the space between the pages where you want to merge the documents.



- The arrow indicators move to the space between the pages where you clicked.

10 Click the [Edit] menu and select [Paste].

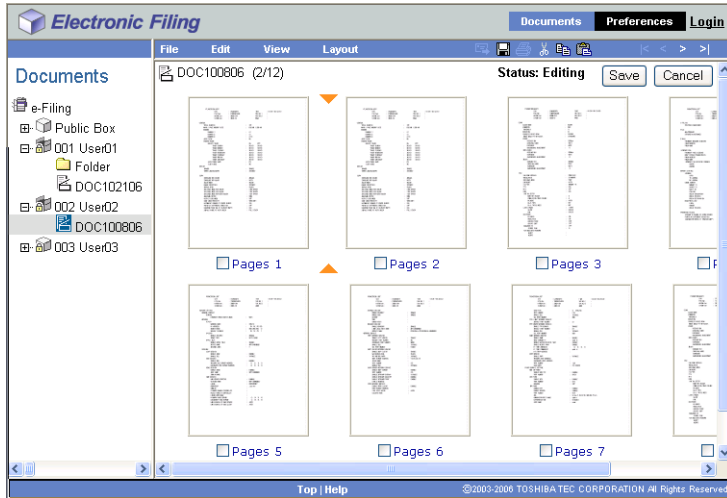


- The copied documents are merged between the pages.

Tip

If the multiple documents have been copied, the documents are merged in an order from oldest one.

11 Click [Save].



- The Save Document window appears.

12 Enter the document name in the “Document Name” field and click [Save].

- If you rename the document, it will be saved as a new document. If you do not change the name, the original document will be overwritten. The document is saved and returns you to the View mode.

Note

Do not close the Save Document window by clicking the [X] button. The operations may no longer work properly. If you close the window by clicking the [X] button, turn off and on the power of the equipment.

4

Retrieving Documents

This section describes the instructions on how to retrieve documents from e-Filing using TWAIN driver, and File Downloader.

Installing e-Filing Client Software	140
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Installing e-Filing Client Software.....	141
Uninstalling e-Filing Client Software	146
Repairing Client Software	148
Retrieving e-Filing Documents	150
How to Import e-Filing Documents.....	150
How to use TWAIN Driver and File Downloader	156

Installing e-Filing Client Software

The e-Filing feature uses several utilities supplied with this equipment.

TWAIN Driver

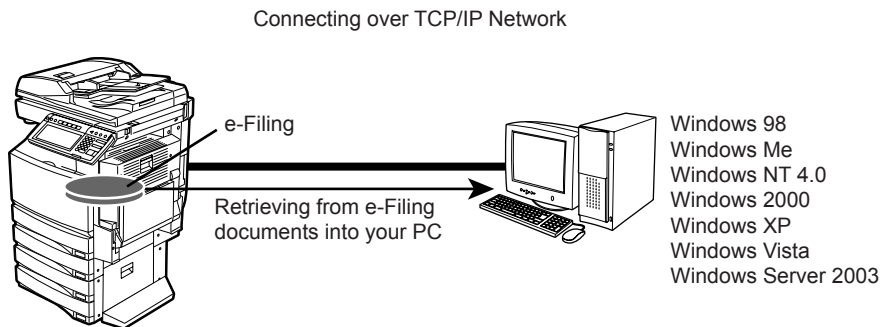
This software component enables you to import e-Filing documents into TWAIN-compliant applications.

File Downloader

This software component enables you to import e-Filing documents into your hard disk.

Planning for Installation

This equipment supports importing into client computers the scan images saved in e-Filing, using the TWAIN driver and File Downloader.



* e-STUDIO352/452 is used in the illustration above. It may be different with your system. The TWAIN driver and File Downloader can retrieve the documents that are stored in the e-Filing by the Copy to e-Filing, Print to e-Filing, Scan to e-Filing, and Received Fax and Internet Fax to e-Filing functions. The TWAIN driver can be selected the TWAIN compliant applications such as Adobe Photoshop and retrieve document from e-Filing. The File Downloader can work as an application to import e-Filing documents to your local hard disk. The TWAIN driver and File Downloader can connect to this equipment over TCP/IP network.

System Requirements for TWAIN Driver and File Downloader

The TWAIN driver and File Downloader are available for following environments:

- **Display Resolution**
1024 x 768 dots or more
- **Display Color**
High Color (16bit) or higher is recommended
- **CPU**
Pentium 133 MHz minimum (Pentium 266 MHz or faster recommended)
- **OS**
Windows 98 (Recommended Windows 98 Second Edition)
Windows Me
Windows NT 4.0 Service Pack 6a
Windows 2000 Service Pack 4
Windows XP Service Pack 1/Service Pack 2
Windows Vista
Windows Server 2003 Service Pack 1

- **Required Software**

TWAIN compliant software

Microsoft Internet Explorer 5.5 Service Pack 2 or later must be installed (for the IPv4 only)

Microsoft Internet Explorer 7.0 or later must be installed (for the IPv6 only)

Microsoft Internet Explorer is enabled to access the e-Filing web utility on this equipment.

- The proxy settings must be configured correctly to enable the access.
- The browser must not be offline.

- **Recommended Memory**

For the black and white model: 256 MB

For the color model:

For retrieving A4/LT 600dpi color image / 600dpi black image: 256 MB

Before Installing Client Software

Before installing the client software, confirm the followings to perform an appropriate installation.

— When e-Filing Client Software Have Been Installed

If the e-Filing client software have been installed from other e-STUDIO Client Utilities CD-ROM, uninstall the e-Filing client software then install them from the e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO853 Series, e-STUDIO452 Series, e-STUDIO453 Series, e-STUDIO282 Series or e-STUDIO283 Series Client Utilities CD-ROM. The e-Filing client software can be used for e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO853 Series, e-STUDIO452 Series, e-STUDIO453 Series, e-STUDIO282 Series, e-STUDIO283 Series, e-STUDIO4511 Series, e-STUDIO450 Series, and e-STUDIO280 Series. When you uninstall the e-Filing client software, please click [No] at the dialog box that displays the message to delete the settings for the e-Filing client software so that you can restore the settings after installing new one.

Installing e-Filing Client Software

You can install e-Filing client software from the Client Utilities CD-ROM or TopAccess.

Installing from Client Utilities CD-ROM

This section describes how to install the e-Filing client software.

Installing the e-Filing client software using the installer

This procedure describes an installation on Windows XP. The procedure is the same when other versions of Windows are used. The e-STUDIO352/452 is used in the illustrations below. They may be slightly different with your system.

Notes

- You must log into Windows as a user who has the “Administrators” privilege, when using the Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003.
- When using Windows Vista, you can install by entering the Administrator password at the time of starting the installer, although you have not logged in as a user with Administrator privilege.

1 Insert the Client Utilities CD-ROM into the CD-ROM drive.

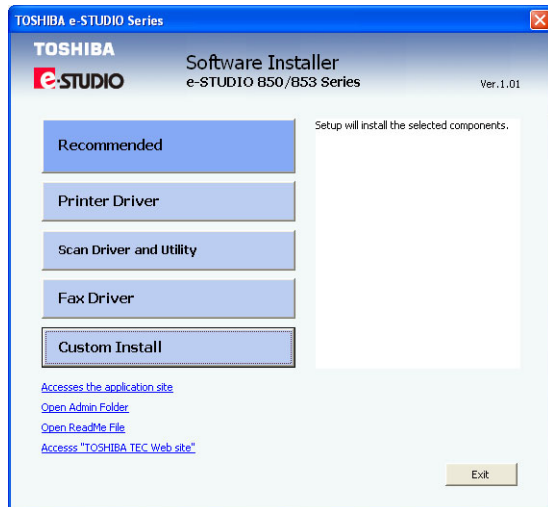
- If the installer does not automatically start, use the Explorer to open the e-STUDIO folder in the Client Utilities CD-ROM and double-click “SetupLauncher.exe.”

2 Select “I agree to the terms of the License Agreement.” and click [Next].



- To change the display language, select a desired language from the Select Language drop-down menu.
- The main menu window is displayed.

3 From the menus, select “Custom Install.”

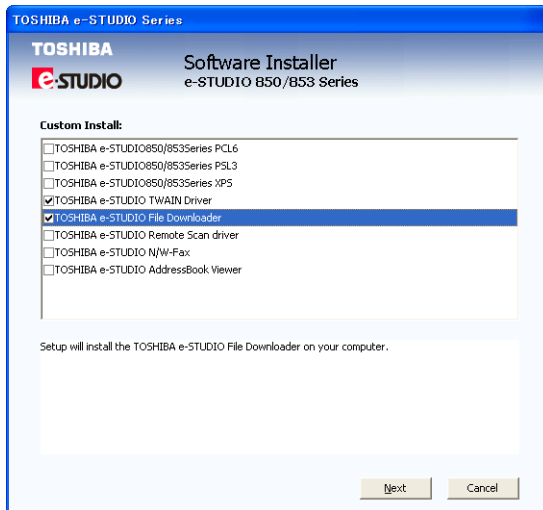


Custom Install: Select this if you would like to pick and choose the installation components.

Tip

In addition to the above menus, the main menu window has the Printer Driver, the Scan Driver and Utility and the Fax Driver menus. For more information about these drivers and utilities, please see the **Printing Guide**, the **Scanning Guide**, and the **Network Fax Guide**.

4 Select the software that you want to install and click [Next].



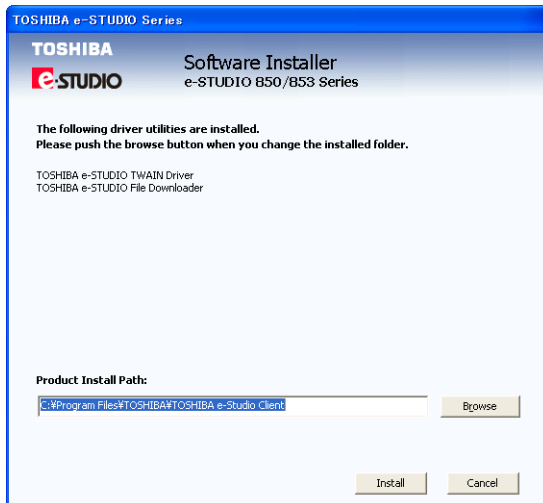
The following software can be installed:

- TOSHIBA e-STUDIO TWAIN Driver
- TOSHIBA e-STUDIO File Downloader

Tip

There are also printing software, scan software, and fax software in the list. For more information about each software, please see the **Printing Guide**, the **Scanning Guide**, and the **Network Fax Guide**.

5 Confirm the list of the software to install and click [Install].



- If you install AddressBook Viewer and/or File Downloader, you can change the folder where these programs are installed. Click [Browse] and, when the Browse For Folder dialog box appears, select a folder and click [OK].
- The installation starts.

Tip

If you have selected a printer or fax driver in Step 4, the window for specifying the network path or queue name of your device is displayed. In this case, see the *Printing Guide* or the *Network Fax Guide*.

6 When the installation is complete, click [Finish].

- The main menu window is displayed.

Note

The Installer may ask you to restart your computer. If it does, select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

7 Click [Yes].

- When a message appears asking whether to finish the installation, click [Yes].

8 The installation is completed.**Installing from TopAccess**

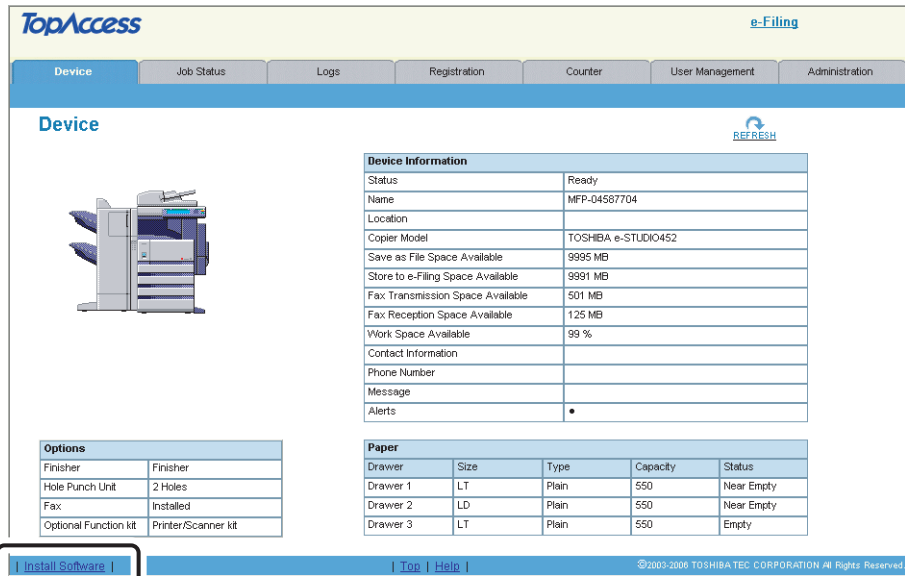
If the system administrator has uploaded the software to this equipment, you can use TopAccess to install the software on your workstation.

Notes

- When using Windows Server 2003 that the Service Pack is installed, the installation from TopAccess cannot be performed. In that case, please install the software in the other method.
- For instructions on how to upload the software in the equipment, please refer to the *TopAccess Guide*.

Installing e-Filing client software from TopAccess

- 1 In TopAccess, click the Install Software link at the bottom of the screen.



The screenshot shows the TopAccess e-Filing interface. The main content area is titled "Device" and contains a "Device Information" table, an "Options" table, and a "Paper" table. The "Device Information" table lists various device specifications. The "Options" table lists installed and available options. The "Paper" table lists paper drawer settings. At the bottom of the page, there is a navigation bar with a red box highlighting the "Install Software" link.

Device Information	
Status	Ready
Name	MFP-04587704
Location	
Copier Model	TOSHIBA e-STUDIO452
Save as File Space Available	9995 MB
Store to e-Filing Space Available	9991 MB
Fax Transmission Space Available	501 MB
Fax Reception Space Available	125 MB
Work Space Available	99 %
Contact Information	
Phone Number	
Message	
Alerts	•

Options	
Finisher	Finisher
Hole Punch Unit	2 Holes
Fax	Installed
Optional Function kit	Printer/Scanner kit

Paper				
Drawer	Size	Type	Capacity	Status
Drawer 1	LT	Plain	550	Near Empty
Drawer 2	LD	Plain	550	Near Empty
Drawer 3	LT	Plain	550	Empty

- * Please note that the screen may be slightly different depending on the system you are using.
- The Install Client Software page opens.

- 2 Click the “Install Client1” link to download the installer file.




The screenshot shows the TopAccess e-Filing interface for the "Install Client Software" page. It includes a "Drivers" section with links for "Unix Filters" and "Macintosh PPD Files". Below this, there is a table listing the available installer files for download.

File Name	Size
Install Client1	51534(KB)

- 3 Download the installer file on your desktop by following the prompts.
- 4 Double-click the “InstallClient1.exe” file that you downloaded.
 - The installer starts and the InstallShield Wizard dialog box appears.

5 Follow the installation procedure using the Client Utilities CD-ROM described in following section.

 P.141 "Installing from Client Utilities CD-ROM"

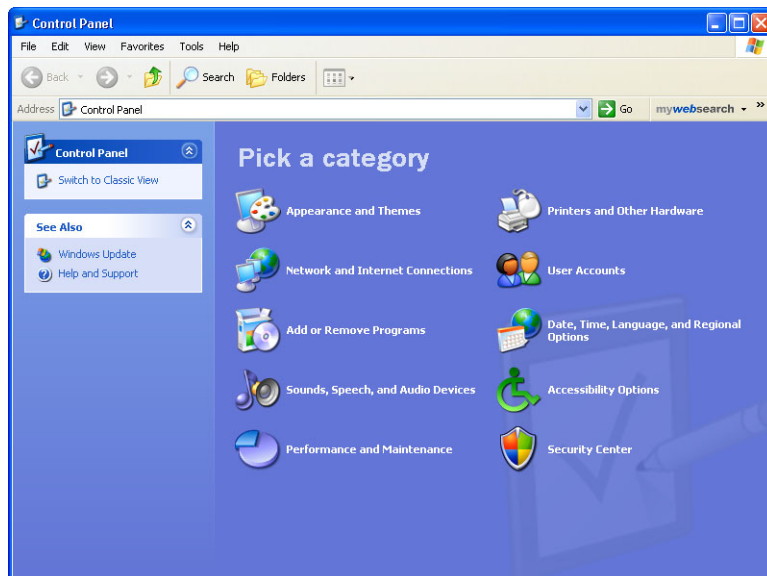
Uninstalling e-Filing Client Software

The following describes how to uninstall e-Filing client software.

Uninstalling e-Filing Client Software

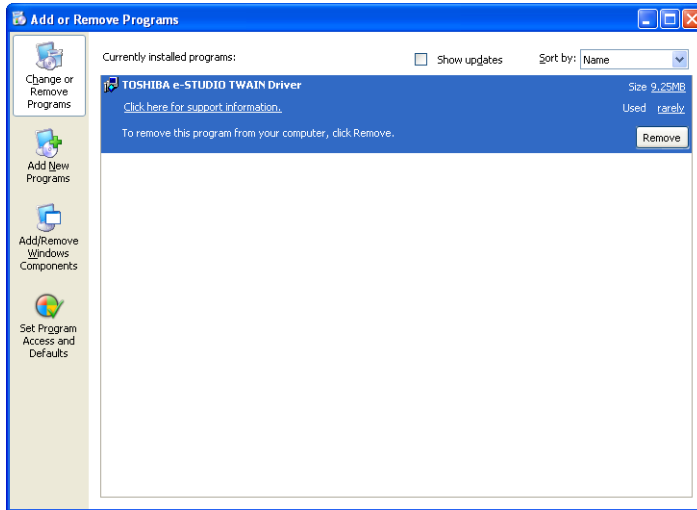
The following describes an uninstallation on Windows XP. The procedure is the same when other versions of Windows are used. The e-STUDIO352/452 is used in the screens below. They may be slightly different with your system.

1 Open "Control Panel" and click the "Add or Remove Programs" icon.

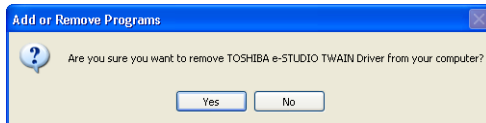


- The Add/Remove Programs dialog box appears.
- When using Windows Vista, select [Start], [Control] select [Program] and uninstall the program.

2 From the list, select the software you want to remove and click [Remove].



3 Click [Yes].



4 Click [Yes] to delete the setting files.



- Deleting files starts.

Note

If you want to re-install the client software later, click [No] to remain the setting files. You can restore the data and settings when you re-install the client software.

Repairing Client Software

When the client software will not work correctly, you can repair the client software.

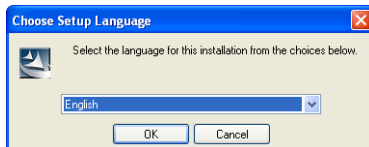
Repairing Client Utilities Software

The following describes an installation on Windows XP. The procedure is the same when other versions of Windows are used. The e-STUDIO352/452 is used in the screens below. They may be slightly different with your system.

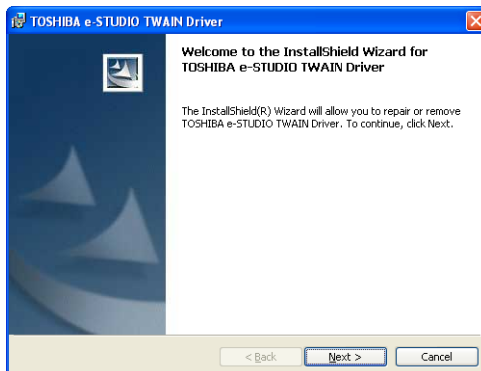
Note

Do not perform preparing the client software on Windows XP that the Service Pack 2 is not installed. In that case, uninstall the client software and then install again to repair the client software.

