

MULTIFUNCTIONAL DIGITAL SYSTEMS

TopAccess Guide

SOFTWARE LICENSE AGREEMENT

INSTALLING OR OTHERWISE USING THIS SOFTWARE PRODUCT CONSTITUTES YOUR ACCEPTANCE OF THE FOLLOWING TERMS AND CONDITIONS (UNLESS A SEPARATE LICENSE IS PROVIDED BY THE SUPPLIER OF APPLICABLE SOFTWARE IN WHICH CASE SUCH SEPARATE LICENSE SHALL APPLY). IF YOU DO NOT ACCEPT THESE TERMS, YOU MAY NOT INSTALL OR USE THIS SOFTWARE, AND YOU MUST PROMPTLY RETURN THE SOFTWARE TO THE LOCATION WHERE YOU OBTAINED IT.

THE SOFTWARE INSTALLED ON THIS PRODUCT INCLUDES NUMEROUS INDIVIDUAL SOFTWARE COMPONENTS, EACH HAVING ITS OWN APPLICABLE END USER LICENSE AGREEMENT ("EULA"). INFORMATION RELATING TO THE EULAS MAY BE FOUND IN AN ELECTRONIC FILE INCLUDED ON THE USER DOCUMENTATION CD-ROM INCLUDED HEREWITH; HOWEVER, ALL SOFTWARE AND DOCUMENTATION DEVELOPED OR CREATED BY OR FOR TOSHIBA TEC CORPORATION ("TTEC") ARE PROPRIETARY PRODUCTS OF TTEC AND ARE PROTECTED BY COPYRIGHT LAWS, INTERNATIONAL TREATY PROVISIONS, AND OTHER APPLICABLE LAWS.

Grant of License

This is a legal agreement between you, the end-user ("You"), and TTEC and its suppliers. This software, fonts (including their typefaces) and related documentation ("Software") is licensed for use with the system CPU on which it was installed ("System") in accordance with the terms contained in this Agreement. This Software is proprietary to TTEC and/or its suppliers.

TTEC and its suppliers disclaim responsibility for the installation and/or use of this Software, and for the results obtained by using this Software. You may use one copy of the Software as installed on a single System, and may not copy the Software for any reason except as necessary to use the Software on a single System. Any copies of the Software shall be subject to the conditions of this Agreement.

You may not, nor cause or permit any third party to, modify, adapt, merge, translate, reverse compile, reverse assemble, or reverse engineer the Software. You may not use the Software, except in accordance with this license. No title to the intellectual property in the Software is transferred to you and full ownership is retained by TTEC or its suppliers. Source code of the Software is not licensed to you. You will be held legally responsible for any copyright infringement, unauthorized transfer, reproduction or use of the Software or its documentation.

Term

This license is effective until terminated by TTEC or upon your failure to comply with any term of this Agreement. Upon termination, you agree to destroy all copies of the Software and its documentation.

You may terminate this license at any time by destroying the Software and its documentation and all copies.

Disclaimer of Warranty

THIS SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. TTEC AND ITS SUPPLIERS DISCLAIM ANY WARRANTY RELATING TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE. IF THE SOFTWARE PROVES DEFECTIVE, YOU (AND NOT TTEC OR ITS SUPPLIERS) SHALL BE RESPONSIBLE FOR THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION. TTEC AND ITS SUPPLIERS DO NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET YOUR REQUIREMENTS OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR FREE.

ALL INFORMATION CONTAINED HEREIN THAT IS PROVIDED BY TTEC AND ITS AFFILIATES PURSUANT TO A EULA IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED.

Limitation of Liability

IN NO EVENT WILL TTEC OR ITS SUPPLIERS BE LIABLE TO YOU FOR ANY DAMAGES, WHETHER IN CONTRACT, TORT, OR OTHERWISE (EXCEPT PERSONAL INJURY OR DEATH RESULTING FROM NEGLIGENCE ON THE PART OF TTEC OR ITS SUPPLIERS), INCLUDING WITHOUT LIMITATION ANY LOST PROFITS, LOST DATA, LOST SAVINGS OR OTHER INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE, EVEN IF TTEC OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, NOR FOR THIRD PARTY CLAIMS.

U.S. Government Restricted Rights

The Software is provided with RESTRICTED RIGHTS. Use, duplication or disclosure by the U.S. Government is subject to restrictions set forth in subdivision (b) (3) (ii) or (c) (i) (ii) of the Rights in Technical Data and Computer Software Clause set forth in 252.227-7013, or 52.227-19 (c) (2) of the DOD FAR, as appropriate. Contractor/Manufacturer is TOSHIBA TEC Corporation, 6-78, Minami-cho, Mishima-shi, Shizuoka-ken, 411-8520, Japan.

General

You may not sublicense, lease, rent, assign or transfer this license or the Software. Any attempt to sublicense, lease, rent, assign or transfer any of the rights, duties or obligations hereunder is void. You agree that you do not intend to, and will not ship, transmit (directly or indirectly) the Software, including any copies of the Software, or any technical data contained in the Software or its media, or any direct product thereof, to any country or destination prohibited by the United States Government. This license shall be governed by the laws of Japan or, at the election of a Supplier of TTEC concerned with a dispute arising from or relating to this Agreement, the laws of the Country designated from time to time by the relevant Supplier of TTEC. If any provision or portion of this Agreement shall be found to be illegal, invalid or unenforceable, the remaining provisions or portions shall remain in full force and effect.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LICENSE AGREEMENT AND THAT YOU UNDERSTAND ITS PROVISIONS. YOU AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT THIS LICENSE AGREEMENT CONTAINS THE COMPLETE AND EXCLUSIVE AGREEMENT BETWEEN YOU AND TTEC AND ITS SUPPLIERS AND SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, OR ANY OTHER COMMUNICATION RELATING TO THE SUBJECT MATTER OF THIS LICENSE AGREEMENT.

TOSHIBA TEC Corporation, 6-78, Minami-cho, Mishima-shi, Shizuoka-ken, 411-8520, Japan.

TRADEMARKS AND COPYRIGHT

Trademarks

- The official name of Windows 98 is Microsoft Windows 98 Operating System.
- The official name of Windows Me is Microsoft Windows Me Operating System.
- The official name of Windows NT is Microsoft Windows NT Operating System.
- The official name of Windows 2000 is Microsoft Windows 2000 Operating System.
- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
- Apple, AppleTalk, Macintosh, Mac, TrueType, and LaserWriter are trademarks of Apple Inc. in the US and other countries.
- PostScript is a trademark of Adobe Systems Incorporated.
- Netscape is a trademark of Netscape Communications Corporation.
- IBM, AT and AIX are trademarks of International Business Machines Corporation.
- NOVELL, NetWare, and NDS are trademarks of Novell, Inc.
- TopAccess is a trademark of Toshiba Tec Corporation.
- Other company names and product names in this manual are the trademarks of their respective companies.

Copyright

© 2007 TOSHIBA TEC CORPORATION All rights reserved

Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of TTEC. No patent liability is assumed, however, with respect to the use of the information contained herein.

Preface

Thank you for purchasing the Multifunctional Digital Systems or Multifunctional Digital Color Systems. This TopAccess Guide explains the instructions for users and administrators to set up and manage the Multifunctional Digital Systems or Multifunctional Digital Color Systems using TopAccess. Read this guide before using 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

This manual explains how to set up and manage network functions using the TopAccess user functions — such as network job management and template registration — from client computers via a network.

For information about Control Panel operation, see the ***Operator's Manual for Basic Functions*** or ***User Functions Guide***.

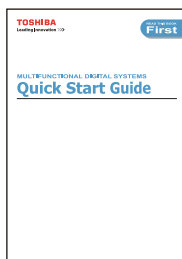
Conventions

- 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

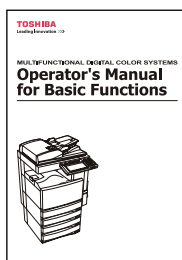
Thank you for purchasing the TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems.

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

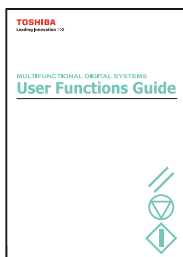
This Quick Start Guide describes the initial setup method of this equipment and accessories of this product such as operator's manuals and CD-ROMs.



Operator's Manual for Basic Functions

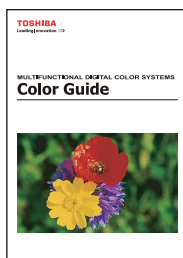
This Operator's Manual for Basic Functions describes how to use the basic functions of this equipment mainly focusing on the copying function.

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



User Functions Guide

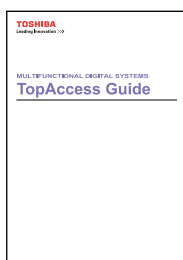
This User Functions Guide describes the functions and settings under the [USER FUNCTIONS] button on the control panel of this equipment.



Color Guide (Only for the color model)

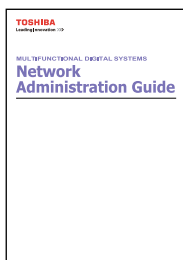
This color Guide simply explains the functions such as “copy density adjustment”, “color adjustment”, “copy editing”, “image editing” and “image processing” in color. This guide also includes the basic knowledge of color.

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



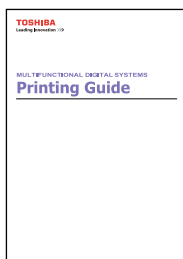
TopAccess Guide

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.



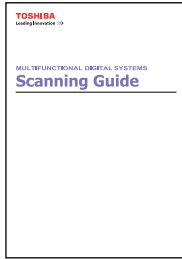
Network Administration Guide

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



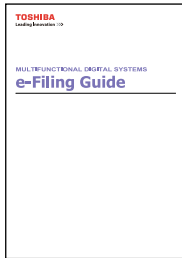
Printing Guide

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.



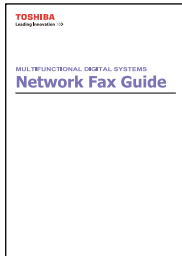
Scanning Guide

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



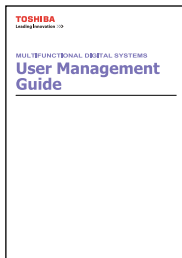
e-Filing Guide

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

TABLE OF CONTENTS

SOFTWARE LICENSE AGREEMENT	1
TRADEMARKS AND COPYRIGHT	3
Preface.....	4

Chapter 1 Overview

TopAccess Overview	14
Accessing TopAccess End-User Mode	15
TopAccess Web Site	21

Chapter 2 Checking Device Status

TopAccess Device Tab Page.....	24
Device Status Indicators.....	26

Chapter 3 Managing Jobs

Managing Print Jobs	30
Displaying Print Jobs	30
Deleting a Print Job	31
Releasing a Print Job	32
Managing Fax/Internet Fax Jobs.....	33
Displaying Fax/Internet Fax Jobs	33
Deleting a Fax Transmission Job	34
Managing Scan Jobs.....	35
Displaying Scan Jobs	35
Deleting a Scan Job	36

Chapter 4 Displaying Job Logs

Displaying Print Job Logs	38
Displaying Transmission Journals	39
Displaying Reception Journals	41
Displaying Scan Job Logs.....	43

Chapter 5 Registering from TopAccess

Managing Templates	46
Registering Private Template Groups	47
Registering Private Templates	55
Displaying Public Templates	87

Managing Address Book	89
Managing Contacts in the Address Book	89
Managing Groups in the Address Book	95
Managing Mailboxes	98
Setting Up an Open Mailbox.....	99
Deleting an Open Mailbox	105

Chapter 6 Managing Counters

Viewing Counters	108
Displaying the Total Counter	108
Displaying the Department Counter	109

Chapter 7 TopAccess Administrator Mode

Features and Functions	113
About Setup from TopAccess.....	113
About Maintenance from TopAccess.....	114
About Registration from TopAccess	115
About Other Administrative Functions in TopAccess	115
Accessing TopAccess Administrator Mode	116
Setting up from TopAccess.....	118
Setting up Device Settings	118
Setting up Network Settings	124
Setting up Copier Settings.....	164
Setting up Fax Settings	167
Setting up Save as file Settings.....	172
Setting up Email Settings	178
Setting up Internet Fax Settings	180
Setting up Printer Settings.....	183
Setting up Print Service Settings	188
Displaying Version Information.....	194
Maintaining from TopAccess	195
About the Maintenance Functions	195
Updating the Software	196
Removing the Client Software	198
Backing up Data	199
Restoring Data from Backup File.....	201
Deleting the Data from Local Folder	204
Managing Directory Service	205
Setting up Notification.....	208
Importing and Exporting the Address Book.....	212
Importing and Exporting the Department Code	216
Exporting the Logs, Journals, and Counters	220

Clearing the Logs and Journals.....	223
Rebooting the Equipment.....	224
Registering from TopAccess.....	225
About the Registrations	225
Registering Public Templates.....	225
Registering Fax and Internet Fax Received Forward	233
Displaying Message Log.....	248
Managing Department Code.....	249
Displaying the Department List and Counters	249
Clearing the Department Counters.....	251
Registering or modifying the Department Code	254
Deleting the Department Code	256
Setting up User Management	259
Enabling Department Management.....	259
Setting up User Management Setting.....	261
Setting up User Authentication for Scan to E-mail	296

Chapter 8 Troubleshooting

TopAccess Error Messages	304
Print Job Status Messages.....	304
Transmission/Reception Journal Status Messages.....	305
Scan Job Status Messages.....	310
Message Log.....	316

Chapter 9 Appendix

Installing Certificates for a Client PC	322
--	------------

INDEX	329
--------------------	------------

1

Overview

This section describes overview of the TopAccess functions.

TopAccess Overview	14
Accessing TopAccess End-User Mode	15
TopAccess Web Site	21

TopAccess Overview

TopAccess is a web-based job and device management tool that allows you to access information about this equipment over the Internet.

TopAccess has two web sites available. One site is designed for end users and the other is for the administrators.

- The end-user site displays the equipment and job status and enables you to create and maintain private template groups and private templates.
- The administrator site enables network administrators to configure device settings, conduct maintenance, and update the address book, public template group and public templates.

Note

For instructions on how to use TopAccess in the administrator mode, refer to the following section.

 P.111 “TopAccess Administrator Mode”

End users can:

- Display general device information including the status, drawer/accessory configuration, and paper supply information.
- Display and manage the status of print jobs, fax/internet fax transmit jobs, and scan jobs submitted by the user. (Optional Fax unit is required for displaying and managing the fax transmit jobs)
- Display the job logs for print, fax/internet fax transmit, fax/internet fax reception, and scan. (Optional Fax unit is required for displaying the fax transmit and fax reception job log.)
- Register and modify the templates.
- Add or modify the contacts and groups in the address book.
- Register and modify the mailboxes. (Optional Fax unit is required.)
- Display the counters logs
- Download client software.

Notes

- Because TopAccess uses cookies to store information on the user's system, users must have cookies enabled in the browser.
- When TopAccess does not display the correct information in any pages, delete cookies and try again.

Accessing TopAccess End-User Mode

To operate TopAccess, this equipment should be connected to the network and be configured with the TCP/IP settings. After you complete the TCP/IP setup, you can access to TopAccess web site to operate various functions from your computer using a web browser such as Netscape Navigator and Internet Explorer.

You can use the TopAccess web-based utility from a Windows, Macintosh or UNIX operating system environment. The following browsers are supported:

Windows

- Internet Explorer 5.5 Service Pack 2 or later (Internet Explorer 7.0 or later when IPv6 is used)
- Firefox 1.5.0.4 or later

Macintosh

- Safari 2.0 or later
- Firefox1.5.0.4 or later

UNIX

- Firefox1.5.0.4 or later

Accessing TopAccess in end-user mode

- 1 To navigate to TopAccess, enter the following URL on the address box of your Internet browser.**

`http://<IP Address> or http://<Device Name>`

Address	<code>http://10.10.70.120</code>
---------	----------------------------------

For example

When the IP address of the equipment is "10.10.70.105":

`http://10.10.70.105`

When the device name of this equipment is "mfp-00c67861":

`http://mfp-00c67861`

Note

When SSL for the HTTP network service is enabled, the alert message may appear when you enter the URL in the address box. In that case, please click [Yes] to proceed the operation.



2 The TopAccess web page for end users opens.

The screenshot displays the TopAccess web interface. At the top, there's a navigation bar with tabs: Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'Device' tab is active. Below the navigation bar, the page title is 'Device' with a 'REFRESH' button. On the left, there's an image of a Toshiba e-STUDIO452 copier. To the right, the 'Device Information' table provides details about the device's status and capabilities. Below this, there are two tables: 'Options' and 'Paper'. The footer includes links for 'Install Software', 'Top', and 'Help', and a copyright notice for Toshiba Tec Corporation.

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

* The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

Accessing TopAccess from Network Map (Windows Vista)

Confirm the network connection status on the Network Map with the LLTD feature of Windows Vista, and then click the displayed icon of this equipment.

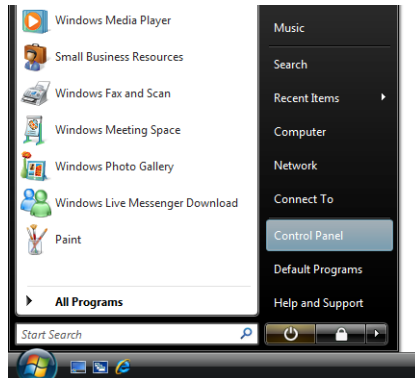
Tip

You can install the driver required for web services by your right-clicking the icon and selecting "Install". For the driver required for web services, see the **Printing Guide**.

Notes

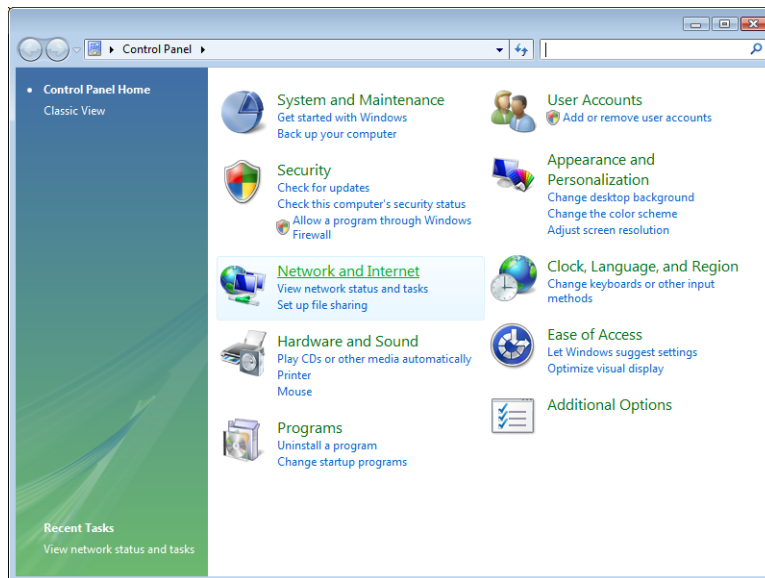
- Before using the LLTD feature, enable the LLTD setting. [P.163 "Setting up the LLTD Session"](#)
- Before starting the installation of the driver required for web services, enable the Web Services setting. [P.162 "Setting up the Web Service Setting"](#)

1 Click the “Start” icon and select “Control Panel”.



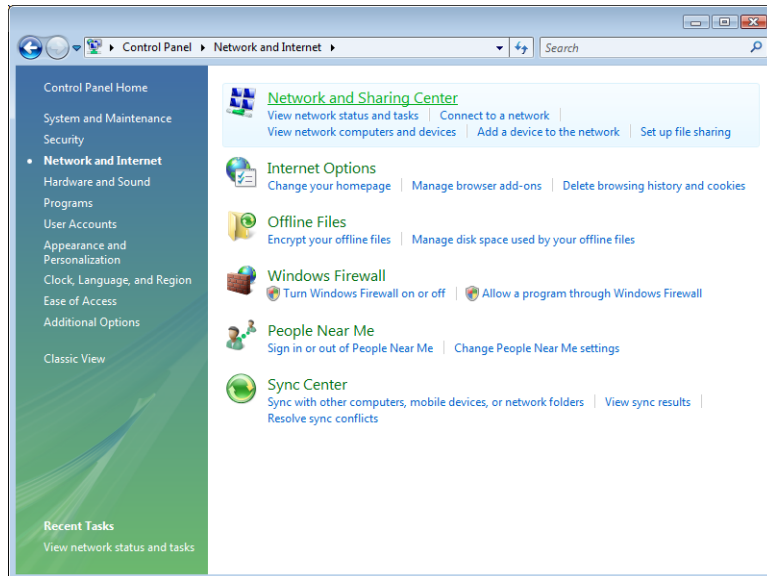
- The Control Panel window appears.

2 Click “Network and Internet”.



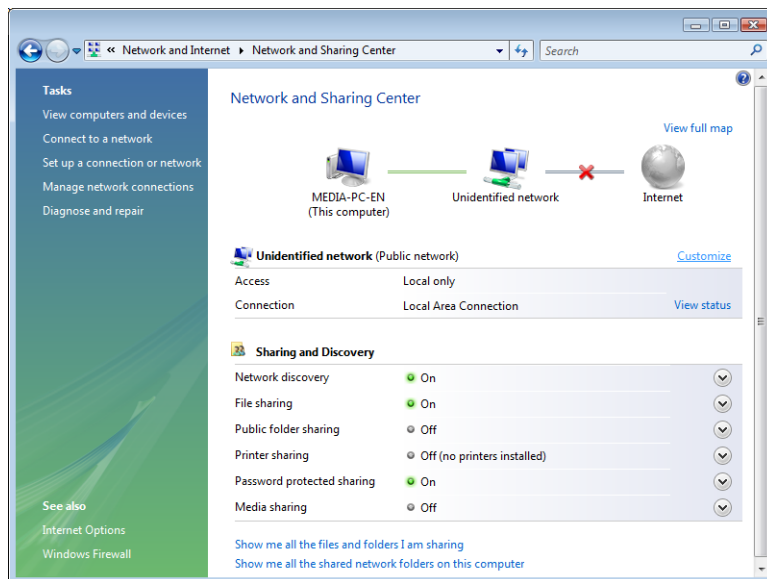
- The Network and Internet window appears.

3 Click “Network and Sharing Center”.



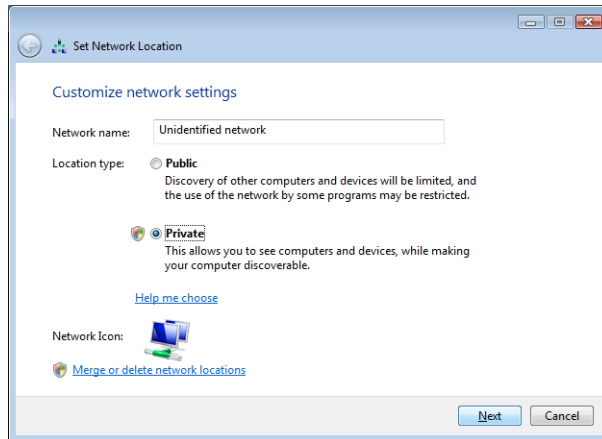
- The Network and Sharing Center window appears.

4 Click “Customize” of “Unidentified network (Public network)”.



- The Set Network Location window appears.

5 Check “Private” of “Location type”, and then click [Next].

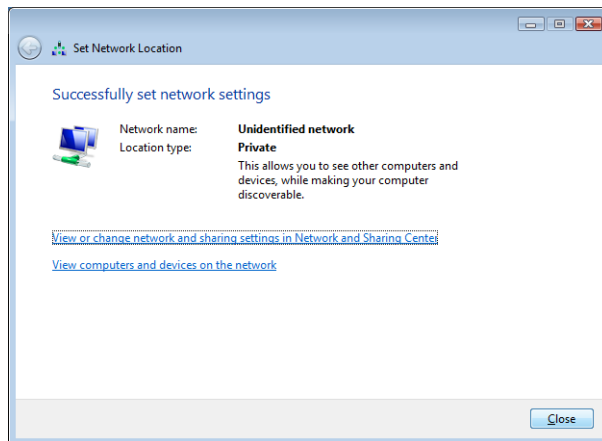


- The User Account Control dialog box appears.
- If the user account control is disabled, the Set Network Location – Successfully set network settings window appears. Go to step 7.

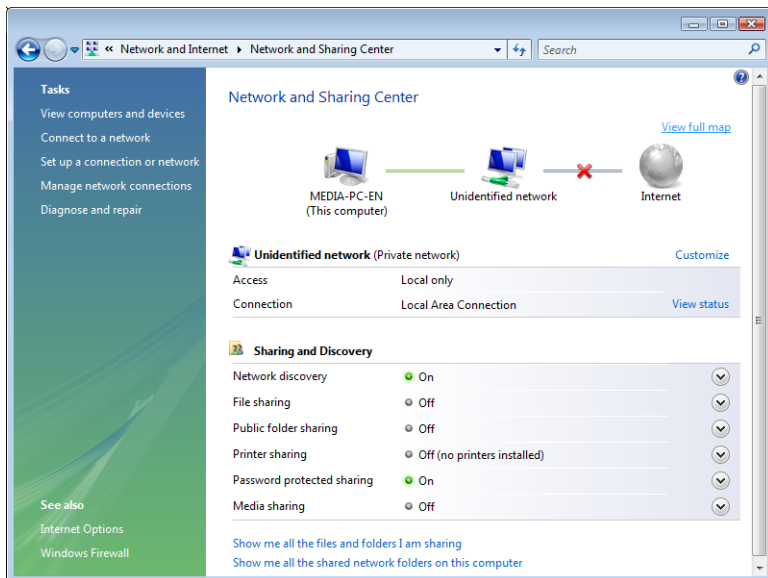
6 Click [Continue] in the User Account Control dialog box.

- The Set Network Location – Successfully set network settings window appears.