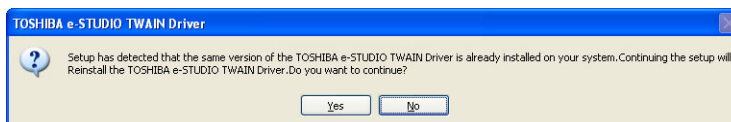
- 1 Insert the Client Utilities CD-ROM into the CD-ROM drive.**
 - When inserting the Client Utilities CD-ROM, the installer may automatically start. Click [Exit] to exit the installer and continue the operation.
- 2 Open the software folder that you want to repair and double click the [Setup.exe] icon.**
 - To repair TWAIN Driver, locate “[CD-ROM drive]:\Client\TWAIN”.
 - To repair File Downloader, locate “[CD-ROM drive]:\Client\FD”.
- 3 Select the language and click [OK].**



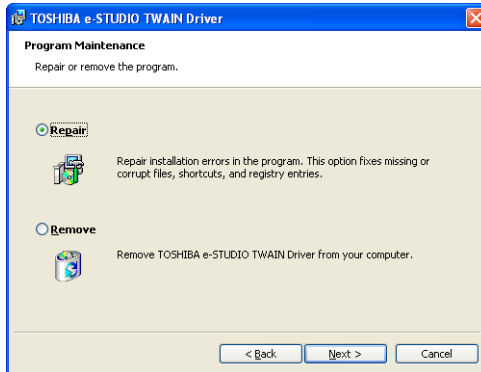
- 4 Click [Next].**



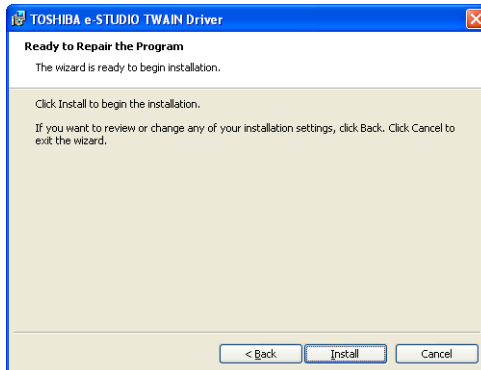
- 5 Click [Yes].**



6 Select “Repair” and click [Next].

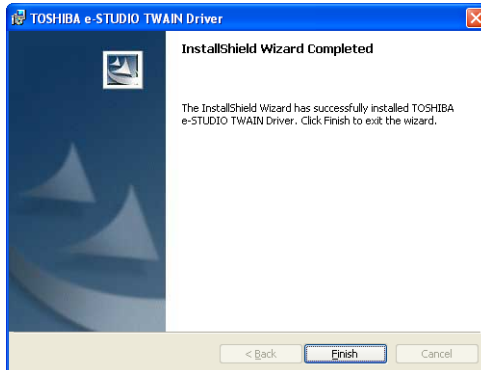


7 Click [Install].



- Repairing files starts.

8 Click [Finish] to close the wizard.



Retrieving e-Filing Documents

You can retrieve the e-Filing documents using the following client software:


TWAIN Driver

This software component enables you to import e-Filing documents into TWAIN-compliant applications.

 P.150 “Importing e-Filing Document into an Application”

File Downloader

This software component enables you to import e-Filing documents into your hard disk.

 P.153 “Retrieving documents as Files”

How to Import e-Filing Documents

When a document is saved in e-Filing on this equipment, you can retrieve it using a TWAIN-compliant software application such as “Imaging for Windows”, a Windows 98, Me, and 2000 operating system accessory. Also you can launch the File Downloader to retrieve the document from e-Filing.

Notes

- Some applications that support TWAIN formats may not work with the TWAIN Driver. Refer to the application’s manual or online Help in that case.
- Windows NT 4.0, Windows XP, Windows Vista, and Windows Server 2003 operating system does not come with TWAIN application software installed; you must obtain the software separately.

Importing e-Filing Document into an Application

The TWAIN driver allows you to import an e-Filing document into your TWAIN-compliant application.

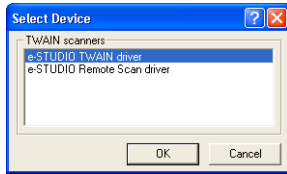
Notes

- Before retrieving the stored document in e-Filing using the TWAIN driver, you should perform the Copy to e-Filing, Print to e-Filing, or Scan to e-Filing operations. You can also store the received faxes or Internet Faxes in e-Filing using Fax and Internet Fax Received Forward or mailbox features when the optional Fax unit is installed.
- Some applications cannot import the multi-page documents that contain color pages and black pages, pages of different sizes, and pages of different resolution. In that case, please import the document page by page, or save the document as a TIFF or PDF file using File Downloader then open it with the application.
- The image quality of an imported document varies depending on the application. If the image quality is not good enough, use other applications, or save the document using File Downloader.

Retrieving stored documents from e-Filing using the TWAIN driver

- 1 Run the TWAIN-compliant application.**
- 2 Click the [File] menu and select [Select Device] (or the same functional command).**
 - The Select Source dialog box appears.

3 Select “e-STUDIO TWAIN driver” and click [OK].



4 Click the [File] menu and select [Acquire Image] (or the same functional command).

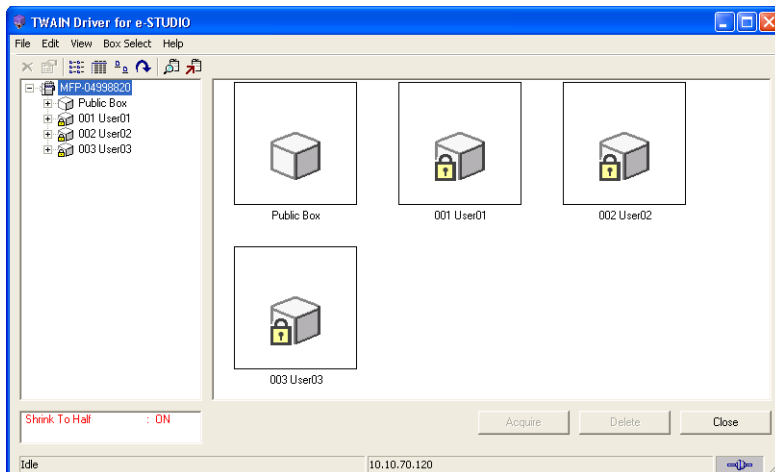
- The TWAIN Driver for e-STUDIO window opens.

Note

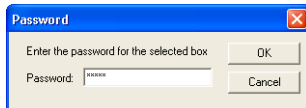
When you are running the TWAIN driver the first time, the TopAccessDocMon Local Discovery dialog box appears. In this case, search the equipment in your network and configure the connection.

P.156 “When You Are Running the First Time”

5 In the box tree window, browse the box where the desired e-Filing document is saved.



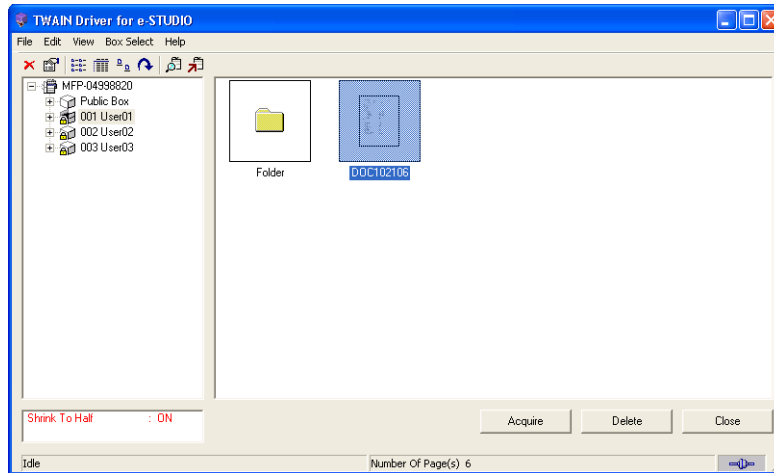
6 If the selected Box requires a password, the Password dialog box appears. Enter the 5-digit password of the Box and click [OK].



Note

You can enter the administrator password instead of the 5-digit password.

7 Select an e-Filing document (or pages) that you want to retrieve and click [Acquire].

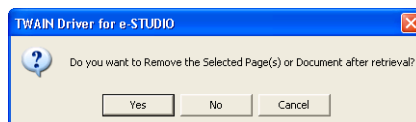


- The message “Do you want to Remove the Selected Page(s) or Document after retrieval?” is displayed.

Tips

- If displaying the thumbnails of the documents takes a long time, you can stop listing them by pressing the [ESC] key. Then repeat the operation from Step 1 and select [List] in the [View] menu to display the document in the List view.
- If the selected box, folder, or document has more than 350 contents to display, it automatically displays the contents in the List view.
- You can also do following using the TWAIN Driver interface:
 - 📖 P.162 “Deleting e-Filing Documents”
 - 📖 P.171 “Displaying the Box, Folder, Document and Page Properties”
 - 📖 P.174 “Shrinking Documents”
 - 📖 P.174 “Adding a New Device Using Network Discovery”
 - 📖 P.175 “Changing the Target Device for Retrieving e-Filing Documents”

8 If you want to remove the document from e-Filing after retrieving, click [Yes]. If you want to leave the document in e-Filing, click [No].



- You can cancel retrieving a document by clicking [Cancel].

9 The Download In Progress dialog box appears. After completing the download, the document is displayed in the application.

Retrieving documents as Files

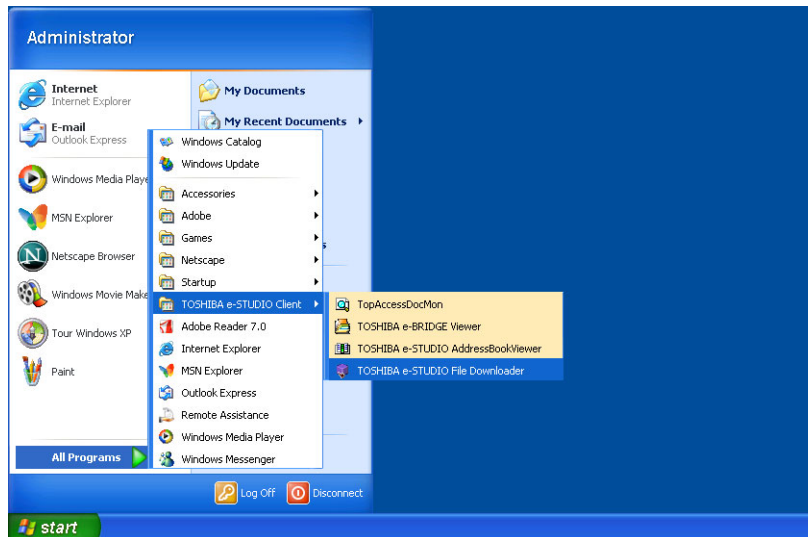
The File Downloader allows you to retrieve e-Filing documents and save them on your hard disk.

Note

Before retrieving e-Filing documents using the File Downloader, you should perform the Copy to e-Filing, Print to e-Filing, or Scan to e-Filing operations. You can also store the received faxes or Internet Faxes in e-Filing using Fax and Internet Fax Received Forward or mailbox features when the optional Fax unit is installed.

Retrieving e-Filing documents using the File Downloader

- 1 Click the [Start] menu, select [All Programs], and click [TOSHIBA e-STUDIO File Downloader] in the [TOSHIBA e-STUDIO Client] program folder.



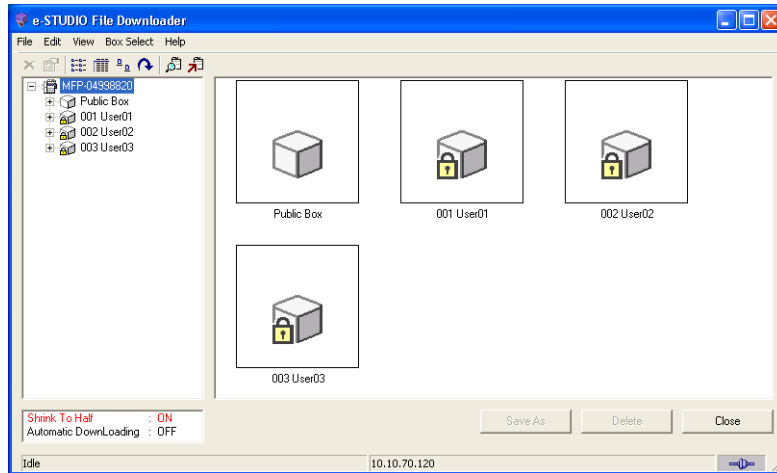
- The e-STUDIO File Downloader window opens.

Note

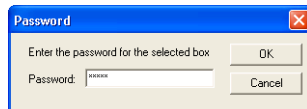
When you are running the File Downloader the first time, the TopAccessDocMon Local Discovery dialog box appears. In this case, search the equipment in your network and configure the connection.

📖 P.156 “When You Are Running the First Time”

2 In the box tree window, browse the box where the desired document is saved.



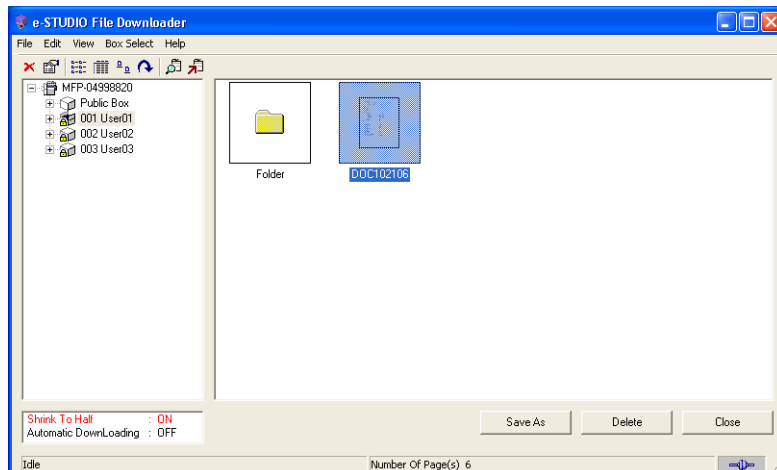
3 If the selected Box requires a password, the Password dialog box appears. Enter the 5-digit password of the Box and click [OK].



Note

You can enter the administrator password instead of the 5-digit password.

4 Select a document and click [Save As].

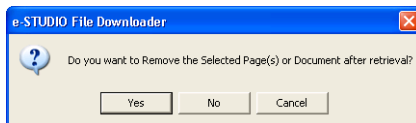


- The message "Do you want to Remove the Selected Page(s) or Document after retrieval?" is displayed.

Tips

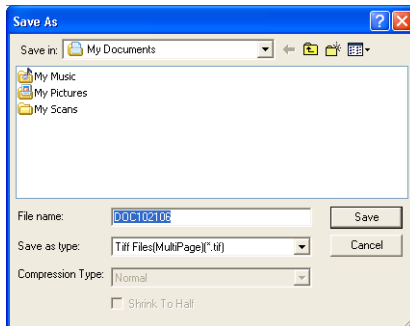
- If displaying the thumbnails of the documents takes a long time, you can stop listing them by pressing the [ESC] key. Then repeat the operation from Step 1 and select [List] in the [View] menu to display the document in the List view.
- If the selected box, folder, or document has more than 350 contents to display, it automatically displays the contents in the List view.
- You can also do following using the File Downloader interface:
 - 📖 P.162 “Deleting e-Filing Documents”
 - 📖 P.163 “Setting the Automatic Download”
 - 📖 P.171 “Displaying the Box, Folder, Document and Page Properties”
 - 📖 P.174 “Shrinking Documents”
 - 📖 P.174 “Adding a New Device Using Network Discovery”
 - 📖 P.175 “Changing the Target Device for Retrieving e-Filing Documents”

5 If you want to remove the document from e-Filing after retrieving, click [Yes]. If you want to leave the document in e-Filing, click [No].



- You can cancel retrieving a document by clicking [Cancel]. The Save As dialog box appears.

6 Locate the folder where you want to save the document. Enter the file name in the “File Name” field, select the file format in the “Save as type” drop down box, and then click [Save].



- The document is saved in specified folder.

How to use TWAIN Driver and File Downloader

You can retrieve, delete, and display e-Filing documents using the TWAIN driver and File Downloader interface.

When You Are Running the First Time

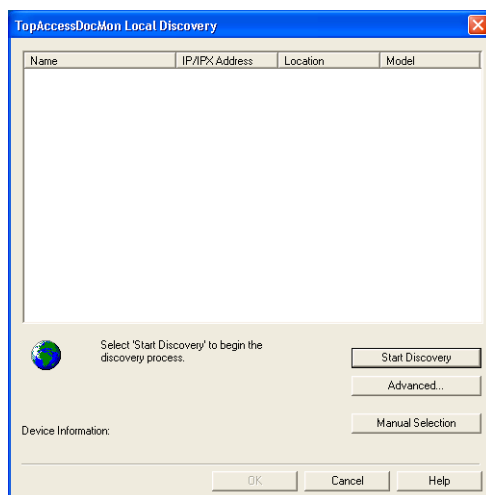
When you access the TWAIN driver or File Downloader the first time, the TopAccessDocMon Local Discovery dialog box appears. In this case, search the equipment in your network and configure the connection.

Tip

You can also change a target device to retrieve e-Filing documents. To do this, you must add an additional connection to the other equipment using the Local Discovery function.

Discovering the device automatically

- 1 In the TopAccessDocMon Local Discovery dialog box, click [Start Discovery] to begin the process.



- It locates all the compatible devices in your network.

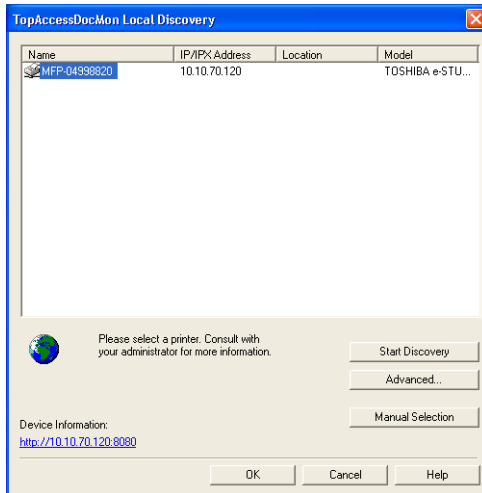
- 2 When the process is completed, found devices are listed in the list.

Tip

If the process continues for a long time, it is because too many network clients are on the network. In that case, you can configure the discovery using the [Advanced] button.

📖 P.159 “Configuring Discovery Settings”

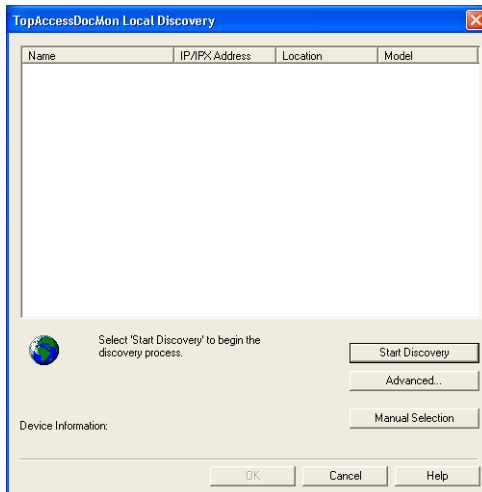
3 Select the equipment that you want to connect from the list and click [OK].



- You are connected to the selected device and the TWAIN driver or File Downloader window is displayed.

Discovering the device manually

1 In the TopAccessDocMon Local Discovery dialog box, click [Manual Selection].



- The Manual Selection dialog box appears.

2 Enter each item to specify the network address of the device and click [OK].

IP Address — Enter the IP address of the printer.

IPX Address — This is disabled because the TWAIN driver and File Downloader do not support the IPX/SPX connection.

Name — Enter the printer name.

Location — Enter the location of the printer.

Note

You must enter “Name” and “IP Address”.

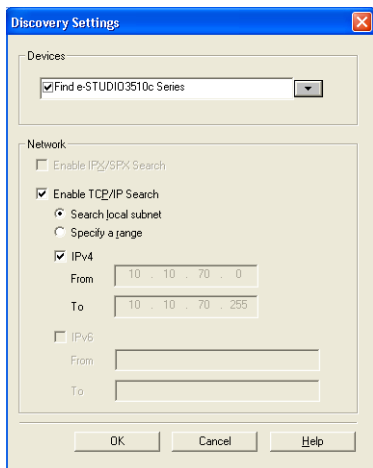
3 The entered printer is added in the list. Select the printers that you want to monitor from the list and click [OK].

Name	IP/IPX Address	Location	Model
MFP-04998920	10.10.70.120		

- The TWAIN driver or File Downloader connects to the selected device and displays the TWAIN Driver for e-STUDIO window or e-STUDIO File Downloader window.

— Configuring Discovery Settings

You can configure the discovery settings.



1) Devices

Click the arrow button to display the poll down list and check the model name that you want to search.

2) Network - Enable IPX/SPX Search

This is disabled because the TWAIN driver and File Downloader do not support the IPX/SPX connection.

3) Network - Enable TCP/IP Search

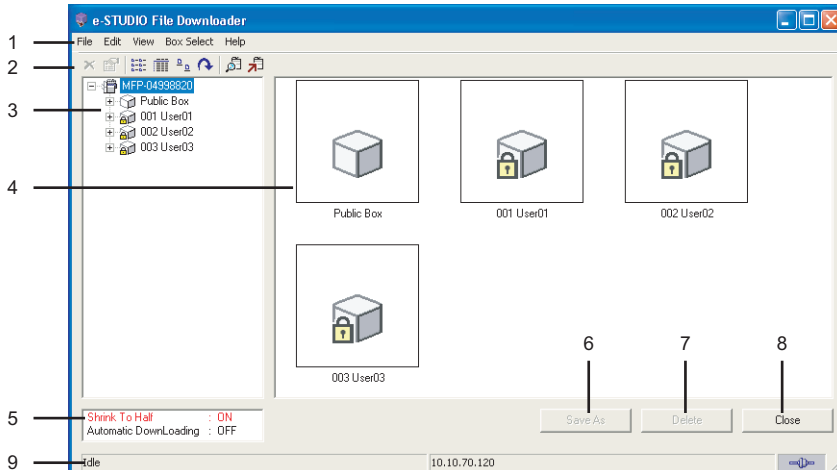
Select this to search for devices connected to the TCP/IP network. This is available only when the TCP/IP protocol is installed.

When this is enabled, select how it searches devices in the TCP/IP network.

- **Search local subnet** — Select this to search devices in local subnet.
- **Specify a range** — Select this to search devices in specific range of IP addresses. When this is selected, enter the IP addresses in “From” field and “To” field to specify the range.
- **IPv4** — Select this to search for devices set with an IPv4 address.
- **IPv6** — Select this to search for devices set with an IPv6 address.

How to use the Main Window

When you access the TWAIN driver or File Downloader, the Main window for the TWAIN driver or File Downloader appears and lets you perform various functions more than retrieving e-Filing documents in the Main window.



1) Menu Bar

You can select various functions from the menu.

File menu:

- **Acquire (TWAIN driver only)** — Click this menu to download a document, or pages of a document, into an application.
- **Save As (File Downloader only)** — Click this menu to download pages of the selected document to save as a file.
- **Delete** — Click this menu to delete selected pages or documents.
 P.162 “Deleting e-Filing Documents”
- **Properties** — Click this menu to display the properties of a selected page or document.
 P.171 “Displaying the Box, Folder, Document and Page Properties”
- **Automatic Download (File Downloader only)** — Click this menu to configure the automatic download function.
 P.163 “Setting the Automatic Download”
- **Close** — Click this menu to close the TWAIN driver or File Downloader Main window.

Edit menu:

- **Select All** — Click this menu to select all pages displayed in the Content window. This is available only when you select a document in the Tree window.
- **Shrink To Half** — Click this menu to change resolution of the e-Filing documents to 300x300 dpi that are originally stored in 600x600 dpi. This feature is only available for the documents that are originally stored to the e-Filing by the Copy to e-Filing or Print to e-Filing feature. When the check mark is displayed in this menu, all documents will be retrieved in 300x300 dpi. You can cancel shrinking to half by clicking on this menu again.
 P.174 “Shrinking Documents”

View menu:

- **List** — Click this menu to display the List view in the Content window.
- **Details** — Click this menu to display the Details view in the Content window.
- **Thumbnail Size** — Click a desired thumbnail size from “Small”, “Medium”, and “Large”. This menu is only available when you display the Thumbnail view.
- **Arrange Icons** — Click a desired arrangement for the view from “By Name”, “By Date”, “By Type”, and “By Size”.
- **Refresh** — Click this menu to update the information in the Content window.

Box Select menu:

- **Device Discovery** — Click this menu to add a new connection to this equipment in your network for the TWAIN driver and File Downloader.
📖 P.174 “Adding a New Device Using Network Discovery”
- **Select Devices** — Click this menu to change the target device when retrieving e-Filing documents.
📖 P.175 “Changing the Target Device for Retrieving e-Filing Documents”

Help

- **Help** — Click this menu to display Online Help.
- **About** — Click this menu to display the version information.

2) Tool Bar

The tool bar displays icons for performing “Delete”, “Properties”, “List”, “Details”, “Thumbnail”, “Refresh”, “Device Discovery”, and “Select Devices”.

3) Tree window

This displays the boxes, folders, and documents in tree view.

4) Contents windows

This displays the contents such as folders, documents, and pages of the object you select in the tree window.

5) Shrink to Half/Automatic Downloading

This displays whether the Shrink to Half and Automatic Downloading functions are enabled or disabled. The “Automatic Downloading” will be displayed only in the File Downloader.

6) [Acquire]/[Save As]

Click this to import the selected document or pages into the TWAIN compliant application, or save the selected document or pages as a file. The [Acquire] button is displayed in the TWAIN driver, and the [Save As] button is displayed in the File Downloader.

7) [Delete]

Click this to delete the selected documents or pages.

8) [Close]

Click this to exit the TWAIN driver or File Downloader.

9) Status Bar

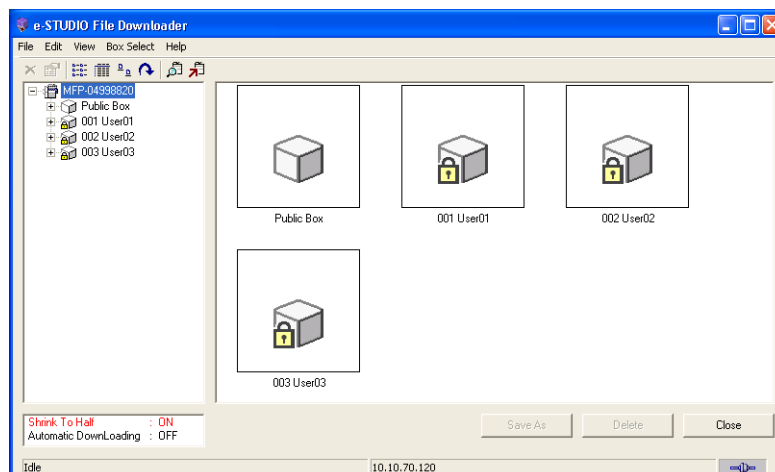
This displays the communication status, number of pages or the document that you selected, and the IP address of the equipment to be connected.

— Deleting e-Filing Documents

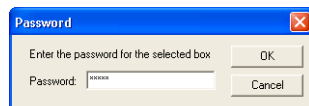
You can delete a document or page(s) in a document from e-Filing using the TWAIN driver and File Downloader Main window.

Deleting e-Filing documents from the Box

- 1 In the box tree window, browse the box where the desired document is saved.



- 2 If the selected Box requires a password, the Password dialog box appears. In this case, enter the 5-digit password of the Box and click [OK].

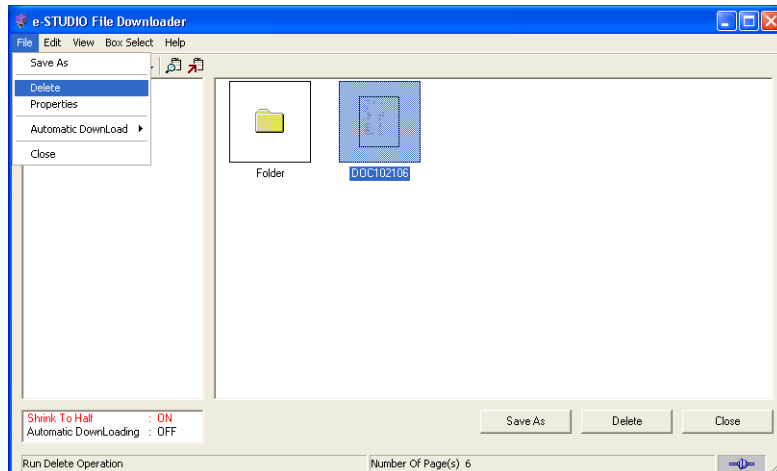


Note

You can enter the administrator password instead of the 5-digit password.

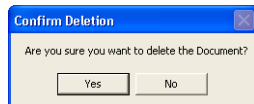
- 3 Select the document or page(s) to be deleted.

4 Click the [File] menu and select [Delete].



- The Confirm Deletion dialog box appears.

5 Click [Yes].



- The selected document or page(s) is deleted.

— Setting the Automatic Download

Note

This feature is available only for File Downloader only.

The Automatic Download feature allows you to automatically download the documents in a specified box at the specified interval.

You can enable the Automatic Download by specifying the details using the Automatic Download Wizard. The documents will be deleted automatically after the documents are downloaded.

📖 P.164 “Starting the Automatic Download”

Once you enable the Automatic Download, it becomes impossible for you to operate other functions using the File Downloader. To operate other functions, you have to disable the Automatic Download.

📖 P.168 “Stopping the Automatic Download”

Also, you can display the summary of the Automatic Download settings when the Automatic Download is enabled.

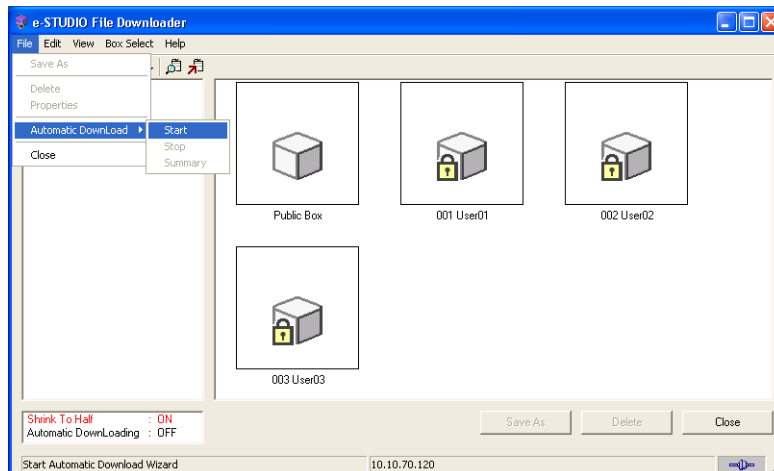
📖 P.170 “Displaying the summary and status”

If you leave the Automatic Download setting enabled and then exit File Downloader, a dialog box asking you whether you want to enable the previous Automatic Download setting or not appears at the next startup of File Downloader.

📖 P.173 “Continuing the Automatic Download Setting”

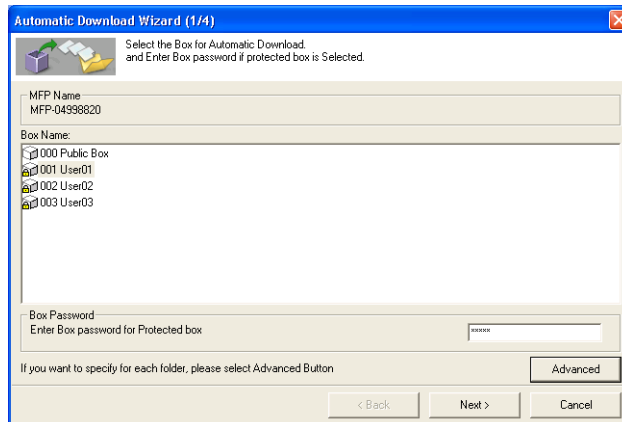
Starting the Automatic Download

1 Click the [File] menu and select [Start] in [Automatic Download].



- The Automatic Download Wizard (1/4) dialog box appears.

2 Select the box that you want to download the documents, and enter the 5-digit password if the selected box is protected by a password. Then click [Next]



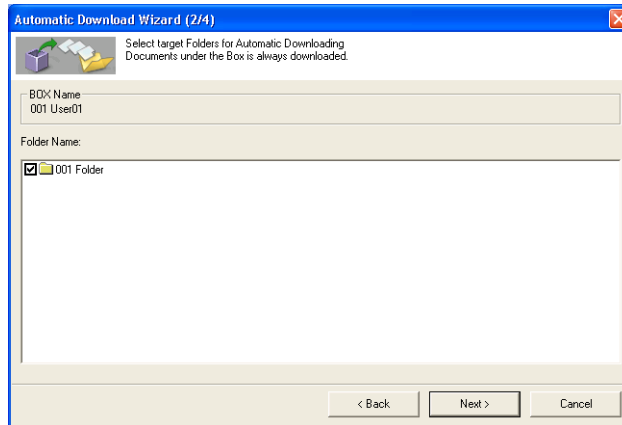
Note

You can enter the administrator password instead of the 5-digit password.

3 If the documents that you want to download are stored in a folder, click [Advanced].

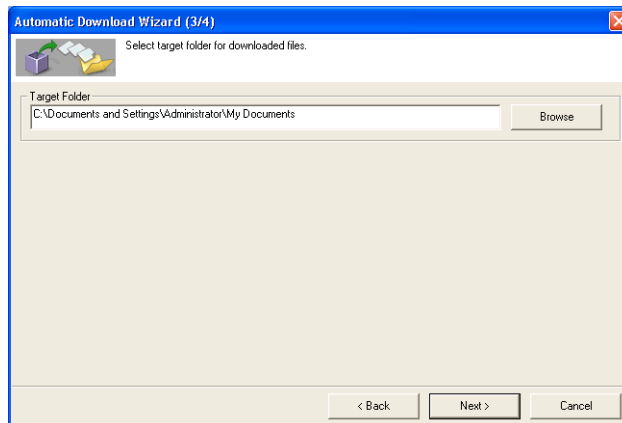
- The Automatic Download Wizard (2/4) dialog box appears.
- If you do not have to select a folder, click [Next] and skip to step 5.

4 Select the folder that contains the documents that you want to download and click [Next].



- The Automatic Download Wizard (3/4) dialog box appears.

5 Click [Browse].



- The Browse for Folder dialog box appears.

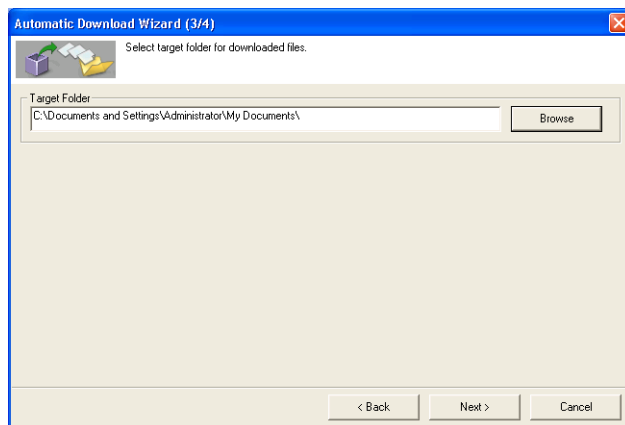
Tip

If you previously set the Automatic Download, the folder path that you specified is displayed in the “Target Folder” field. If you do not have to change the folder, you can click [Next] and skip to Step 8.

6 Locate the folder that you want to save the documents, and click [OK].

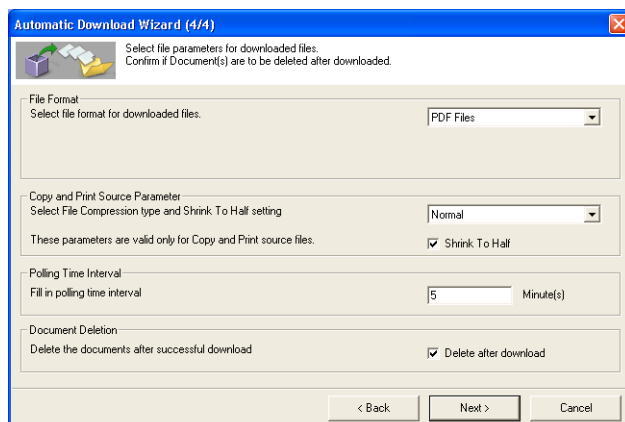


7 Click [Next].



- The Automatic Download Wizard (4/4) dialog box appears.

8 Specify each item as you prefer.



File Format — Select the file format for saved documents.

Notes

- The black and white documents are saved as the single page TIFF format if you select the JPEG format.
- The gray scale and color mixed documents are saved as the single page TIFF format if you select the multi page TIFF format.
- Files saved in an XPS format can be used in Windows Vista, or Windows XP SP2, Windows Server 2003 SP1 or later versions with XPS Essentials Pack installed.

Copy and Print Source Parameter — Select the file compression type for save document. You can also enable shrinking the documents by checking the “Shrink To Half” check box. This options are valid only for the documents stored by Copy to e-Filing or Print to e-Filing.

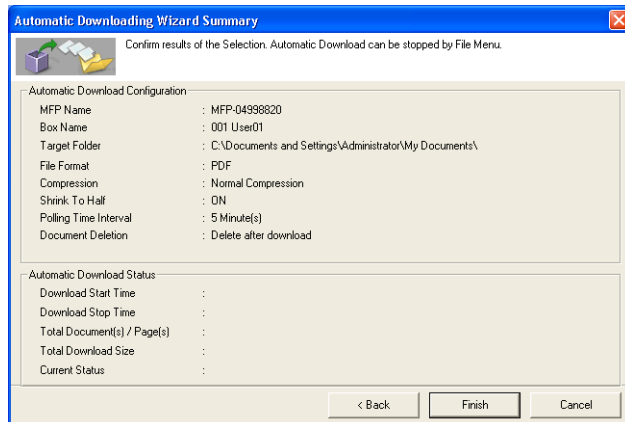
Polling Time Interval — Enter the polling time interval to start downloading in minutes.

Document Deletion — Check this when you want to delete documents after downloading.

9 Click [Next].

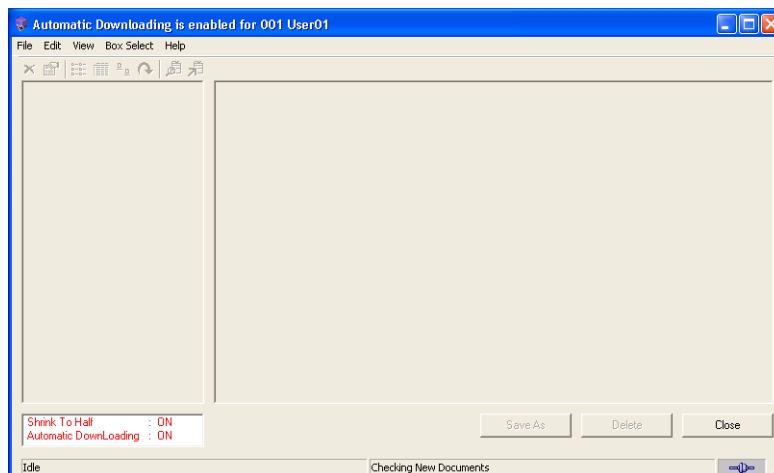
- The Automatic Download Wizard Summary dialog box appears.

10 Confirm the settings and click [Finish].



- The Automatic Download will be enabled.

11 When you click [Finish], the File Downloader Main Window is displayed and disable the Tree window and Contents window.

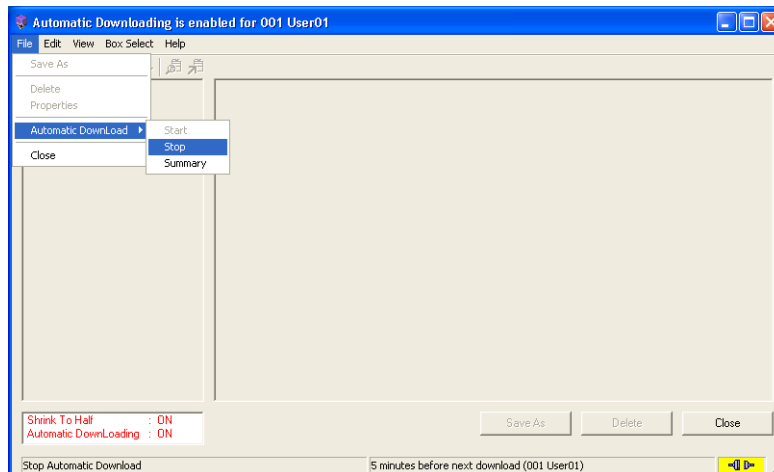


Tips

- If you want to operate other functions, disable the Automatic Download.
 📖 P.168 “Stopping the Automatic Download”
- If you want to confirm the settings and status after you enable the Automatic Download, you can display the Automatic Download Summary dialog box from the Automatic Download command.
 📖 P.170 “Displaying the summary and status”

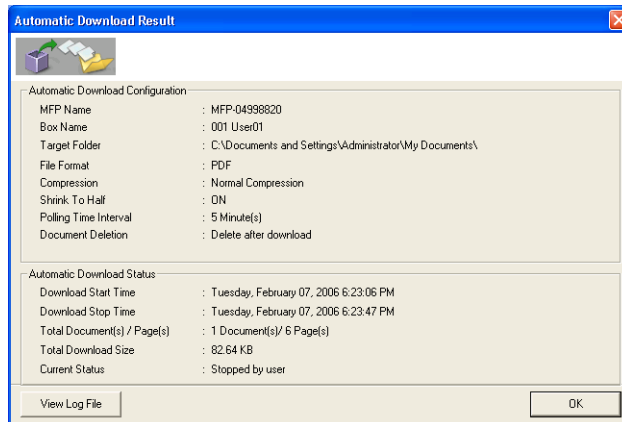
Stopping the Automatic Download

1 Click the [File] menu and select [Stop] in [Automatic Download].



- The Automatic Download Result dialog box appears.

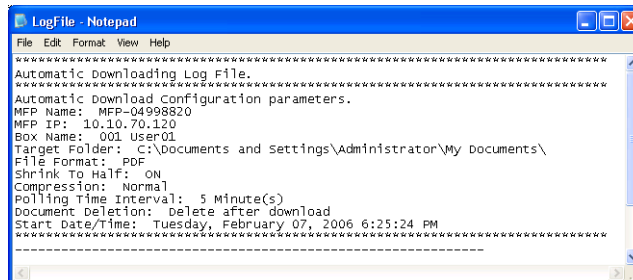
2 Click [OK] to close the dialog box.



- The Automatic Download will be disabled.

Tip

You can also display the log file by clicking [View Log File]. When you click [View Log File], the log file will be opened using the default text editor.