7 Click [Close].

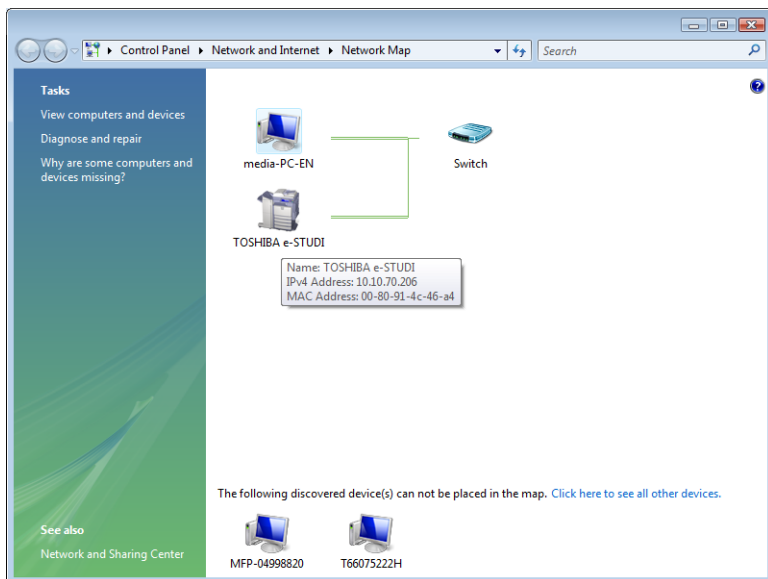


8 Click “View full map” in the Network and Sharing Center window.



- Mapping of devices connected on the network appears in the Network Map window.

9 Click the icon of this equipment.



Notes

- The name, IP address and MAC address of the devices appear as a result of your placing a pointer over each icon.
- If the equipment is with the Finisher, its icon is displayed together with the Finisher icon. If not, it is displayed by itself.

10 The TopAccess web page appears.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The main content area is titled 'Device' and features a 'Device Information' table, an 'Options' table, and a 'Toner' table. A 'Paper' table is also present at the bottom right. A 'Device Information' table provides details about the copier's status, name, location, and various memory and space capacities. A 'Refresh' button is located in the top right corner of the main content area.

Device Information	
Status	Ready
Name	MFP-04998820
Location	
Copier Model	TOSHIBA e-STUDIO452
Main Memory Size	1024 MB
Page Memory Size	256 MB
Save as File Space Available	9988 MB
Store to e-Filing Space Available	12490 MB
Fax Transmission Space Available	501 MB
Fax Reception Space Available	203 MB
Work Space Available	99 %
Contact Information	
Phone Number	
Message	
Alerts	•

Options	
Finisher	Finisher
Hole Punch Unit	2 Holes
Fax	Installed

Toner	
Yellow(Y)	100 %
Magenta(M)	100 %

Paper				
Drawer	Size	Type	Capacity	Status
Drawer 1	A4	Plain	500	Paper Available

TopAccess Web Site

When you access TopAccess, the general information page of the TopAccess web site is displayed.

This screenshot shows a different instance of the TopAccess web interface. It features a similar layout to the previous one, but with updated device information. The 'Device Information' table shows a different name and model. The 'Paper' table now lists three drawers with their respective sizes and capacities.

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

* The e-STUDIO352/452 is used in the screenshot above. It may be different with your system. From here, you can initiate most device monitoring and management functions.

The basic TopAccess page contains following items:

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs: Device, Job Status, Logs, Registration (selected), Counter, User Management, and Administration. Below this is a submenu bar with links: Template, Address Book (selected), and Inbound FAX routing. The main content area is titled 'Address Book' and contains a search form with 'Add Address' and 'Search' buttons, and a dropdown menu for 'Group' set to 'All Groups'. A table lists users with columns for ID, Name, Email Address, and Fax Number. At the bottom, there are links for 'Install Software', 'Top', and 'Help', along with a copyright notice for Toshiba TEC Corporation.

ID	Name	Email Address	Fax Number
99	User99 User	user99@ifax.com	
98	User98 User	user98@ifax.com	
97	User97 User	user97@ifax.com	
96	User96 User	user96@ifax.com	
95	User95 User	user95@ifax.com	
94	User94 User	user94@ifax.com	
93	User93 User	user93@ifax.com	
92	User92 User	user92@ifax.com	
91	User91 User	user91@ifax.com	

1) Function Tab

This provides access to main pages of TopAccess for each function.

2) Menu Bar

This provides access to each menu page under the selected function tab.

3) Submenu Bar

This provides access to each submenu page under the selected menu and function tab.

4) Install Software link

Click this to open the Install Client Software page to download the client software from TopAccess.

5) Top link

Click this to display the top of the page that is currently displayed.

6) Help link

Click this to display the Online Help.

Note

The TopAccess Online Help cannot be displayed in the following browsers.

- Safari 2.0
- Netscape 7.2

2

Checking Device Status

This section describe the Device tab page of TopAccess end-user mode

TopAccess Device Tab Page	24
Device Status Indicators.....	26

TopAccess Device Tab Page

TopAccess opens with the end-user Device tab, which includes a picture of the device. At any time, the end-user may click Refresh to update the TopAccess status information. This tab shows the following information about the device:

The screenshot shows the TopAccess interface for the Device tab. It features a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The main content area is titled 'Device' and includes a 'REFRESH' button. On the left, there is a picture of a Toshiba e-STUDIO452 copier. To the right of the picture is a 'Device Information' table. Below the picture are two tables: 'Options' and 'Paper'. The footer contains links for 'Install Software', 'Top', and 'Help', along with a copyright notice for Toshiba Tec Corporation.

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

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

* The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

1) Device Information

The Device Information list shows the following information.

- **Status** — Displays the device status.
- **Name** — Displays the name of this equipment.
- **Location** — Displays the equipment's location.
- **Copier Model** — Displays the model name of this equipment.
- **Save as File Space Available** — Displays the available size to store the Save as file documents.
- **Store to e-Filing Space Available** — Displays the available size to store the e-Filing documents.
- **Fax Transmission Space Available** — Displays the available size to send the fax data. This is displayed only when the fax unit is installed.
- **Fax Reception Space Available** — Displays the available size to receive the fax data. This is displayed only when the fax unit is installed.
- **Work Space Available** — Displays the percentages of available hard disk space to store the temporary data.
- **Contact Information** — Displays the contact name of the person responsible for managing this device.
- **Phone Number** — Displays the phone number of the person responsible for managing this device.
- **Message** — Displays the administrative message.
- **Alerts** — Displays the alert message. Errors are in red and warnings are in yellow.

2) Options

The Options list shows the status of optional unit.

- **Finisher** — Displays the type of finisher installed.
- **Hole Punch Unit** — Displays whether the hole punch unit is installed.
- **Fax** — Displays whether the fax unit is installed.
- **Optional Function kit**^{*1} — Displays whether the optional function kit is installed.
- **Inserter Unit**^{*2} — Displays whether the optional Inserter Unit is installed.
- **Automatic Duplexing Unit** — Displays whether the optional Automatic Duplexing Unit is installed. (e-STUDIO202L/232/282 and e-STUDIO203L/233/283 Only)

*1 Only applicable to the e-STUDIO218c/351c/451c.

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

3) Paper

The Paper list shows the drawer status.

- **Drawer** — Lists the installed drawers.
- **Size** — Displays the paper size set in each drawer.
- **Type** — Displays the paper type set in each drawer.
- **Capacity** — Displays the maximum paper capacity that can be set in each drawer.
- **Status** — Displays the consumption status in each drawer.

Note

The paper size for each drawer cannot be set from TopAccess. Please set from the touch panel of the equipment. For instructions on how to set the paper size for each drawer, please refer to the Operator's Manual For Basic Functions.

Device Status Indicators

You can use TopAccess to check if this equipment requires maintenance. The Device Summary window includes a device icon that displays visual Device Status Indicators in the event of a device malfunction.

- Printer Error 1



The above printer error icon indicates that non-recommended toner is used. For information on resolving the error condition, refer to “REPLACE TONER CARTRIDGE SYMBOL” in ***Operator’s Manual for Basic Functions***.

- Printer Error 2



The above printer error icon indicates:

- You need to remove paper from standard output tray.
- You need to remove paper from Job Separator.*¹
- You need to remove paper from Finisher tray.
- You need to remove staples jammed in the Finisher. For information on resolving the error condition, refer to “EXAMINE STAPLER” in ***Operator’s Manual for Basic Functions***.
- You need to clear hole punches from Finisher. For information on resolving the error condition, refer to “EXAMINE STAPLER IN THE SADDLE STITCH UNIT” in ***Operator’s Manual for Basic Functions***.
- Non-recommended toner is being used. For information on resolving the error condition, refer to “REPLACE TONER CARTRIDGE SYMBOL” in ***Operator’s Manual for Basic Functions***.
- You need to remove excess staples from the Saddle Stitch Finisher.
- You performed saddle stitch printing using mixed paper sizes.
- Cannot load paper from the LCF.
- Cannot output to inner tray.*²

*¹ Only applicable to the e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283.

*² Not applicable to the e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853.

- Cover Open



The Cover Open error icon indicates that you need to close the cover.

- Drawer Open



The Drawer Open error icon shows which drawer is open: upper, middle, or lower. You must close the specified drawer to resume printing and copying functions.

- Toner Empty



The Toner Empty icon indicate that the toner is empty.

The color of the Toner Empty icon varies depending on which toner cartridge is empty (only applicable to the color model):

- Black — Black Toner Empty
- Cyan — Cyan Toner Empty
- Magenta — Magenta Toner Empty
- Yellow — Yellow Toner Empty

For information on resolving the error condition, refer to “REPLACE TONER CARTRIDGE SYMBOL” in ***Operator’s Manual for Basic Functions***.

- Toner Full



The Toner Full error icon indicates you need to replace the toner container. For information on resolving the error condition, refer to “REPLACE TONER BAG SYMBOL” in ***Operator’s Manual for Basic Functions***.

- Paper Empty



The Out of Paper error icon shows which drawer is empty: upper, middle, or lower. A paper out condition does not necessarily terminate a print or copy job. If Auto-select options are configured, printing and copying may continue by drawing paper from a different drawer. Refer to the TopAccess online Help for instructions on setting up Auto-Select mode. For information on resolving the error condition, refer to “PLACING PAPER IN THE DRAWER” in ***Operator’s Manual for Basic Functions***.

- Paper Jam



The Device Status icon varies depending on where a paper jam occurred in the copier. This graphic illustrates the possible locations. For information on resolving the error condition, refer to “JAM SYMBOLS” in ***Operator’s Manual for Basic Functions***.

- Staple Empty



The Add Staples error icon indicates you need to add staples to the finisher. For information on resolving the error condition, refer to “CHECK STAPLE CARTRIDGE” in ***Operator’s Manual for Basic Functions***.

- Serviceman Calls



The Service Call error icon indicates that a call for service is needed. Contact your service representative.

3

Managing Jobs

Using TopAccess, end users can display and delete print jobs, fax transmission jobs, and scan jobs released by end users.

Managing Print Jobs	30
Displaying Print Jobs.....	30
Deleting a Print Job.....	31
Releasing a Print Job.....	32
Managing Fax/Internet Fax Jobs	33
Displaying Fax/Internet Fax Jobs.....	33
Deleting a Fax Transmission Job.....	34
Managing Scan Jobs	35
Displaying Scan Jobs.....	35
Deleting a Scan Job.....	36

Managing Print Jobs

Using TopAccess, you can display, delete and release print jobs that are currently in the queue.

Displaying Print Jobs

Accessing the Print menu page in the Job Status tab

- 1 Click the **Job Status** tab and click the **Print** menu.
 - The Print menu page is displayed.
- 2 If your print job previously released is not displayed in the list, click the **[REFRESH]** icon at the upper right in the page.

	User Name	Date Time	Type	Paper	Pages	Sets
<input type="radio"/>	Administrator	10/15/2006 17:58:10	Scheduled	LT	1	10
<input type="radio"/>	Administrator	10/15/2006 17:57:10	Proof	LT	1	9
<input type="radio"/>	Administrator	10/15/2006 17:56:26	Private	LT	1	1

Tips

- The print jobs that had finished printing are displayed in the Log tab.
- To sort the print jobs list so that a particular job is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Print menu page displays following information for each print job.

- **User Name**
Displays the user account name that released the print job.
- **Date Time**
Displays the date and time when the print job was released from the client computers.
- **Type**
Displays the print job type.
- **Paper**
Displays the paper size of the print jobs.
- **Pages**
Displays the number of pages the print job contains.
- **Sets**
Displays the number of copies set in the print jobs.

Deleting a Print Job

You can delete jobs that are stored in the queue.

Note

The private print jobs cannot be deleted by users. To delete the private print jobs from TopAccess, you must log in as an administrator in the Administration tab page first, then display the Print menu page. If you log in as an administrator, the [Delete All Private Print Jobs] button is additionally displayed at the next of the release button.

You can click [Delete All Private Print Jobs] button to delete all private jobs in the list. It may take a time to delete all private print jobs.

Deleting a print job

- 1 Click the Job Status tab and click the Print menu.**
 - The Print menu page is displayed.
- 2 Select an option button at the left of the print job that you want to delete.**

User Name	Date Time	Type	Paper	Pages	Sets
Administrator	10/15/2006 17:58:10	Scheduled	LT	1	10
Administrator	10/15/2006 17:57:10	Proof	LT	1	9
Administrator	10/15/2006 17:56:26	Private	LT	1	1

- You can select only one print job at a time.

- 3 Click [Delete].**
 - Selected print job is deleted.

Releasing a Print Job

You can print jobs that are stored in the queue.

Note

The private print jobs cannot be released from TopAccess.

Releasing a print job

- 1 Click the Job Status tab and click the Print menu.**
 - The Print menu page is displayed.
- 2 Select an option button at the left of the print job that you want to release.**

The screenshot shows the TopAccess interface. At the top, there are navigation tabs: Device, Job Status (selected), Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs: Print (selected), Fax/Internet/Fax, and Scan. The main content area is titled 'Print Job' and includes a 'REFRESH' button. Below the title are 'Delete' and 'Release' buttons. A table lists three print jobs:

User Name	Date Time	Type	Paper	Pages	Sets
<input checked="" type="radio"/> Administrator	10/15/2006 17:58:10	Scheduled	LT	1	10
<input type="radio"/> Administrator	10/15/2006 17:57:10	Proof	LT	1	9
<input type="radio"/> Administrator	10/15/2006 17:56:26	Private	LT	1	1

At the bottom of the page, there is a footer with links for 'Install Software', 'Top', and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- You can select only one print job at a time.
- 3 Click [Release].**
 - The selected print job is immediately printed.

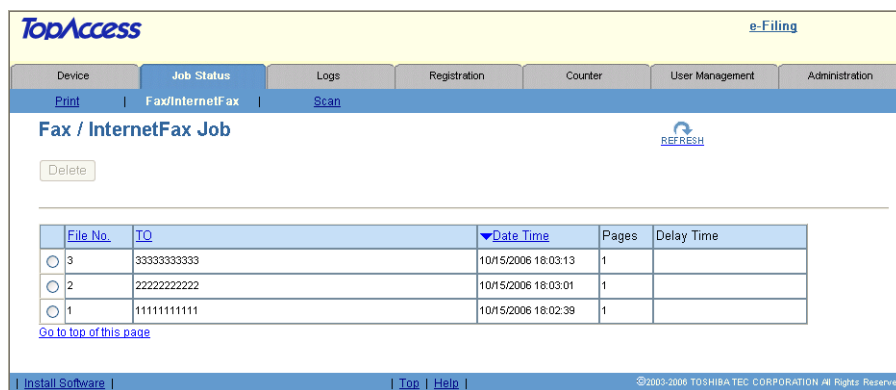
Managing Fax/Internet Fax Jobs

Using TopAccess, you can display and delete fax transmission jobs including fax transmission and Internet Fax transmission.

Displaying Fax/Internet Fax Jobs

Accessing the Fax/Internet Fax menu page in the Job Status tab

- 1 Click the **Job Status** tab and click the **Fax/Internet Fax** menu.
 - The Fax/Internet Fax menu page is displayed.
- 2 If your fax transmission job previously released is not displayed in the list, click the **[REFRESH]** icon at the upper right in the page.



Tips

- The transmission jobs that had finished the transmission are displayed in the Log tab.
- To sort the fax transmission jobs list so that a particular job is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Fax/Internet Fax menu page displays following information for each fax transmission job.

- **File No.**
Displays the file number to identify the fax transmission job.
- **TO**
Displays the destinations set to the fax transmission job.
- **Date Time**
Displays the date and time when the fax transmission job is released from the Touch Panel Display or client computer using the N/W-Fax driver.
- **Pages**
Displays the number of pages the fax transmission job contains.
- **Delay Time**
Displays the delayed time set to the fax transmission job.

Deleting a Fax Transmission Job

You can delete a fax transmission job.

Deleting a fax transmission job

- 1** Click the **Job Status** tab and click the **Fax/Internet Fax** menu.
 - The Fax/Internet Fax menu page is displayed.
- 2** Select an option button at the left of the fax transmission job that you want to delete.

The screenshot shows the TopAccess web interface for managing fax jobs. The 'Job Status' tab is active, and the 'Fax/Internet Fax' menu item is selected. A 'Delete' button is located above a table of fax transmission jobs. The table has the following data:

File No.	TO	Date Time	Pages	Delay Time
3	33333333333	10/15/2006 18:03:13	1	
2	22222222222	10/15/2006 18:03:01	1	
1	11111111111	10/15/2006 18:02:39	1	

- You can select only one fax transmission job at a time.
- 3** Click **[Delete]**.
 - Selected fax transmission job is deleted.

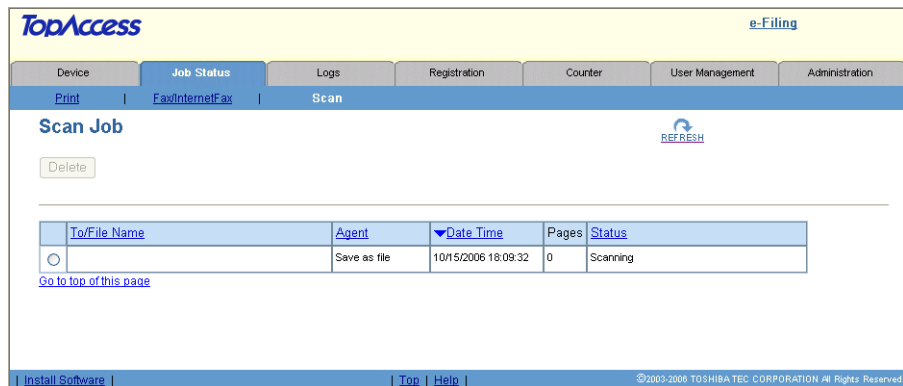
Managing Scan Jobs

Using TopAccess, you can display and delete scan jobs that are currently in the queue.

Displaying Scan Jobs

Accessing the Scan menu page in the Job Status tab

- 1 Click the **Job Status** tab and click the **Scan** menu.
 - The Scan menu page is displayed.
- 2 If your scan job previously released is not displayed in the list, click the **[REFRESH]** icon at the upper right in the page.



Tips

- The scan jobs that had finished scanning are displayed in the Log tab.
- To sort the scan jobs list so that a particular job is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Scan menu page displays following information for each scan job.

- 1) **To/File Name**
When the job performs the Scan to File or Scan to e-Filing, it displays the document name to be stored. When the job performs the Scan to Email, it displays the destinations where the scanned document will be sent.
- 2) **Agent**
Displays the agent of the scan job. When scanning is performed with multiple agents, this displays "Dual Agent".
- 3) **Date Time**
Displays the date and time when the scan job is released from the Touch Panel Display.
- 4) **Pages**
Displays the number of pages the scan job contains.
- 5) **Status**
Displays the detailed status of the scan job.

Deleting a Scan Job

You can delete a scan job.

Deleting a scan job

- 1** Click the **Job Status** tab and click the **Scan** menu.
 - The Scan menu page is displayed.
- 2** Select an option button at the left of the scan job that you want to delete.

The screenshot shows the TopAccess e-Filing interface. The main navigation bar includes tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Under the Job Status tab, there are sub-tabs for Print, Fax/Internet/Fax, and Scan. The Scan Job page is displayed, featuring a 'Delete' button and a 'REFRESH' button. Below these is a table with the following data:

To/File Name	Agent	Date Time	Pages	Status
DOC101506	Save as file	10/15/2006 18:10:57	1	Processing

At the bottom of the page, there is a footer with links for 'Install Software', 'Top', and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- You can select only one scan job at a time.
- 3** Click **[Delete]**.
 - Selected scan job is deleted.

4

Displaying Job Logs

Using TopAccess, end users can display print job logs, transmission journals, reception journals, and scan job logs.

Displaying Print Job Logs.....	38
Displaying Transmission Journals.....	39
Displaying Reception Journals	41
Displaying Scan Job Logs	43

Displaying Print Job Logs

Using TopAccess, you can display the print job logs printed on this equipment. A maximum of 100 logs is displayed in the chronological order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Print menu page in the Logs tab

- 1 **Click the Logs tab and click the Print menu.**
 - The Print menu page is displayed.
- 2 **Click the [REFRESH] icon at the upper right in the page to obtain the update information.**

User Name	Document Name	Date Time	Type	Paper	Pages	Sets
Administrator :A221	Document	2006/07/21 12:42:22	Proof	LT	1	1
Administrator :A221	Document	2006/07/21 12:40:00	Print	LT	1	1
Administrator :A222	Document		Proof	LT	1	1
Administrator :A222	Document		Proof	LT	1	1
Administrator :A222	Document		Proof	LT	1	1
Administrator :A222	Document		Print	LT	1	1
Administrator :A222	Document		Print	LT	1	1

Tip

To sort the print job logs list so that a particular job log is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Print menu page displays following information for each print job log.

- **User Name**
Displays the computer name that released the print job. Click the header link to sort the print job list by user name.
- **Document Name**
Displays the document name of the print job. Click the header link to sort the print job list by document name.
- **Date Time**
Displays the date and time that the print job was released from the client computers. Click the header link to sort the print job list by Date and Time.
- **Type**
Displays the print job type. Click the header link to sort the print job list by print job type.
- **Paper**
Displays the paper size of the print jobs.
- **Pages**
Displays the number of pages the print job contains.
- **Sets**
Displays the number of copies set in print jobs.

Displaying Transmission Journals

Using TopAccess, you can display the transmission journals that this equipment sent by fax, Internet Fax transmission, and E-mail.

A maximum of 100 logs is displayed in the chronologic order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Transmission menu page in the Logs tab

- 1 Click the **Logs tab** and click the **Transmission menu**.
 - The Transmission menu page is displayed.
- 2 Click the **[REFRESH]** icon at the upper right in the page to obtain the update information.

The screenshot shows the TopAccess web interface. At the top, there's a navigation bar with tabs: Device, Job Status, Logs (selected), Registration, Counter, User Management, and Administration. Below this is a sub-menu with 'Print', 'Transmission' (selected), 'Reception', and 'Scan'. The main content area is titled 'Transmission Journal' and features a 'REFRESH' icon. Below the title is a table with the following data:

No.	File No.	▼Date Time	Duration	Pages	TO	Dept	Mode	Status	Line
2	4	10/15/2006 18:10:58	00:01	0	user01@fax.com		ML 00 I	1C65	
1	3	10/15/2006 18:04:36	00:00	0	3333333333		-- I	OK	Line1

Below the table is a link: [Go to top of this page](#). At the bottom of the page, there's a footer with 'Install Software | Top | Help |' and '©2003-2006 TOSHIBA TEC CORPORATION. All Rights Reserved'.

Tip

To sort the transmission journals list so that a particular transmission journal is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Transmission menu page displays following information for each transmission journal.

- **No.**
Displays the serial number of the journals.
- **File No.**
Displays the file number to identify the transmission job.
- **Date Time**
Displays the date and time the transmission job was performed.
- **Duration**
Displays the time length taken for the transmissions. If it takes more than 1 hour, "59:59" is indicated.
- **Pages**
Displays the number of pages the transmission job contains.
- **TO**
Displays the destinations set to the transmission job.
- **Dept**
Displays the department code if the department management is enabled.

- **Mode**

Displays the transmission mode.

The transmission mode is displayed with the combination of 2-digit alphabet code, 3-digit numeric code, and 3-digit supplemental code.

For example: EC 604

2 digit alphabet code (Communication Mode)	1st numeric code (bps)	2nd numeric code (Resolution)	3rd numeric code (Mode)	Subaddress	3 digit supplemental code	N/W-Fax
G3 EC HW HR HL ML	0: 2400 1: 4800 2: 7600 3: 9600 4: 12000 5: 14400 6: 16800-33600	0: 8x3.85 1: 8x7.7 2: 8x15.4 4: 16x15.4 8: 300 dpi A: 400 dpi B: 600 dpi C: 100 dpi D: 150 dpi	0: MH 1: MR 2: MMR 3: JBIG	S	P: POLLING R: RELAY B: MAILBOX O: OFFRAMP F: TRANSMIT	I: N/W-Fax Inbound FAX routing

- **Status**

Displays the result of the transmission.

- **Line**

Displays the line used.

Displaying Reception Journals

Using TopAccess, you can display the reception journals that this equipment received by fax, Internet Fax transmission, and E-mail.

A maximum of 100 logs is displayed in the chronologic order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Reception menu page in the Logs tab

- 1 Click the **Logs tab** and click the **Reception menu**.
 - The Reception menu page is displayed.
- 2 Click the **[REFRESH]** icon at the upper right in the page to obtain the update information.

The screenshot shows the TopAccess web interface. At the top, there's a navigation bar with tabs: Device, Job Status, Logs (selected), Registration, Counter, User Management, and Administration. Below this, there's a sub-menu with 'Print', 'Transmission', 'Reception' (selected), and 'Scan'. The main content area is titled 'Reception Journal' and contains a table with the following data:

No.	File No.	▼Date Time	Duration	Pages	From	Dept	Mode	Status	Line
1	6	10/15/2006 18:10:58	00:21	1	00000000001		EC602	OK	

Below the table, there is a link: [Go to top of this page](#). At the bottom of the page, there is a footer with 'Install Software | Top | Help |' and '©2003-2006 TOSHIBA TEC CORPORATION. All Rights Reserved'.

Tip

To sort the reception journals list so that a particular reception journal is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Reception menu page displays following information for each reception journal.

- **No.**
Displays the serial number of the journals.
- **File No.**
Displays the file number to identify the received job.
- **Date Time**
Displays the date and time of receiving the job.
- **Duration**
Displays the time length taken for the receptions. If it takes more than 1 hour, "59:59" is indicated.
- **Pages**
Displays the number of pages the received job contains.
- **From**
Displays the sender's email address or fax number of the received job.
- **Dept**
Displays the department code if the department management is enabled.

- **Mode**

Displays the reception mode.

The reception mode is displayed with the combination of 2-digit alphabet code, 3-digit numeric code, and 3-digit supplemental code.

For example: EC 604

2 digit alphabet code (Communication Mode)	1st numeric code (bps)	2nd numeric code (Resolution)	3rd numeric code (Mode)	Subaddress	3 digit supplemental code	N/W-Fax
G3 EC HW HR HL ML	0: 2400 1: 4800 2: 7600 3: 9600 4: 12000 5: 14400 6: 16800-33600	0: 8x3.85 1: 8x7.7 2: 8x15.4 4: 16x15.4 8: 300 dpi A: 400 dpi B: 600 dpi C: 100 dpi D: 150 dpi	0: MH 1: MR 2: MMR 3: JBIG	S	P: POLLING R: RELAY B: MAILBOX O: OFFRAMP F: TRANSMIT	I: N/W-Fax Inbound FAX routing

- **Status**

Displays the result of the reception.

- **Line**

Displays the line used.

Displaying Scan Job Logs

Using TopAccess, you can display scan job logs that this equipment performed. A maximum of 100 logs is displayed in the chronologic order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Scan menu page in the Logs menu

- 1 Click the **Logs** tab and click the **Scan** menu.
 - The Scan menu page is displayed.
- 2 Click the **[REFRESH]** icon at the upper right in the page to obtain the update information.

To/File Name	User Name	Agent	Date Time	Pages	Mode	Status
DOC101506-002		Store to e-Filing	10/15/2006 18:23:17	1	ST020B	Successfully stored document.
User01 User		Email	10/15/2006 18:23:15	0	ST123B	Failed to connect to SMTP server
DOC101506-001		Store to e-Filing	10/15/2006 18:22:47	1	ST020B	Successfully stored document.
DOC101506		Store to e-Filing	10/15/2006 18:19:05	1	ST020B	Successfully stored document.
DOC101506.tif	Administrator	Save as file	10/15/2006 18:11:02	1	IA4A1B	Stored document in controller shared folder
DOC101506-002.tif		Save as file	10/15/2006 18:10:41	1	ST421B	Stored document in controller shared folder
DOC101506-001.tif		Save as file	10/15/2006 18:10:33	2	ST421B	Stored document in controller shared folder
DOC101506.tif		Save as file	10/15/2006 18:09:43	1	ST421B	Stored document in controller shared folder

Tip

To sort the scan job logs list so that a particular scan job log is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Scan menu page displays following information for each scan job log.

- **To/File Name**
When the job performed the Scan to File or Scan to e-Filing, it displays the document name that was stored. When the job performed the Scan to Email, it displays the destinations where the scanned document was sent.
- **User Name**
Displays the user name of the scan job.
- **Agent**
Displays the agent of the scan job.
- **Date Time**
Displays the date and time when the scan job was released from the Control Panel.
- **Pages**
Displays the number of pages the scan job contains.
- **Mode**
Displays the transmission mode using the 6 character codes. Each code describes the details of the transmission mode as below.

Code Format: **AA B C D E**

AA: This describes the job type.

- CA: Copy and File, Copy and Store to e-Filing
- CT: Copy to e-Filing
- FS: Relay Mailbox Transmission
- FF: Fax Received Forward
- FE: Internet Fax Received Forward

-
- ST: Scan to File, Scan to e-Filing, Scan to Email
 - FA: Fax and Save as File
 - PA: Print and e-Filing
 - PT: Print to e-Filing
 - IA: N/W-Fax and Save as File
 - BE: e-Filing to Email
 - RS: Remote Scan

B: This describes the transmission type.

- 0: e-Filing
- 1: Email (SMTP)
- 2: FTP
- 3: SMB
- 4: Local
- 5: NetWare IPX/SPX
- 6: USB
- 7: NetWare TCP/IP
- 9: Remote Scan

C: This describes the resolution.

- 0: 100 dpi
- 1: 150 dpi
- 2: 200 dpi
- 3: 300 dpi
- 4: 400 dpi
- 5: 600 dpi
- A: 8x3.85 (line/mm) (203x98)
- B: 8x7.7 (line/mm) (203x196)
- C: 8x15.4 (line/mm) (203x391)
- D: 16x15.4 (line/mm) (400x391)

D: This describes the file format.

- 0: e-Filing
- 1: TIFF (Multi)
- 2: TIFF (Single)
- 3: PDF (Multi)
- 4: JPEG
- 5: PDF (Single)
- 8: XPS (Multi)
- 9: XPS (Single)
- A: DIB

E: This describes the file color mode*.

- B: Black
- G: Gray Scale
- C: Color
- M: Mix

* For the black and white model, this always indicates "B" (Black).

- **Status**

Displays the detailed result status of the scan job.

5

Registering from TopAccess

This section describes the instruction on how to register templates, address book, and mailboxes.


Managing Templates	46
Registering Private Template Groups	47
Registering Private Templates	55
Displaying Public Templates	87
Managing Address Book	89
Managing Contacts in the Address Book	89
Managing Groups in the Address Book	95
Managing Mailboxes	98
Setting Up an Open Mailbox	99
Deleting an Open Mailbox.....	105

Managing Templates

Templates contain preset information for the operation of the copiers, scans, and fax and Internet Fax transmissions so that users can perform these operations easily by selecting the template button on the Touch Panel Display.

Templates are stored in groups. There are up to 200 private template groups and one public group. Each group can contain up to 60 templates.

Tips


- There is the “Useful Template” group that the useful templates have been registered in the private template group.
- Templates in the public group are created and maintained by the administrator. The public group can be accessed by all users, but some of the templates may be designed for specific purposes and have passwords assigned to them. For more information about setting up the public templates, see the following section.
 P.225 “Registering Public Templates”

Templates in private template groups are based on particular group profiles. Private groups can be assigned passwords. You can also assign passwords to individual templates. If it has no password assigned at either the template or group level, a “private” template is accessible to all users.


In practice, you may not need to create templates or groups yourself. The administrator and other users may have set up all the templates you need for your work. Before creating any template, look on your system to see what templates are available.

When users set up the templates and template group for the first time, you must first create a template group according to how templates are grouped, and then register the template that you require.

 P.47 “Registering Private Template Groups”

 P.55 “Registering Private Templates”

In addition, you can also display the templates list registered in the public group.

 P.87 “Displaying Public Templates”

Tip

Templates can be managed using the Touch Panel Display. For managing templates from the Touch Panel Display, please see the ***Operator’s Manual for Basic Functions***.

Registering Private Template Groups

Before registering private templates, you have to register the private template group. You can classify the private templates according to every department, every user, and a use by registering the private template groups.

Also each private template group can be protected by the password.

📖 P.47 “Setting Group Information”

📖 P.50 “Setting Group Password”

📖 P.53 “Resetting Group Information”

Setting Group Information

You can define up to 200 private template groups. To define the private template groups, you can specify the group name, owner, and email notification setting.

Setting a private template group information

1 Click the Registration tab and the Template menu.

- The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the “Undefined” group name link to define a new private template group, or click the group name link that has been defined to edit the private template group information.

No.	Name	User Name
Public	Public Template Groups	

No.	Name	User Name
001		
002	User01	User01
003	Undefined	Undefined
004	Undefined	Undefined
005	Undefined	Undefined
006	Undefined	Undefined

- If you select the private template group that has not been defined, the Group Properties page is displayed. Skip to step 5.
- If you select the defined private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the defined private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

- You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups in default page view.
- If you know which private template group you want to define or edit, click the number of the private template group in the “Jump to” links.

3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for the selected private template group and click [OK].

TopAccess e-Filing

Device Job Status Logs **Registration** Counter User Management Administration

Template | Address Book | Inbound FAX routing

Input Group Password

Group Information

No.	Name	User Name
002	🔒 User01	User01

OK Cancel

Password: ●●●●●

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

- The Private Templates page is displayed.

4 Click [Edit] to define or edit the group information.

TopAccess e-Filing

Device Job Status Logs **Registration** Counter User Management Administration

Template | Address Book | Inbound FAX routing

Private Templates [Template Groups](#)

Group Information

Edit Change Password Reset

No.	Name	User Name
002	🔒 User01	User01

Panel View | [List View](#)

Please click a template picture to edit.

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

- The Group Properties page is displayed.

5 Enter the items below as desired.

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Group Properties

Group Information

No.	Name	User Name
002	User01	User01

*Required

Number	002
*Name	User01
User Name	User01
Notification	This email address is used as default recipient each for template. Email to user01@ifax.com

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

Number — Displays the number of the private template group.

Name — Enter the name of the private template group.

User Name — Enter the owner name of the private template group.

Notification — Enter the default email address where the notification will be sent. The email address entered here will be displayed in the Panel Settings page and can be selected for the destination of the notifications when creating a private template in this group.

6 Click [Save] to apply changes.

7 You can continue setting the group password, or registering or editing templates in the group, as required.

P.50 "Setting Group Password"

P.55 "Registering Private Templates"

Setting Group Password

To set the group password, you must register the private template group first. You can set the password for the group that you have already registered.

Setting the group password

1 Click the Registration tab and the Template menu.

- The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the group name link that you want to set or to modify the group password.

The screenshot shows the TopAccess e-Filing interface. The navigation bar includes tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'Registration' tab is active, and the 'Template' menu item is selected. The main content area is titled 'Template Groups' and contains a table of 'Public Template Groups' and a section for 'All Groups' with a 'Defined Groups' link. The 'Defined Groups' section shows a list of groups with columns for No., Name, and User Name.

No.	Name	User Name
Public	Public Template Groups	

No.	Name	User Name
001		
002	User01	User01
003	Undefined	Undefined
004	Undefined	Undefined
005	Undefined	Undefined
006	Undefined	Undefined

- If you select the private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

- You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups in default page view.
- If you know which private template group you want to define or edit, click the number of the private template group in the “Jump to” links.

- 3** When the Input Group Password page is displayed, enter the 5-digit password (or administrator's password) for the selected private template group and click [OK].

The screenshot shows the 'Input Group Password' page in the TopAccess interface. The page has a navigation bar with tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. Below the navigation bar, there are links for 'Template', 'Address Book', and 'Inbound FAX routing'. The main content area is titled 'Input Group Password' and contains a 'Group Information' section with a table:

No.	Name	User Name
002	User01	User01

Below the table, there are 'OK' and 'Cancel' buttons, and a 'Password' input field with five dots representing the password. The footer of the page includes 'Install Software', 'Top | Help', and '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The Private Templates page is displayed.

- 4** Click [Change Password] to set the password for the private template group.

The screenshot shows the 'Private Templates' page in the TopAccess interface. The page has a navigation bar with tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. Below the navigation bar, there are links for 'Template', 'Address Book', and 'Inbound FAX routing'. The main content area is titled 'Private Templates' and contains a 'Group Information' section with a table:

No.	Name	User Name
002	User01	User01

Below the table, there are 'Edit', 'Change Password', and 'Reset' buttons. The page also includes a 'Panel View' section with a 'List View' link and a message: 'Please click a template picture to edit.' The footer of the page includes 'Install Software', 'Top | Help', and '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The Change Group Password page is displayed.

5 Enter the old password in the Old Password field, and new password in the New Password and Retype Password fields.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration (selected), Counter, User Management, and Administration. Below this is a sub-navigation bar with links for Template, Address Book, and Inbound FAX routing. The main content area is titled 'Change Group Password'. Underneath, there is a 'Group Information' section with a table:

No.	Name	User Name
002	User01	User01

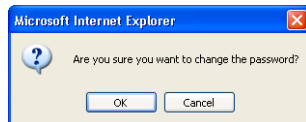
Below the table are 'Save' and 'Cancel' buttons. Further down are three password input fields: 'Old Password', 'New Password', and 'Retype Password', each with a masked password field (represented by dots).

- You can only use 5-digit numbers for the password.
- You can also enter the administrator password in the Old Password field.
- If the password has not been set to the group, leave the Old Password field blank.
- Leaving the New Password and Retype Password field blank releases password protection for the group.

6 Click [Save].

- The confirmation dialog box appears.

7 Click [OK].



- The group password is set or modified.

Resetting Group Information

You can reset the group information that you no longer require and turn it to an undefined group.

Note

If you reset the group information, all private templates registered in the group will be deleted.

Resetting group information

1 Click the Registration tab and the Template menu.

- The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the group name link that you want to reset.

The screenshot shows the TopAccess web interface. The navigation bar includes tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The Registration tab is selected, and the Template menu is active. The page title is "Template Groups" and it prompts the user to "Please select a group to edit below." There are two sections: "Public Template Groups" and "All Groups | Defined Groups". The "Public Template Groups" section contains a table with one row: No. Public, Name Public Template Groups, User Name. The "All Groups | Defined Groups" section contains a "Jump to" list with numbers 001 to 191 and a table with 6 rows: No. 001-006, Name (User01, Undefined), User Name (User01, Undefined).

- If you select the private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

- You can display only defined private template groups by clicking on the "Defined Groups" link. The page displays all 200 private template groups in default page view.
- If you know which private template group you want to define or edit, click the number of private template group in the "Jump to" links.

- 3** When the Input Group Password page is displayed, enter the 5-digit password (or administrator's password) for the selected private template group and click [OK].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Input Group Password

Group Information

No.	Name	User Name
002	User01	User01

OK Cancel

Password: [.....]

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

- The Private Templates page is displayed.

- 4** Click [Reset].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Private Templates

[Template Groups](#)

Group Information

Edit Change Password Reset

No.	Name	User Name
002	User01	User01

Panel View | [List View](#)

Please click a template picture to edit.

Jump to

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

- The confirmation dialog box appears.

- 5** Click [OK].

Microsoft Internet Explorer

Do You really want to Reset?

OK Cancel

- The group information is reset.

Registering Private Templates

In each private template group, you can create up to 60 templates. To define the private template, specify the panel settings that will be displayed in the Touch Panel Display and agent settings. Each private template can also be protected by a password.

📖 P.55 “Registering or Editing Private Templates”

📖 P.80 “Setting Template Password”

📖 P.83 “Resetting Private Templates”

Registering or Editing Private Templates

Each template can be created in combination of following agents:

- Copy template can be combined with the Save as file or Store to e-Filing agent.
- Fax/Internet Fax template can be combined with the Save as file agent.
- Scan template can be created with up to two agents in combination of the Save as file, Email, and Store to e-Filing agents.

Registering or editing a private template

1 Click the Registration tab and the Template menu.

- The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the group name link where you want to register or edit the private template.

The screenshot shows the TopAccess e-Filing interface. The 'Registration' tab is selected. The 'Template' sub-tab is active, displaying the 'Template Groups' page. The page contains a table with the following data:

No.	Name	User Name
Public	Public Template Groups	
All Groups Defined Groups		
Jump to		
001 011 021 031 041 051 061 071 081 091 101 111 121 131 141 151 161 171 181 191		
No.	Name	User Name
001		
002	User01	User01
003	Undefined	Undefined
004	Undefined	Undefined
005	Undefined	Undefined
006	Undefined	Undefined

- If you select the private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

- You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups in default page view.
- If you know which private template group you want to define or edit, click the number of the private template group in the “Jump to” links.

3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for the selected private template group and click [OK].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Input Group Password

Group Information

No.	Name	User Name
002	User01	User01

OK Cancel

Password: [.....]

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

- The Private Templates page is displayed.

4 From the templates list, click the “Undefined” icon to register a new template, or click defined icon to edit the template.

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Private Templates [Template Groups](#)

Group Information

Edit Change Password Reset

No.	Name	User Name
002	User01	User01

Panel View | [List View](#)

Please click a template picture to edit.

Jump to
[1-6](#) [7-12](#) [13-18](#) [19-24](#) [25-30](#) [31-36](#) [37-42](#) [43-48](#) [49-54](#) [55-60](#)

Templates 1-6

1		COPY MODE	2		Undefined
		Undefined			Undefined
3		Undefined	4		Undefined
		Undefined			Undefined
5		Undefined	6		Undefined
		Undefined			Undefined

[Go to top of this page](#)

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

- If the templates list is displayed in the List view, click the “Undefined” template name to register new template, or click the defined template name to edit the template.
- If you select the private template that has not been defined, the Template Properties page to select agents is displayed. Skip to step 7.
- If you select the defined private template that is not protected by a password, the Template Properties page is displayed. Skip to step 6.

- If you select the defined private template that is protected by a password, the Input Template Password page is displayed. Go to the next step.

Tips

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which private template you want to define or edit, click the number of the private template in the “Jump to” links.

5 When the Input Template Password page is displayed, enter the 5-digit password (or administrator’s password) for selected private template and click [OK].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Input Template Password

Group Information

No.	Name	User Name
2	🔒 User01	User01

Template Information

No.	Name	User Name
1	🔒 COPY MODE	

OK Cancel

Password: [Masked]

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

- The Template Properties page is displayed.

6 Click [Edit] to define or edit the template properties.

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Template Properties

[Template Groups](#) [Private Templates](#)

Group Information

No.	Name	User Name
2	🔒 User01	User01

Template Information

No.	Name	User Name
1	🔒 COPY MODE	

Edit Change Password Reset Template

Panel	🖨️ COPY MODE
Notification	
Automatic Start	Disable
Agent	Copy
Scanner	

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

- The Template Properties page to select agents is displayed.

7 Select agents and click [Select Agent].

The screenshot shows the 'Template Properties' dialog in the TopAccess e-Filing application. The 'Registration' tab is active. The 'Template Properties' section has a 'Select Agent' button and several checkboxes: 'Copy', 'Fax / InternetFax', 'Scan', 'Email', 'Save as file', and 'Store to e-Filing'. The 'Panel Setting' section contains a table with the following data:

Picture	
Caption1	COPY MODE
Caption2	
User Name	
Automatic Start	Disable

You can select one of the following template:

Copy — Select this to create a copy template. Usually, this is selected to print copies as well as sending originals to other destinations. This agent can also be combined with the Save as file agent or Store to e-Filing agent.

Fax/Internet Fax — Select this to create a fax and Internet Fax transmission template. This agent can be combined with the Save as file agent.

Scan — Select this to create a scan template combined with the Email, Save as file, and Store to e-Filing agents. When you select this, select the agent from “Email”, “Save as file”, or “Store to e-Filing”. You can specify up to two agents for a scan template.

- “Fax/Internet Fax” is available only when the Scanner Kit is installed, when the Printer/Scanner Kit is installed, or when the optional Fax unit is installed.*
 - “Scan”, “Email”, and “Save as file” are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.*
- * Only applicable to the black and white model.

8 Click each button displayed in the page to specify or edit the associated template properties.

[Panel Setting] — Click this to specify the icon settings for the template.

P.60 “Panel Setting (Private Template)”

The 'Panel Setting' dialog box contains a table with the following data:

Picture	
Caption1	SCAN TO
Caption2	FILE
User Name	
Automatic Start	Disable
Notification	

[Destination Setting] — Click this to specify the document’s destination. This can be set only when creating the Fax/Internet Fax agent or Scan to Email agent.

P.61 “Destination Setting (Private Template)”

When Creating the Fax/Internet Fax agent:

The 'Destination Setting' dialog box contains a 'Destination' field.

When Creating the Scan to Email agent:

To: Destination Setting	
To: Destination	

Cc: Destination Setting	
Cc: Destination	

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.

P.68 “Internet Fax Setting (Private Template)”

InternetFax Setting	
Subject	Scanned from (Device Name)((Template Name))(Date)(Time)
From Address	
From Name	
Body	
File Format	TIFF-S
Fragment Page Size	No Fragmentation

[Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.

P.69 “Fax Setting (Private Template)”

Fax Setting	
Resolution	Standard
Original Mode	Text
Exposure	Auto
Transmission Type	
ECM	ON
Line Select	
Quality Transmit	
SUB/SEP	
Polling	
Delayed Transmit	00 00:00
Priority Transmit	OFF

[Email Setting] — Click this to specify how the document will be sent. This can be set only when creating the Scan to Email agent.

P.71 “Email Setting (Private Template)”

Email Setting	
Subject	
From Address	mfp-00c67861@fax.com
From Name	MFP-00c67861
Body	
File Format	PDF(Mult)
File Name	DocMMDDYY(MMDDYY is a date)
Fragment Message Size	No Fragmentation

[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when creating the Save as file agent.

P.73 “Save as file Setting (Private Template)”

Save as file Setting	
File Format	TIFF(Mult)
Destination	\\MFP-04998820\FILE_SHARE\
File Name	DocMMDDYY(MMDDYY is a date)

[Box Setting] — Click this to specify how the document will be stored in the Box. This can be set only when creating the Scan to e-Filing agent.

P.76 “Box Setting (Private Template)”

Box Setting	
Destination	000
Folder Name	
Document Name	DocMMDDYY(MMDDYY is a date)

[Scan Setting] — Click this to specify how the document will be scanned. This can be set only when creating the Save as file agent, Scan to Email agent, and Scan to e-Filing agent. This cannot be set when combining the Fax/Internet Fax agent.

P.77 “Scan Setting (Private Template)”

Scan Setting	
Single/2-Sided Scan	Single
Rotation	
Color Mode	Black
Original Mode	Text
Resolution	200dpi
Exposure	Auto
Background	
Original Size	Auto
Jpeg Compression	Middle

* The color model is used in the screenshot above. It may be different with your system.

9 After configuring the desired template properties, click [Save].

- The template properties are registered.

10 The template has been registered or edited. You can click the Template Groups link at the upper side of the page to return to the Template menu page.

— Panel Setting (Private Template)

In the Panel Settings page, specify how the icon for the template is displayed in the Touch Panel Display, and the notification settings for the template.

The screenshot shows the 'Panel Setting' form with the following fields and settings:

- 1) Picture:** A dropdown menu showing a fax icon.
- 2) Caption1:** A text input field containing 'SCAN TO'.
- 3) Caption2:** A text input field containing 'FILE&E-MAIL'.
- 4) User Name:** An empty text input field.
- 5) Automatic Start:** A dropdown menu set to 'Disable'.
- 6) Send email when an error occurs:** An unchecked checkbox.
- 7) Send email when job is completed:** An unchecked checkbox.
- 8) Notification:** An 'Email to' field with a radio button selected for 'user01@ifax.com' and another radio button for an empty field.

1) Picture

This indicates the icon that will be displayed in the Touch Panel Display. The icon is automatically designated according to the agent that you select.

2) Caption1

Enter the text that will be displayed next to the icon in the Touch Panel Display. You can enter up to 11 alphanumeric characters.

3) Caption2

Enter the text that will be displayed next to the icon in the Touch Panel Display. You can enter up to 11 alphanumeric characters.

4) User Name

Enter the owner name of the template. You can enter up to 30 alphanumeric characters.

5) Automatic Start

Select whether the automatic start function is enabled or disabled. When this is enabled, the operation will be automatically started when you press the template button from the TEMPLATE menu on the Touch Panel Display without pressing the [START] button.

6) Notification — Send email when an error occurs

Select this to send a notification message to the specified email address when an error occurs.

7) Notification — Send email when job is completed

Select this to send a notification message to the specified email address when a job is completed.

8) Notification — Email to

Select to send the notification message to the email address that is set to the public group, or enter an email address to which the notification message will be sent.

Note

When you enable the Notification setting, make sure to set up the Email settings in the Email submenu page of the Setup menu in the TopAccess Administrator's mode. For instructions on how to set up the Email settings, refer to the *Network Administration Guide*.

— Destination Setting (Private Template)

In the Recipient List page, you can specify the destinations to which the fax, Internet Fax, or Scan to Email document will be sent.

When you are setting up the destinations for the Scan to Email agent, you can only specify the email addresses for the destinations.


When you are setting up the destinations for the Fax/Internet Fax agent, you can specify both fax numbers and email addresses for the destinations.


Note


The optional Fax unit must be installed in this equipment to specify the fax numbers of the destinations.

For the black and white model, specifying email addresses for the destinations is available only when the Scanner Kit is installed, or the Printer/Scanner Kit is installed.

You can specify the recipients by entering their email addresses or fax numbers manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.

 P.62 "Entering the recipients manually"

 P.63 "Selecting the recipients from the address book"

 P.64 "Selecting the groups from the address book"

 P.65 "Searching for recipients in the LDAP server"

 P.67 "Removing the contacts from the recipient list"

Entering the recipients manually

By 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 or fax number of the recipient, in the Destination field.

Note

You can specify the fax number for the destination only when the optional Fax unit is installed.

4 Click [OK].

- Entered recipient is added in the Recipient List page.

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

Tip

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

📖 P.67 "Removing the contacts from the recipient list"

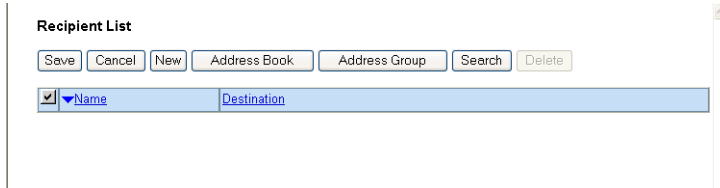
6 Click [Save].

- 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 in this equipment.

- 1 Click [Destination Setting] to open the Recipient List page.
- 2 Click [Address Book].



- The Address Book page is displayed.

- 3 Check the Email boxes of users you want to add as the Email recipients or Internet Fax recipients, and check the Fax boxes of users you want to add as the Fax recipients.



Email	Fax	Name	Email Address	Fax Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User99 User	user99@ifax.com	1000000099
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User98 User	user98@ifax.com	1000000098
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User97 User	user97@ifax.com	1000000097
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User96 User	user96@ifax.com	1000000096
<input type="checkbox"/>	<input type="checkbox"/>	User95 User	user95@ifax.com	1000000095
<input type="checkbox"/>	<input type="checkbox"/>	User94 User	user94@ifax.com	1000000094
<input type="checkbox"/>	<input type="checkbox"/>	User93 User	user93@ifax.com	1000000093
<input type="checkbox"/>	<input type="checkbox"/>	User92 User	user92@ifax.com	1000000092
<input type="checkbox"/>	<input type="checkbox"/>	User91 User	user91@ifax.com	1000000091
<input type="checkbox"/>	<input type="checkbox"/>	User90 User	user90@ifax.com	1000000090
<input type="checkbox"/>	<input type="checkbox"/>	User89 User	user89@ifax.com	1000000089

Notes

- When you are creating the Scan to Email template, only the Email check boxes are displayed in the Address Book page.
- You can specify the fax number for the destination only when the optional Fax unit is installed.

Tip

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].