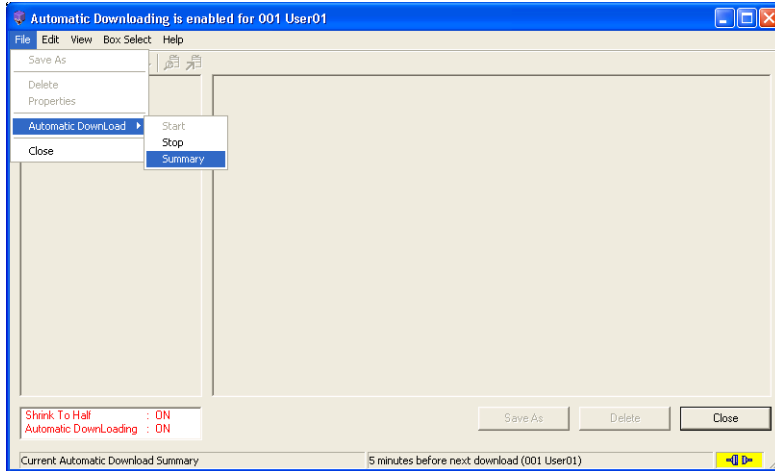


Displaying the summary and status

Note

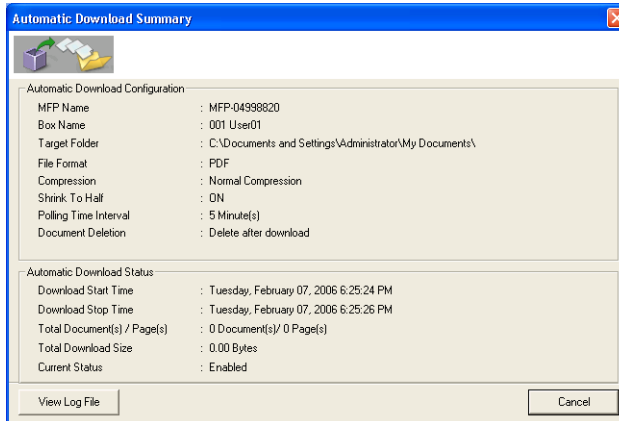
Displaying the summary and status for the Automatic Download can be operated only when the Automatic Download is enabled.

- 1 Click the [File] menu and select [Summary] in [Automatic Download].



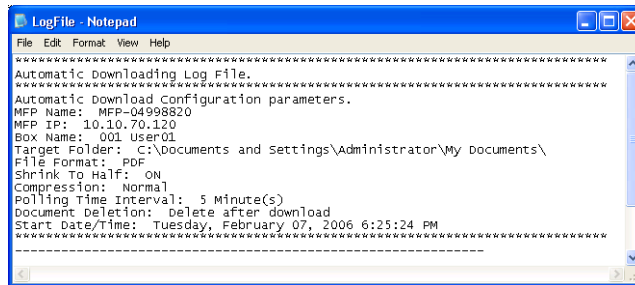
- The Automatic Download Summary dialog box appears.

- 2 Click [OK] to close the dialog box.



Tip

You can also display the log file by clicking [View Log File]. When you click [View Log File], the log file will be opened using the default text editor.





```
LogFile - Notepad
File Edit Format View Help
*****
Automatic Downloading Log File.
*****
Automatic Download Configuration parameters.
MFP Name: MFP-04998820
MFP IP: 10.10.70.120
Box Name: 001 User01
Target Folder: C:\Documents and Settings\Administrator\My documents\
File Format: PDF
Shrink To Half: ON
Compression: Normal
Polling Time Interval: 5 Minute(s)
Document Deletion: Delete after download
Start Date/Time: Tuesday, February 07, 2006 6:25:24 PM
*****
```

— Displaying the Box, Folder, Document and Page Properties

The Box, Folder, Document, and Page Information dialog box can be displayed by selecting a box, folder, document or page and click [Properties] in the [File] menu.

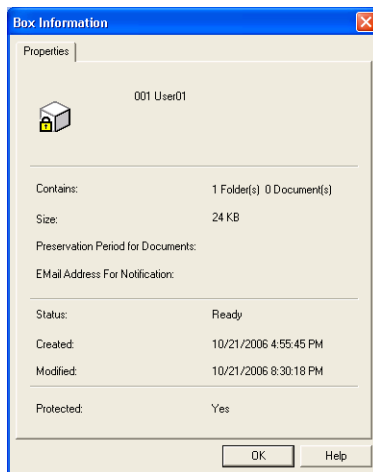
 P.171 “Box Properties”

 P.172 “Folder Properties”

 P.172 “Document and Page Properties”

Box Properties

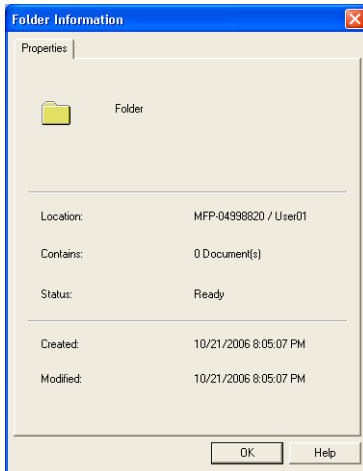
In the Box Information dialog box, you can see the following information about the selected box.



- Contains — Number and type of contents in the box.
- Size — Total size of contents in the box.
- Preservation Period for Documents — The number of days to retain the document before deleting it automatically.
- E-Mail Address For Notification — Email address that the notification will be sent to.
- Status — “Ready” means a box is ready to edit or to be deleted. “Busy” means a box cannot be modified or deleted.
- Created — Date the box was created.
- Modified — Date the box was previously modified.
- Protected — “Yes” means this box is protected by a password.

Folder Properties

In the Folder Information dialog box, you can see the following information about the selected folder.



- Location — Path to the folder.
- Contains — Number of documents in the folder.
- Status — “Ready” means a folder is ready to edit or to be deleted. “Busy” means a folder cannot be modified or deleted.
- Created — Date the folder was created.
- Modified — Date the folder was previously modified.

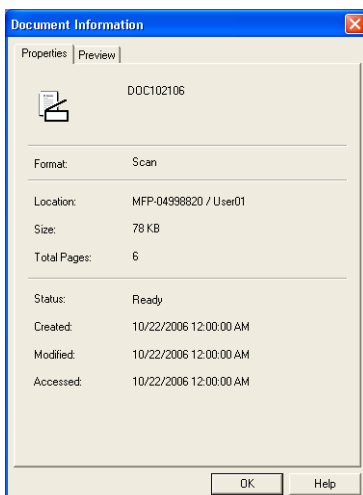
Document and Page Properties

In the Document Information or Page Information dialog box, you can see the following information about the selected document.

Property Tab

Note

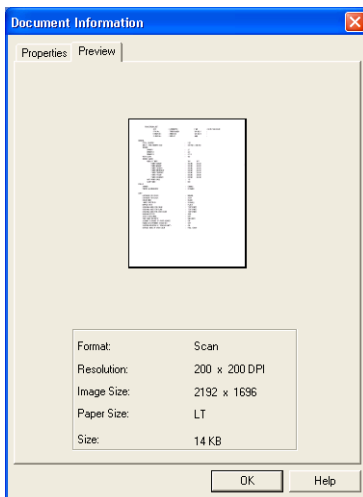
The Property tab is only displayed for the Document Information dialog box.



- Format — How the document is saved.
- Location — Path to the Box where the document is saved.
- Size — Size of the document.
- Total Pages — Number of pages in the document.
- Status — “Ready” means a document is ready to download. “Busy” means a document cannot be downloaded or deleted.
- Created — Date and time a document is created.
- Modified — Date and time a document is previously modified.
- Accessed — Date and time a document is previously accessed.

Preview Tab

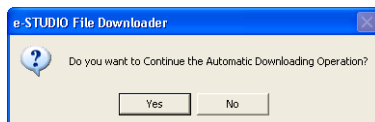
The Preview tab displays the thumbnail of a selected page. When you are displaying the document properties, it displays the thumbnail of the first page of the document. The information in the Preview tab of the Document Information dialog box and Page Information dialog box is the same.



- Format — How the document is saved.
- Resolution — Resolution of the page.
- Image Size — Pixel size of the page.
- Paper Size — Paper size of the page.
- Size — Data size of the page.

Continuing the Automatic Download Setting

You can select whether you continue the previous Automatic Download setting or not only when you have left the Automatic Download setting enabled and then exited File Downloader.



- Yes — Continues the previous Automatic Download setting at the next startup of File Downloader.
- No — Does not continue the previous Automatic Download setting at the next startup of File Downloader.

— Shrinking Documents

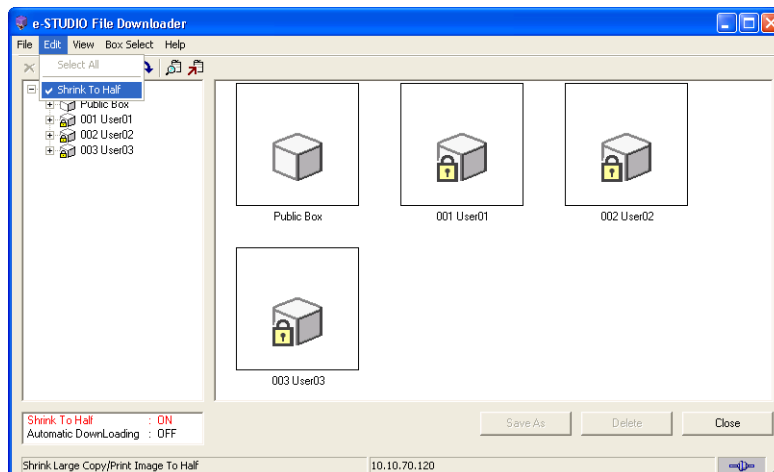
The Shrink to Half function allows you to retrieve a 600x600dpi document as a 300x300dpi document. This feature is only available for the documents that are originally stored to the e-Filing by the Copy to e-Filing or Print to e-Filing feature. Because the Copy to e-Filing and Print to e-Filing documents are always stored as the 600x600 dpi documents, the Shrink to Half function allows you to convert the 600x600 dpi documents to the 300x300 dpi for retrieval.

Notes

- The Shrink to Half function reduces the resolution of the Copy to e-Filing and Print to e-Filing documents for retrieval. The actual data in e-Filing will not be reduced.
- The Shrink to Half function applies to only the 600x600dpi documents that were stored by Copy or Print operations. This function does not apply to the documents that were stored by Scan or Fax operations.

Shrinking a document to half size

1 Click the [Edit] menu and select [Shrink to Half].



- The check mark will be displayed in the menu. This means the Shrink to Half function is enabled. All documents will be retrieved at 300x300 dpi. You can cancel shrinking by selecting the command again.

— Adding a New Device Using Network Discovery

You can add a new connection to other equipment by searching the equipment in your network. This enables you to add several devices that you can connect using the TWAIN driver and File Downloader.

To add a new connection, click the [Box Select] menu and select [Device Discovery]. The TopAccessDocMon Local Discovery dialog box appears and discovers the devices in your network to add a new connection. For further instruction on how to discover the devices using the TopAccessDocMon Local Discovery dialog box, see the following section.

📖 P.156 “When You Are Running the First Time”

Tip

After you add other devices in the connection list, you can change the target equipment by selecting the [Select Devices] command under the [Box Select] menu.

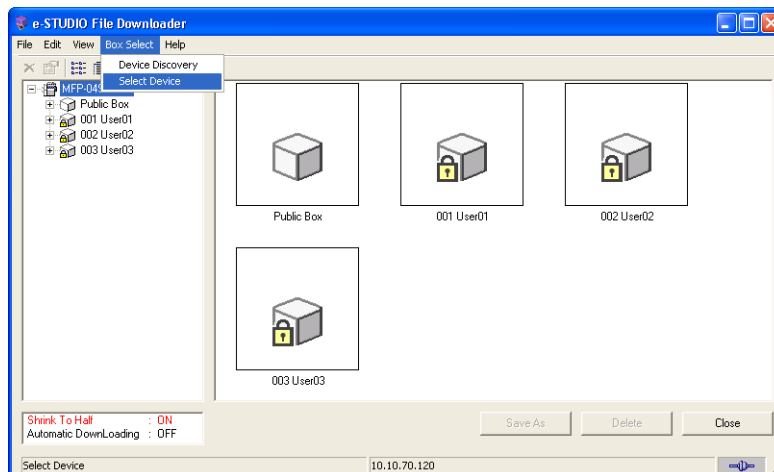
📖 P.175 “Changing the Target Device for Retrieving e-Filing Documents”

— Changing the Target Device for Retrieving e-Filing Documents

If you have added more than one device to connect, you can change the target device for retrieving e-Filing documents using the TWAIN driver and File Downloader.

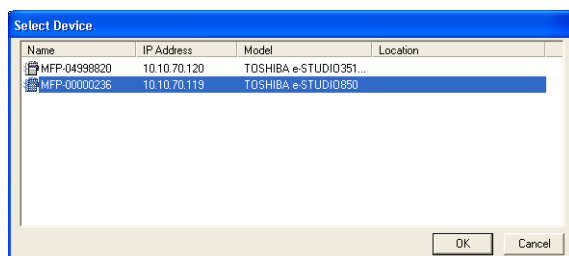
Selecting the target device for retrieving e-Filing documents

1 Click the [Box Select] menu and select [Select Devices].



- The Select Device dialog box appears.

2 Select the name of the equipment that you want to connect to, and click [OK].



- The target device has been changed to the selected equipment.

5

System Administration

This section describes system administration of e-Filing features.

Safeguarding Data	178
Erasing Box Data	178
Using e-Filing Backup/Restore Utility	180
Installing e-Filing Backup/Restore Utility	180
Uninstalling the Backup/Restore Utility	183
How to use e-Filing Backup/Restore Utility	184

Safeguarding Data

An administrator should monitor the volume data in the e-Filing periodically to make sure there is enough hard disk space for the operations. This section describes the administrator's function that allows you to delete boxes.

Erasing Box Data

You can manually erase boxes in the e-Filing if the data has been corrupted—for example, by a hard disk failure—and is therefore no longer usable.

Erasing the box data

1 Log on to the Administrator page.

- 📖 P.53 “Logging On the Administrator Page”
 - The Erase Box page is displayed.

Note

It is recommended to archive the documents in the boxes before deleting the boxes. Once the boxes are deleted, you cannot restore the documents in the boxes.

- 📖 P.90 “Archiving Documents”

Tip

You can display the Box Properties window by clicking the box number or box name links.

2 Mark the check boxes of user boxes that you want to delete and click [OK].

Electronic Filing Documents Preferences Administration Logout

Erase Box
e-Filing Disk Space Available : 4490 MB

Stored Data	Data Type	Data Size	Remarks
Box	Shared File	9416 KB	

<input checked="" type="checkbox"/>	▲ Box Number	Box Name	Used capacity
<input type="checkbox"/>	001	User01	24 KB
<input type="checkbox"/>	002	User02	111 KB
<input type="checkbox"/>	003	User03	16 KB
<input type="checkbox"/>	004	User04	16 KB
<input type="checkbox"/>	005	User05	16 KB
<input type="checkbox"/>	006	User06	16 KB
<input type="checkbox"/>	007	User07	16 KB

OK

Top | Help ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

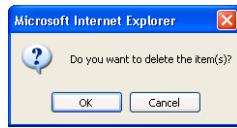
- * Please note that the screen may be slightly different depending on the system you are using.
 - The confirmation dialog box appears.

Note

For more information about the Erase Box Subtab page, see the following section.

- 📖 P.57 “Erase Box Subtab”

3 Click [OK].



- The selected user boxes are deleted from the e-Filing.

Using e-Filing Backup/Restore Utility

The Client Utilities CD-ROM includes the e-Filing Backup/Restore Utility. You can use these utilities to set the e-Filing and to backup or restore the image data in it for the e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO853 Series, e-STUDIO452 Series, e-STUDIO453 Series, e-STUDIO282 Series or e-STUDIO283 Series.

Installing e-Filing Backup/Restore Utility

You can install e-Filing Backup/Restore Utility from Client Utilities CD-ROM.

System Requirements

The e-Filing Backup/Restore Utility is available for following environments:

- **Display Resolution**
1024 x 768 dots or more
- **Display Color**
High Color (16bit) or higher is recommended
- **CPU**
Pentium 133 MHz minimum (Pentium 266 MHz or faster recommended)
- **OS**
Windows 2000 Service Pack 4
Windows XP Service Pack 1
Windows Vista
Windows Server 2003 Service Pack 1
- **Required Software**
Microsoft Internet Explorer 5.5 Service Pack 2 or later must be installed (for the IPv4 only)
Microsoft Internet Explorer 7.0 or later must be installed (for the IPv6 only)
Microsoft Internet Explorer is enabled to access the e-Filing web utility on this equipment.
 - The proxy settings must be configured correctly to enable the access.
 - The browser must not be offline.

Note

To backup/restore e-Filing data using e-Filing Backup/Restore Utility, the FTP Server option that can be set in the Network settings of TopAccess must be enabled.

Installing e-Filing Backup/Restore Utility

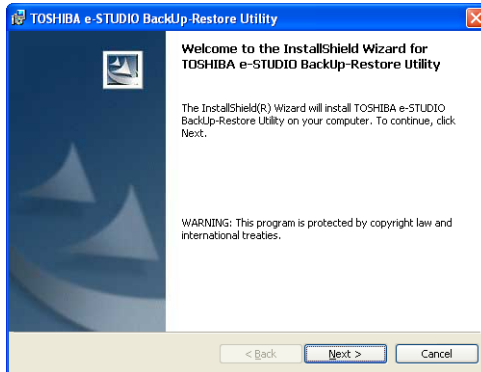
This procedure describes an installation on Windows XP. The procedure is the same when other versions of Windows are used.

Notes

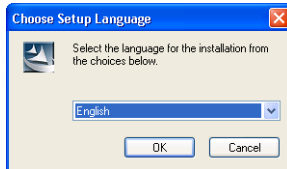
- You must log into Windows as a user who has the “Administrators” privilege, when using the Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003.
- When using Windows Vista, you can install by entering the Administrator password at the time of starting the installer, although you have not logged in as a user with Administrator privilege.

- 1** Insert the Client Utilities CD-ROM into the CD-ROM drive.
- 2** Click [Exit] to close the Choose Setup Language dialog box when the installer automatically starts.
- 3** Open “Admin\e-FilingUtility” folder and double-click “setup.exe”.
 - The Choose Setup Language dialog box appears.

4 Click [Next].

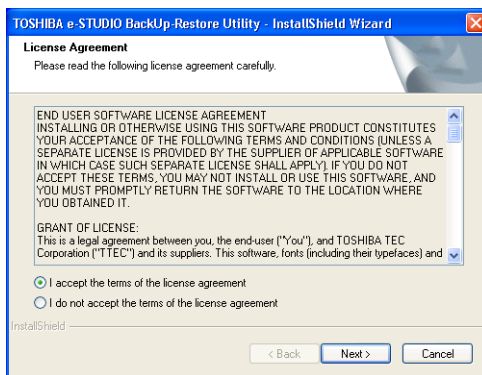


5 Select your language and click [OK].



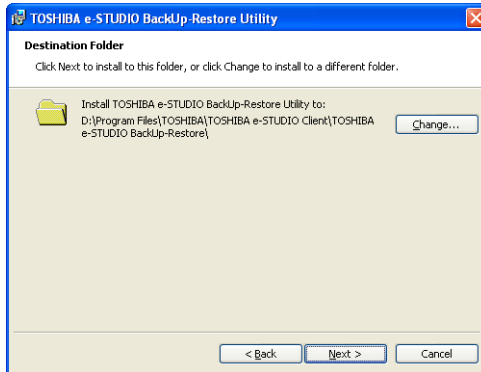
- The InstallShield Wizard dialog box appears.

6 Select “I accept the terms of the license agreement” and click [Next].



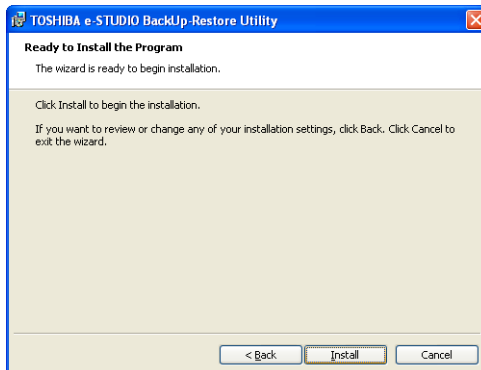
- The Choose Destination Location screen is displayed.

7 Click [Next].



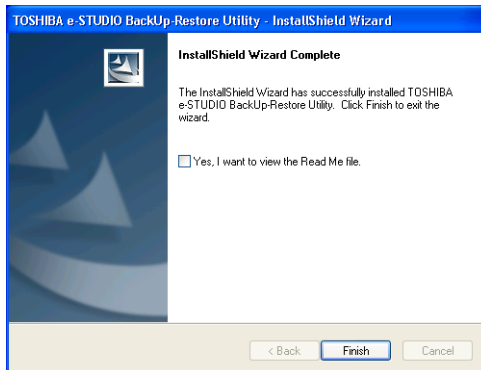
- If you want to change where the programs are installed, click [Change...]. In the dialog box appears, select the folder and click [OK]. The Select Program Folder screen is displayed.

8 Click [Install].



- If you want to change the program folder, rename the folder in the “Program Folder” field.
- Starts copying files and the InstallShield Wizard Complete screen is displayed when copying is completed.

9 Click [Finish].



- The installation is completed.