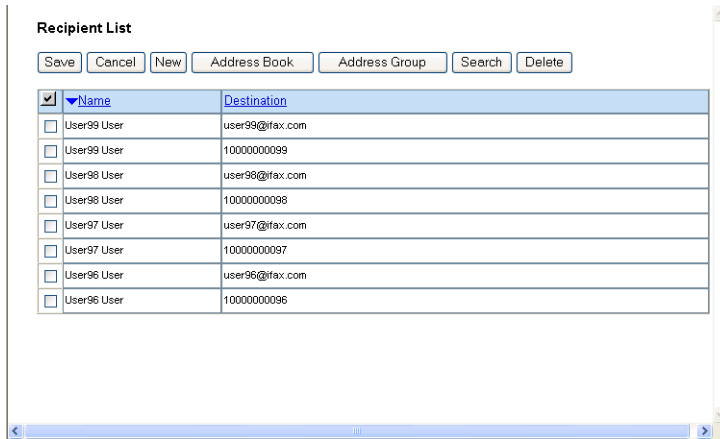
- Selected recipients are added in the Recipient List page.

Tip

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

 P.67 "Removing the contacts from the recipient list"

5 Click [Save].



Recipient List

Save Cancel New Address Book Address Group Search Delete

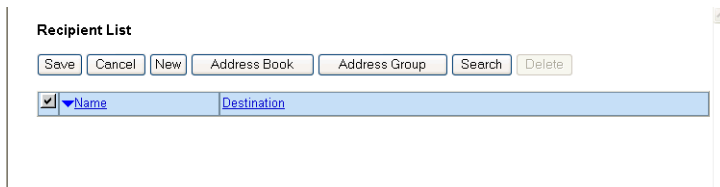
<input checked="" type="checkbox"/>	Name	Destination
<input type="checkbox"/>	User99 User	user99@fax.com
<input type="checkbox"/>	User99 User	10000000099
<input type="checkbox"/>	User98 User	user98@fax.com
<input type="checkbox"/>	User98 User	10000000098
<input type="checkbox"/>	User97 User	user97@fax.com
<input type="checkbox"/>	User97 User	10000000097
<input type="checkbox"/>	User96 User	user96@fax.com
<input type="checkbox"/>	User96 User	10000000096

- 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].



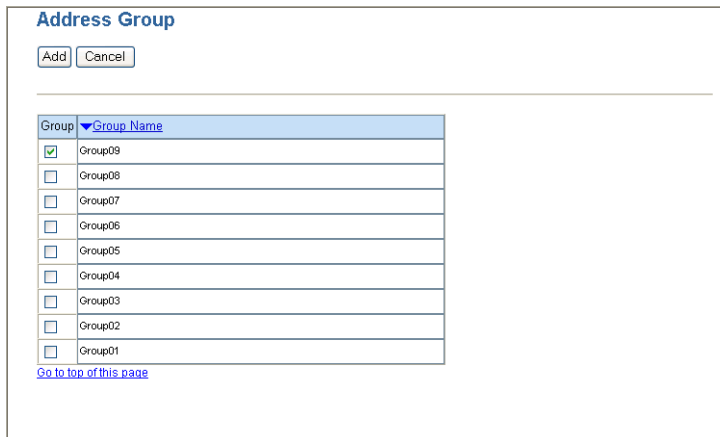
Recipient List

Save Cancel New Address Book Address Group Search Delete

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

- The Address Group page is displayed.

- 3 Check the Group boxes that contains the desired recipients.



Address Group

Add Cancel

Group	Group Name
<input checked="" 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
<input type="checkbox"/>	Group01

[Go to top of this page](#)

4 Click [Add].

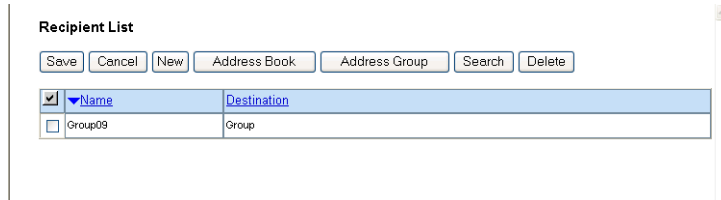
- All recipients in the selected groups are added in the Recipient List page.

Tip

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

 P.67 “Removing the contacts from the recipient list”

5 Click [Save].



Recipient List

Save Cancel New Address Book Address Group Search Delete

<input checked="" type="checkbox"/>	Name	Destination
<input type="checkbox"/>	Group09	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.

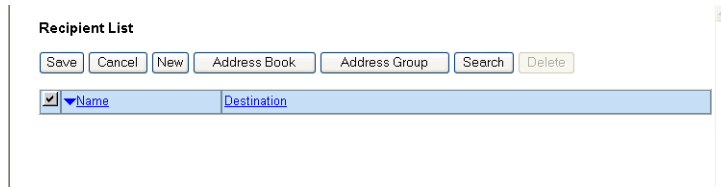
Note

The LDAP server must be registered by an administrator.

 P.205 “Managing Directory Service”

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

2 Click [Search].



Recipient List

Save Cancel New Address Book Address Group Search Delete

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

- 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.

Search Contact

Enter a partial name or email address to search for a contact.

Directory Service Name: ldap1

First Name: User

Last Name:

Email Address:

Fax Number:

Company:

Department:

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 to add the Email recipients or Internet Fax recipients, and check the Fax boxes of users to add the Fax recipients.

Search Address List

<input checked="" type="checkbox"/>	Name	company	department	Email Address	Fax Number
<input checked="" type="checkbox"/>	User09 User	abcdef	ghijklmn	user09@ifax.com	444-4444-4444

[Go to top of this page](#)

Notes

- When you are creating the Scan to Email template, the ID check boxes are displayed in the Search Address List page.
- You can specify the fax number for the destination only when the optional Fax unit is installed.

6 Click [Add].

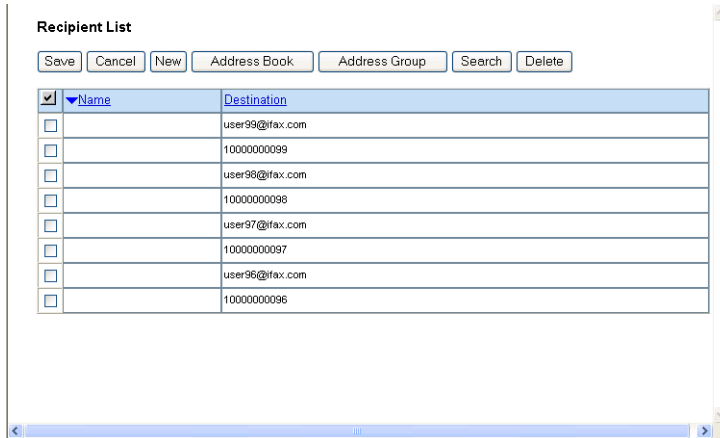
- The selected recipients are added in the Recipient List page.

Tip

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

 P.67 "Removing the contacts from the recipient list"

7 Click [Save].



Recipient List

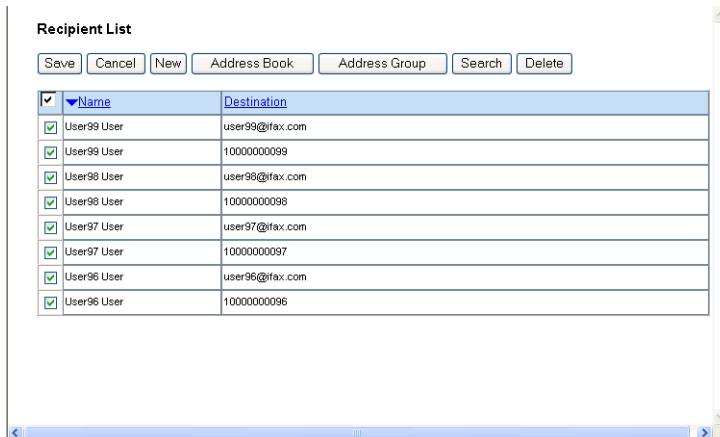
Save Cancel New Address Book Address Group Search Delete

<input checked="" type="checkbox"/>	Name	Destination
<input type="checkbox"/>		user99@fax.com
<input type="checkbox"/>		1000000099
<input type="checkbox"/>		user98@fax.com
<input type="checkbox"/>		1000000098
<input type="checkbox"/>		user97@fax.com
<input type="checkbox"/>		1000000097
<input type="checkbox"/>		user96@fax.com
<input type="checkbox"/>		1000000096

- 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

<input checked="" type="checkbox"/>	Name	Destination
<input checked="" type="checkbox"/>	User99 User	user99@fax.com
<input checked="" type="checkbox"/>	User99 User	1000000099
<input checked="" type="checkbox"/>	User98 User	user98@fax.com
<input checked="" type="checkbox"/>	User98 User	1000000098
<input checked="" type="checkbox"/>	User97 User	user97@fax.com
<input checked="" type="checkbox"/>	User97 User	1000000097
<input checked="" type="checkbox"/>	User96 User	user96@fax.com
<input checked="" type="checkbox"/>	User96 User	1000000096

- The selected contacts are removed from the recipient list.

— Internet Fax Setting (Private Template)

In the Internet Fax Setting page, you can specify the content of the Internet Fax to be sent.

InternetFax Setting

Save Cancel

*Required

1 Subject Scanned from (Device Name)[(Template Name)](Date)(Time) []

2 *From Address admin@ifax.com

3 From Name admin

4 Body

5 File Format TIFF-S

6 Fragment Page Size No Fragmentation

1) Subject

This sets the subject of the Internet Faxes. Select “Scanned from (Device Name) [(Template Name)] (Date) (Time)” to automatically insert the subject or enter the desired subject in the field.

2) From Address

Enter the email address of the sender. When the recipient replies to received document, the message will be sent to this email address.

3) From Name

Enter the sender name of the Internet Fax.

4) Body

Enter the body message of the Internet Fax. You can enter up to 1000 characters (including spaces).

5) File Format

Only “TIFF-S” format can be selected.

6) Fragment Page Size

Select the size of the message fragmentation.

— Fax Setting (Private Template)

In the Fax Setting page, you can specify how the fax will be sent.

The screenshot shows a web-based 'Fax Setting' interface. At the top, there are three buttons: 'Save', 'Cancel', and 'Reset'. Below these are 14 numbered rows of settings:

1	Resolution	Standard
2	Original Mode	Text
3	Exposure	Auto (with 11 contrast adjustment circles)
4	Transmission Type	Memory Transmit
5	ECM	ON
6	Line Select	Line1
7	Quality Transmit	OFF
8	SUB/SEP	[Empty text box]
9	SID/PWD	[Empty text box]
10	Polling	[Dropdown menu]
11	Password	[Empty text box]
12	Fax Number(Security)	[Empty text box]
13	Delayed Transmit	0 day 0 : 0
14	Priority Transmit	OFF

1) Resolution

Select the resolution for sending faxes.

- **Standard** — Select the Standard mode as the resolution for originals with regular size text.
- **Fine** — Select this to set the Fine mode as the resolution for originals with small text or detailed drawings.
- **Ultra Fine** — Select this to set the Ultra-Fine mode as the resolution for originals with particularly small text or precision drawings.

2) Original Mode

Select the image quality mode for sending faxes.

- **Text** — Select the Text mode as the image quality mode appropriate for sending text originals.
- **Text/Photo** — Select the Text/Photo mode as the image quality mode appropriate for sending originals containing both text and photos.
- **Photo** — Select the Photo mode as the image quality mode appropriate for sending photo originals.

3) Exposure

Select the exposure for sending faxes.

Select "Auto" to automatically apply the ideal contrast, or adjust the contrast manually in 11 stages.

4) Transmission Type

Select the send mode.

- **Memory Transmit** — Select the Memory TX mode to automatically send the document after it has been temporarily stored to memory. This mode is useful if you want to return original files immediately. You can also send the same originals to two or more remote Faxes.
- **Direct Transmit** — Select the Direct TX mode to send the original as it is being scanned. This mode is useful if you want a confirm from the remote party. Originals are not stored to memory, and you can specify only one remote Fax at a time.

5) ECM

Enable or disable the ECM (Error Correction Mode) to automatically resend any portion of the document affected by phone line noise or distortion.

6) Line Select

Select whether specifying the line to be used.

- **OFF** — Select not to specify the line to be used.
- **LINE 1** — Select to use Line 1 for this Fax agent.
- **LINE 2** — Select to use Line 2 for this Fax agent if installed.

7) Quality Transmit

Select this to send a document in the Quality TX mode. This feature sends a document at a slower speed than normal so the transmission will be less affected by line conditions.

8) SUB/SEP

Enter the SUB number or SEP number if you want to set the mailbox transmission.

9) SID/PWD

Enter the password for SUB or SEP if required.

10) Polling

Select this to set Polling communications.

- **(Blank)** — Select the blank field when you do not want to perform polling.
- **Transmit** — Select this to perform Polling Reservation that allows users to store the document in the memory.
- **Received** — Select this to perform Turnaround Polling that allows users to poll another fax after transmitting documents to the remote Fax on the same phone call.

11) Password

Enter the 4-digit security code for the document to be stored or received.

12) Fax Number (Security)

When you select "Transmit" at the Polling drop down box, enter the security fax number that allows polling of stored document.

When you select "Received" at the Polling drop down box, enter the security fax number to poll the documents from remote Faxes.

13) Delayed Transmit

If you enable the delayed communications for this agent, enter the day and time to send a document.

14) Priority Transmit

Select whether the document will be sent prior to other jobs.

— Email Setting (Private Template)

In the Email Setting page, you can specify the content of the Scan to Email document to be sent.

Email Setting

Save Cancel

*Required

1 Subject Scanned from (Device Name)[(Template Name)](Date)(Time) []

2 *From Address mfp-00c67861@ifax.com

3 From Name MFP-00C67861

4 Body

5 File Format PDF(Multi)

6 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

7 File Name DocMMDDYY(MMDDYY is a date) []
 Add the date and time to a file name.

8 Fragment Message Size No Fragmentation

1) Subject

This sets the subject of the Scan to Email documents. Select “Scanned from (Device Name) [(Template Name)] (Date) (Time)” to automatically apply the subject, or enter the desired subject in the field.

2) From Address

Enter the email address of the sender. When the recipient replies, the message will be sent to this email address.

3) From Name

Enter the sender name of the Scan to Email document.

4) Body

Enter the body message of the Scan to Email documents. You can enter up to 1000 characters (including spaces).

5) File Format

Select the file format of the scanned image.

- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.
- **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file.
- **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files.
- **JPEG*** — Select this to save scanned images as JPEG files.

Tip

If you saved the data in an XPS format, it may not be opened depending on the specification of your computer.

- * Not applicable to the e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283.

6) Encryption

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

Encryption

Check this if you want to encrypt PDF files.

User Password

Enter a password for opening encrypted PDF files.

Master Password

Enter a password for changing the Encrypt PDF setting.

Tips

- The user password is set “12345” at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

Notes

- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, see the **User Functions Guide**.

Encryption Level

Select the desired encryption level.

- **128-bit RC4** - Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

Authority

Check the desired types of authority for Encrypt PDF.

- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

7) File Name

Select how the scanned file will be named. Select “DocYYMMDD” to name as it described, or you can enter the desired file name in the field. When you want to add the date and time in the file name, check the “Add the date and time to a file name” check box.

8) Fragment Message Size

Select the size of the message fragmentation.

— Save as file Setting (Private Template)

In the Save as file Setting page, you can specify how and where a scanned file will be stored.

The screenshot shows the 'Save as file Setting' dialog box with the following fields and options:

- 1** File Format: TIFF(Multi)
- 2** Encryption: Encryption. Fields for User Password, Master Password, and their respective Retype Password. Encryption Level: 128-bit RC4.
- 3** Authority: Printing, Change of Documents, Content Copying or Extraction, Content Extraction for accessibility.
- 4** Destination: Select following 2 items. Use local folder. Storage Path: \\MFP-04587704\FILE_SHARE\.
- 5** Remote 1: Remote 1. Use Administrator Setting. Protocol: Network Path: Use User Setting. Protocol: SMB, FTP, NetWare IPX/SPX, NetWare TCP/IP. Server Name, Port Number(Command), Network Path, Login User Name, Password, Retype Password.
- 6** Remote 2: Remote 2. Use Administrator Setting. Protocol: Network Path: Use User Setting. Protocol: SMB, FTP, NetWare IPX/SPX, NetWare TCP/IP. Server Name, Port Number(Command), Network Path, Login User Name, Password, Retype Password.
- 6** File Name: DocMMDDYY(MMDDYY is a date), [Redacted], Add the date and time to a file name.

1) File Format

Select the file format for scanned file will be stored.

- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.
- **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file.
- **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files.
- **JPEG*** — Select this to save scanned images as JPEG files.

* Not applicable to the e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283.

Tip

If you saved the data in an XPS format, it may not be opened depending on the specification of your computer.

2) Encryption

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

Encryption

Check this if you want to encrypt PDF files.

User Password

Enter a password for opening encrypted PDF files.

Master Password

Enter a password for changing the Encrypt PDF setting.

Tips

- The user password is set “12345” at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

Notes

- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, *see the User Functions Guide*.

Encryption Level

Select the desired encryption level.

- **128-bit RC4** - Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

Authority

Check the desired types of authority for Encrypt PDF.

- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

3) Destination — Use local folder

Select this to save a scanned file to the “FILE_SHARE” folder.

4) Destination — Remote 1

Check this box to save a scanned file to the Remote 1. How you can set this item depends on how your administrator configured the Save as file settings.

If the Remote 1 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.

If the Remote 1 allows to specify a network folder, you can select “Use User Settings” and specify the network folder settings by entering the following items:

Protocol

Select the protocol to be used for uploading a scanned file to the network folder.

- **SMB** — Select this to send a scanned file to the network folder using the SMB protocol.
- **FTP** — Select this to send a scanned file to the FTP server.
- **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol.
- **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.

Server Name

When you select “FTP” as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field. You can specify the directory at the “Network Path” field.

When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).

When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

Port Number (Command)

Enter the port number to be used for controls if you select “FTP” as the protocol. Generally “.” is entered for the control port. When “-” is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number.

Network Path

Enter the network path to store a scanned file.

When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “users\scanned” folder in the computer named “Client01”, enter “\\Client01\users\scanned”.

When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”.

When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.

Login User Name

Enter the login user name to access a SMB server, an FTP server, or NetWare file server, if required. When you select “FTP” as the protocol, an anonymous login is assumed if you leave this field blank.

Password

Enter the password to access a SMB server, an FTP server, or NetWare file server, if required.

Retype Password

Enter the same password again for a confirmation.

5) Destination — Remote 2

Check this box to save a scanned file to the Remote 2. How you can set this item depends on how your administrator configured the Save as file settings.

If the Remote 2 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.

If the Remote 2 allows to specify a network folder, you can specify the network folder settings. Please refer to the description of the Remote 1 option for each item.

6) File Name

Select how the scanned file will be named. Select “DocYMMDD” to name as it described, or you can enter the desired file name in the field. When you want to add the date and time in the file name, check the “Add the date and time to a file name” check box.

— Box Setting (Private Template)

In the Box Setting page, you can specify how scanned images will be stored in the Box.

1) Destination

Specify the destination box number for e-Filing.

Box Number

Select the Box number where scanned images will be stored.

Password

Enter the password if the specified Box number requires a password.

Retype Password

Enter the password again if the specified Box number requires a password.

2) Folder Name

Enter the name of the folder where scanned images will be stored. If the specified named folder does not exist, the folder will automatically created.

3) Document Name

Select how the scanned file will be named. Select “DocYMMDD” to name as it described, or you can enter the desired file name in the field.

— Scan Setting (Private Template)

In the Scan Setting page, you can specify how originals are scanned for the Scan to File, Scan to Email, and Scan to e-Filing agent.

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

Scan Setting

Save Cancel

1	Single/2-Sided Scan	Single ▾
2	Rotation	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
4	Original Mode	Text ▾
5	Resolution	200dpi ▾
6	Exposure	<input checked="" type="radio"/> Auto <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
9	Original Size	Auto ▾

e-STUDIO281c/351c/451c:

Scan Setting

Save Cancel

1	Single/2-Sided Scan	Single ▾
2	Rotation	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
3	Color Mode	Black ▾
4	Original Mode	Text ▾
5	Resolution	200dpi ▾
6	Exposure	<input checked="" type="radio"/> Auto <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
7	Background	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
9	Original Size	Auto ▾
10	Jpeg Compression	Middle ▾

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

Scan Setting

Save Cancel

1	Single/2-Sided Scan	Single ▾
2	Rotation	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
4	Original Mode	Text ▾
5	Resolution	200dpi ▾
6	Exposure	<input checked="" type="radio"/> Auto <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
7	Background	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
8	Sharpness	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
9	Original Size	Auto ▾
10	Jpeg Compression	Middle ▾

1) Single/2-Sided Scan

Select whether scanning one side or both sides of originals.

- **Single** — Select this to scan one side of an original.
- **Duplex Book** — Select this to scan both sides of originals when the pages are printed vertically in the same direction and bound along the vertical side of the paper.
- **Duplex Tablet** — Select this to scan both sides of originals with a vertical reversal to be bound along the horizontal side of the paper.

2) Rotation

Select how the scanned images will be rotated.

3) Color Mode (only applicable to the color model)

Select the color mode for scanning.

- **Black** — Select this to scan in black mode.
- **Gray** — Select this to scan in gray scale mode.
- **Full Color** — Select this to scan in full color mode.
- **Auto Color** — Select this to scan in auto color mode.

Note

When "Auto Color" is selected, you cannot select JPEG or TIFF (Multi) for the file format. Also when "Black" is selected, JPEG is not allowed.

4) Original Mode

Select the document type of the originals.

- **Text** — Select this to set the Text mode as the default original mode.
- **Text/Photo** — Select this to set the Text/Photo mode as the default original mode. This can be selected only when "Black" is selected in the "Color Mode" drop down box.
- **Photo** — Select this to set the Photo mode as the default original mode.
- **Printed Image (only applicable to the color model)** — Select this to set the Printed Image mode as the default original mode. This can be selected only when "Full Color" or "Auto Color" is selected in the "Color Mode" drop down box.
- **Gray (only applicable to the e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853)** — Select this to set the Gray scale mode as the default original mode.

Note

For the color model, this cannot be set when "Gray" is selected in the "Color Mode" drop down box.

5) Resolution

Select the resolution for scanning.

6) Exposure

Select the exposure for scanning.

Select "Auto" to automatically apply the ideal contrast according to the original, or adjust the contrast manually in 11 stages.

Note

For the color model, "Auto" is not available when "Gray", "Full Color", or "Auto Color" is selected at the "Color Mode" drop down box. In that case, please set the exposure manually.

7) Background (not applicable to the e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283)

Select the exposure for scanning the background color. This is useful to scan color paper originals. Adjust the contrast manually in 9 stages.

Note

For the color model, this is not available when “Black” is selected at the “Color Mode” drop down box.

8) Sharpness (only applicable to the e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853)

Adjust the sharpness for scanning. You can set from -4 (smoothest) to 4 (sharpest) in 9 stages.

Note

This is not available when “Black” is selected at the “Color Mode” drop down box.

9) Original Size

Select the original size.

Select “Auto” to automatically detect the original paper size, “Mixed Original Sizes” to allow scanning mixed original sizes, or a desired paper size.

10) Jpeg Compression (not applicable to the e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283)

Select the level of Jpeg compression.

Note

For the color model, this is not available when “Text”, “Text/Photo”, or “Photo” is selected at the “Original Mode” drop down menu.

Setting Template Password

Users can set the password to the private template.

To set the template password, you must register the private template first.

Setting the template password

1 Click the Registration tab and the Template menu.

- The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the group name link that contains the private template that you want to edit.

The screenshot shows the TopAccess e-Filing interface. The navigation bar includes tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'Registration' tab is active, and the 'Template' sub-tab is selected. The main content area is titled 'Template Groups' and contains a table of 'Public Template Groups' and a section for 'All Groups' with a 'Defined Groups' link. The 'Defined Groups' section shows a 'Jump to' list of numbers from 001 to 191 and a table of defined groups.

No.	Name	User Name
Public	Public Template Groups	

No.	Name	User Name
001		
002	User01	User01
003	Undefined	Undefined
004	Undefined	Undefined
005	Undefined	Undefined
006	Undefined	Undefined

- If the selected private template group is protected by a password, the Input Group Password page is displayed. If not, the Group Information page is displayed.

Tips

- You can display only defined private template groups by clicking on the "Defined Groups" link. The page displays all 200 private template groups as default page view.
- If you know which private template group you want to define or edit, click number of the private template group in the "Jump to" links.

- When the Input Group Password page is displayed, enter the 5-digit password (or administrator's password) for selected private template group and click [OK].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Input Group Password

Group Information

No.	Name	User Name
002	User01	User01

OK Cancel

Password: [.....]

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

- The Group Information page is displayed.

- From the templates list, click the template icon that you want to set or change the password.

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Private Templates

Template Groups>

Group Information

Edit Change Password Reset

No.	Name	User Name
002	User01	User01

Panel View | [List View](#)

Please click a template picture to edit.

Jump to

[1-6](#) [7-12](#) [13-18](#) [19-24](#) [25-30](#) [31-36](#) [37-42](#) [43-48](#) [49-54](#) [55-60](#)

Templates 1-6

1			COPY MODE	2		Undefined
						Undefined
3			Undefined	4		Undefined
			Undefined			Undefined
5			Undefined	6		Undefined
			Undefined			Undefined

[Go to top of this page](#)

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

- If the templates list is displayed in the List view, click the template name that you want to set or modify the password.
- If the selected private template is protected by a password, the Input Template Password page is displayed. If not, the Template Information page is displayed.

Tips

- You can change the template list view by clicking on either "Panel View" or "List View".
- If you know which private template you want to define or edit, click the number of the private template in the "Jump to" links.

- 5** When the Input Template Password page is displayed, enter the 5-digit password (or administrator's password) for selected private template and click [OK].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Input Template Password

Group Information

No.	Name	User Name
2	User01	User01

Template Information

No.	Name	User Name
1	COPY MODE	

OK Cancel

Password: [.....]

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

- The Template Information page is displayed.

- 6** Click [Change Password] to set the password for the private template.

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Template Properties

[Template Groups](#) > [Private Templates](#) >

Group Information

No.	Name	User Name
2	User01	User01

Template Information

No.	Name	User Name
1	COPY MODE	

Edit Change Password Reset Template

Panel [COPY MODE]

Notification

Automatic Start: Disable

Agent: Copy

Scanner

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

- The Change Template Password page is displayed.

7 Enter old password in the Old Password field, and new password in the New Password and Retype Password fields.

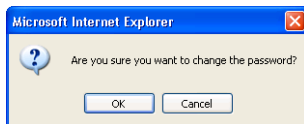
The screenshot shows the 'Change Template Password' page in the TopAccess application. The page has a navigation bar with tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. The 'Registration' tab is active. Below the navigation bar, there are links for 'Template', 'Address Book', and 'Inbound FAX routing'. The main content area is titled 'Change Template Password' and contains two tables: 'Group Information' and 'Template Information'. The 'Group Information' table has columns for 'No.', 'Name', and 'User Name', with one row showing '2', 'User01', and 'User01'. The 'Template Information' table has columns for 'No.', 'Name', and 'User Name', with one row showing '1', 'COPY MODE', and 'User Name'. Below the tables are 'Save' and 'Cancel' buttons. At the bottom, there are three password input fields: 'Old Password', 'New Password', and 'Retype Password', each with a masked password field (represented by dots).

- You can only use 5-digit numbers for the password.
- You can also enter the administrator password in the Old Password field.
- If the password has not been set to the template, leave the Old Password field blank.
- Leaving the New Password and Retype Password field blank releases the password protect for the template.

8 Click [Save].

- The confirmation dialog box appears.

9 Click [OK].



- The password is set or modified.

Resetting Private Templates

Users can reset the private template.

Resetting the private template

1 Click the Registration tab and the Template menu.

- The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the group name link that contains the private template that you want to reset.

Public Template Groups

No.	Name	User Name
Public	Public Template Groups	

All Groups | [Defined Groups](#)

Jump to
[001](#) [011](#) [021](#) [031](#) [041](#) [051](#) [061](#) [071](#) [081](#) [091](#) [101](#) [111](#) [121](#) [131](#) [141](#) [151](#) [161](#) [171](#) [181](#) [191](#)

No.	Name	User Name
001		
002	User01	User01
003	Undefined	Undefined
004	Undefined	Undefined
005	Undefined	Undefined
006	Undefined	Undefined

- If you select the private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

- You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups as default page view.
- If you know which private template group you want to define or edit, click the number of the private template group in the “Jump to” links.

3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for selected private template group and click [OK].

Group Information

No.	Name	User Name
002	User01	User01

OK Cancel

Password:

- The Private Templates page is displayed.

4 From the templates list, click the template icon that you want to reset.

The screenshot shows the TopAccess e-Filing interface. The navigation bar includes 'Device', 'Job Status', 'Logs', 'Registration' (selected), 'Counter', 'User Management', and 'Administration'. Below the navigation bar, there are links for 'Template', 'Address Book', and 'Inbound FAX routing'. The main content area is titled 'Private Templates' and includes a 'Template Groups' link. Under 'Group Information', there are buttons for 'Edit', 'Change Password', and 'Reset'. A table lists user information:

No.	Name	User Name
002	User01	User01

Below this is the 'Panel View | List View' section with a message: 'Please click a template picture to edit.' and a 'Jump to' section with links: 1-6, 7-12, 13-18, 19-24, 25-30, 31-36, 37-42, 43-48, 49-54, 55-60. The 'Templates 1-6' section contains a table with 6 rows and 5 columns:

No.	Icon	Name	No.	Icon	Name
1		COPY MODE	2		Undefined
3		Undefined	4		Undefined
5		Undefined	6		Undefined

At the bottom of the screenshot, there is a footer with 'Install Software | Top | Help |' and '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- If the templates list is displayed in the List view, click the template name that you want to reset.
- If you select the private template that is not protected by a password, the Template Properties page is displayed. Skip to step 6.
- If you select the private template that is protected by a password, the Input Template Password page is displayed. Go to the next step.

Tips

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which private template you want to reset, click the number of the private template in the “Jump to” links.

- 5** When the Input Template Password page is displayed, enter the 5-digit password (or administrator's password) for selected private template and click [OK].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Input Template Password

Group Information

No.	Name	User Name
2	User01	User01

Template Information

No.	Name	User Name
1	COPY MODE	

OK Cancel

Password:

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

- The Template Properties page is displayed.

- 6** Click [Reset Template].

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Template Properties

[Template Groups](#) > [Private Templates](#)

Group Information

No.	Name	User Name
2	User01	User01

Template Information

No.	Name	User Name
1	COPY MODE	

Edit Change Password Reset Template

Panel COPY MODE

Notification

Automatic Start Disable

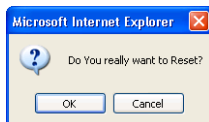
Agent Copy

Scanner

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

- The confirmation dialog box appears.

- 7** Click [OK].



- The selected template is reset.

Displaying Public Templates

End users can also display the templates list in the public group so that users can see what templates are available.

Displaying templates in the public group

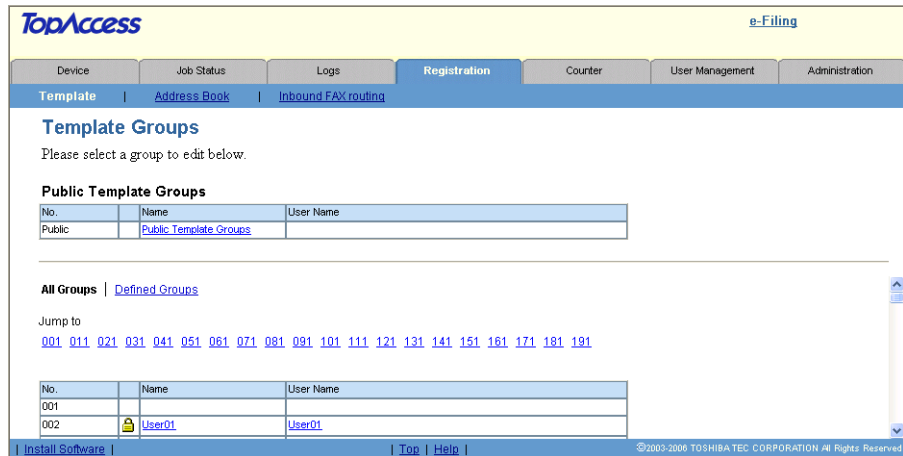
1 Click the Registration tab and the Template menu.

- The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.


2 Click the group name link of the Public Template Groups list.



The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration (selected), Counter, User Management, and Administration. Below this is a sub-menu with Template (selected), Address Book, and Inbound FAX routing. The main content area is titled 'Template Groups' and includes the instruction 'Please select a group to edit below.' Underneath, there is a section for 'Public Template Groups' with a table:

No.	Name	User Name
Public	Public Template Groups	

Below this table, there is a section for 'All Groups' with a link to 'Defined Groups'. A 'Jump to' section contains a list of numbers: 001, 011, 021, 031, 041, 051, 061, 071, 081, 091, 101, 111, 121, 131, 141, 151, 161, 171, 181, 191. At the bottom, there is another table:

No.	Name	User Name
001		
002	 User01	User01

The footer of the page includes 'Install Software', 'Top | Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

3 The templates list in the public group is displayed.

TopAccess [e-Filing](#)

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

[Template](#) | [Address Book](#) | [Inbound FAX routing](#)

Public Template [Template Groups](#)

Group Information

No.	Name	User Name
Public	Public Template Groups	

Panel View | [ListView](#)

Please login as an administrator to edit public templates

Jump to [1-6](#) [7-12](#) [13-18](#) [19-24](#) [25-30](#) [31-36](#) [37-42](#) [43-48](#) [49-54](#) [55-60](#)

Templates 1-6

1	COPY MODE	2	FAX MODE
3	SCAN TO	4	SCAN TO
	E-MAIL		FILE
5	SCAN TO	6	SCAN TO
	E-FILING		FILE&E-MAIL

[Go to top of this page](#)

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

Tips

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which public template you want to view, click the number of the public template in the “Jump to” links.

Managing Address Book

This equipment comes with the Address Book feature that enables users to manage who receives Scan to Email, Internet Fax transmission, and fax transmission. In the Address Book menu page at the Registration tab in TopAccess, you can add, edit, and delete recipient information. You can also create groups that multiple contacts can be assigned.

📖 P.89 “Managing Contacts in the Address Book”

📖 P.95 “Managing Groups in the Address Book”

Tip

Address Book can be also managed using the Touch Panel Display. See the *User Functions Guide*.

Managing Contacts in the Address Book

There are two ways to manage contacts in the Address Book:

- Add, edit, or delete a contact manually.
📖 P.89 “Adding, Editing, or Deleting Contacts Manually”
- Add new contact searching for a recipient from the LDAP server.
📖 P.93 “Adding New Contact from the LDAP Server”

Adding, Editing, or Deleting Contacts Manually

You can add or edit a contact by entering recipient information manually. You can also delete the contact from the Address Book.

📖 P.89 “Adding or editing a contact”

📖 P.92 “Deleting a contact”

Adding or editing a contact

1 Click the Registration tab and the Address Book menu.

- The Address Book menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click [Add Address] to add new contact, or click the contact link that you want to edit in the contacts list.

ID	Name	Email Address	Fax Number
99	User99 User	user99@ifax.com	10000000099
98	User98 User	user98@ifax.com	10000000098
97	User97 User	user97@ifax.com	10000000097
96	User96 User	user96@ifax.com	10000000096
95	User95 User	user95@ifax.com	10000000095
94	User94 User	user94@ifax.com	10000000094
93	User93 User	user93@ifax.com	10000000093
92	User92 User	user92@ifax.com	10000000092

- The Contact Properties page is displayed.

3 Enter following items to specify the recipient information.

*Either
**Either

*First Name	User100
*Last Name	User
**Email Address	user100@ifax.com
**Fax Number	10000000100
2nd Fax Number	20000000100
Company	12345 COMPANY
Department	Dept11
Keyword	

First Name — Enter the first name of the recipient. You can enter up to 32 characters.

Last Name — Enter the last name of the recipient. You can enter up to 32 characters.

Email Address — Enter the email address of the recipient. You can enter up to 192 characters.

Fax Number — Enter the fax number of the recipient. You can enter up to 128 characters.

2nd Fax Number — Enter the 2nd fax number of the recipient. You can enter up to 128 characters.

Company — Enter the company name of the recipient. You can enter up to 64 characters.

Department — Enter the department name of the recipient. You can enter up to 64 characters.

Keyword — Enter the comment of the recipient. You can enter up to 256 characters.

Notes

- You must specify either the “First Name” or “Last Name” field and either the “Email Address” or “Fax Number” field to register the contact.
- You cannot send originals to the fax numbers without the optional Fax unit even if you set up the contact that the fax number is specified.
- If you enter “-” in the “Fax Number” and “2nd Fax Number”, three seconds pause is added for dialing the fax number.

Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a contact by clicking [Cancel].

4 If you are registering a fax recipient, click [Fax Setting]. Otherwise, skip to Step 6.

- The Fax Settings page is displayed.

5 Enter following items according to the capabilities of recipient facsimile, and click [Save].

Field	Value
SUB	100
SID	...
SEP	
PWD	
ECM	ON
Line Select	Line1
Quality Transmt	ON
Transmission Type	Memory Transmt

SUB — Enter the mailbox number if you want to send originals to the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

SID — Enter the password to input a fax into the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

SEP — Enter the mailbox number if you want to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

PWD — Enter the password to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

ECM — Enable or disable the ECM (Error Correction Mode). If enabled, it facilitates error free communications by automatically resending any portion of the document affected by phone line noise or distortion.

Line Select — Select the line to be used. If this is set to “Auto”, this equipment automatically selects the line to be used. However, “Line 2” can be applicable only when the 2nd Line for Fax Unit is installed.

Quality Transmit — Select if you want to send documents in the Quality TX mode. This feature sends documents at a slower speed than a normal so that the transmission will be less affected by line condition.

Transmission Type — Select whether the document will be sent in the Memory TX mode or Direct TX mode.

Tip

If you want to clear the fax settings of the contact, click [Reset].

6 In the Contact Properties page, click [Save] to add new contact.

TopAccess e-Filing

Device | Job Status | Logs | **Registration** | Counter | User Management | Administration

Template | Address Book | Inbound FAX routing

Contact Property [Address Book >](#)

Save Cancel Reset Delete

Fax Setting

*Either
**Either

*First Name	User100
*Last Name	User
**Email Address	user100@ifax.com
**Fax Number	10000000100
2nd Fax Number	20000000100
Company	12345 COMPANY
Department	Dept11
Keyword	

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION. All Rights Reserved.

Deleting a contact

1 Click the Registration tab and the Address Book menu.

- The Address Book menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the link that you want to delete in the contacts list.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a sub-navigation bar with links for Template, Address Book, and Inbound FAX routing. The main content area is titled "Address Book" and includes a "Contacts" link and a "Groups" link. There are buttons for "Add Address" and "Search", and a dropdown menu for "Group" set to "All Groups". A table lists contacts with columns for ID, Name, Email Address, and Fax Number. The table contains 10 rows of data, including "User100 User" through "User93 User".

ID	Name	Email Address	Fax Number
100	User100 User	user100@ifax.com	10000000100
99	User99 User	user99@ifax.com	10000000099
98	User98 User	user98@ifax.com	10000000098
97	User97 User	user97@ifax.com	10000000097
96	User96 User	user96@ifax.com	10000000096
95	User95 User	user95@ifax.com	10000000095
94	User94 User	user94@ifax.com	10000000094
93	User93 User	user93@ifax.com	10000000093

- The Contact Properties page is displayed.

3 Click [Delete].

The screenshot shows the "Contact Property" page in the TopAccess web interface. It features a navigation bar and a sub-navigation bar. The main content area has buttons for "Save", "Cancel", "Reset", and "Delete", along with a "Fax Setting" button. Below these buttons, there are two lines of text: "*Either" and "**Either". A form displays contact details for "User100", including fields for First Name, Last Name, Email Address, Fax Number, 2nd Fax Number, Company, Department, and Keyword.

*First Name	User100
*Last Name	User
**Email Address	user100@ifax.com
**Fax Number	10000000100
2nd Fax Number	20000000100
Company	12345 COMPANY
Department	Dept11
Keyword	

- The contact is deleted from the Address Book.

Adding New Contact from the LDAP Server

You can search for contacts in the LDAP server and add them to the Address Book. To use the LDAP search feature, the administrator must configure the directory service. Before operating the LDAP search, please ask your administrator if the Directory Service has been configured.

Adding new contact from the LDAP server

1 Click the Registration tab and the Address Book menu.

- The Address Book menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click [Search].

ID	Name	Email Address	Fax Number
99	User99 User	user99@tifax.com	10000000099
98	User98 User	user98@tifax.com	10000000098
97	User97 User	user97@tifax.com	10000000097
96	User96 User	user96@tifax.com	10000000096
95	User95 User	user95@tifax.com	10000000095
94	User94 User	user94@tifax.com	10000000094
93	User93 User	user93@tifax.com	10000000093
92	User92 User	user92@tifax.com	10000000092

- 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.

Search Contact

Enter a partial name or email address to search for a contact.

Directory Service Name:

First Name:

Last Name:

Email Address:

Fax Number:

Company:

Department:

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 recipients that contain the text entered in each item.
- 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 boxes of contacts that you want to add to the Address Book.

Search Address List

<input checked="" type="checkbox"/>	▼Name	company	department	Email Address	Fax Number
<input checked="" type="checkbox"/>	User09 User	abcdef	ghijklmn	user09@fax.com	444-4444-4444

[Go to top of this page](#)

- You can select all users in the list by clicking on the button.

Note

The value of "company" and "department" will depend on the settings determined by the administrator.

6 Click [Add].

- Selected contacts are added in the Address Book.

Managing Groups in the Address Book

You can create groups that contain the multiple recipients. This enables you to specify the groups for the destinations instead of specifying each recipient separately when operating Scan to Email, or fax or Internet Fax transmission. You can also delete groups.

📖 P.95 "Adding or editing a group"

📖 P.97 "Deleting a group"

Adding or editing a group

1 Click the Registration tab and the Address Book menu.

- The Address Book menu page is displayed.

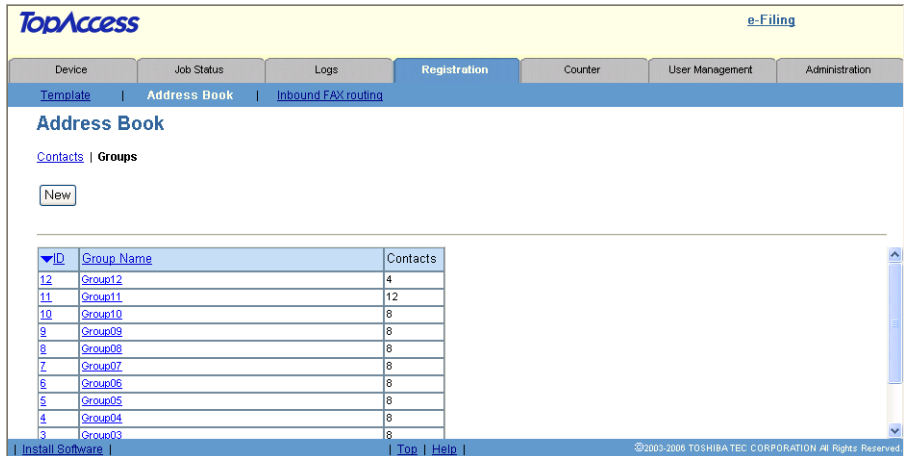
Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the Group submenu.

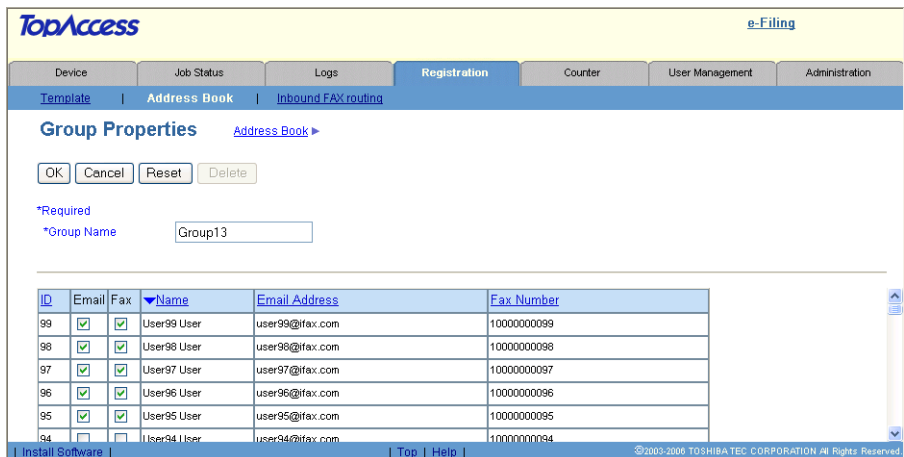
- The Group submenu page is displayed.

3 Click [New] to add new group, or click the group link that you want to edit in the groups list.



- The Group Properties page is displayed.

4 Enter following items to specify the group properties.



Group Name — Enter the group name.

Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a group by clicking [Cancel].

5 Check the Email boxes of users to add the Internet Fax recipients, and check the Fax boxes of users to add the Fax recipients.

Note

To perform the fax transmission, the optional Fax unit is required. If the optional Fax unit is not installed, you cannot perform the fax transmission even if you specify the fax number.

6 Click [OK].

- The group is created.

Deleting a group

1 Click the Registration tab and the Address Book menu.

- The Address Book menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the Group submenu.

- The Group submenu page is displayed.

3 Click the group link that you want to delete in the groups list.

The screenshot shows the TopAccess web interface. The navigation bar includes 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. The 'Registration' tab is active, and the 'Address Book' menu is selected. The 'Groups' page is displayed, showing a table of groups with columns for ID, Group Name, and Contacts. A 'New' button is visible above the table.

ID	Group Name	Contacts
13	Group13	10
12	Group12	4
11	Group11	12
10	Group10	8
9	Group09	8
8	Group08	8
7	Group07	8
6	Group06	8
5	Group05	8
4	Group04	8

- The Group Properties page is displayed.

4 Click [Delete].

The screenshot shows the 'Group Properties' page in the TopAccess web interface. The 'Address Book' menu is selected, and the 'Group Properties' page is displayed. The page includes buttons for 'OK', 'Cancel', 'Reset', and 'Delete'. A text input field for '*Group Name' contains 'Group13'. Below the input field is a table of users with columns for ID, Email, Fax, Name, Email Address, and Fax Number.

ID	Email	Fax	Name	Email Address	Fax Number
99	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User99 User	user99@rfax.com	1000000099
98	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User98 User	user98@rfax.com	1000000098
97	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User97 User	user97@rfax.com	1000000097
96	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User96 User	user96@rfax.com	1000000096
95	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User95 User	user95@rfax.com	1000000095
94	<input type="checkbox"/>	<input type="checkbox"/>	User94 User	user94@rfax.com	1000000094

- Selected group is deleted.

Managing Mailboxes

Note

Mailboxes can be managed only when the optional Fax unit is installed.

Tip

Mailboxes can be managed using the Touch Panel Display. See the *Operator's Manual for Facsimile Function*.

This equipment supports the ITU-T compatible mailboxes that allow storage and retrieval of documents via mailboxes that are already set up in a mailbox hub.

The following three types of Mailboxes are available:

Confidential mailbox

The Confidential Box allows a one-time document retrieval from the mailbox. Once a document is retrieved, it is cleared. If a new document is sent to the same box number where another document is stored, it is added to the existing box. You can also set up a password requirement for accessing the Confidential Box for document retrieval, to prevent unauthorized retrieval of documents.

Bulletin Board mailbox

The Bulletin Board Box allows multiple document retrievals from the same mailbox. Once a document is retrieved, it is not cleared. If a new document is sent to the same Box, it replaces the existing one. You can set up a password requirement for accessing the Bulletin Board Box for document reservation.

Forward mailbox

The Forward mailbox allows you to transmit a received fax to various destinations, using the following agents:

- **Internet/Fax (Relay) agent** — When a document has been sent to a mailbox, this equipment can call up the remote Fax via the public switched telephone line, or send the Internet Fax via the Internet according to the destinations registered in the mailbox. After the relay transmission, the transmission result list will be sent specified remote Fax. It is also possible to set up a password requirement.
- **Save as file agent** — The received faxes in this mailbox are forwarded to the local folder in this equipment or network folders.
- **Email agent** — The received faxes in this mailbox are forwarded to the email addresses recipients specified in the mailbox.
- **Store to e-Filing agent** — The received faxes in this mailbox are forwarded to the Box in this equipment. The data stored in the Box can be printed later, and also can be managed using the e-Filing web utility, which is a web-based utility that allows you to display, print, and merge the files in the Box.

For the black and white model, the Save as file agent and Email agent are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

Note

Sending and storage of documents to a mailbox hub and retrieval of documents from a mailbox hub is possible only on an ITU-T compliant facsimile. Only ITU-T compliant facsimiles can be used as Mailbox hubs. This equipment is provided with mailbox hub functions.

Using TopAccess, you can set up, edit, and delete mailboxes on this equipment.

Setting Up an Open Mailbox

To carry out ITU-T communications, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 300 mailboxes.

Setting up or editing a mailbox

1 Click the Registration tab and the Inbound FAX routing menu.

- The Inbound FAX routing menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click [New] to set up new mailbox, or click the box number link that you want to edit in the mailboxes list.

Box Number	User Name	Agent	Comment
003	User03	Internet.Fax(Relay)	
002	User01	Bulletin Board	
001	User01	Confidential	

- If you click [New], skip to step 5.
- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to the next step.

3 Enter the 5-digit password (or administrator's password) for the mailbox and click [OK].

Input MailBox Password

OK Cancel

Password: ●●●

4 Click [Edit].

5 Select agents and click [Select Agent].

Confidential — Select this to create a Confidential mailbox.

Bulletin Board — Select this to create a Bulletin Board mailbox.

Forward — Select this to create a relay station mailbox. When you select this, select the agent from “Internet/Fax(Relay)”, “Save as file”, “Email”, or “Store to e-Filing”.

- **Internet/Fax(Relay)** — Select this to create a Forward mailbox of Internet/Fax (Relay) agent. This agent can be combined with the Save as file or Store to e-Filing agent.
- **Save as file** — Select this to create a Forward mailbox of the Save as file agent. This agent can be combined with the Internet/Fax(Relay), Email, or Store to e-Filing agent.
- **Email** — Select this to create a Forward mailbox of the Email agent. This agent can be combined with the Save as file agent or Store to e-Filing agent.
- **Store to e-Filing** — Select this to create a Forward mailbox of the Store to e-Filing agent. This agent can be combined with the Internet/Fax(Relay) agent, Save as file agent, or Email agent.

For the black and white model, “Email”, and “Save as file” are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

6 Click each button displayed in the page to set the template properties.

[MailBox Setting] — Click this to specify the mailbox settings.

P.102 “MailBox Setting”

MailBox Setting	
Box Number	001
User Name	User01
Comment	
Notification	
Document Print	Always

[Destination Setting] — Click this to specify the destinations to be sent. This can be set only when creating the Internet/Fax(Relay) agent or Email agent.

P.104 “Destination Setting (Mailbox)”

When Creating the Internet/Fax(Relay) agent:

Destination Setting	
Destination	

When Creating the Email agent:

To: Destination Setting	
To: Destination	

Cc: Destination Setting	
Cc: Destination	

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Internet/Fax(Relay) agent.

P.104 “Internet Fax Setting (Mailbox)”

InternetFax Setting	
Subject	Scanned from (Device Name){(Template Name)}(Date)(Time)
From Address	admin@fax.com
From Name	admin
Body	
File Format	TIFF-S
Fragment Page Size	No Fragmentation

[Relay End Terminal Report] — Click this to specify where the transmission result list will be sent. This can be set only when creating the Internet/Fax(Relay) agent.

P.104 “Relay End Terminal Report”

Relay End Terminal Report	
Relay End Terminal Report	

[Email Setting] — Click this to specify how the document will be sent. This can be set only when creating the Email agent.

P.105 “Email Setting (Mailbox)”

Email Setting	
Subject	Scanned from (Device Name){(Template Name)}(Date)(Time)
From Address	mfp-00c67861@fax.com
From Name	MFP-00C67861
Body	
File Format	PDF(Multi)
File Name	(Sender)-NNNN (NNNN is a sequential number)
Fragment Message Size	No Fragmentation

[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when creating the Save as file agent.