Note

The Installer may ask you to restart your computer. If it does, select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

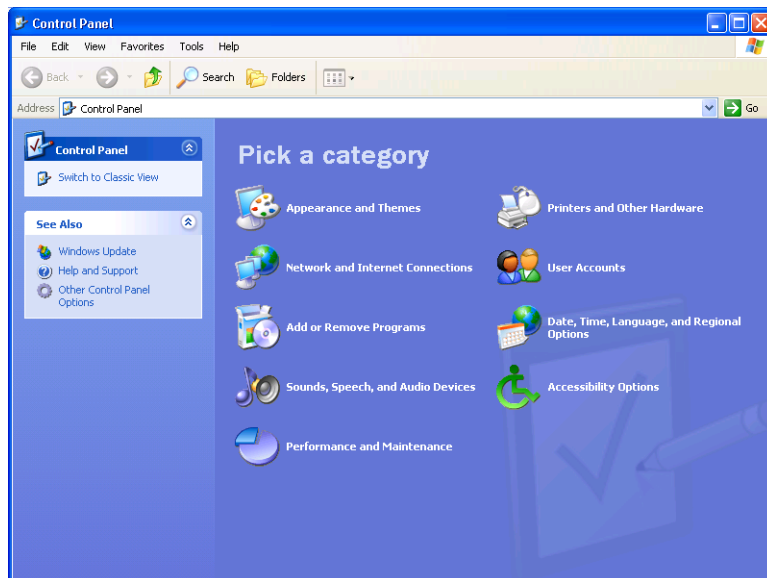
Uninstalling the Backup/Restore Utility

The following describes how to uninstall the Backup/Restore Utility.

Uninstalling the Backup/Restore Utility

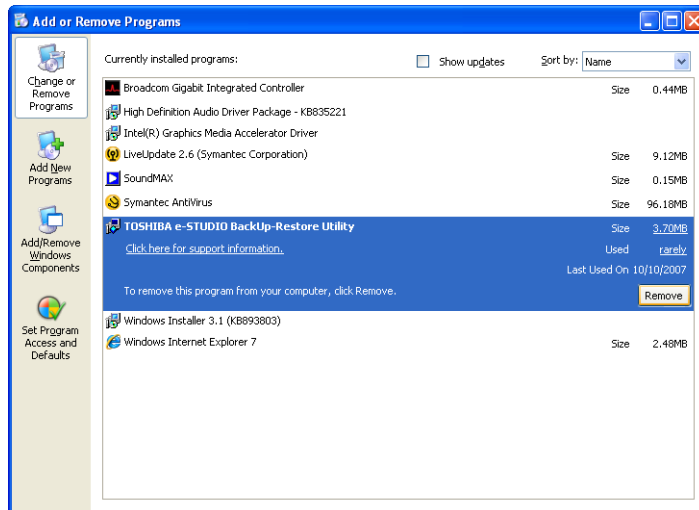
The following describes an uninstallation on Windows XP. The procedure is the same when other versions of Windows are used.

- 1 Open “Control Panel” and double-click the “Add or Remove Programs” icon.

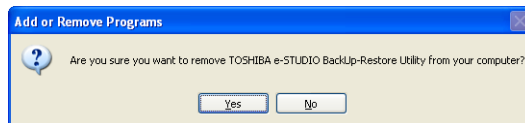


- The Add/Remove Programs dialog box appears.
- When using Windows Vista, select [Start], [Control] select [Program] and uninstall the program.

2 Select “TOSHIBA e-STUDIO Back Up-Restore Utility” and click [Remove].



3 Click [Yes].



How to use e-Filing Backup/Restore Utility

The e-Filing Backup/Restore Utility allows you to create a backup file for e-Filing data from the equipment and restore e-Filing data from a backup file into the equipment.

Running e-Filing Backup/Restore Utility

After installing the e-Filing Backup/Restore Utility, the program icon will be added in the “TOSHIBA e-STUDIO Client” folder within the “Programs” folder in the Start menu.

Running e-Filing Backup/Restore Utility

1 Click the [Start] menu, select [Programs], and click [TOSHIBA e-STUDIO BackUp-Restore] in the [TOSHIBA e-STUDIO Client] program folder.

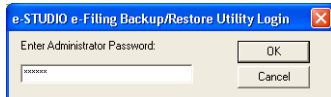
- The e-STUDIO e-Filing Backup/Restore Utility Login dialog box appears.

Note

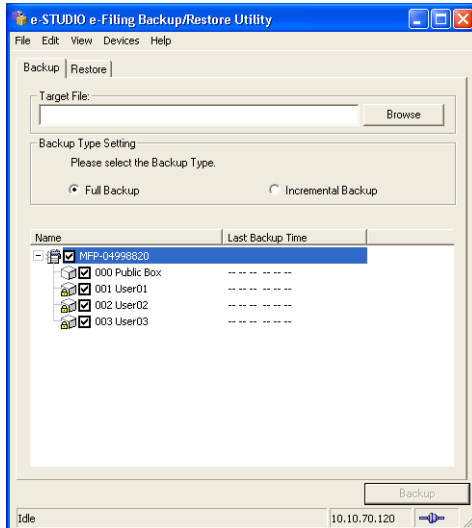
When you are running the first time and the connection to the equipment has not been configured, the TopAccessDocMon Local Discovery dialog box appears. If this dialog box appears, configure the connection to the equipment.

📖 P.185 “When You Are Running the First Time”

2 Enter the administrator's password and click [OK].



3 The e-Filing Backup/Restore Utility main window appears.



— When You Are Running the First Time

When you access the e-Filing Backup/Restore Utility the first time, the TopAccessDocMon Local Discovery dialog box appears. In this case, search the equipment in your network and configure the connection.

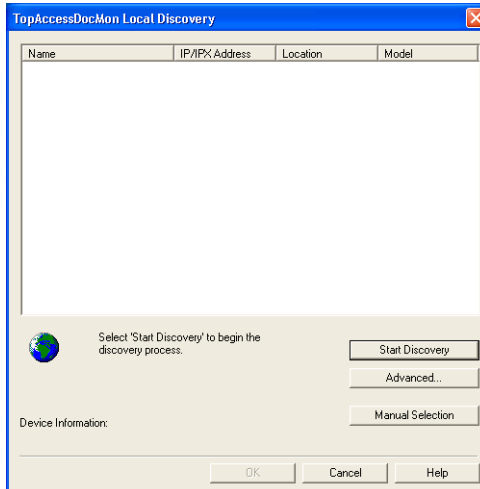
Tip

You can also change a target device to backup or restore e-Filing data. To do this, you must add an additional connection to the other equipment using the Local Discovery function.

 P.199 “Adding a New Device Using Local Discovery”

Discovering the device automatically

- 1 In the TopAccessDocMon Local Discovery dialog box, click [Start Discovery] to begin the process.



- It locates all the compatible devices in your network.

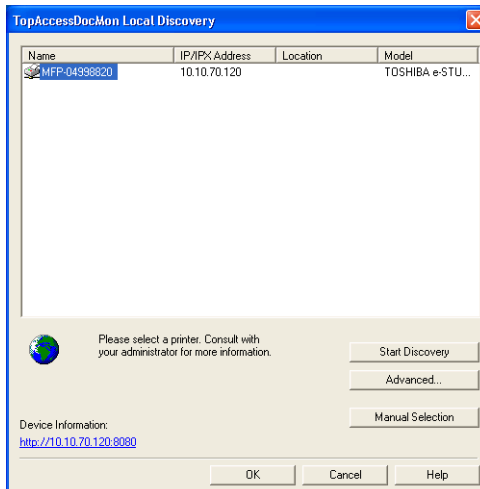
- 2 When the process is completed, found devices are listed in the list.

Tip

If the process continues for a long time, it is because too many network clients are on the network. In that case, you can configure the discovery using the [Advanced] button.

📖 P.188 “Configuring Discovery Settings”

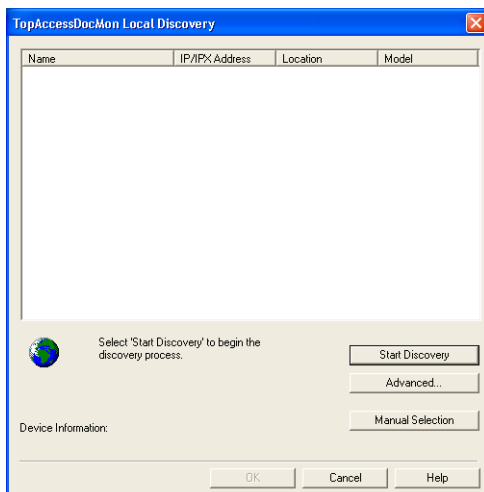
- 3 Select the equipment that you want to connect from the list and click [OK].



- The e-STUDIO e-Filing Backup/Restore Utility Login dialog box appears.

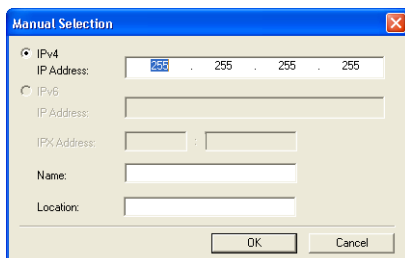
Discovering the device manually

- 1 In the TopAccessDocMon Local Discovery dialog box, click [Manual Selection].



- The Manual Selection dialog box appears.

- 2 Enter each item to specify the network address of the device and click [OK].



IP Address — Enter the IP address of the printer.

IPX Address — This is disabled because the e-Filing Backup/Restore Utility does not support the IPX/SPX connection.

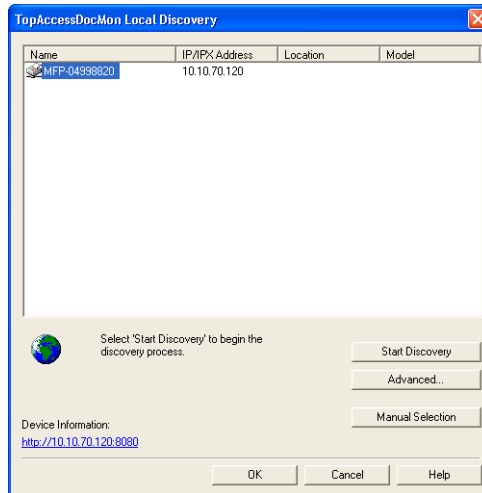
Name — Enter the printer name.

Location — Enter the location of the printer.

Note

You must enter “Name” and “IP Address”.

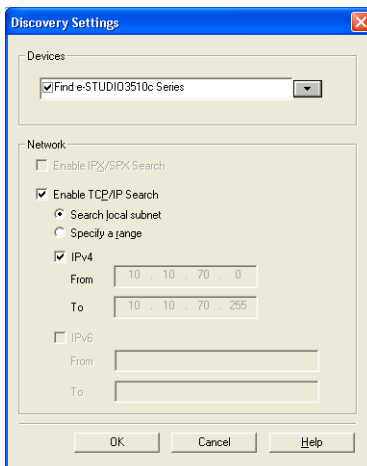
3 The entered printer is added in the list. Select the printers that you want to monitor from the list and click [OK].



- The e-STUDIO e-Filing Backup/Restore Utility Login dialog box appears.

Configuring Discovery Settings

You can configure the discovery settings.



1) Devices

Click the arrow button to display the poll down list and check the model name that you want to search.

Note

This software can backup or restore the data only from the e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO853 Series, e-STUDIO452 Series, e-STUDIO453 Series, e-STUDIO282 Series, e-STUDIO283 Series, e-STUDIO4511 Series, e-STUDIO350 Series, e-STUDIO280 Series

2) Network - Enable IPX/SPX Search

This is disabled because the e-Filing Backup/Restore Utility does not support the IPX/SPX connection.

3) Network - Enable TCP/IP Search

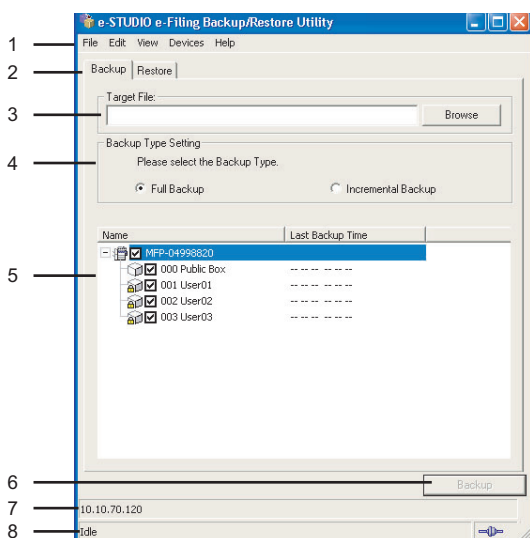
Select this to search for devices connected to the TCP/IP network. This is available only when the TCP/IP protocol is installed.

When this is enabled, select how it searches devices in the TCP/IP network.

- **Search local subnet** — Select this to search devices in local subnet.
- **Specify a range** — Select this to search devices in specific range of IP addresses. When this is selected, enter the IP addresses in “From” field and “To” field to specify the range.
- **IPV4** — Select this to search for devices set with an IPv4 address.
- **IPV6** — Select this to search for devices set with an IPv6 address.

How to use the Main Window

When you access the e-Filing Backup/Restore Utility, the Main window for the e-Filing Backup/Restore Utility appears and lets you perform various functions.



1) Menu Bar

You can select various functions from the menu.

File menu:

- **Backup Data** — Click this menu to display the Backup tab. This is available only when displaying the [Restore] tab.
- **Restore Data** — Click this menu to display the Restore tab. This is available only when displaying the [Backup] tab.
- **Automatic Backup** — Click this menu to configure the automatic backup function. This is available only when displaying the [Backup] tab.
P.193 “Backing Up e-Filing Data Automatically”
- **Exit** — Click this menu to close the e-Filing Backup/Restore Utility Main window.




Edit menu:

- **Select All** — Click this menu to check all checkboxes of the e-Filing boxes displayed in the Contents window.
- **Clear All** — Click this menu to clear all checkboxes of the e-Filing boxes displayed in the Contents window.

View menu:

- **Refresh** — Click this menu to update the information in the Content window.

Devices menu:

- **Device Discovery** — Click this menu to add a new connection to this equipment in your network for the e-Filing Backup/Restore Utility.
 P.199 “Adding a New Device Using Local Discovery”
- **Select e-STUDIO** — Click this menu to change the target device to backup or restore e-Filing data.
 P.199 “Changing the Target Device”
- **Initialize e-Filing storage** — Click this menu to initialize the e-Filing boxes before restoring e-Filing data. This is available only when displaying the [Restore] tab.
 P.198 “Initializing e-Filing Storage”

Help

- **Help** — Click this menu to display Online Help.
- **About** — Click this menu to display the version information.

2) Backup/Restore tabs

Click the [Backup] tab to operate backing up e-Filing data. Click the [Restore] tab to operate restoring e-Filing data.

3) Target File

When the [Backup] tab is displayed, enter the backup file name.
 When the [Restore] tab is displayed, enter the restore file name.

4) Backup Type Setting/Backup Property

When the [Backup] tab is displayed, the Backup Type Setting is displayed. In the Backup Type Setting, select how this backs up the data.

- **Full Backup**—Backup the all data in the selected boxes.
- **Incremental Backup**—Backup only the updated data since the last backup.

When the [Restore] tab is displayed, the Backup Property of the backup data that you specify in the Target File field.


5) Contents windows

When the [Backup] tab is displayed, this displays the boxes that the target equipment includes.

When the [Restore] tab is displayed, this displays the boxes that the selected restore file includes.

6) [Backup]/[Restore]

When the [Backup] tab is displayed, the [Backup] button will be displayed. Click this to backup e-Filing data from the equipment.

 P.190 “Backing Up e-Filing Data Manually”

When the [Restore] tab is displayed, the [Restore] button will be displayed. Click this to restore e-Filing data into the equipment.

 P.196 “Restoring e-Filing Data”

7) IP address

This displays the IP address of equipment.

8) Status Bar

This displays the status of equipment and communication status to the equipment.

— Backing Up e-Filing Data Manually


To backup e-Filing data from the equipment, perform the following operation.

Notes

- Please make sure that the backup data does not exceed 4GB.
- Backing up cannot be performed while any users access e-Filing boxes using e-Filing web utility or Touch Panel Display, or any jobs are currently processed in the equipment. Please make sure no user access e-Filing boxes before backing up e-Filing data, and no jobs are processed in the equipment.
- While backing up the e-Filing data, any operations using the Touch Panel Display will be disabled. Also TopAccess and e-Filing web utility will be disabled.
- While backing up the e-Filing data, any print jobs, N/W-Fax jobs, and received faxes are held in the equipment until backing up completes.
- Backing up the e-Filing data may take few hours. Therefore, if the equipment receives many print jobs, N/W-Fax jobs, received faxes while backing up the e-Filing data, Job Full error may occur.

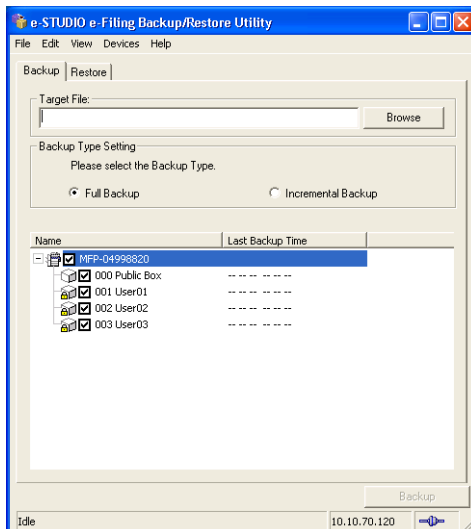
Tip

You can also configure the schedule so that backing up e-Filing data can be performed automatically.

 P.193 “Backing Up e-Filing Data Automatically”

Backing up e-Filing Data Manually

1 Click [Browse] in the [Backup] tab.

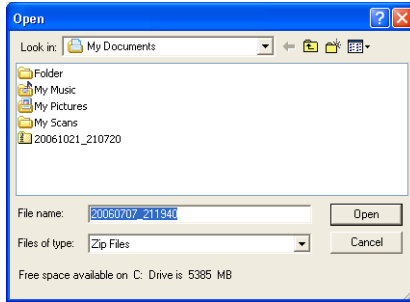


- The Open dialog box appears.

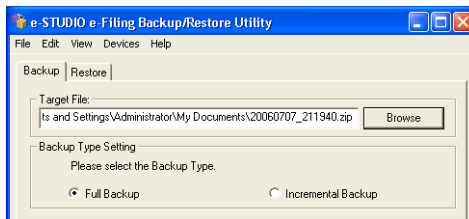
Notes

- You can also enter the path to save a backup file directly in the “Target File” field. However, a backup file cannot be saved when you specify the path using an IP address. When you want to specify a network folder, enter the network without using an IP address.
- The backup file must be saved as a ZIP file. You cannot save it in another format. Moreover, you must specify the “.zip” extension for the file name to enable the [Backup] button.

2 Locate the folder that you want to save a backup file, change the file name as you require, and click [Open].



3 Select the backup type.



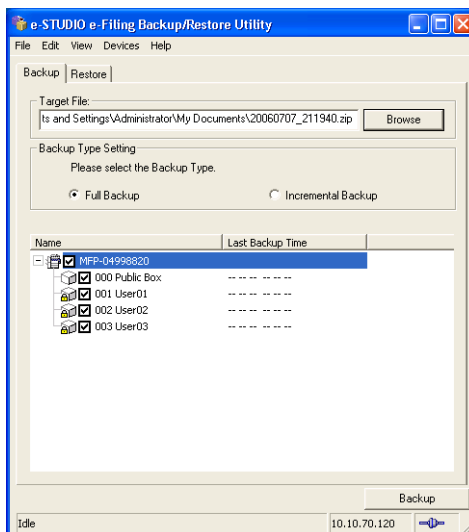
Full Backup—Backup the all data in the selected boxes.

Incremental Backup—Backup only the updated data since the last backup.

Note

If you connect to the e-STUDIO4511 Series, e-STUDIO450 Series, or e-STUDIO280 Series, you cannot specify the backup type.

4 Check the boxes that you want to backup, and click [Backup].



- It starts backing up e-Filing data. When backing up e-Filing data is completed, the Backup Information dialog box appears.

Note

Please make sure that the hard disk space for saving a backup file is available in your computer. The size of a backup file may become the same size of the e-Filing box disk space.

5 Click [OK].



— Backing Up e-Filing Data Automatically

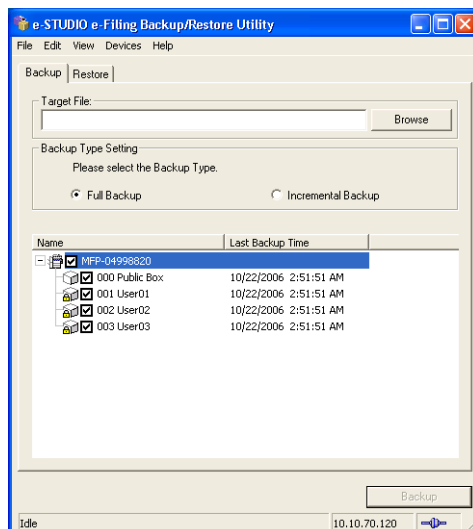
Using Automatic Backup function, you can configure the schedule to backup e-Filing data.