P.105 “Save as file Setting (Mailbox)”

Save as file Setting	
Format	TIFF(Multi)
Destination	\\MFP-04998820\FILE_SHARE\
File Name	(Sender)-NNNN (NNNN is a sequential number)

[Box Setting] — Click this to specify how the document will be stored in the Box. This can be set only when creating the Store to e-Filing agent.

 P.105 “Box Setting (Mailbox)”

Box Setting	
Destination	000
Folder Name	
Document Name	(Sender)-NNNN (NNNN is a sequential number)

7 After configuring the desired mailbox properties, click [Save].

- The mailbox properties are registered.

MailBox Setting

In the MailBox Settings page, specify the general information of the mailbox such as the box number, password, owner, comment, and notification.

For the black and white model, specifying email addresses for the destinations is available only when the Scanner Kit is installed, or the Printer/Scanner Kit is installed.

Notes

- The “Notification” and “Document Print” options are not available when creating the Confidential mailbox or Bulletin Board mailbox.
- Mailbox communication is disabled if the settings on this equipment and information registered for the destination do not match. Check how the box number and the fax number of the destination are registered on the journal before entering the box number.

1) Box Number

Enter the box number of the mailbox. You can enter up to 20 characters including numbers, sharp marks (#), and asterisks (*).

You can also specify the sender’s fax number to enable the Inbound Fax Routing when registering a Forward mailbox. If you specify the sender’s fax number here, the faxes that are received from the specified fax number will be routed according to the mailbox settings.

Notes

- The Inbound Fax Routing is available only for a Forward mailbox. If you select “Confidential” or “Bulletin Board” as an agent, you cannot specify the fax number.
- When a fax is sent from the specified fax number with a box number (or sub address), the Inbound Fax Routing will not apply to the transmission and it is processed according to the specified box number (or sub address) settings.

2) Password

Enter the box password if you want to protect the mailbox by the password. You can enter up to 20 characters including numbers, sharp marks (#), and asterisks (*).

3) User Name

Enter the user name of this mailbox. You can enter up to 64 characters.

4) Comment

Enter the comment. You can enter up to 64 characters.

5) Notification

This specifies how the notification message will be sent when an error occurs.

Send email when an error occurs

Select this to send a notification message to the specified email address when an error occurs.

Send email when job is completed

Select this to send a notification message to the specified email address when a job is completed.

Email Address

Enter an email address that the notification message will be sent.

Note

When you enable the Notification setting, make sure to set up the Email settings in the Email submenu page of the Setup menu in the TopAccess Administrator’s mode. For instructions on how to set up the Email settings, refer to the ***Network Administration Guide***.

6) Document Print

Select whether printing the document sent to this mailbox.

Destination Setting (Mailbox)

In the Recipient List page, you can specify the destinations of the Internet/Fax (Relay), or Email agent.

When you are setting up the destinations for the Email agent, you can only specify the email addresses for the destinations.

When you are setting up the destinations for the Internet/Fax (Relay) agent, you can specify both fax numbers and email addresses for the destinations.

You can specify the recipients by entering their email addresses or fax numbers manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.

Note

The methods of entering the recipients manually and searching for the recipients in the LDAP server are not available if you are setting the destination for the Internet/Fax (Relay) agent.

The instructions on how to setting up the destination setting for the mailbox is same as setting up the destination setting for the private template.

 P.61 “Destination Setting (Private Template)”

Internet Fax Setting (Mailbox)

In the Internet Fax Settings page, you can specify the content of the Internet Fax to be sent.

The instructions on how to setting up the Internet Fax settings for the mailbox is same as setting up the Internet Fax settings for the private template.

 P.68 “Internet Fax Setting (Private Template)”

Relay End Terminal Report

In the Relay End Terminal Report page, you can specify a recipient that the transmission result list will be sent.

Adding the relay end terminal report recipients

- 1 **Click [Relay End Terminal Report].**
 - The Relay End Terminal Report page is displayed.
- 2 **Enter the fax number or Email address, or select an Email or Fax option button of a user that you want to send the transmission result list.**

Relay End Terminal Report

Add Cancel Reset

Email	Fax	ID	Name	Email Address	Fax Number
<input checked="" type="radio"/>	<input type="radio"/>	99	User99 User	user99@fax.com	1000000099
<input type="radio"/>	<input type="radio"/>	98	User98 User	user98@fax.com	1000000098
<input type="radio"/>	<input type="radio"/>	97	User97 User	user97@fax.com	1000000097
<input type="radio"/>	<input type="radio"/>	96	User96 User	user96@fax.com	1000000096
<input type="radio"/>	<input type="radio"/>	95	User95 User	user95@fax.com	1000000095
<input type="radio"/>	<input type="radio"/>	94	User94 User	user94@fax.com	1000000094
<input type="radio"/>	<input type="radio"/>	93	User93 User	user93@fax.com	1000000093
<input type="radio"/>	<input type="radio"/>	92	User92 User	user92@fax.com	1000000092
<input type="radio"/>	<input type="radio"/>	91	User91 User	user91@fax.com	1000000091
<input type="radio"/>	<input type="radio"/>	90	User90 User	user90@fax.com	1000000090

Tip

You can clear the selected option button by clicking [Reset].

Note


You cannot specify more than 1 recipient for the destination of the Relay End Terminal Report.

3 Click [Save].

- The selected recipient is set for the transmission result list recipient.


Email Setting (Mailbox)

In the Email Settings page, you can specify the content of email document to be sent. The instructions on how to setting up the Email setting for the mailbox is same as setting up the Email setting for the private template.

 P.71 "Email Setting (Private Template)"


Save as file Setting (Mailbox)

In the Save as file Setting page, you can specify how and where a received fax will be stored. The instructions on how to setting up the Save as file setting for the mailbox is same as setting up the Save as file setting for the private template.

 P.73 "Save as file Setting (Private Template)"

Box Setting (Mailbox)

In the Box Setting page, you can specify how a received fax will be stored in the Box. The instructions on how to setting up the Box setting for the mailbox is same as setting up the Box setting for the private template.

 P.76 "Box Setting (Private Template)"

Deleting an Open Mailbox

You can delete an existing Open Mailbox from TopAccess.

Note

If you want to delete an Open Mailbox, the document must first be retrieved, printed, or canceled from the Open Mailbox.

Deleting an mailbox

1 Click the Registration tab and the Inbound FAX routing menu.

- The Inbound FAX routing menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the box number link that you want to delete in the mailboxes list.

TopAccess [e-Filing](#)

Device Job Status Logs **Registration** Counter User Management Administration

Template Address Book **Inbound FAX routing**

Inbound FAX routing [REFRESH](#)

Box Number	User Name	Agent	Comment
003	User03	Internet Fax(Relay)	
002	User01	Bulletin Board	
001	User01	Confidential	

[Go to top of this page](#)

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to the next step.

3 Enter the password for the mailbox and click [OK].

TopAccess [e-Filing](#)

Device Job Status Logs **Registration** Counter User Management Administration

Template Address Book **Inbound FAX routing**

Input MailBox Password

Password

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- The MailBoxes Properties page is displayed.

4 Click [Delete].

TopAccess [e-Filing](#)

Device Job Status Logs **Registration** Counter User Management Administration

Template Address Book **Inbound FAX routing**

MailBoxes Properties [MailBoxes](#)

Box Number	001
Notification	
Agent	Confidential

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- The confirmation dialog box appears.

5 Click [OK].

Microsoft Internet Explorer

Delete OK?

- Selected mailbox is deleted.

6

Managing Counters

This section describes about the Counter tab page of TopAccess end-user mode.

Viewing Counters	108
Displaying the Total Counter	108
Displaying the Department Counter	109

Viewing Counters

This equipment maintains a set of counters that keep track of the number of pages printed, copied and scanned. These statistics can be displayed in totals or broken down by department. This topic describes how to display the statistics and manage the department counters.

📖 P.108 “Displaying the Total Counter”

📖 P.109 “Displaying the Department Counter”

Note

Neither an end user nor an administrator can reset counters from TopAccess. However, an administrator can reset the department counters from the Touch Panel Display. See the **User Functions Guide**.

Displaying the Total Counter

In the Total Counter menu page, you can display the total counter information for each copy/print counter of small paper, copy/print counter of large paper, and scan counter.

Displaying the total counter

- 1 **Click the Counters tab and the Total Count menu.**
 - The Total Count menu page is displayed.
- 2 **You can check the total counter in this page.**

The screenshot shows the TopAccess web interface with the 'Counter' tab selected. The 'Total Count' menu is active, displaying the following data:

Print Counter					
	Copy	Fax	Printer	List	Total
Full Color	11	-	58	-	69
Twin Color	0	-	0	-	0
Black	2	0	2	5	9

Print Counter (small paper)					
	Copy	Fax	Printer	List	Total
Full Color	11	-	58	-	69
Twin Color	0	-	0	-	0
Black	2	0	2	5	9

Print Counter (large paper)					
	Copy	Fax	Printer	List	Total
Full Color	0	-	0	-	0
Twin Color	0	-	0	-	0
Black	0	0	0	0	0

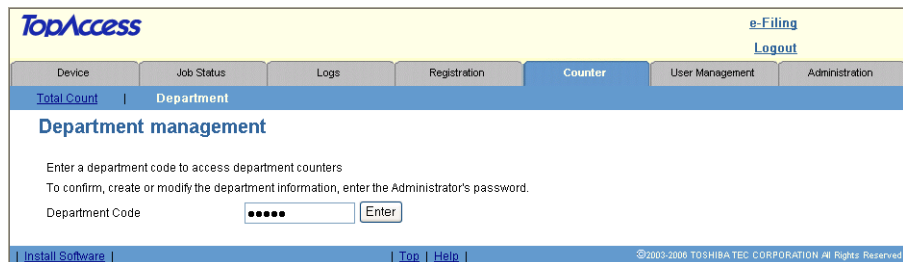
Scan Counter				
	Copy	Network	Fax	Total
Full Color	9	0	-	9
Twin Color	0	-	-	0
Black	2	20	1	23

Displaying the Department Counter

In the Department menu page, you can display the counter information of a specific department. If you want to display the department counter, you must enter the department code.

Displaying the department counter

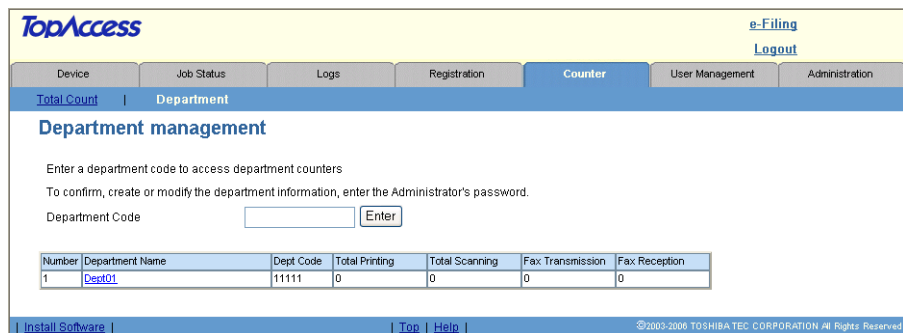
- 1 Click the Counters tab and the Department menu.**
 - The Department menu page is displayed.
- 2 Enter a department code that you want to display the counter in the “Department Code” field and click [Enter].**



The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The Counter tab is selected. Below the navigation bar, there is a sub-navigation bar with links for Total Count and Department. The main content area is titled "Department management" and contains the following text: "Enter a department code to access department counters. To confirm, create or modify the department information, enter the Administrator's password." Below this text is a form with a "Department Code" label, a text input field containing six dots, and an "Enter" button. At the bottom of the page, there is a footer with links for "Install Software", "Top", and "Help", and a copyright notice: "©2003-2006 TOSHIBA TEC CORPORATION. All Rights Reserved."

- The department counter for specified department is displayed.

- 3 Click the department name link to display the detailed counters for the department.**



The screenshot shows the TopAccess web interface, similar to the previous one, but with a table displayed below the input field. The table has the following data:

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	Dept01	11111	0	0	0	0

The rest of the page, including the navigation bar, sub-navigation bar, and footer, is identical to the previous screenshot.

4 The Department Information page opens.

Department Information

Department Number 1
 Department Name Dept01
 Department Code 11111

Print Counter

	Copy	Fax	Printer	List	Total
Small	0	0	0	29	29
Large	0	0	0	0	0
Total	0	0	0	29	29

Scan Counter

Copy	Fax	Network	Total
0	0	8	8

Fax Communication Counter

	Fax

* For the black and white model

Department Information

Department Number 1
 Department Name Dept01
 Department Code 11111

Total Counter

	Full Color	Twin Color	Black	Total
Copy	0	0	0	0
Fax	-	-	0	0
Printer	0	0	0	0
List	-	-	0	0
Total	0	0	0	0

Copy Counter

	Full Color	Twin Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0

Fax Counter

	Fax

* For the color model

7

TopAccess Administrator Mode

This section describes about administrative functions of TopAccess.

Features and Functions	113
About Setup from TopAccess.....	113
About Maintenance from TopAccess.....	114
About Registration from TopAccess.....	115
About Other Administrative Functions in TopAccess	115
Accessing TopAccess Administrator Mode	116
Setting up from TopAccess	118
Setting up Device Settings	118
Setting up Network Settings.....	124
Setting up Copier Settings	164
Setting up Fax Settings.....	167
Setting up Save as file Settings	172
Setting up Email Settings.....	178
Setting up Internet Fax Settings.....	180
Setting up Printer Settings	183
Setting up Print Service Settings.....	188
Displaying Version Information.....	194
Maintaining from TopAccess	195
About the Maintenance Functions.....	195
Updating the Software.....	196
Removing the Client Software.....	198
Backing up Data.....	199
Restoring Data from Backup File	201
Deleting the Data from Local Folder	204
Managing Directory Service	205
Setting up Notification	208
Importing and Exporting the Address Book.....	212
Importing and Exporting the Department Code.....	216
Exporting the Logs, Journals, and Counters	220
Clearing the Logs and Journals	223
Rebooting the Equipment.....	224

- Registering from TopAccess225**
 - About the Registrations.....225
 - Registering Public Templates.....225
 - Registering Fax and Internet Fax Received Forward.....233
- Displaying Message Log248**
- Managing Department Code249**
 - Displaying the Department List and Counters.....249
 - Clearing the Department Counters251
 - Registering or modifying the Department Code254
 - Deleting the Department Code.....256
- Setting up User Management259**
 - Enabling Department Management259
 - Setting up User Management Setting261
 - Setting up User Authentication for Scan to E-mail296

Features and Functions

With the TopAccess web-based device management utility in the administrator mode, you can configure network and device settings, display and filter message and job logs, and control current jobs using a web browser.

About Setup from TopAccess

Following setup options are performed from TopAccess in the administrator mode:

Configuring device settings

An administrator can configure the device settings such as device information, energy save, date and time, daylight savings time, and language for TopAccess web utility.

Configuring network settings

An administrator can configure the network settings such as TCP/IP, IPv6, IPX/SPX, AppleTalk, Bonjour, LDAP Session, DNS Session, DDNS Session, SMB Session, NetWare Session, HTTP Network Service, SMTP Client, SMTP Server, POP3 Network Service, SNTP Service, FTP Client, FTP Server, SNMP Network Service, Security Service, and Web Services.

Configuring copier settings

An administrator can configure the default copier settings such as color mode*, original mode for color*, original mode (original mode for black*), exposure for color*, exposure (exposure for black*), bypass feed, book >2, magazine sort, 2in1/4in1, maximum copies, auto 2-sided mode, and sorter mode priority.

* Only applicable to the color model.

Configuring fax settings

An administrator can configure the facsimile device settings such as terminal ID, fax number, line 2 number, monitor volume, completion tone volume, reception mode, dial type, dial type (line 2), line-2 mode, resolution, original mode, exposure, TTI, RTI, ECM, discard, reduction, duplex print, rotate sort, recovery transmit, journal auto print, memory transmission report, multi transmission report, polling report, and relay originator.

Note

The fax settings are available only when the fax option is installed on this equipment.

Configuring save as file settings

An administrator can configure the save as file settings such as storage maintenance, destination, remote 1, remote 2, N/W-Fax destination, and N/W-Fax folder.

Configuring Email settings

An administrator can configure the Email settings such as from address, from name, file format, fragment message size, and default body strings.

Configuring Internet Fax settings

An administrator can configure the Internet Fax settings such as from address, from name, file format, fragment page size and default body strings.

Configuring printer settings

An administrator can configure the default printer settings such as number of days to save private, proof and invalid jobs, duplex printing, default paper size, default paper type, default orientation, default stapling, default output tray, PCL form line, PCL font pitch, PCL font point size, PCL font number, auto paper size conversion, and print startup page.

Configuring print service settings

An administrator can configure the print services such as Raw TCP/IP print, LPD print, IPP print, FTP print, NetWare print, and Email print.

About Maintenance from TopAccess

Following maintenance options are performed from TopAccess in the administrator mode:

Updating client software

An administrator can update the client software saved in this equipment. When a new version of client software is released, an administrator should update the client software in this equipment so clients can install new versions of their client software from TopAccess.

Removing client software

An administrator can remove client software saved in this equipment.

Creating backup files

An administrator can save the data in the address book, mailboxes, and templates as files for backups.

Restoring data from backup files

An administrator can restore the data in the address book, mailboxes, and templates using the backup files.

Deleting data in hard disk

An administrator can delete data such as scan, transmission, and reception data in the hard disk. Use this feature to delete data periodically for restoring the hard disk space if there is not enough disk space for operation.

Registering the directory service

An administrator can add or delete directory service for LDAP servers. If any LDAP servers are registered, clients can search for data using the registered LDAP servers to add new Email addresses to the address book.

Setting up the notification settings

An administrator can enable or disable Email notifications for specific events that occur in this equipment. An administrator specifies the Email address to send a notification.

Importing and exporting address book data

An administrator can import/export the address book data in CSV format.

Importing and exporting department code data

An administrator can import/export the department code data in CSV format.

Exporting logs

An administrator can export the logs and journals in CSV format such as print job logs, fax transmit journals, fax reception journals, scan logs, and message logs.

Clearing logs

An administrator can clear the logs and journals in CSV format such as print job logs, fax transmit journals, fax reception journals, scan logs, and message logs.

Rebooting the equipment

An administrator can reboot the equipment.

About Registration from TopAccess

Registering is performed from TopAccess in the administrator mode:

Registering public templates

An administrator can register public templates that are available for all users.

Registering Fax or Internet Fax Received Forward

An administrator can register the agents for the relay transmission of received faxes or Internet Faxes. Using these agents, an administrator can collect the all received faxes by transmitting them to another internet fax device, saving them as a file in the hard disk or network folders, sending them to specific Email addresses, or storing to e-Filing.

Note

The Fax Received Forward is available only when the fax option is installed on this equipment.

About Other Administrative Functions in TopAccess

Displaying message logs

An administrator can display the message logs from TopAccess in the administrator mode.

Registering department codes

An administrator can manage department codes from the Counter tab.

Setting up authentication

An administrator can configure the authentication for the operations in this equipment.

Accessing TopAccess Administrator Mode

TopAccess, web-based utility available on this equipment, allows you to manage this equipment remotely via the Internet or via your company's intranet.

To operate TopAccess, this equipment should be connected to the network and configured with the TCP/IP settings. After you complete the TCP/IP setup, you can access to the TopAccess web site to operate various functions from your computer using a Web browser such as Netscape Navigator and Internet Explorer.

You can use the TopAccess web-based utility from a Windows, Macintosh or UNIX operating system environment. The following browsers are supported:

Windows

- Internet Explorer 5.5 or later
- Netscape Navigator 7.1 or later

Macintosh

- Safari 2.0
- Netscape Navigator 7.1 or later

UNIX

- Netscape Navigator 7.1 or later

Accessing TopAccess in the administrator mode

1 To navigate to TopAccess, enter the following URL on the address box of your Internet browser.

`http://<IP Address> or http://<Device Name>`

Address

For example

When the IP address of the equipment is "10.10.70.105":

`http://10.10.70.105`

When the device name of this equipment is "mfp-00c67861":

`http://mfp-00c67861`

Note

When SSL for the HTTP network service is enabled, the alert message may appear when you enter the URL in the address box. In that case, please click [Yes] to proceed the operation.



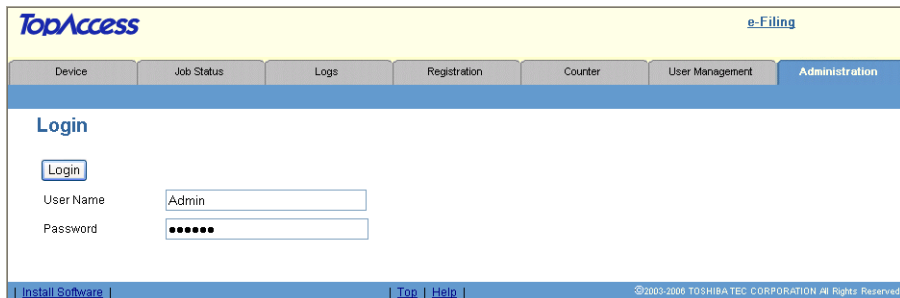
2 The TopAccess web page opens.

3 Click the [Administration] tab.



- The Login page is displayed.

4 Enter the administrator password in the “Password” field. Then click [Login].

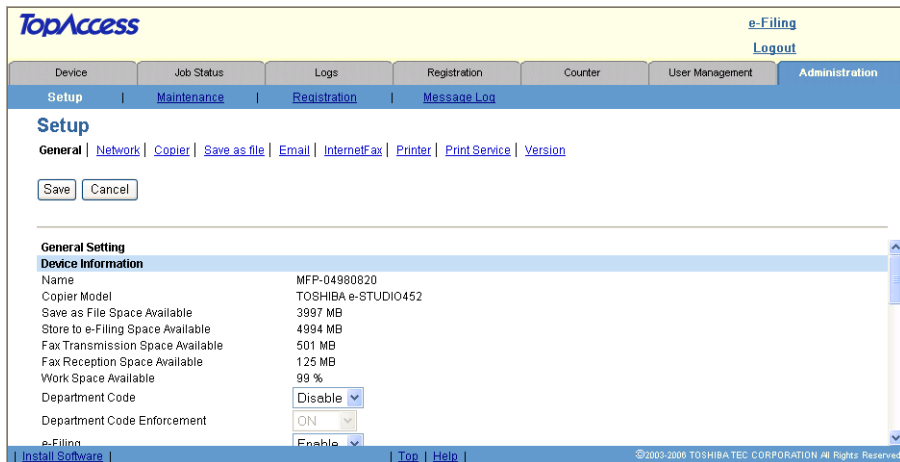


- You cannot change a name in the User Name field. It always must be “Admin” to login TopAccess in the administrator mode.
- The Setup page is displayed.

Tip

The default administrator password is “123456” if you have not change the administrator password.

5 Click the menu and submenu to display the desired page.



- * The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

Tip

To logout from the administrator mode, click the Logout link that is displayed in the upper right.

Setting up from TopAccess

This section describes how to set up the equipment using TopAccess.

- 📖 P.118 “Setting up Device Settings”
- 📖 P.124 “Setting up Network Settings”
- 📖 P.164 “Setting up Copier Settings”
- 📖 P.167 “Setting up Fax Settings”
- 📖 P.172 “Setting up Save as file Settings”
- 📖 P.178 “Setting up Email Settings”
- 📖 P.180 “Setting up Internet Fax Settings”
- 📖 P.183 “Setting up Printer Settings”
- 📖 P.188 “Setting up Print Service Settings”
- 📖 P.194 “Displaying Version Information”

Note

The paper size for each drawer cannot be set from TopAccess. Please set from the touch panel of the equipment. For instructions on how to set the paper size for each drawer, please refer to the *Operator’s Manual For Basic Functions*.

Setting up Device Settings

In the General submenu page in the Setup menu, an administrator can configure the general settings such as Device Information, Energy Save, Date and Time, Daylight savings Time, and Web General Setting.

Note

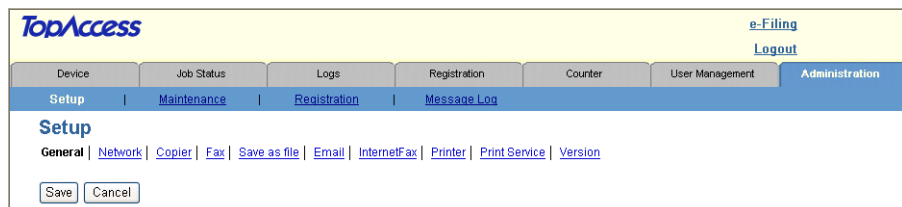
Some settings may not apply to the Touch Panel Display as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the device settings

1 Access TopAccess in the administrator mode.

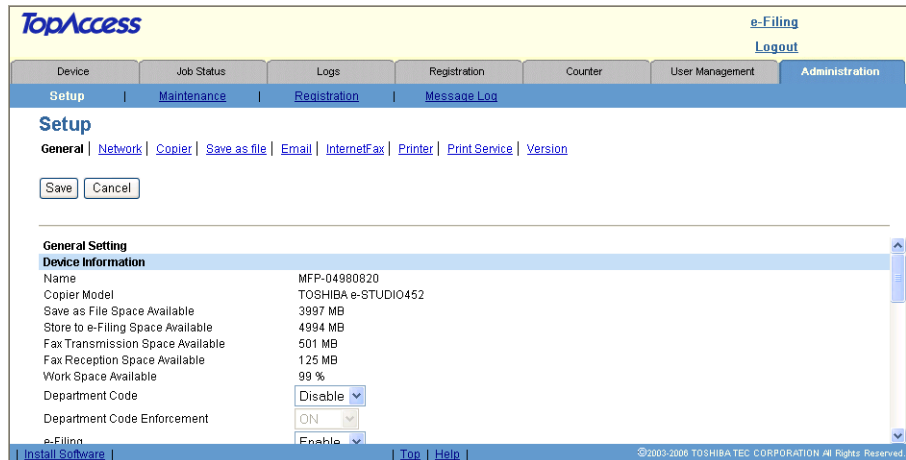
- 📖 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Setup menu and General submenu.



- The General submenu page is displayed.

3 In the General submenu page, set the device settings as required.



- * The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.
- In the General submenu page, you can set the following:
 - 📖 P.120 “Setting up the Device Information”
 - 📖 P.122 “Setting up the Energy Save”
 - 📖 P.122 “Setting up the Time and Date”
 - 📖 P.122 “Setting up the Daylight Savings Time”
 - 📖 P.123 “Setting up the Web General Setting”

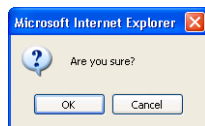
4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the General submenu then the page displays the current settings in each field.