Notes

- Please make sure that the backup data does not exceed 4GB.
- Backing up cannot be performed while any users access e-Filing boxes using e-Filing web utility or Touch Panel Display. Please make sure no user access e-Filing boxes before backing up e-Filing data.
- While backing up the e-Filing data, any operations using the Touch Panel Display will be disabled. Also TopAccess and e-Filing web utility will be disabled.
- While backing up the e-Filing data, any print jobs, N/W-Fax jobs, and received faxes are held in the equipment until backing up completes.
- Backing up the e-Filing data may take few hours. Therefore, if the equipment receives many print jobs, N/W-Fax jobs, received faxes while backing up the e-Filing data, Job Full error may occur.

Backing up e-Filing Data Automatically

1 Click [Browse] in the [Backup] tab.

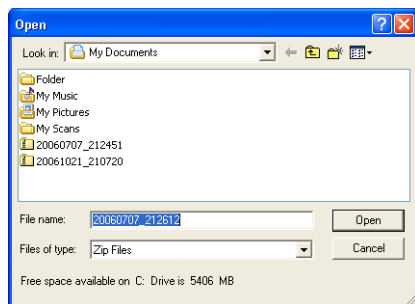


- The Open dialog box appears.

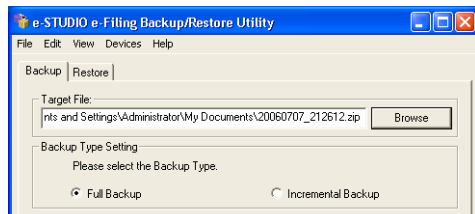
Notes

- You can also enter the path to save a backup file directly in the “Target File” field. However, a backup file cannot be saved when you specify the path using an IP address. When you want to specify a network folder, enter the network without using an IP address.
- The backup file must be saved as a ZIP file. You cannot save it in another format. Moreover, you must specify the “.zip” extension for the file name to enable the [Automatic Backup] command in the [File] menu.

2 Locate the folder that you want to save a backup file, change the file name as you require, and click [Open].



3 Select the backup type.



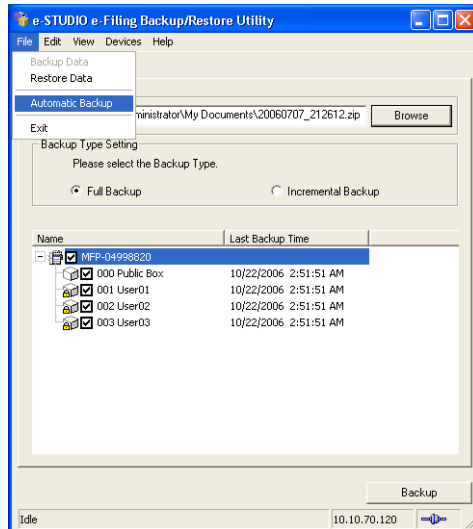
Full Backup—Backup the all data in the selected boxes.

Incremental Backup—Backup only the updated data since the last backup.

Note

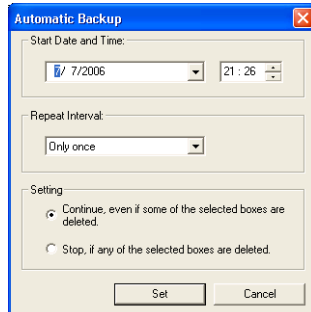
If you connect to the e-STUDIO4511 Series, e-STUDIO450 Series, or e-STUDIO280 Series, you cannot specify the backup type.

4 Check the boxes that you want to backup automatically. Then click the [File] menu and select [Automatic Backup].



- The Automatic Backup dialog box appears.

5 Specify each item and click [Set].

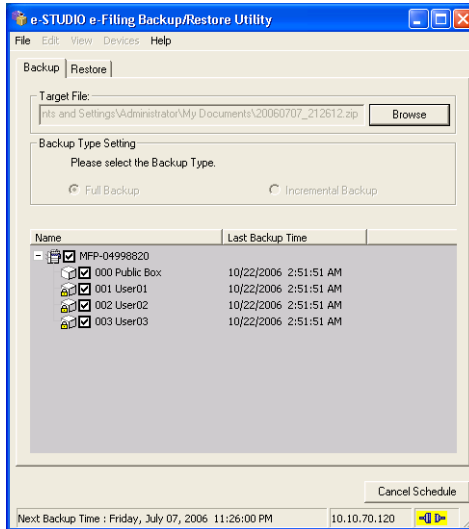


Start Date and Time — Specify the date and time to start backing up e-Filing data automatically. You cannot specify the date of more than six months after.

Repeat Interval — Select the interval to apply the automatic backup from “OnlyOnce”, “Daily”, “Weekly”, or “Monthly”.

Setting — Select whether the automatic backup will be performed when any of selected boxes have been deleted.

6 The automatic backup is enabled and disable the main window.



Tip

When you want to cancel the automatic backup, click [Cancel Schedule] to select [Exit] in the [File] menu.

— Restoring e-Filing Data

To restore e-Filing data to the equipment, perform the following operation.

Notes

- Restoring cannot be performed while any users access e-Filing boxes using e-Filing web utility or Touch Panel Display, or any jobs are currently processed in the equipment. Please make sure no user access e-Filing boxes before restoring e-Filing data, and no jobs are processed in the equipment.
- While restoring the e-Filing data, any operations using the Touch Panel Display will be disabled. Also TopAccess and e-Filing web utility will be disabled.
- While restoring the e-Filing data, any print jobs, N/W-Fax jobs, and received faxes are held in the equipment until restoring completes.
- Restoring the e-Filing data may take few hours. Therefore, if the equipment receives many print jobs, N/W-Fax jobs, received faxes while restoring the e-Filing data, Job Full error may occur.

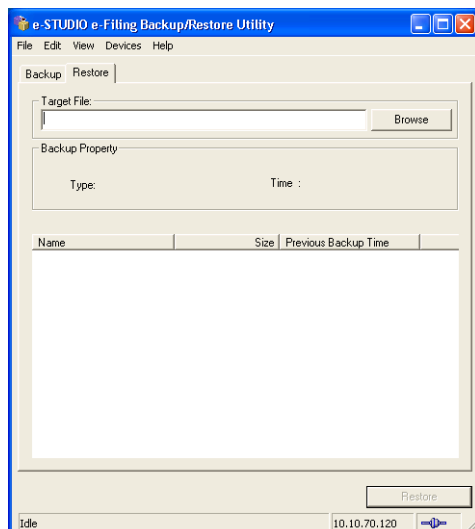
Tip

When you want to delete all e-Filing data in the equipment and restore e-Filing data from the backup file, initialize e-Filing storage before restoring data.

P.198 "Initializing e-Filing Storage"

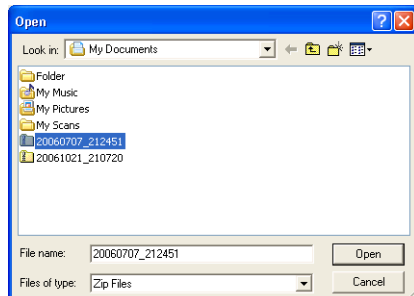
Restoring e-Filing data

1 Click the [Restore] tab and click [Browse].

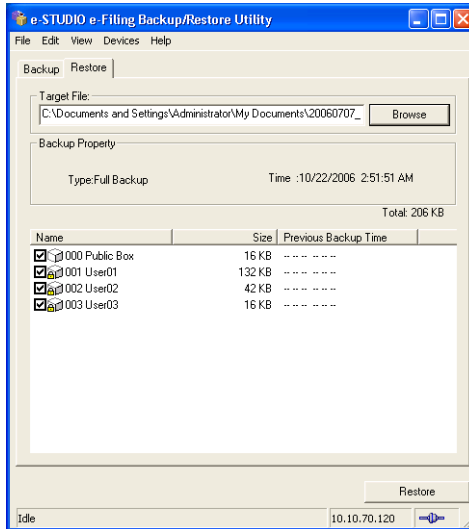


- The Open dialog box appears.

2 Select a backup file that you want to restore, and click [Open].

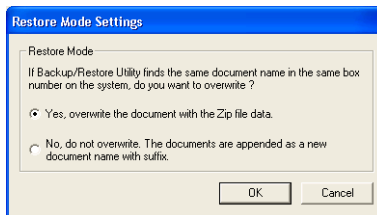


3 Check the boxes that you want to restore and click [Restore].



- The Restore Mode Setting dialog box appears.

4 Select whether overwriting documents with the backup data, and click [OK].



- It starts restoring e-Filing data. When restoring e-Filing data is completed, the Restore Information dialog box appears.

Note

When the same box number exists in the equipment, the box properties, such as a box name and password setting, cannot be restored from the backup file.

5 Click [OK].



— Initializing e-Filing Storage

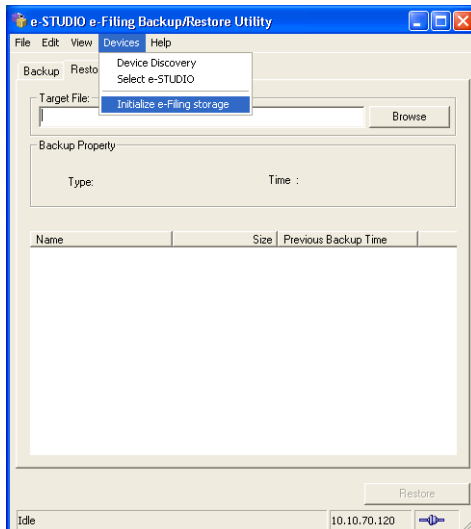
When you want to delete all e-Filing data in the equipment before restoring, perform the following operation.

Note

Initializing e-Filing storage cannot be performed while any users access e-Filing boxes using e-Filing web utility or Touch Panel Display, or any jobs are currently processed in the equipment. Please make sure no user access e-Filing boxes before initializing e-Filing data, and no jobs are processed in the equipment.

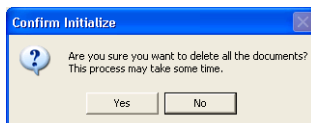
Initializing e-Filing storage

- 1 Click the [Restore] tab and select [Initialize e-Filing storage] in the [Devices] menu.



- The Confirm Initialize dialog box appears.

- 2 Click [Yes].




- It start initializing e-Filing storage and all e-Filing data will be deleted.

— Adding a New Device Using Local Discovery


You can add a new connection to other equipment by searching the equipment in your network. This enables you to add several devices that you can connect using the e-Filing Backup/Restore Utility.

To add a new connection, click the [Devices] menu and select [Device Discovery]. The TopAccessDocMon Local Discovery dialog box appears and discovers the devices in your network to add a new connection. For further instruction on how to discover the devices using the TopAccessDocMon Local Discovery dialog box, see the following section.

 P.185 “When You Are Running the First Time”

Tip

After you add other devices in the connection list, you can change the target equipment by selecting the [Select e-STUDIO] command under the [Box Select] menu.

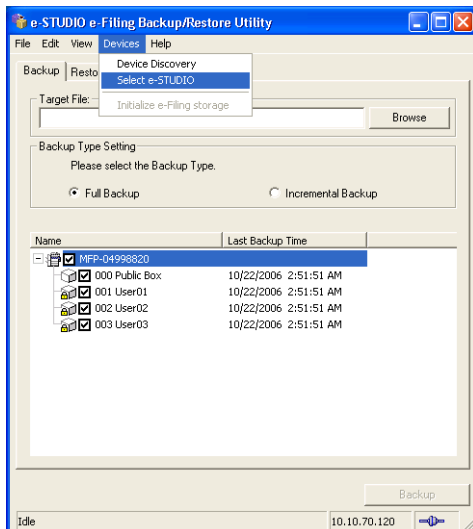
 P.199 “Changing the Target Device”

— Changing the Target Device

If you have added more than one device to connect, you can change the target device for backing up or restoring e-Filing data using e-Filing Backup/Restore Utility.

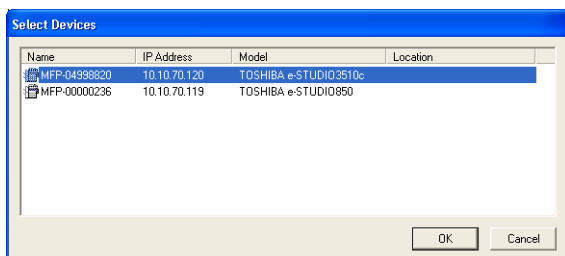
Selecting the target device

1 Click the [Devices] menu and select [Select e-STUDIO].



- The Select Device dialog box appears.

2 Select the name of the equipment that you want to connect to, and click [OK].



- The target device has been changed to the selected equipment.

6

Menu Functions (Web utility)

This section describes about menu commands of the e-Filing web utility.

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File Menu Functions

You can find the New Box, New Folder, Open, Rename, Archive Document, Upload Archive Document, Test Print, Print Document, and Properties functions under the File menu.

- 📖 P.202 “New Box”
- 📖 P.203 “New Folder”
- 📖 P.203 “Open”
- 📖 P.203 “Rename”
- 📖 P.204 “Archive Document”
- 📖 P.205 “Upload Archived Document”
- 📖 P.206 “Test Print”
- 📖 P.207 “Print Document”
- 📖 P.214 “Properties”
- 📖 P.218 “Page Properties”
- 📖 P.219 “Send Email”

New Box

You can create new user boxes in e-Filing, using this function.

When you select the New Box function from the File menu, the New Box window appears.

1) Box Number

Select the 3-digit box number. In the Box Number drop down box, only undefined box numbers are displayed.

2) Box Name

Enter the box name to be created. You can enter any ASCII characters except: \ / < > " % & = ' ; : * ? | and #. Do not use a space or period at the beginning or end of the name. The maximum size of a box name is 32 characters.

3) Box Password

Enter the 5-digit box password if you want to protect the box with a password. Leave this field blank if you do not want password protection.

4) Confirm Password

Enter the 5-digit box password if you want to protect the box with a password.

5) [OK]

Click this to create new user box.

6) [Cancel]

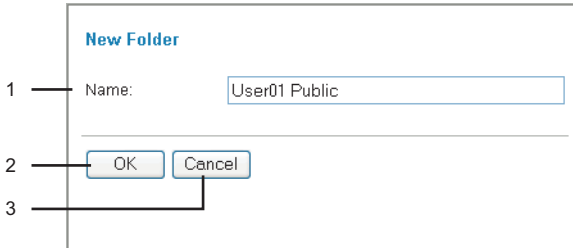
Click this to cancel creating new user box.

New Folder

You can create a new folder in selected box using this function.

The New Folder function is only enabled when you select a box from the Documents frame. If you don't select a folder, the New Folder option is grayed out.

When you select the New Folder function from the File menu, the New Folder window appears.



1) Name

Enter the folder name to be created. You can enter any ASCII characters except: \ / < > " % & = ' ; : * ? | and #. Do not use a space or period at the beginning or end of the name. The maximum size of a folder name is 64 characters.

2) [OK]

Click this to create a new folder.

3) [Cancel]

Click this to cancel creating a new folder.

Open

You can open select box, folder, or document using this function.

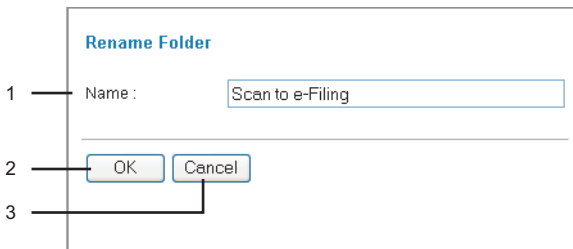
The Open function is enabled when you select a box, folder, or document in the Contents frame. When you select Open from the File menu, the selected box, folder, or document opens in the Documents frame and you can see the contents in the Contents frame.

Rename

You can rename the box name, folder name, or document name using this function.

The Rename function is only enabled when you select a user box, folder, or document in the Documents frame. If you do not select a user box, folder or document, the Rename option is grayed out.

When you select Rename from the File menu, the Rename window appears.



1) Name

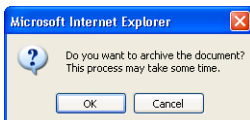
Enter the box, folder, or document name.

- 2) **[OK]**
Click this to apply modified name.
- 3) **[Cancel]**
Click this to cancel renaming.

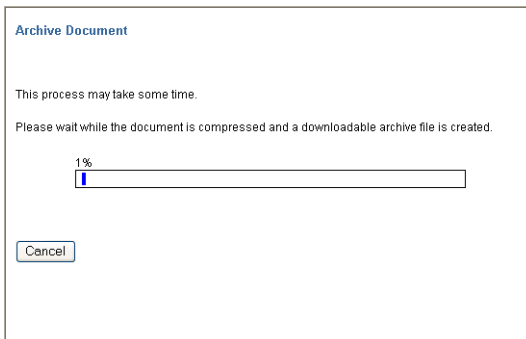
Archive Document

You can create an archived file that contains selected documents. The created archive file can be used to upload the documents at a later time, or to upload the documents to other e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO853 Series, e-STUDIO452 Series, e-STUDIO453 Series, e-STUDIO282 Series or e-STUDIO283 Series.

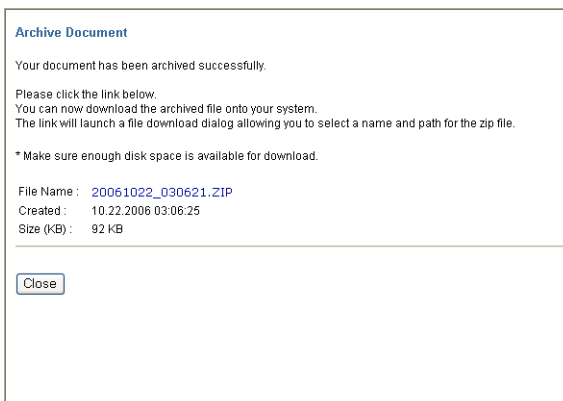
The Archive Document function is enabled when you select documents in the Contents frame. If you do not select documents, the message "Please select at least one item." will be displayed. When you select Archive Document from the File menu, the confirmation dialog box appears.



When you click [OK] in the confirmation dialog box, the Archive Document window will appear and display the process of archiving the documents. During the process, you can click [Cancel] to quit archiving and close the window.



When the archive process is completed, the window will display the successful message and the link to download the archived file. You can click the archived file link to download the archive file to your computer. When you click [Close] in the window, the archived file is deleted from the hard disk on this equipment and the window will close.

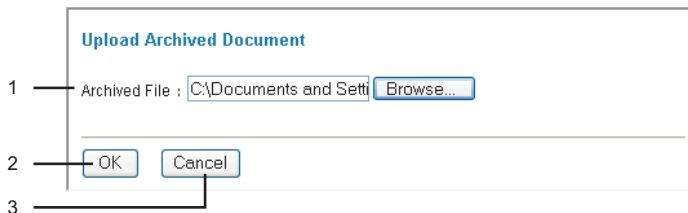


Upload Archived Document

You can upload the archived file previously created using the Archive Document function. When you upload the archived file, documents compressed in the archived file are added to the selected box.

The Upload Archived Document function is enabled when you select a box in the Documents frame. If you do not select a box, the Upload Archived Document option is grayed out.

When you select Upload Archived Document from the File menu, the Upload Archived Document window will appear.



1) Archive File

Enter the path to the archive file, or click [Browse] to select the archive file.

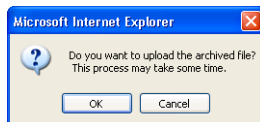
2) [OK]

Click this to upload selected archive file.

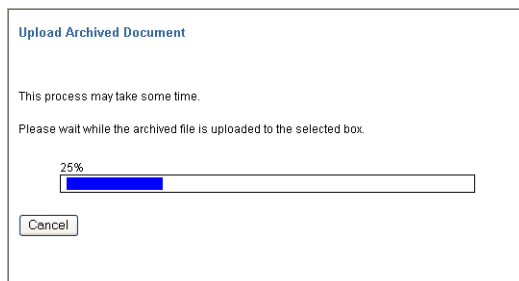
3) [Cancel]

Click this to cancel uploading an archive file.

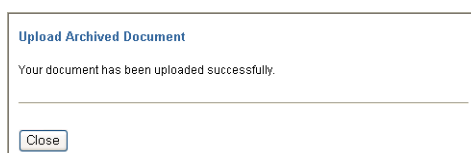
After you click [OK] in the Upload Archived Document window, the confirmation dialog box appears.



When you click [OK] in the confirmation dialog box, the Upload Archived Document window appears and displays the process of uploading the archived file. During the process, you can click [Cancel] to quit uploading and close the window.



When it completes the upload process, the window displays the successful message. Then click [Close] to close the window.



Test Print



You can print one copy of selected document with default print settings using this function. The Test Print function is enabled when you select document in the Documents frame. If you do not select a document, the message “Please select a document.” will be displayed. When you select Test Print from the File menu, the Test Print window appears.

Tip

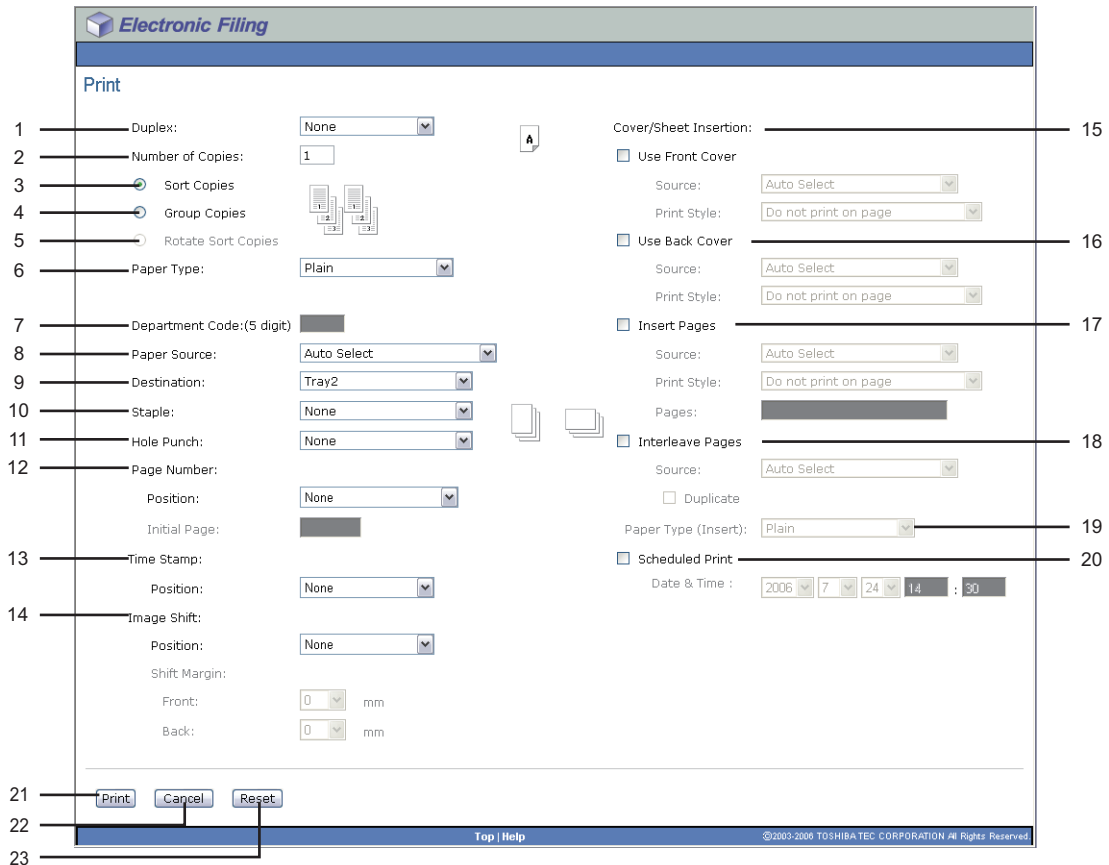
When the User Management Setting is enabled, the maximum number of copies that is allowed for the department and user will be displayed in the upper right of the page.

- 1) **All Pages**
Select this to print all pages of the document.
- 2) **[first page number]-[last page number] Pages**
Select this to specify the pages to be printed. Enter the first-of-page and end-of-page number to be printed in each field.
- 3) **Department Code**
Enter the 5-digit department code. This must be enter only when the department code is enabled on the equipment.
- 4) **[Print]**
Click this to print one copy of the document.
- 5) **[Cancel]**
Click this to cancel printing.

After clicking [Print] in the Test Print window, the window displays the successful message.

Print Document

You can print selected document with specified print settings using this function. The Print Document function is enabled when you select a document in the Documents frame. If you do not select a document, the message “Please select a document.” will be displayed. When you select Print Document from the File menu, the Print window appears.



Tip

When the User Management Setting is enabled, the maximum number of copies that is allowed for the department and user will be displayed in the upper right of the page.

1) Duplex

Select whether the document is printed on both sides of the paper or not.

- **None** — Select this if you do not want to print both side of paper.
- **Book** — Select this to print both sides of the paper which will be bound along the vertical side of the paper so that the pages can be turned over right and left.
- **Tablet** — Select this to print both sides of the paper with a vertical reversal to be bound along the horizontal side of the paper so that the pages can be turned over up and down.

2) Number of Copies

Enter the number of printed copies. You can set any integer from 1 to 999.

3) Sort Copies

Select this for sort-printing (1, 2, 3... 1, 2, 3...).

4) Group Copies

Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).

5) Rotate Sort Copies

Select this for alternate-printing.

Note

When the Rotate Sort Copies option is enabled, the printed copies are output in the inner tray.

6) Paper Type

Select the media type of the paper.

- **Plain** — Select this when printing on 20-24 lbs plain paper (64-80 g/m² plain paper).
- **Thick1** — Select this when printing on 24-28 lbs thick paper (81-105 g/m² thick paper).
- **Thick2** — Select this when printing on 32-90 lbs thick paper (106-163 g/m² thick paper).
- **Thick3** — Select this when printing on 110 lbs thick paper (164-209 g/m² thick paper).
- **Transparency** — Select this when printing on transparent sheets.

Tip

For more information about the paper types that are available for this equipment, please refer to *Operator's Manual for Basic Functions*.

7) Department Code

Enter the user's department code (This depends on whether this equipment is managed with department code or not). Please ask your administrator for your department code.

8) Paper Source

This selects the source for feeding paper. Please select a paper source that correlates with the printing size.

- **Auto Select** — Automatically selects the paper set in this equipment according to the printed document size. When other than "Plain" or "Thick1" is selected in the Paper Type option, paper is fed from the Bypass Tray.
- **Drawer 1** — Paper is fed from the Drawer 1.
- **Drawer 2** — Paper is fed from the Drawer 2.
- **Drawer 3** — Paper is fed from the Drawer 3. This cannot be selected if Drawer 3 is not installed.
- **Drawer 4** — Paper is fed from the Drawer 4. This cannot be selected if Drawer 4 is not installed.
- **LCF*1** — Paper is fed from the Large Capacity Feeder. This cannot be selected if the Large Capacity Feeder is not installed.
- **Tandem LCF*2** — Paper is fed from the Tandem Large Capacity Feeder. This cannot be selected if the Tandem Large Capacity Feeder is not installed.
- **External Large Capacity Feeder*2** — Paper is fed from the External Large Capacity Feeder. This cannot be selected if the External Large Capacity Feeder is not installed.
- **Bypass Tray** — Paper is fed from the Bypass Tray.

*1 Only applicable to the e-STUDIO281c/351c/451c, e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283.

*2 Only applicable to the e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853.

Note

The selectable values vary depending on the optional devices installed on this equipment.

9) Destination

Select the destination tray to be output.

- **Inner Tray** — Select this to route the output to the inner tray.
- **Tray 1** — Select this to route the output to the upper tray of the Finisher.
- **Tray 2** — Select this to route the output to the lower tray of the Finisher.

Note

“Tray 1” and “Tray 2” are only available when the Hanging Finisher, Multi-staple Finisher or Saddle Stitch Finisher are installed.

10) Staple

This sets whether a document is printed with staples.

- **None** — Select this to print without staples.
- **Upper Left** — Select this to staple in the upper left and print.
- **Lower Left** — Select this to staple in the lower left and print.
- **Upper Right** — Select this to staple in the upper right and print.
- **Middle Left (Double)** — Select this to staple double in the left and print.
- **Center Top (Double)** — Select this to staple double in the upper side and print.
- **Staple Down The Center** — Select this to staple double in the center and print.

Notes

- This option is grayed out when no finisher is installed.
- “Staple Down The Center” can be selected only when the Saddle Stitch Finisher is installed.
- If you enable the Staple option after enabling the Interleave Pages option, the Interleave Pages option will be automatically disabled.

11) Hole Punch

Select whether a document is printed with hole punches.

- **None** — Select this to print without hole punches.
- **Center Top** — Select this to create holes on the upper side and print.
- **Middle Left** — Select this to create holes on the left side and print.

Note

This option is grayed out if a hole punch unit is not installed.

12) Page Number

This sets where the page number is printed.

Position

Select the position the page number will be printed.

Initial Page

Enter the page number starts with, between 1 to 999.

13) Time Stamp

This sets where the time stamp is printed.

Position

Select the position the time stamp will be printed.

14) Image Shift

This sets whether the page image is shifted or not.

Position

Select the direction the image will be shifted.

Shift Margin

- **Front** — Specify the width of margin added to the front page.
- **Back** — Specify the width of margin added to the back page. This applies only when enabling the duplex printing.

15) Use Front Cover

This sets front cover printing which allows you to insert or print a cover on a sheet fed from a different tray than the Paper Source option.

To enable cover printing, check on the box and select the location from where a cover sheet is to be fed and the print style to be used.

Source

Select the location from where a cover sheet is to be fed. When “Auto” is selected, the paper is automatically selected according to the printed document size.

Notes

- When selecting the Bypass Tray in the Source drop down box, the message “Press JOB STATUS button” will be displayed in the touch panel. When pressing the [JOB STATUS] button, the message “Place Paper in the Bypass tray Press the START button” will be displayed. Then place the paper in the Bypass tray and press the [START] button.
- The selectable values in the Source drop down box vary depending on the optional devices installed on this equipment.

Print Style

This selects how you want to print a cover.

- **Do not print on page** — Select this to insert a blank cover.
- **Print on 1 side of page** — Select this to print the first page image on the front side of a cover.
- **Print on both sides of page** — Select this to print the first two page images on both sides of a cover. This is available only when the Duplex option is set to either “Book” or “Tablet”

Note

If “Print on 1 side of page” is selected while the Duplex option is set to either “Book” or “Tablet”, the first page is printed on the front side of the cover sheet and the back side of the cover will be blank.

16) Use Back Cover

This sets back cover printing which allows you to insert or print a back cover on a sheet fed from a different tray than the Paper Source option.

To enable back cover printing, check on the box and select the location from where a back cover sheet is to be fed and the print style to be used.

Source

Select the location from where a back cover sheet is to be fed. When “Auto” is selected, the paper is automatically selected according to the printed document size.

Notes

- When selecting the Bypass Tray in the Source drop down box, the message “Press JOB STATUS button” will be displayed in the touch panel. When pressing the [JOB STATUS] button, the message “Place Paper in the Bypass tray Press the START button” will be displayed. Then place the paper in the Bypass tray and press the [START] button.
- The selectable values in the Source drop down box vary depending on the optional devices installed on this equipment.

Print Style

This selects how you want to print a back cover.

- **Do not print on page** — Select this to insert a blank cover.
- **Print on 1 side of page** — Select this to print the last page image on the front side of a cover.
- **Print on both sides of page** — Select this to print the last two page images on both sides of a cover. This is available only when the Duplex option is set to either “Book” or “Tablet”

Notes

- If “Print on 1 side of page” is selected while the Duplex option is set to either “Book” or “Tablet”, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.
- If “Print on both sides of page” is selected but there is only one page printed on the back cover, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.

17) Insert Page

This sets sheet insertion printing which allows you to insert a sheet between pages, or print a specific page on a sheet fed from a tray other than the Paper Source option.

This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on the different paper.

To enable sheet insertion printing, check on the box and select the location from where inserted sheets are to be fed and the print style to be used. Then, enter the page number you want to insert in the Pages field.

Source

Select the location from where insertion sheets are to be fed. When “Auto” is selected, the paper is automatically selected according to the printed document size.

Notes

- When selecting the Bypass Tray in the Source drop down box, the message “Press JOB STATUS button” will be displayed in the touch panel. When pressing the [JOB STATUS] button, the message “Place Paper in the Bypass tray Press the START button” will be displayed. Then place the paper in the Bypass tray and press the [START] button.
- The selectable values in the Source drop down box vary depending on the optional devices installed on this equipment.

Print Style

This selects how you want to print on insertion sheets.

- **Do not print on page** — Select this to insert blank sheets.
- **Print on 1 side of page** — Select this to print the specified pages on the front side of the insertion sheets.
- **Print on both sides of page** — Select this to print the specified pages on both sides of the insertion sheets. This is available only when the Duplex option is set to either “Book” or “Tablet”.

Pages

Enter the page number where the sheet is to be inserted. To enter multiple pages, separate page numbers with commas.

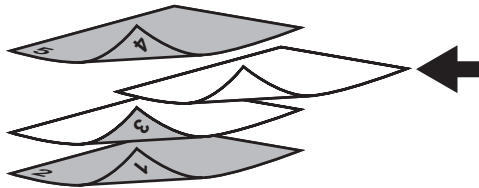
When “Do not print on page” is selected from the Print Style drop down box, the blank sheet is inserted before the entered pages.

When “Print on 1 side of page” is selected from the Print Style drop down box, entered page will be printed on the inserted sheet.

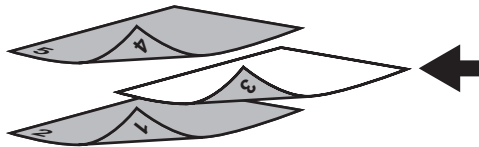
When “Print on both sides of page” is selected from the Print Style drop down box, entered page and the next page will be printed on both sides of the inserted sheet.

Notes

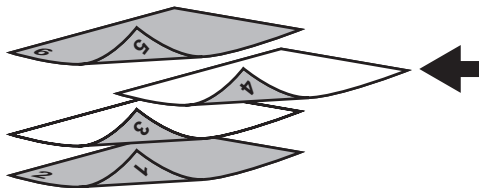
- If “Do not print on page” is selected while the Duplex option is set to either “Book” or “Tablet”, and you enter an even numbered page (printed on the back side of the paper) for the Pages field, the specified page will be blank. The desired blank sheet is inserted next and the 2-sided printing continues from the next page.



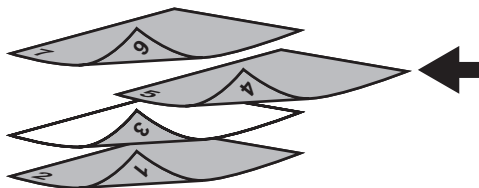
- If “Print on 1 side of page” is selected while the Duplex option is set to either “Book” or “Tablet”, the specified page is printed on the front side of the sheet and back side of the sheet will be blank.



- If “Print on 1 side of page” is selected while the Duplex option is set to either “Book” or “Tablet”, and you enter an even numbered page (printed on the back side of the paper) for the Pages field, the specified page will be blank. The page is printed on the front side of the inserted sheet and the 2-sided printing continues from the next page.



- If “Print on both sides of page” is selected while the Duplex option is set to either “Book” or “Tablet”, and you enter an even numbered page (printed on the back side of the paper) for the Pages field, the specified page and the next page are printed on the inserted sheet and the 2-sided printing continues from the next page.



18) Interleave Pages

This sets the interleaving page feature that is useful when you want to insert paper of a different type (or from another source) between every page of your print job. For example, you could use this option to insert blank, colored sheets between overhead transparencies. To enable interleaving pages, check on the box and select the location from where sheets are to be fed.

Note

If you enable the Interleave option after enabling the Staple option, the Staple option will be automatically disabled.

Source

Select the location from where the interleaving sheet is to be fed. When “Auto” is selected, the paper is automatically selected according to the printed document size.

Notes

- When selecting the Bypass Tray in the Source drop down box, the message “Press JOB STATUS button” will be displayed in the touch panel. When pressing the [JOB STATUS] button, the message “Place Paper in the Bypass tray Press the START button” will be displayed. Then place the paper in the Bypass tray and press the [START] button.
- The selectable values in the Source drop down box vary depending on the optional devices installed on this equipment.

Duplicate

When you check on this, you can print previous page images on the inserted sheet.

19) Paper Type (Insert)

When you select “Bypass Tray” for the paper source of either the “Use Front Cover”, “User Back Cover”, “Insert Pages”, or “Interleave Pages” option, select the paper type for the paper fed from the Bypass Tray.

20) Scheduled Print

Check this to print a job at a future date and time. When this is selected, set the date and time to print a job in the “Date & Time” option.

21) [Print]

Click this to print the document.

22) [Cancel]

Click this to cancel printing.

23) [Reset]


Click this to restore the default settings.

After clicking [Print] in the Print window, the window displays the successful message.

Properties

You can display the properties of a box, folder, and document using this function. The Properties function is enabled when you select a box, folder, or document in the Documents frame.

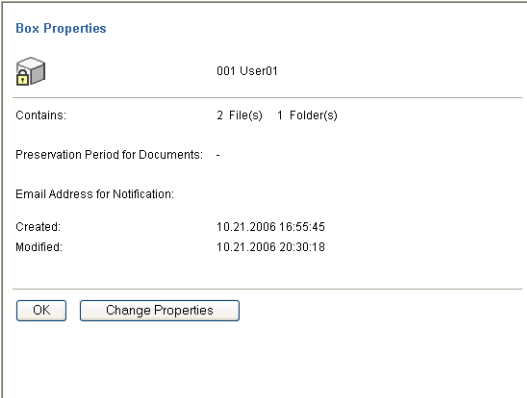
 P.214 “Box Properties”

 P.216 “Folder Properties”

 P.217 “Document Properties”

Box Properties

If you select a box within the Documents frame and, then, select File and Properties, the Box Properties window will appear.



Box Properties	
	001 User01
<hr/>	
Contains:	2 File(s) 1 Folder(s)
Preservation Period for Documents: -	
Email Address for Notification:	
Created:	10.21.2006 16:55:45
Modified:	10.21.2006 20:30:18
<hr/>	
<input type="button" value="OK"/>	<input type="button" value="Change Properties"/>

When you display the Box Properties window, you can click [Change Properties] to modify the box properties. If you click [Change Properties] in the Box Properties window, the Change Box Properties window will appear.

Change Box Properties

001 User01

1 Change Box Password

2 Old Password (5 digit) : [REDACTED]

3 New Password (5 digit) : [REDACTED]

4 Confirm New Password (5 digit) : [REDACTED]

Change Preservation Period for Documents inside Box

5 Delete document automatically

6 Preservation Period for Documents : 1 days

e-Filing Notification Events

7 Send email when an error occurs

8 Send email when job is completed

9 Advance automatic delete notification

10 Email Address : [REDACTED]

Advanced notification is sent before the date of file deletion. -[3] day(s) notice.

11 Save Cancel

12

- 1) **Change Box Password**
Check this box to change a box password. When you check this option, enter the “Old Box Password”, “New Box Password”, and “Confirm New Password”.
- 2) **Old Box Password**
Enter the current box password. If you forget the old box password, you can enter the administrator password instead of the old box password.
- 3) **New Box Password**
Enter new box password.
- 4) **Confirm New Password**
Enter new box password again.
- 5) **Delete document automatically**
Check this to automatically delete a document in the box. When you check this, enter the number of days the documents are to remain in the “Preservation Period for Documents” field.
- 6) **Preservation Period for Documents**
Enter the number of days the documents are to remain in the box, if you check the “Delete document automatically” check box. When this function is enabled, the document will be deleted after the specific days have been passed.
- 7) **Send email when an error occurs**
Check this to send a notification message to the specified Email address when an error occurs. When you check this, enter an Email address in the “Email Address” field.

8) Send email when job is completed

Check this to send a notification message to the specified Email address when a job is completed. When you check this, enter an Email address in the “Email Address” field.

9) Advanced automatic delete notification

Check this to enable the Email notification, which will send a notification message to the specified Email address 3 days before it automatically deletes the documents. When you check this, enter an Email address in the “Email Address” field.

10) Email Address

Enter the Email address to which the notification message will be sent.

11) [Save]

Click this to save the box properties.

12) [Cancel]

Click this to close the window without saving the box properties.

Tip

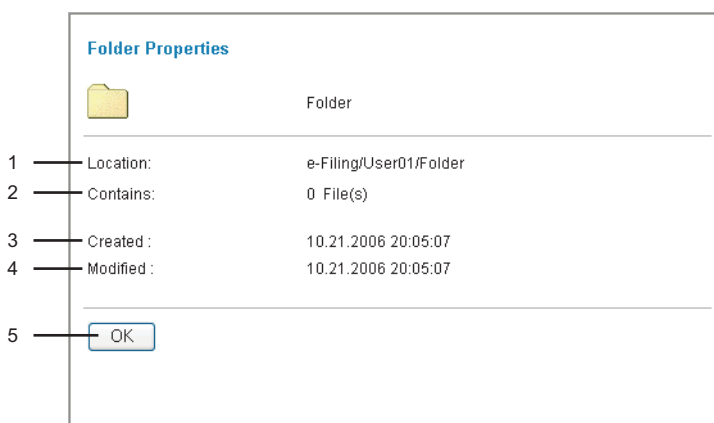
When “Send email when an error occurs” and “Send email when job is completed” are enabled, the following e-Filing operations are notified.

- Scan to e-Filing
- Copy to e-Filing
- Print to e-Filing
- Fax/Internet Fax Received Forward to e-Filing
- e-Filing to Print
- e-Filing to Email

An administrator can configure the e-Filing notification setting in the TopAccess Administration tab -> Maintenance -> Notification page. For more information, refer to the **TopAccess Guide**.

Folder Properties

If you select a folder within the Documents frame and, then, select File and Properties, the Folder Properties window appears.

**1) Location**

This displays the directory where the folder is located.

2) Contains

This displays the number of files the folder contains.

3) Created

This displays the date and time the folder was created.