Setting up the Device Information

You can set the device information displayed in the Device tab page.

Device Information		
1	Name	MFP-04980820
2	Copier Model	TOSHIBA e-STUDIO452
3	Save as File Space Available	3997 MB
4	Store to e-Filing Space Available	4994 MB
5	Fax Transmission Space Available	501 MB
6	Fax Reception Space Available	125 MB
7	Work Space Available	99 %
8	Department Code	Disable
9	Department Code Enforcement	ON
10	e-Filing	Enable
11	Data Cloning Function	Disable
12	Queue name	print
13	Location	<input type="text"/>
14	Contact Information	<input type="text"/>
15	Service Phone Number	<input type="text"/>
16	Administrative Message	<input type="text"/>
17	Administrator's Password	••••••
18	Confirm Password	••••••

* The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

1) Name

This displays the equipment's device name.

2) Copier Model

This displays the equipment's model name.

3) Save as File Space Available

This displays the available size to store the Save as file documents.

4) Store to e-Filing Space Available

This displays the available size to store the e-Filing documents.

5) Fax Transmission Space Available

This displays the available size to send the fax data. This is displayed only when the fax unit is installed.

6) Fax Reception Space Available

This displays the available size to receive the fax data. This is displayed only when the fax unit is installed.

7) Work Space Available

This displays the percentages of available hard disk space to store the temporary data.

8) Department Code

Select whether the department management is enabled or disabled.

9) Department Code Enforcement

Select whether invalid jobs, which a department code is not specified or invalid department code is specified, are printed or stored in the invalid job list when the department code is enabled.

- **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
- **Print** — Select this to print the invalid jobs.
- **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.

Notes

- If the Department Code Enforcement is set to ON and the SNMP communication is enabled in the printer driver, the user will be prompted to enter the correct department code if an invalid department code was entered in the printer driver.
- The Department Code Enforcement setting is not applied when the User Management Setting is enabled.

10) e-Filing

Select whether the e-Filing functions are enabled or disabled.

11) Data Cloning Function

When this function is enabled, the service technician can move user data such as address books to other equipment.

Set to "Enable" upon request from the service technician. Be sure to set it back to "Disable" after the operation is finished.

12) Queue name

Display the queue name for SMB printing. This queue name is used when users use the discovery function of the installer to obtain the network queue during the installation.

13) Location

Enter the name of the department or site. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

14) Contact Information

Enter the name or title of the contact person for this equipment. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

15) Service Phone Number

Enter the phone number for service on this equipment. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

16) Administrative Message

Enter the message about this equipment for all users to read. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

17) Administrator's Password

If you want to change the administrator's password used to log in functions from the Touch Panel Display and TopAccess, enter a new password. You can enter alphanumeric characters of 6 or more and 10 or less for the administrator's password. You cannot leave this field blank.

18) Confirm Password

Enter a new password that you entered in the "Administrator's password" field.

Setting up the Energy Save

You can set the time to enter the Auto Clear, Auto Power Save and Auto Power Off mode.

Energy Save	
1 — Auto Clear	45 Seconds
2 — Auto Power Save	15 Minutes
3 — Sleep/Auto Shut Off	60 Minutes

1) Auto Clear

Select how long this equipment can remain inactive before the Touch Panel Display automatically returns to the default display and settings.

2) Auto Power Save

Select how long this equipment can remain inactive before entering the power save mode.

3) Sleep/Auto Shut Off

Select how long this equipment can remain inactive before entering the sleep mode or auto shut off mode.

Setting up the Time and Date

You can set the date, time, time zone, and date format.

Date & Time	
1 —	2006 October 21 02 :00
2 —	(GMT+12:00) Wellington, Auckland
3 — Date Format	MM/DD/YY

1) Date/Time

To adjust the date, select year in the first field, select month in the second field, and enter date in the third field.

To adjust the time, enter hour in the fourth field, and enter time in the fifth field.

2) Time Zone

Select the time zone where this equipment is located.

3) Date Format

Select the date format.

Setting up the Daylight Savings Time

Make the required settings for daylight savings time.

Daylight Savings Time Setting	
1 — Daylight Savings Time	Enable
2 — Offset	+1:00
3 — Dates	Month Week Day of Week Time Start Jan 1st Sun 00 : 00
	End Jan 1st Sun 00 : 00

1) Daylight Savings Time

Select "Enable" to shift the clock to the daylight savings time. The default setting is "Disable."

2) Offset

Select the desired offset (time difference) from the local standard time. You can select from between -2 and +2 hours, excluding 0 hour, in 30-minute increments. The default setting is +1 hour.

3) Dates

Select the applicable period for the daylight savings time.

- Start: Select or enter the start date and time of daylight savings time.
- End: Select or enter the end date and time of daylight savings time.

Tips

- If you change the settings during the daylight saving time period, the changes will be reflected to the equipment's clock. If you disable the settings during the applicable period, the equipment's clock will shift to the standard time.
- If the equipment is turned off at the start or end date and time, the equipment will shift the clock the next time it is turned on.
- After the clock shifts, the daylight saving time will also apply to the weekly timers.

Notes

- Select the Start and the End dates and times based on the time set for the equipment.
📖 P.122 "Setting up the Time and Date"
- If the same month is specified for the Start and the End dates, the equipment does not shift the clock automatically.

Setting up the Web General Setting

You can set the displayed language of TopAccess, and session timer to automatically log out from the administrator mode.

WEB General Setting

- | | | |
|-------------------|---------|---------|
| 1 — WEB Language | English | ▼ |
| 2 — Session Timer | 10 | Minutes |

1) WEB Language

Select the displayed language of TopAccess.

2) Session Timer

Enter how long you want this equipment to preserve the session data of TopAccess. You can enter any integer between 5 to 999. This setting also applies to the session data of e-Filing web utility.

Setting up Network Settings

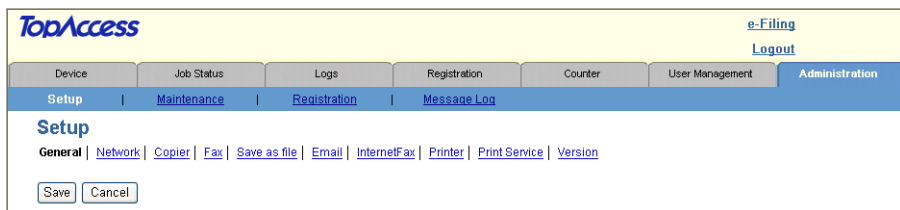
In the Network submenu page in the Setup menu, an administrator can configure the network settings such as TCP/IP, IPv6, IPX/SPX, AppleTalk, Bonjour, LDAP Session, DNS Session, DDNS Session, SMB Session, NetWare Session, HTTP Network Service, SMTP Client, SMTP Server, POP3 Network Service, SNTP Service, FTP Client, FTP Server, SNMP Network Service, Security Service, and Web Services Setting.

Setting the network settings

1 Access TopAccess in the administrator mode.

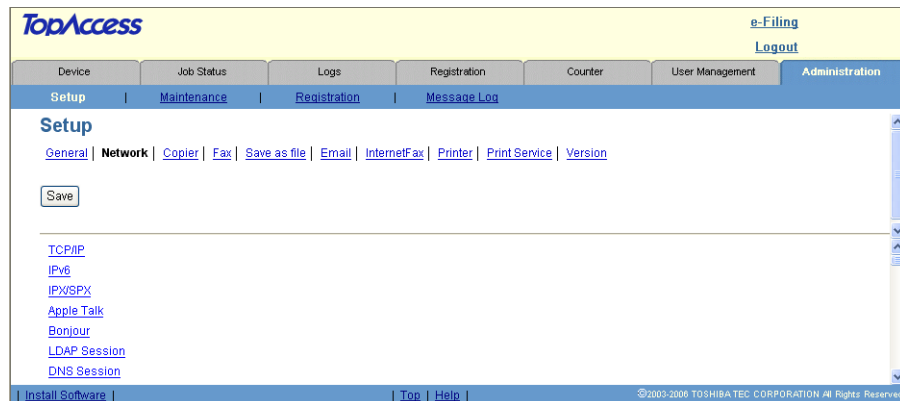
 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Setup menu and Network submenu.
















- The Network submenu page is displayed.

3 In the Network submenu page, click link or scroll the page to find the setting table, and click the button of the setting to set the network settings as required.



- In the Network submenu page, you can set the following:

-  P.126 “Setting up the TCP/IP (IPv4)”
-  P.129 “Setting up the IPv6”
-  P.131 “Setting up the IPX/SPX”
-  P.132 “Setting up the AppleTalk”
-  P.132 “Setting up the Bonjour”
-  P.133 “Setting up the LDAP Session”
-  P.134 “Setting up the DNS Session”
-  P.135 “Setting up the DDNS Session”
-  P.137 “Setting up the SMB Session”
-  P.140 “Setting up the NetWare Session”
-  P.141 “Setting up the HTTP Network Service”
-  P.142 “Setting up the SMTP Client”
-  P.144 “Setting up the SMTP Server”

- 📖 P.145 “Setting up the POP3 Network Service”
- 📖 P.147 “Setting up the SMTP Service”
- 📖 P.147 “Setting up the FTP Client”
- 📖 P.148 “Setting up the FTP Server”
- 📖 P.149 “Setting up the SNMP Network Service”
- 📖 P.150 “Setting up the Security Service”
- 📖 P.162 “Setting up the Web Service Setting”

4 Click [OK] to save the settings and close the sub window.

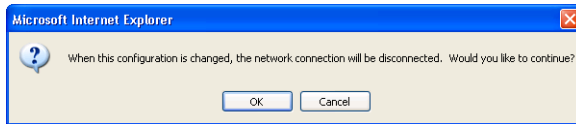
5 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



- This equipment starts initializing the network interface card to apply the changes

Note

During the initialization of the network interface card, the network will not be available. TopAccess will display “Please restart after waiting a few minutes.” During the initialization, the Touch Panel Display will display “NETWORK INITIALIZING”. When this message disappears, TopAccess will once again be available.

Setting up the TCP/IP (IPv4)

You can set the TCP/IP protocol to enable communication over TCP/IP. The TCP/IP must be configured to enable TopAccess, SMB printing, Raw TCP or LPR printing, IPP printing, Save as file to network folder, Scan to Email, and Internet Fax.

1 — Ethernet Speed Duplex Mode: AUTO

2 — Address Mode: Static IP

3 — Obtain a Domain Name automatically: Enable

4 — Obtain a Domain Server Address automatically: Enable

5 — Obtain a WINS Server Address automatically: Enable

6 — Obtain a SMTP Server Address automatically: Disable

7 — Obtain a POP3 Server Address automatically: Disable

8 — Obtain a SNTP Server Address automatically: Disable

9 — IP Address: 10 10 70 120

10 — Subnet Mask: 255 255 255 0

11 — Default Gateway: 10 10 70 1

12 — IP Filtering

Filter	Start Address	End Address
Filter 1	0 0 0 0	0 0 0 0
Filter 2	0 0 0 0	0 0 0 0
Filter 3	0 0 0 0	0 0 0 0
Filter 4	0 0 0 0	0 0 0 0
Filter 5	0 0 0 0	0 0 0 0
Filter 6	0 0 0 0	0 0 0 0
Filter 7	0 0 0 0	0 0 0 0
Filter 8	0 0 0 0	0 0 0 0
Filter 9	0 0 0 0	0 0 0 0
Filter 10	0 0 0 0	0 0 0 0

1) Ethernet Speed Duplex Mode

Select the ethernet speed.

Tip

When you select a specific ethernet speed, you must select the same ethernet speed as set in the connected network. If you do not know the ethernet speed that must be used, select "AUTO".

2) Address Mode

Select how to set the IP address.

- **Static IP** — Select this to assign the static IP address manually. When this is selected, enter the static IP address in the IP Address field.
- **Dynamic** — Select this to assign the IP address using the DHCP with Auto-IP addressing enabled. When this is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address can be automatically obtained from the DHCP server if the network supports the DHCP, and the IP address can be also assigned using Auto-IP addressing even if the network does not support the DHCP.


-
- **No AutoIP** — Select this to assign the IP address using the DHCP with Auto-IP addressing disabled. When this is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address can be automatically obtained from the DHCP server if the network supports the DHCP, but the last IP address will not be used if the equipment cannot communicate with the DHCP server.

3) Obtain a Domain Name automatically

Select “Enable” when you want to obtain a domain name automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note

When the DHCP server does not have a domain name, the blank data is set to in the domain name even if you set the correct domain name manually in the DDNS Session. In that case, select “Disable” here and set the correct domain name in the DDNS Session.


 P.135 “Setting up the DDNS Session”

4) Obtain a Domain Server Address automatically

Select “Enable” when you want to obtain a domain server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note

When the DHCP server does not have a primary and secondary DNS server addresses, the blank data is set to in the primary and secondary DNS server addresses even if you set the correct primary and secondary DNS server addresses manually in the DNS Session. In that case, select “Disable” here and set the correct primary and secondary DNS server address in the DNS Session.


 P.134 “Setting up the DNS Session”

5) Obtain a WINS Server Address automatically

Select “Enable” when you want to obtain a primary or secondary WINS server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note

When the DHCP server does not have a primary and secondary WINS server addresses, the blank data is set to in the primary and secondary WINS server addresses even if you set the correct primary and secondary WINS server addresses manually in the SMB Session. In that case, select “Disable” here and set the correct primary and secondary WINS server address in the SMB Session.


 P.137 “Setting up the SMB Session”

6) Obtain a SMTP Server Address automatically

Select “Enable” when you want to obtain a SMTP server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note

When the DHCP server does not have a SMTP server address, the blank data is set to in the SMTP server address even if you set the correct SMTP server address manually in the SMTP Client. In that case, select “Disable” here and set the correct SMTP server address in the SMTP Client.

 P.142 “Setting up the SMTP Client”

7) Obtain a POP3 Server Address automatically

Select “Enable” when you want to obtain a POP3 server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note

When the DHCP server does not have a POP3 server address, the blank data is set to in the POP3 server address even if you set the correct POP3 server address manually in the POP3 Network Service. In that case, select “Disable” here and set the correct POP3 server address in the POP3 Network Service.


 P.145 “Setting up the POP3 Network Service”

8) Obtain a SNTP Server Address automatically

Select “Enable” when you want to obtain a SNTP server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note

When the DHCP server does not have a SNTP server address, the blank data is set to in the SNTP server address even if you set the correct SNTP server address manually in the SNTP Network Service. In that case, select “Disable” here and set the correct SNTP server address in the SNTP Network Service.

 P.149 “Setting up the SNMP Network Service”

9) IP Address

Enter the static IP address that is assigned to this equipment when “Static IP” is selected in the “Address Mode” drop down box.

10) Subnet mask

Enter the subnet mask if required when “Static IP” is selected in the “Address Mode” drop down box.

11) Default Gateway

Enter the gateway address if required when “Static IP” is selected in the “Address Mode” drop down box.

12) IP Filtering

When you want to set the IP filtering for Raw TCP, LPR, and IPP printing, specify the range of IP addresses in the Start Address and End Address fields.

When you specify the range of IP addresses, only the client that the specified IP address range is assigned can perform Raw TCP, LPR, and IPP printing.

Note

IP Filtering can restrict the accesses for Raw TCP, LPR, and IPP printing. The accesses using other protocols are not restricted.

Setting up the IPv6

You can set the IPv6 protocol to enable the communication over IPv6.

IPv6

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

IPv6

1 — Enable IPv6 Disable

2 — LLMNR Enable

3 — Link Local Address

4 — Manual

 IP Address []

 Prefix Length 0

 Gateway []

Use DHCPv6 Server for options

5 — Use Stateless Address

Keep Configuration (If router setting is changed)

Use DHCPv6 Server for IP Address (M flag)

Use DHCPv6 Server for options (O flag)

No.	IP Address	Prefix Length	Gateway
1:		0	
2:		0	
3:		0	
4:		0	
5:		0	
6:		0	
7:		0	

5 — Use Stateful Address

Use DHCPv6 Server for IP Address

Use DHCPv6 Server for options

IP Address	Prefix Length	Gateway
[]	0	[]

1) Enable IPv6

Select whether the IPv6X/SPX protocol is enabled or disabled.

Note

Selecting "Disable" for the "Enable IPv6" setting when IPv6 is selected for the Internet Protocol Version of the SMB Session requires you to restart the equipment to reflect the change. When "Reboot the machine" appears on the control panel of the equipment, turn the power switch to OFF and then back ON.

2) LLMNR

If IPv6 is enabled, select whether LLMNR is enabled or disabled.

3) Link Local Address

The unique address used for the IPv6 is displayed.

4) Manual

You assign the IPv6 address, prefix and default gateway manually. In this mode, you can assign one IPv6 address to this equipment.

- **IP ADDRESS** — Assign the IPv6 address for this equipment.
- **PREFIX** — Assign the prefix for the IPv6 address.
- **GATEWAY** — Assign the default gateway.
- **Use DHCPv6 Server for options** — Select whether or not the optional information (IPv6 address for the DNS server, etc.) except the IPv6 address for this equipment, which is issued from the DHCPv6 server is used on this equipment.

Tip

In "MANUAL" mode, can select neither "Use Stateful address" nor "Use Stateless address".

5) Use Stateless Address

Use the IPv6 addresses issued from routers.

Tips

- Up to 7 IPv6 addresses can be obtained from routers. One IPv6 address can be obtained from the DHCPv6 server. One link local address is also generated automatically.
- When the "Use Stateless Address" option is selected, you cannot assign "IP Address", "Prefix Length" and "Gateway".

If the selected IPv6 address is already assigned, DAD (Duplicate Address Detection) detects it and notifies you on the control panel of this equipment.

- **Keep Configuration(If router setting is changed)** — Select the method on how to handle IPv6 address data when new IPv6 address is provided from the same router providing the current IPv6 address to this equipment.
- **Use DHCPv6 Server for IP Address(M frag)** — Use the IPv6 address issued from the DHCPv6 server in the stateless network environment.
- **Use DHCPv6 Server for Options(O frag)** — Use the optional information (IPv6 address for the DNS server, etc.) issued from the DHCPv6 server in the stateless network environment.

Note

When the DHCP server does not have a primary and secondary DNS server addresses, the blank data is set to in the primary and secondary DNS server addresses even if you set the correct primary and secondary DNS server addresses manually in the DNS Session. In that case, select "Disable" here and set the correct primary and secondary DNS server address in the DNS Session.

 P.134 "Setting up the DNS Session"

- **IP Address** — IPv6 addresses obtained from routers are displayed. Up to 7 IPv6 addresses can be retained.

Tip

When this equipment receives a router advertisement (RA) from a router, of which M flag configuration is "0", the DHCPv6 function is disabled. If you change a router advertisement (RA) M flag configuration from "0" to "1", it is required to reboot this equipment to enable the DHCPv6 function.


6) Use Stateful Address

Use the IPv6 addresses issued from DHCPv6 server.

- **Use DHCPv6 Server for IP Address** — Select whether or not the IPv6 address which is issued from the DHCPv6 server is used for this equipment.
- **Use DHCPv6 Server for Options** — Select whether or not the optional information (IPv6 address for the DNS server, etc.) except the IPv6 address for this equipment, which is issued from the DHCPv6 server is used on this equipment.

Note

When the DHCP server does not have a primary and secondary DNS server addresses, the blank data is set to in the primary and secondary DNS server addresses even if you set the correct primary and secondary DNS server addresses manually in the DNS Session. In that case, select "Disable" here and set the correct primary and secondary DNS server address in the DNS Session.

 P.134 "Setting up the DNS Session"

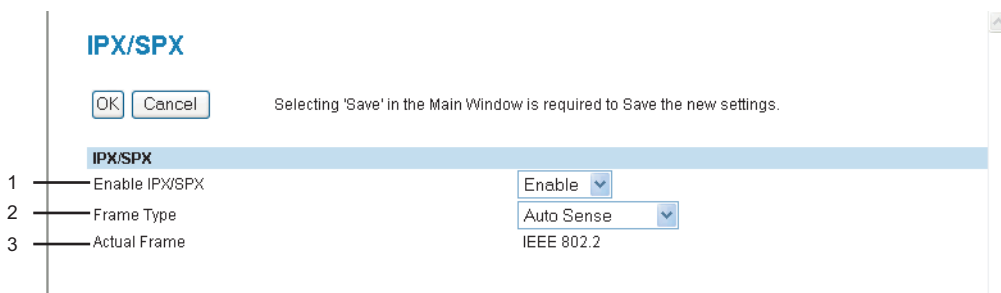
- **IP Address** — IPv6 addresses obtained from DHCPv6 Server is displayed.

Tips

- One IPv6 address can be obtained from the DHCPv6 server.
- When the "Use Stateful Address" option is selected, you can select neither "Manual" nor "Use Stateless Address".

Setting up the IPX/SPX

You can set the IPX/SPX protocol to enable the communication over IPX/SPX. The IPX/SPX must be configured to enable Novell printing with NetWare server 5.1, 6.0, 6.5 over IPX/SPX.



IPX/SPX

OK Cancel

Selecting 'Save' in the Main Window is required to Save the new settings.

IPX/SPX

1 — Enable IPX/SPX Enable

2 — Frame Type Auto Sense

3 — Actual Frame IEEE 802.2

1) Enable IPX/SPX

Select whether the IPX/SPX protocol is enabled or disabled. Please enable this when configuring Novell printing over the IPX/SPX network.

2) Frame Type

Select the desired frame type for IPX/SPX.

- **Auto Sense** — Select this to use an appropriate frame type that the equipment found first.
- **IEEE 802.3/Ethernet II/IEEE 802.3 Snap/IEEE802.2** — Instead of "Auto Sense", select the frame types to be used from these options.

3) Actual Frame

This displays the actual frame type of the equipment.

Setting up the AppleTalk

You can set the protocol to enable communication over AppleTalk. The AppleTalk must be configured to enable AppleTalk printing from Macintosh computers.

1) Enable Apple Talk

Select whether the AppleTalk protocol is enabled or disabled. Please enable this when configuring AppleTalk printing.

2) Device Name

Enter the device name of the equipment that will be displayed in the AppleTalk network.

3) Desired Zone

Enter the zone name where the equipment will connect — if required. If you leave an asterisk in this field, the equipment will connect to the default zone.

Setting up the Bonjour

In Bonjour, you can enable or disable the Bonjour networking that is available for Mac OS X.

* The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

1) Enable Bonjour

Select whether the Bonjour is enabled or disabled.

2) Link-Local Host Name

Enter the DNS host name of this equipment.

3) Service Name

Enter the device name of this equipment that will be displayed in the Bonjour network.

Setting up the LDAP Session

In LDAP Session, you can enable or disable the LDAP directory service.

LDAP Session

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

1 — Enable LDAP Enable

2 — Enable SSL Disable

3 — Attribute 1 company

4 — Attribute 2 department

1) Enable LDAP

Select whether the LDAP directory service is enabled or disabled.

2) Enable SSL

Select whether the SSL (Secure Sockets Layer) is enabled or disabled for communicating the LDAP directory service.

- **Disable** — Select this to disable the SSL for communicating the LDAP directory service.
- **Verify with imported cert** — Select this to enable the SSL using the imported CA certificate.
- **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.

Notes

- When “Verify with imported cert” is selected, you must import the CA certificate in this equipment.
📖 P.150 “Setting up the Security Service”
- If at least one of the registered LDAP directory services requires the SSL, you must enable the “Enable SSL” option. When the “Enable SSL” option is enabled, this equipment will connect the registered LDAP directory services using SSL first. Then if the connection fails using SSL, this will connect to the registered LDAP directory service without using SSL. Therefore, even if you enable the “Enable SSL” option, this equipment can also connect to the LDAP directory service that the SSL is not required.
- The SSL port number can be set for each LDAP directory service when it is registered.
📖 P.205 “Managing Directory Service”
- Not all operating systems support SSL for all protocols.

3) Attribute 1

Enter the name of the schema corresponding to the LDAP server configuration.

4) Attribute 2


Enter the name of the schema corresponding to the LDAP server configuration.

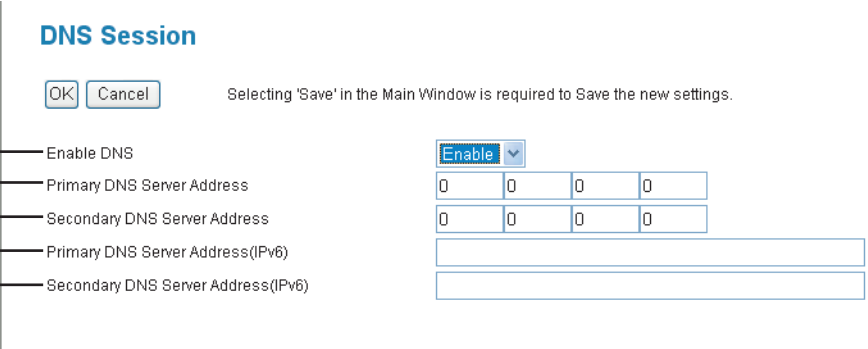
Setting up the DNS Session

In DNS Session, you can specify the DNS server to enable the FQDN (Fully Qualified Domain Name) rather than the IP address on specifying each server address such as SMTP server, POP3 server, and LDAP server.

Tip

When the DNS service is enabled and the DNS server supports the dynamic DNS service, please set the DDNS Session as well.

 P.135 “Setting up the DDNS Session”



DNS Session

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

- 1 — Enable DNS
- 2 — Primary DNS Server Address
- 3 — Secondary DNS Server Address
- 4 — Primary DNS Server Address(IPv6)
- 5 — Secondary DNS Server Address(IPv6)

1) Enable DNS

Select whether the DNS server is used or not.

2) Primary DNS Server Address

Specify the IP address of the primary DNS server when the DNS service is enabled.

3) Secondary DNS Server Address

Specify the IP address of the secondary DNS server when the DNS service is enabled, as you require.

4) Primary DNS Server Address(IPv6)


Specify the IP address of the primary DNS server when the DNS service is enabled in IPv6.

5) Secondary DNS Server Address(IPv6)

Specify the IP address of the secondary DNS server when the DNS service is enabled in IPv6, as required.

Tip

When the “Obtain a Domain Server Address automatically” option (For IPv6, “Use DHCPv6 Server for options” option) is enabled in the TCP/IP settings, the server address of the primary and secondary DNS server addresses can be obtained using the DHCP server.