4) Modified

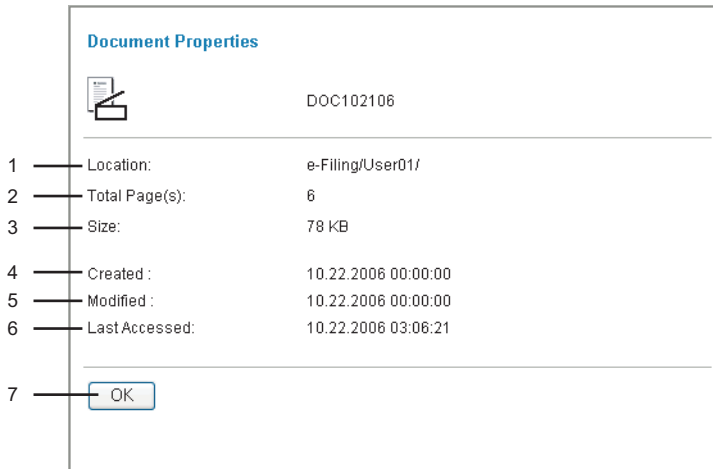
This displays the date and time the folder was last modified.

5) [OK]

Click this to close the window.

Document Properties

If you select a document within the Documents frame and, then, select File and Properties, the Document Properties window appears.



1) Location

This displays the directory where the document is located.

2) Total Page(s)

This displays the number of pages the document contains.

3) Size

This displays the data size of the document.

4) Created

This displays the date and time the document was created.

5) Modified

This displays the date and time the document was last modified.

6) Last Accessed

This displays the date and time the document was last accessed by any user.

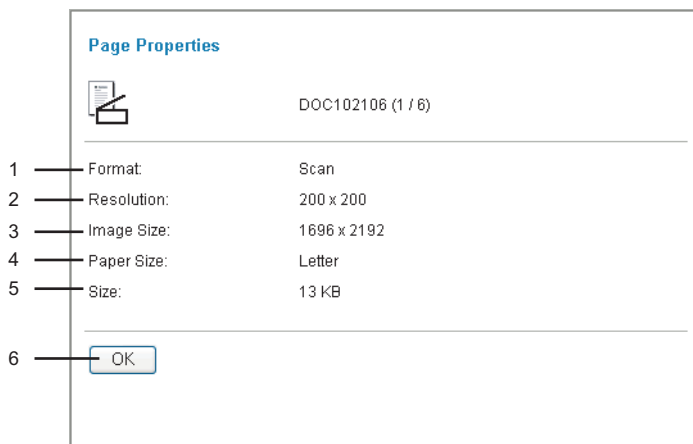
7) [OK]

Click this to close the window.

Page Properties

You can display the page properties by selecting a page in a document within the Documents frame, selecting the desired page within the Contents frame and, then, selecting File and Page Properties. The message "Please select at least one item." when you are not selecting a page in a document.

When you select this function, the Page Properties window appears.



- 1) **Format**
This displays how the page is stored.
- 2) **Resolution**
This displays the resolution of the page.
- 3) **Image Size**
This displays the pixel size of the page.
- 4) **Paper Size**
This displays the paper size of the page.
- 5) **Size**
This displays the data size of the page.
- 6) **[OK]**
Click this to close the window.

Send Email



You can send selected documents as Emails from the e-Filing web utility. When you perform this function, this equipment creates Email as attaching the selected documents as files and sends Email directly from the equipment.

Note

To use the Send Email function, the Email configuration of the equipment needs to be set by the network administrator.

When you select this function, the Send Email page is displayed.

The screenshot shows the 'Send Email' web utility interface. The page is titled 'Electronic Filing' and 'Send Email'. It contains several sections: 'To: Destination Setting', 'Cc: Destination Setting', 'Email Setting', and 'File Name'. The 'Email Setting' section includes fields for Subject, From Address, From Name, Body, File Format, Encryption, and Fragment Message Size. The 'File Name' section includes a radio button for 'DocMMDDYY(MMDDYY is a date)'. At the bottom, there are 'Send', 'Cancel', and 'Reset' buttons. A footer contains 'Top | Help' and '©2003-2006 TOSHIBA/TEC CORPORATION All Rights Reserved'.

1) [To: Destination Setting]


Click this to specify the destination. When you click this button, the Recipient List page appears. For instructions on how to specify the destination, see the following section.

P.101 "Destination Setting"


-
- 2) **[Cc: Destination Setting]**
Click this to specify the Cc destination if required.
 - 3) **Subject**
This sets the subject of the Email documents. Select “Send from (Device Name) (Date) (Time)” to automatically apply the subject, or enter the desired subject in the field.
 - 4) **From Address**
Enter the Email address of the sender. When the recipient replies, the message will be sent to this Email address.
 - 5) **From Name**
Enter the sender name of the Email document.
 - 6) **Body**
Enter the body message of the Email document. You can enter up to 1000 characters (including spaces).
 - 7) **File Format**
Select the file format that the received document will be converted.
 - 8) **Encryption**
Set this for encrypting PDF files if you have selected “PDF (Multi)” or “PDF (Single)” in the File Format setting.
 - 9) **File Name**
Select how the attached file will be named. Select “DocYYMMDD” to name as it described, select “Original Document Name” to use the original document name, or you can enter the desired file name in the field.
 - 10) **Fragment Message Size**
Select the size of the message fragmentation.
 - 11) **Department Code**
Enter the department code if required.
 - 12) **[Send]**
Click this to send the e-Filing documents as Email. This cannot be clicked when no destination is defined.
 - 13) **[Cancel]**
Click this to cancel sending Email.
 - 14) **[Reset]**
Click this to restore the default settings.


Edit Menu Functions


You can find the Select All, Invert Selection, Cut, Copy, Paste and Delete functions under the Edit menu.

 P.221 "Select All"

 P.221 "Invert Selection"

 P.221 "Cut"

 P.221 "Copy"

 P.221 "Paste"

 P.222 "Delete"

Select All

This function checks the boxes of all documents or folders in the Contents frame.

Invert Selection

This function checks the boxes of all items that are not selected and unchecks the boxes of all items that are selected in the Contents frame.

Cut



This function is enabled when you select a document in the Documents frame and check one or more documents in the Contents frame. Also you can cut pages in a document. To cut pages, enter the Edit mode. When you cut items, they are removed from its current location in the folder structure and the system temporarily stores the items that you cut on the clipboard. The system removes items from temporary storage if you cut or copy another item or log off. When you cut items, the Paste function is enabled. Cut and then Paste to move documents and pages.

Copy



This function is enabled when you select a document in the Documents frame and check one or more documents in the Contents frame. Also you can copy pages in a document. When you copy items, the system temporarily stores the items that you copy on the clipboard. The system removes items from temporary storage if you cut or copy another item or log off. When you copy items, the Paste function is enabled. Copy documents and then Paste to duplicate documents in other location or merge into another document.

Paste



This function is enabled when you cut or copy documents pages and place them on the clipboard. When you click Paste from the Edit menu, the system inserts the contents of the clipboard at the current cursor position.







If you cut or copy a page, you can paste it into a document, or a box and folder to paste it as a document. If you cut or copy a document, you can paste it into a document, or a box and folder.

Delete

This function is enabled when you select one or more items from the Contents frame. When you click Delete from the Edit menu, the system asks you for confirmation. Click OK to delete the selected item(s) or Cancel to abort the Delete function.

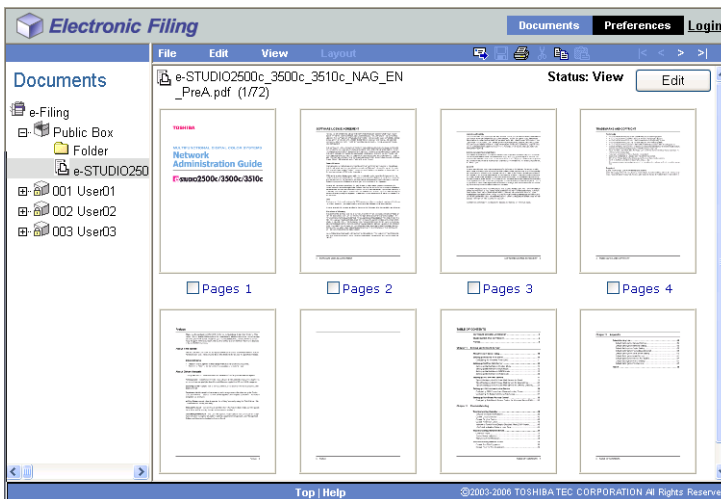
View Menu Functions

You can choose among several options in which to display your documents or files. These options are Thumbnail, List, Beginning, Previous, Next, and End.

-  P.223 "Thumbnail"
-  P.224 "List"
-  P.224 "Beginning"
-  P.224 "Previous"
-  P.224 "Next"
-  P.224 "End"

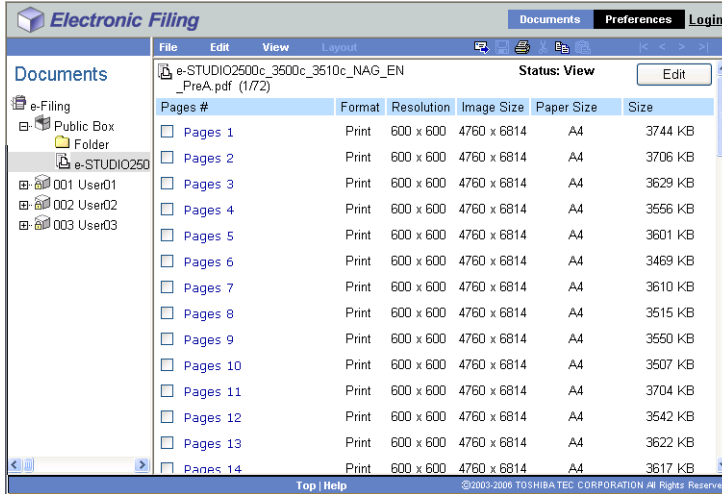
Thumbnail

When you click Thumbnail, e-Filing web utility displays several small images of files or pages in the Contents frame. Files are represented by their first page. Each image is identified by its file-name or page number. A check box below each image allows you to select it.



List

When you click List, e-Filing web utility displays a table of file names and properties with check boxes in the Contents frame. This view is useful for managing folders that contain a large number of files.



Beginning



When you click Beginning, e-Filing web utility displays the first items in the Contents frame.

Previous



When you click Previous, e-Filing web utility displays the previous set of items in the Contents frame.

Next



When you click Next, e-Filing web utility displays the items that immediately follow those displayed in the Content frame.

End



When you click End, e-Filing web utility displays the last items in the Contents frame.

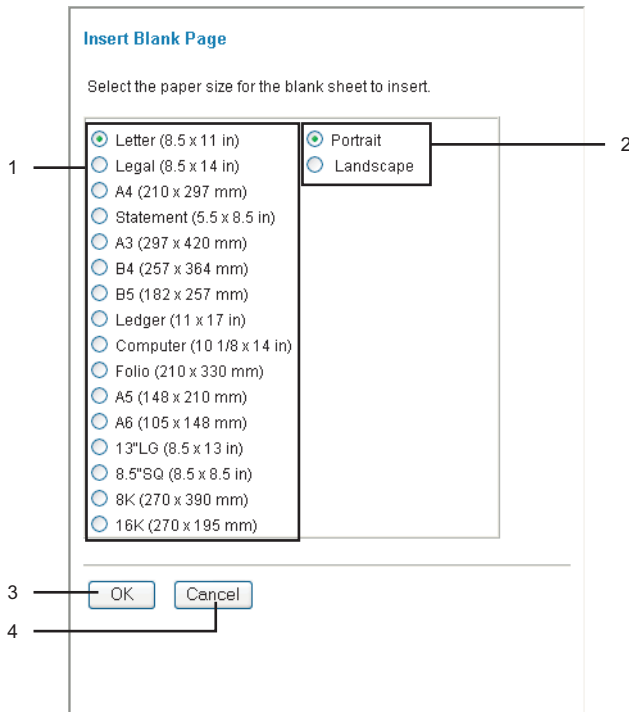
Layout Menu Functions

To changes to the appearance of your document, go to the Layout menu.

 P.225 "Insert Blank Page"

Insert Blank Page

You can insert blank pages into your document, if you need to format the document for printing. When you select the Insert Blank Page function from the Layout menu, the Insert Blank Page window will appear.



* Please note that the window may be slightly different depending on the system you are using.

1) Paper Size

The list at the left in the window shows the available paper size that can be inserted as a blank page. Select the paper size of the blank page to be inserted.

2) Orientation

The list at the right in the window shows the orientation. Select the orientation of the blank page to be inserted.

3) [OK]

Click this to insert the blank page.

4) [Cancel]

Click this to cancel inserting the blank page and close the window.

Troubleshooting

This section describes about troubleshooting for e-Filing features.

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Error Messages.....	228
TWAIN and File Downloader Errors	231
TWAIN Driver and File Downloader Error Conditions	231

Troubleshooting for e-Filing Web Utility

Limitations and Considerations

- When you edit or delete a document that is shared by other users, make sure to refresh the display to see the current status of the document. If several users edit or delete the document and pages at the same time, data may be damaged.
- Do not perform any operations on the main window during the child window is opened. The operations may not work properly.
- Do not close the child window from the [X] button of the window. The operations may not work properly.
- When numerous child windows appear, close all windows to exit e-Filing and delete all cookies from the Internet Options (for Internet Explorer) or Preferences (for Netscape Navigator).
- It will take a long time to display the Contents frame that includes more than 100 boxes, folders, and documents.
- More than 2 GB data cannot be archived.
- The box password cannot be changed if any users access the box that you want to change the password.
- If you click other system tabs or the login link during any operations have been processed, the e-Filing web utility will finish the session and close the e-Filing main window.
- If you click browser's [Back], [Update], or [Home] button during any operations have been processed, the e-Filing web utility will finish the session and close the e-Filing main window.
- Do not perform any operations while displaying the contents or processing a operation.

Error Messages

When any error message is displayed, find the error message from the table below and troubleshoot the problem.

Message	Corrective Action
Internal error occurred. Please restart e-Filing.	Turn OFF and ON the power of the equipment and then try again. If the error message is still displayed, contact your system administrator or contact your dealer for support.
Your e-Filing Session has Timed Out. Please Restart.	Exit e-Filing and change the session timer setting to be longer in the Setup page of the TopAccess Administrator mode. Then restart it.
The items have been modified.	The items are currently modified by another user. Try again after another user finishes modifying the items.
Cannot start e-Filing Session. The Disk is Full.	Erase the unnecessary data from the Control Panel. For instructions on how to delete data from the Control Panel, see <i>Operator's Manual for Basic Functions</i> .
Cannot create a Box.The Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Cannot create a Folder.The Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Cannot edit the Document.The Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.

Message	Corrective Action
Cannot insert Page.The Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Cannot archive Documents.The Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Cannot upload archived file.The Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Cut failed. Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Copy failed. Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Paste failed. Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Save failed. Disk is full.	Erase the unnecessary data using the administrative function or deleting the data in boxes for maintaining the hard disk space.
Cannot create a Folder. Maximum number of folders has been reached.	Delete unnecessary folders and create a new folder. You can create up to 100 folders in each box.
Cannot create a document. Maximum number of documents has been reached.	Delete unnecessary documents and create a new document. You can create up to 400 documents in each box and folder.
Cannot insert Page. Maximum number of pages has been reached.	Delete unnecessary pages and insert a new page. A document can contain up to 200 pages.
Paste failed. Maximum number of page range is reached.	Delete unnecessary pages and paste pages in the document. A document can contain up to 200 pages.
Cut failed.The items have been deleted or modified.	Refresh the page and make sure the items was deleted or currently being modified.
Copy failed.The items have been deleted or modified.	Refresh the page and make sure the items was deleted or currently being modified.
Paste failed.The items have been deleted or modified.	Refresh the page and make sure the items was deleted or currently being modified.
Delete failed.The items have been deleted or modified.	Refresh the page and make sure the items was deleted or currently being modified.
Please enter valid password.	Enter correct password.
A folder with the name you specified already exists. Please try again.	Use a name that does not exit in the box.
Another user has been archiving or uploading.Please try again later.	The document is being archiving or uploading by another user. Try again after another user finishes archiving or uploading.

Message	Corrective Action
The Maximum Possible Archive Size exceed. Archive is not Possible.	Archive is not possible if the archive size (ZIP file size) is more than 2GB. Archive the data separately so that the archive size will be less than 2GB.
The Box cannot be erased. A document contained in Box is being used.	A document contained in the box is being used by another user. Try again after another user finishes using the document.
The document is being used. Please try again later.	The selected document is being used by another user. Try again after another user finishes using the document.
File format doesn't correspond. Please contact Administrator.	Contact your administrator to convert the archive file and try again.
e-Filing is not ready. Please try again later.	e-Filing has not been activated yet. Try again later.

TWAIN and File Downloader Errors

This chapter describes the most common TWAIN and File Downloader errors and provides steps to resolve the conditions. If the problem persists after you have followed all of the steps, make sure to note the name of the application you were using, what you were trying to do, and any error messages — and then contact a authorized dealer for further assistance.

Tip

Please refer to the README file for TWAIN driver and File Downloader about the problems that are not described here.

TWAIN Driver and File Downloader Error Conditions

Refer to the corrective action for the following error conditions.

📖 P.231 “Cannot Find the Device”

📖 P.232 “Cannot Connect to the Device Found by Discovery”

📖 P.232 “Cannot Acquire Document”

📖 P.232 “Image Corrupt When Acquiring Color Mixed Document**”

📖 P.233 “Saved as Single Page TIFF Files Even Though You Select Multi Page TIFF Format”

📖 P.233 “Cannot Open TIFF File Saved Using File Downloader”

📖 P.233 “Cannot Change Resolution by Shrink To Half”

📖 P.233 “Cannot Acquire Multi page Document”

* Only applicable to the color model.

Cannot Find the Device

Problem Description:

Cannot find this equipment using the Local Discovery or Network Discovery feature.

Corrective Action:

Confirm the following statements:

- The equipment and your computer is correctly connected to the TCP/IP network.
- The default gateway setting is correctly set up if the equipment is connected to a different subnet.

Note

The TWAIN Driver and File Downloader do not support the GL-1010 or GL-1020 controller. These devices cannot be found by the Discovery function.

Cannot Connect to the Device Found by Discovery

Problem Description:

The Local Discovery finds the device, but you cannot connect to it.

Corrective Action:

1. Make sure Microsoft Internet Explorer 5.5 SP2 or later is installed when IPv4 is used. Make sure Microsoft Internet Explorer 7.0 or later is installed when IPv6 is used.
2. Make sure the Proxy settings on the Microsoft Internet Explorer have been set correctly so that it can connect to the device.
3. Make sure Microsoft Internet Explorer is not in the off-line mode. If it is in off-line mode, change it to the on-line mode.

Note

It also fails to connect to the device when too many computers connect to the device at the same time. Please try again later.

Cannot Acquire Document

Problem Description:

Cannot acquire a document using the TWAIN Driver.

Corrective Action:

The TWAIN Driver is carefully tested with several TWAIN-compliant applications. However, some applications need settings to acquire a document from the device, and applications that have not been tested cannot connect to the device. See the readme file about the required settings in applications that have been tested. Also, you may be able to use an application that has not been tested by enabling the TWAIN Driver's Native UI, or changing the Data Transfer Mode. For more details about TWAIN settings on your application, see the user manual for your application.

Image Corrupt When Acquiring Color Mixed Document*

Problem Description:

Image will be corrupt when acquiring the document that contains both color pages and black and white pages, using the TWAIN driver.

Corrective Action:

Some applications do not support acquiring the color and black/white mixed document. In that case, acquire the color pages and black and white pages separately, or save the document as a file using the File Downloader.

* Only applicable to the color model.

Saved as Single Page TIFF Files Even Though You Select Multi Page TIFF Format

Problem Description:

Even though you select to save the document as multi page TIFF format, the document was saved as single page TIFF files.

Corrective Action:

The File Downloader cannot save the color and black/white mixed document as a multi page TIFF file. In that case, the File Downloader saves the black and white document as single page TIFF files, and color document as JPEG files. If you want to save the document as one file, save it as a PDF file.

Cannot Open TIFF File Saved Using File Downloader

Problem Description:

Cannot open the TIFF file that has been saved using the File Downloader.

Corrective Action:

When you select TIFF format to save the color/grayscale document using the File Downloader, the document will be saved as TIFF file with JPEG compression. If you open the file using an application that does not support the TIFF file with JPEG compression, it cannot be opened. In that case, save the document as a JPEG file or PDF file.

Cannot Change Resolution by Shrink To Half

Problem Description:

Even though you enable the Shrink to Half function, the resolution of an image that was acquired is not changed.

Corrective Action:

The Shrink to Half function is available only for 600x600dpi documents that are stored in e-Filing by copy and print operations. This function cannot reduce the resolution of an image that is stored by scan and fax operation. If you want to change the resolution of the image, change the resolution after opening the file using an application.

Cannot Acquire Multi page Document

Problem Description:

Cannot acquire a multipage document from an application.

Corrective Action:

Some applications do not support multi page scan from TWAIN I/F, or need to be configured to acquire multi page documents. See the user documentation of an application that you use.

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MULTIFUNCTIONAL DIGITAL SYSTEMS

e-Filing Guide

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e-STUDIO203L/233/283
e-STUDIO352/452
e-STUDIO353/453
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e-STUDIO523/603/723/853
e-STUDIO281c/351c/451c

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