 P.126 “Setting up the TCP/IP (IPv4)”

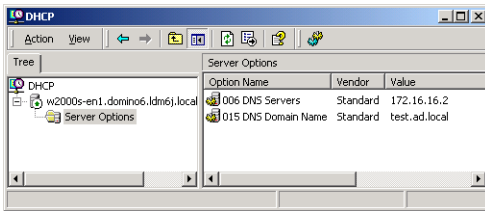
 P.129 “Setting up the IPv6”

Setting up the DDNS Session

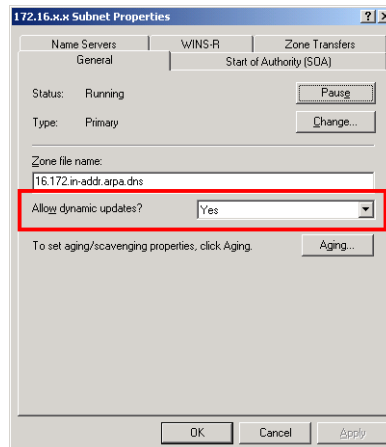
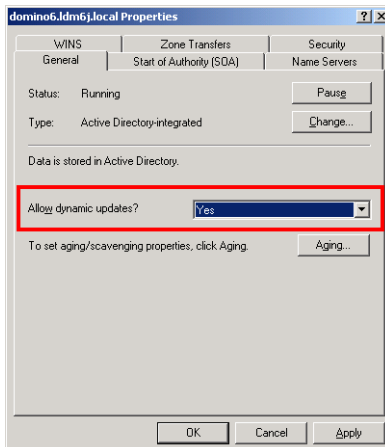
In DDNS Session, you can enable the Dynamic DNS service if the DNS server supports the dynamic DNS.

Notes

- When using the security in DDNS, if the difference between the time set in the server, in which Windows DNS record is to be updated, and the one set in the equipment exceeds the time stated in the account policy of the server, the DNS update using the security will fail. Check the time set for the DNS server and match with the one set for the equipment.
- When using DDNS and the IP address is assigned using DHCP, enable “006 DNS Servers” and “015 DNS Domain Name” in the DHCP Server’s Scope Options or Server Options.



- When using DDNS, make sure the “Allow dynamic updates?” option is set to “Yes” (for Windows 2000 Server) or “Nonsecure and Secure” (for Windows Server 2003) for the Forward Lookup Zones and Reversed Lookup Zones. If setting of Windows Server 2003 is “Secure” mode or “None” for this DDNS function, you need to set the correct primary login name and primary password for update the DNS server by DDNS. If you do not want to use DDNS such as managed by primary and secondary login name and password, you need to add the equipment’s host name manually in the Forward and Reversed Lookup Zone.



DDNS Session

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

1	Enable DDNS	Enable ▾
2	Host Name	MFP-04998820
3	Domain Name	
4	Primary Login Name	
5	Primary Password	
6	Secondary Login Name	
7	Secondary Password	

1) Enable DDNS

Select whether the dynamic DNS service is enabled or disabled.

2) Host Name

Enter the host name that will be added to the DNS server using DDNS.

3) Domain Name

Enter the domain name that will be added to the DNS server using DDNS.

Tip

When the “Obtain a Domain Name automatically” option (For IPv6, "Use DHCPv6 Server for options" option) is enabled in the TCP/IP settings, the domain name can be obtained using the DHCP server.

📖 P.126 “Setting up the TCP/IP (IPv4)”

📖 P.129 “Setting up the IPv6”

4) Primary Login Name

Enter the primary login name for the dynamic DNS service.

5) Primary Password

Enter the primary password for the dynamic DNS service.

6) Secondary Login Name

Enter the secondary login name for the dynamic DNS service.

7) Secondary Password

Enter the secondary password for the dynamic DNS service.

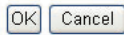
Note

In the “DDNS Session” setting on TopAccess, when you change Primary Login Name, Primary Password, Secondary Login Name or Secondary Password, also change the corresponding items, such as Host Name / Domain name in the “DDNS Session” setting or Primary DNS Server Address / Secondary DNS Server Address in the “DNS Session” setting in one go, or turn the power of the equipment OFF and then back ON, in order to make the setting be reflected.

Setting up the SMB Session

In SMB Session, you can specify the SMB network properties to access this equipment through a Microsoft Windows Network and enable SMB printing. When you enable the SMB, users can also browse the local folder in the equipment. You can also specify the WINS server when the WINS server is used to enable the Windows print sharing and Windows file sharing services between the different subnets.

SMB Session



Selecting 'Save' in the Main Window is required to Save the new settings.

SMB				
1	SMB Server Protocol	Enable		
2	Internet Protocol Version	<input checked="" type="radio"/> IPv4 <input type="radio"/> IPv6		
3	NetBIOS Name	MFP-04587857		
4	Logon	<input checked="" type="radio"/> Workgroup <input type="radio"/> Domain		
5	Primary Domain Controller			
6	Backup Domain Controller			
7	Logon User Name			
8	Password			
9	Primary WINS Server	192	168	110
10	Secondary WINS Server	0	0	0
SMB Signing of SMB Server				
<input checked="" type="radio"/> If client agrees,digital signature is done for the communication.				
<input type="radio"/> Digital signature is always done for the communication on the server side.				
<input type="radio"/> Digital signature isn't done for the communication for the server.				
SMB Signing of SMB Client				
<input checked="" type="radio"/> If server agrees,digital signature is done for the communication.				
<input type="radio"/> Digital signature is always done for the communication on the client side.				
<input type="radio"/> Digital signature isn't done for the communication for the client.				

1) SMB Server Protocol

Select whether the SMB protocol is enabled or disabled.

- **Enable** — Select this to enable SMB.
- **Disable** — Select this to disable SMB.
- **Disable Print Share** — Select this to enable the file sharing service using SMB, but disable SMB printing.
- **Disable File Share** — Select this to enable SMB printing, but disable the file sharing service using SMB.

2) Internet Protocol Version

Select an Internet Protocol Version.

- **IPv4** — Select this to enable IPv4. IPv6 is disabled.
- **IPv6** — Select this to enable IPv6. IPv4 is disabled.

Note

Switching the SMB internet protocol version requires you to restart the equipment to reflect the change. When "Reboot the machine" appears on the control panel of the equipment, turn the power switch to OFF and then back ON.

3) NetBIOS Name

Enter the NetBIOS name of this equipment. The equipment uses "MFP-<NIC Serial Number>" as the default NetBIOS name.

Note

You can enter only alphanumeric characters and "-" (hyphenation) for NetBIOS name. If you use any other characters, a warning message will be displayed.


4) Logon

Enter the workgroup or domain that this equipment joins.

- **Workgroup** — Select this and enter the workgroup name when the equipment will logon in the workgroup. All client computers can access this equipment without a user name and password.
- **Domain** — Select this and enter the domain name when the equipment will logon in the domain. Any client computers which are not a member of the domain will need a valid user name and password to access this equipment. Use this for a more secure access to this equipment.

Tip

When the "Obtain a Domain Name automatically" option (For IPv6, "Use DHCPv6 Server for options" option) is enabled in the TCP/IP settings, the domain name can be obtained using the DHCP server.

 P.126 "Setting up the TCP/IP (IPv4)"

 P.129 "Setting up the IPv6"

Note

You can enter only alphanumeric characters and symbols except following characters for Workgroup.

; : " < > * + = \ | ? ,

If you use any other characters, a warning message will be displayed.

5) Primary Domain Controller

Specify the server name or IP address of the primary domain controller when this equipment will logon the domain network.

6) Backup Domain Controller

Specify the server name or IP address of the backup domain controller when this equipment will logon the domain network, if required. If the Primary Domain Controller is unavailable, the Backup Domain Controller will be used to logon.

Note

If the wrong primary or backup domain controller is specified, the NIC INITIALIZING message will be displayed for 5 to 10 minutes while this equipment searches for the primary or backup domain controller. In that case, correct the primary or backup domain controller setting after the NIC INITIALIZING message disappears.

7) Logon User Name

Enter a valid user name that is able to logon the specified domain.

8) Password

Enter the password for the specified logon user name to logon the domain network.

9) Primary WINS Server

Specify the IP address of the primary WINS server when the WINS server is used to provide the NetBIOS name in your local area network. This option would be more useful to access this equipment using the NetBIOS Name form a different subnet.

Tip

When the “Obtain a WINS Server Address automatically” option is enabled in the TCP/IP settings, the primary and secondary WINS server address can be obtained using the DHCP server.

📖 P.126 “Setting up the TCP/IP (IPv4)”

10) Secondary WINS Server

Specify the IP address of the secondary WINS server as you require when the WINS server is used to provide NetBIOS name in your local area network. If the Primary WINS Server is unavailable, the Secondary WINS Server will be used.

Tip

When the “Obtain a WINS Server Address automatically” option is enabled in the TCP/IP settings, the primary and secondary WINS server address can be obtained using the DHCP server.

📖 P.126 “Setting up the TCP/IP (IPv4)”

Note

If “0.0.0.0” is entered for Primary WINS Server and Secondary WINS Server, this equipment will not use the WINS server.

11) SMB Signing of SMB Server

Select whether SMB Signing is enabled or disabled when a client accesses this equipment using SMB, such as when a client accesses the shared folder in this equipment.

- **If client agrees, digital signature is done for the communication** — Select this to use the digital signature to secure the communication only when a client accesses this equipment with a digital signature. Even if a client accesses this equipment without a digital signature, the communication is allowed without the digital signature.
- **Digital signature is always done for the communication on the server side** — Select this to allow the communication only when a client accesses this equipment with a digital signature. When a client accesses this equipment without a digital signature, the communication is not allowed.
- **Digital signature isn't done for the communication for the server** — Select this to allow the communication only when a client accesses this equipment without a digital signature. When a client is set as that it will always access a SMB server with a digital signature, the communication is not allowed.

Note

If you do not know whether the SMB Signing of SMB Client is enabled or disabled in the client computers, it is recommended to select “If client agrees, digital signature is done for the communication”. If this is set incorrectly, the SMB communication may become unavailable.

12) SMB Signing of SMB Client

Select whether SMB Signing is enabled or disabled when this equipment accesses the clients using SMB, such as when this equipment stores the scanned data in the network folder using SMB.

- **If server agrees, digital signature is done for the communication** — Select this to use the digital signature to secure the communication to a SMB server only when the SMB Signing of SMB Server that this equipment accesses is enabled. If the SMB Signing of SMB Server is disabled in a SMB server, the communication is performed without the digital signature.
- **Digital signature is always done for the communication on the client side** — Select this to make that this equipment always accesses a SMB server with a digital signature. When the SMB Signing of SMB Server is disabled in a SMB server, the communication is not allowed.
- **Digital signature isn't done for the communication for the client** — Select this to communicate a SMB server without the digital signature. If the SMB Signing of SMB Server is always enabled in a SMB server, the communication is not allowed.

Notes

- If you do not know whether the SMB Signing of SMB Server is enabled or disabled in the SMB servers, it is recommended to select “If server agrees, digital signature is done for the communication”. If this is set incorrectly, the SMB communication may become unavailable.
- When communicating the Windows Server 2003 as a SMB server, it is recommended to select “If server agrees, digital signature is done for the communication” or “Digital signature is always done for the communication on the client side”, because the SMB Signing of SMB Server is enabled on the Windows Server 2003 as the default.

Setting up the NetWare Session

In NetWare Session, you can set the NetWare Bindery or NDS service. This must be set when configuring a Novell printing environment.

1) Enable Bindery

Select whether the NetWare Bindery mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in bindery mode, you must enable this.

2) Enable NDS

Select whether the NetWare NDS mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in NDS mode, you must enable this. When this is enabled, you should also specify the context and tree for the NDS.

3) Context

Enter the NDS context that the NetWare print server for this equipment is located.

4) Tree

Enter the NDS tree.

5) Search root

Enter the NetWare server name that this equipment preferentially searches for the queues.

Setting up the HTTP Network Service

In HTTP Network Service, you can enable or disable Web-based services such as TopAccess and e-Filing web utility.

HTTP Network Service

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

- 1 Enable HTTP Server
- 2 Enable SSL
- 3 Primary Port Number
- 4 Secondary Port Number
- 5 SSL Port Number

1) Enable HTTP Server

Select whether the Web-based services such as TopAccess and e-Filing web utility are enabled or disabled.

2) Enable SSL

Select whether the SSL (Secure Sockets Layer) is enabled or disabled.

When this is enabled, the data transferred between the equipment and client computers will be encrypted using a private key when operating TopAccess and e-Filing web utility.

Notes

- To enable SSL, you must create a self-signed certificate or import a server certificate in Security Service. If the self-signed certificate is not created or a server certificate is not imported, the SSL will not work correctly. For Windows Vista, you need to import certificates also to the client PC.
 - 📖 P.150 "Setting up the Security Service"
 - 📖 P.322 "Installing Certificates for a Client PC"
- Not all operating systems support SSL for all protocols.

3) Primary Port Number

Enter the port number for the NIC HTTP server. Generally "80" is used for this port.

4) Secondary Port Number

Enter the port number for TopAccess and the e-Filing web utility. Generally "8080" is used for this port.

5) SSL Port Number

Enter the port number for the SSL. Generally "10443" is used for this port.

Setting up the SMTP Client

In SMTP Client, you can enable or disable SMTP transmission for sending the Internet Fax and Emails.

Note

A From Address setting is also required to send Internet Fax and Emails. For information about the From Address setting, please refer to the following sections.

📖 P.178 “Setting up Email Settings”

📖 P.180 “Setting up Internet Fax Settings”

The From Address can be also determined automatically when the User Management Setting is enabled. For more information about the User Management Setting, please refer to **User Management Guide**.

SMTP Client

OK Cancel

Selecting 'Save' in the Main Window is required to Save the new settings.

1	Enable SMTP Client	Enable
2	Enable SSL	Disable
3	SSL/TLS	STARTTLS
4	SMTP Server Address	
5	POP Before SMTP	Disable
6	Authentication	Disable
7	Login Name	
8	Password	
9	Maximum Email / InternetFax Size	30 MB
10	Port Number	25

1) Enable SMTP Client

When this is enabled, this equipment sends an Internet Fax and an Email to the specified SMTP server for transmission over the Internet.

2) Enable SSL

Select whether the SSL (Secure Sockets Layer) is enabled or disabled for SMTP transmission.

- **Disable** — Select this to disable the SSL for SMTP transmission.
- **Verify with imported cert** — Select this to enable the SSL using the imported CA certificate.
- **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.

Notes

- When “Verify with imported cert” is selected, you must import the CA certificate in this equipment.
 - 📖 P.150 “Setting up the Security Service”
- Not all operating systems support SSL for all protocols.

3) SSL/TLS

Select the protocol for the SSL when the “Enable SSL” option is enabled.

- **STARTTLS** — Select this to send a message in TLS (Transport Layer Security) using STARTTLS that is the extension command for SMTP transmission.
- **Over SSL** — Select this to send a message in SLL (Secure Socket Layer).

Note

When you select “Over SSL”, please make sure to change the port number correctly. Generally, “465” port is used for the Over SSL instead of “25” port.

4) SMTP Server Address

Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server when “Enable SMTP Client” is enabled.

Note

If you use FQDN to specify the SMTP server, you must configure the DNS server and enable the DNS in the DNS Session.

Tip

When the “Obtain a SMTP Server Address automatically” option is enabled in the TCP/IP settings, the SMTP server address can be obtained using the DHCP server.

📖 P.126 “Setting up the TCP/IP (IPv4)”

5) POP Before SMTP

Select whether the POP Before SMTP authentication is enabled or disabled.

Note

If you use FQDN to specify the SMTP server, you must configure the DNS server and enable the DNS in the DNS Session.

Tip

When the “Obtain a SMTP Server Address automatically” option is enabled in the TCP/IP settings, the SMTP server address can be obtained using the DHCP server.

📖 P.126 “Setting up the TCP/IP (IPv4)”

6) Authentication

Select the type of the authentication to access the SMTP server.

- **Disable** — Select this to access the SMTP server using no authentication.
- **Plain** — Select this to access the SMTP server using the plain authentication.
- **Login** — Select this to access the SMTP server using the login authentication.
- **CRAM-MD5** — Select this to access the SMTP server using the CRAM-MD5 authentication.
- **Digest-MD5** — Select this to access the SMTP server using the Digest-MD5 authentication.
- **NTLM(IWA)** — Select this to access the SMTP server using the NTLM (IWA) authentication.
- **Kerberos** — Select this to access the SMTP server using the Kerberos authentication.
- **Auto** — Select this to access the SMTP server using the appropriate authentication that this equipment detects.

7) Login Name

Enter the login name to access the SMTP server if the SMTP authentication is enabled.

8) Password

Enter the password to access the SMTP server if the SMTP authentication is enabled.

9) Maximum Email / Internet Fax Size

Select the maximum size that this equipment allows to send using the SMTP.

10) Port Number

Enter the port number for accessing the SMTP server when “Enable SMTP Client” is enabled. The port number depends on the port setting in the SMTP server. Generally “25” is used.

Setting up the SMTP Server

In SMTP Server, you can enable or disable SMTP transmission for receiving the Internet Fax and Emails. This function is usually set when you want to enable the Offramp Gateway feature.

SMTP Server

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

1	Enable SMTP Server	Enable
2	Port Number	25
3	Email Address	
4	Enable OffRamp Gateway	Disable
5	OffRamp Security	Enable
6	OffRamp Print	Enable

1) Enable SMTP Server

Select whether this equipment works as an SMTP server or not. This must be enabled when you enable the Offramp Gateway feature. When this is enabled, this equipment can receive Internet Faxes or Emails that are forwarded through the SMTP to the domain of this equipment.

2) Port Number

Enter the port number to transmit an Internet Faxes or Emails. Generally “25” is used for the SMTP transmission.

3) Email Address

Enter the Email address of this equipment. When this equipment works as an SMTP server, it can receive all Internet Faxes and Emails that contain its domain name. When the Email address of received Internet Faxes or Emails match, this equipment will print the document.

4) Enable OffRamp Gateway

Select whether the Offramp Gateway transmission is enabled or disabled.

5) OffRamp Security

Select whether the Offramp Security is enabled or disabled. When enabled, this equipment cancel the offramp gateway transmissions that are forwarding to the fax numbers not registered in the Address Book of this equipment. This can prevent the unauthorized offramp gateway transmission.

6) OffRamp Print

Select whether this equipment should print documents sent using the offramp gateway transmission. When enabled, you can confirm the documents that are transmitted using the offramp gateway transmission by printing them.

Setting up the POP3 Network Service

In POP3 Network Service, you can specify the POP3 server to receive an Internet Fax and Emails.

POP3 Network Service

OK Cancel

Selecting 'Save' in the Main Window is required to Save the new settings.

- 1 Enable POP3 Client: Enable
- 2 Enable SSL: Disable
- 3 POP3 Server Address: [Empty text field]
- 4 Authentication: Disable
- 5 Type POP3 Login: Auto
- 6 Account Name: [Empty text field]
- 7 Password: [Empty text field]
- 8 Scan Rate: 5 Minutes
- 9 Port Number: 110
- 10 SSL Port Number: 995

1) Enable POP3 Client

Select whether retrieving an Internet Fax and an Email from the POP3 server is enabled or disabled.

2) Enable SSL

Select whether the SSL (Secure Sockets Layer) is enabled or disabled for POP3 transmission.

- **Disable** — Select this to disable the SSL for POP3 transmission.
- **Verify with imported cert** — Select this to enable the SSL using the imported CA certificate.
- **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.

Notes

- When “Verify with imported cert” is selected, you must import the CA certificate in this equipment.
📖 P.150 “Setting up the Security Service”
- Not all operating systems support SSL for all protocols.

3) POP3 Server Address

Enter the IP address or FQDN (Fully Qualified Domain Name) of the POP3 server when “Enable POP3 Client” is enabled.

Note

If you use FQDN to specify the POP3 server, you must configure the DNS server and enable the DNS in the DNS Session.

Tip

When the “Obtain a POP3 Server Address automatically” option is enabled in the TCP/IP settings, the POP3 server address can be obtained using the DHCP server.

📖 P.126 “Setting up the TCP/IP (IPv4)”

4) Authentication

Enable or disable the authentication for accessing the POP3 server.

- **Disable** — Select this to disable the authentication.
- **NTLM/SPA** — Select this to access the POP3 server using the NTLM/SPA authentication.
- **Kerberos** — Select this to access the POP3 server using the Kerberos authentication.

5) Type POP3 Login

Select the POP3 login type.

- **Auto** — Select this to automatically designate the POP3 login type of the POP3 server.
- **POP3** — Select this to use the general POP3 login type.
- **APOP** — Select this to use APOP login type. APOP allows users to access the POP3 server by encrypting the user name and password.

Note

If it is not possible to Login to the mail server using “Auto”, manually set the type of POP3 Login to either “POP3” or “APOP”.

6) Account Name

Enter the account name for this equipment to access the POP3 server.

Note

Please enter the account name without the domain name when “NTLM/SPA” or “Kerberos” is selected at the “Authentication” option.

7) Password

Enter the password to access the POP3 server.

8) Scan Rate

Enter how often this equipment should access the POP3 server for new messages.

9) Port Number

Enter the port number to access the POP3 server. The port number depends on the port setting in the POP3 server. Generally “110” is used.

10) SSL Port Number

Enter the port number to access the POP3 server using SSL. The SSL port number depends on the port setting in the POP3 server. Generally “995” is used.

Setting up the SNTP Service

In SNTP Service, you can specify the SNTP server to refresh the time settings of this equipment using SNTP service.

SNTP Service

OK Cancel

Selecting 'Save' in the Main Window is required to Save the new settings.

- 1 Enable SNTP
- 2 Primary SNTP Address
- 3 Secondary SNTP Address
- 4 Scan Rate h
- 5 Port Number

1) Enable SNTP

Select whether the SNTP service is enabled or disabled. When this is enabled, the time settings of this equipment can be adjusted using the SNTP service.

2) Primary SNTP Server

Specify the IP address of the primary SNTP server when the SNTP service is enabled.

3) Secondary SNTP Server

Specify the IP address of the secondary SNTP server as you require.

Tip

When the “Obtain a SNTP Server Address automatically” option is enabled in the TCP/IP settings, the SNTP server address can be obtained using the DHCP server.

P.126 “Setting up the TCP/IP (IPv4)”

4) Scan Rate

Enter how often this equipment should access the SNTP server.

5) Port Number

Enter the port number for the SNTP service. Generally “580” is used for the SNTP port number.

Setting up the FTP Client

In FTP Client, you can specify the default port number used for the Save as file using the FTP protocol.

FTP Client

OK Cancel

Selecting 'Save' in the Main Window is required to Save the new settings.

- 1 Default Port Number

1) Default Port Number

Enter the port number to access the FTP site. The port number depends on the port setting in the FTP site. Generally “21” is used.

Setting up the FTP Server

In FTP Server, you can enable or disable the FTP server functions.

FTP Server

OK Cancel

Selecting 'Save' in the Main Window is required to Save the new settings.

1 — Enable FTP Server Enable ▾

2 — Enable SSL Disable ▾

3 — Default Port Number 21

4 — SSL Port Number 990

1) Enable FTP Server

Select whether the FTP server is enabled or disabled. Select Enable to enable the following functions.

- FTP printing
- Reading/writing the address book data using the AddressBook Viewer
- Backing up/Restoring the e-Filing data using the e-Filing Backup/Restore Utility

2) Enable SSL

Select whether the SSL (Secure Sockets Layer) is enabled or disabled for FTP server.

Notes

- To enable SSL, you must create a self-signed certificate or import a server certificate in Security Service. If the self-signed certificate is not created or a server certificate is not imported, the SSL will not work correctly. For Windows Vista, you need to import certificates also to the client PC.
 - 📖 P.150 "Setting up the Security Service"
 - 📖 P.322 "Installing Certificates for a Client PC"
- Not all operating systems support SSL for all protocols.

3) Default Port Number

Enter the port number for the FTP server. Generally "21" is used.

4) SSL Port Number

Enter the port number that is used to access this equipment using FTP with SSL. Generally "990" is used.

Setting up the SNMP Network Service

In SNMP Network Service, you can enable or disable the SNMP to monitor the device status using a network monitoring utility. If an administrator wants to monitor the device status with a monitoring utility, programmed to fit the MIB, you must enable the SNMP and SNMP Traps.

SNMP Network Service

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

- 1 — Enable SNMP: Enable
- 2 — Read Community: public
- 3 — Read Write Community: private
- 4 — Enable Authentication Trap: Enable
- 5 — Enable Alerts Trap: Enable
- 6 — IP Trap Address1: 0 0 0 0
- IP Trap Address2: 0 0 0 0
- IP Trap Address3: 0 0 0 0
- IP Trap Address4: 0 0 0 0
- IP Trap Address5: 0 0 0 0
- IP Trap Address6: 0 0 0 0
- IP Trap Address7: 0 0 0 0
- IP Trap Address8: 0 0 0 0
- IP Trap Address9: 0 0 0 0
- IP Trap Address10: 0 0 0 0
- 7 — IP Trap Community: public
- 8 — IPX Trap Address:

1) Enable SNMP

Select whether the SNMP monitoring with MIB is enabled or disabled. This must be enabled to allow users to connect using TWAIN driver, File Downloader, and the AddressBook Viewer.

2) Read Community

Enter the SNMP read community name for the SNMP access.

Notes

- If you specify a community name other than “public” for the Read Community, the applications that use MIB (TWAIN driver, File Downloader, and AddressBook Viewer) will be unavailable. The SNMP communication of the printer driver also will be unavailable, so that the obtaining the configurations, confirming the department code, and obtaining the available boxes in e-Filing will be disabled.
- When you set the “Read Community” option blank, the SNMP communication between the SNMP Browser of Client PC and this equipment will be disabled.

3) Read Write Community

Enter the SNMP Read Write community name for the SNMP access.

Notes

- If you specify a community name other than “private” for the Read Write Community, the applications that use MIB (TWAIN driver, File Downloader, and AddressBook Viewer) will be unavailable. The SNMP communication of the printer driver also will be unavailable, so that the obtaining the configurations, confirming the department code, and obtaining the available boxes in e-Filing will be disabled.
- When you set the “Read Write Community” option blank, the SNMP communication between the SNMP Browser of Client PC and this equipment will be disabled.

4) Enable Authentication Trap

Select whether sending a SNMP Traps when this equipment is accessed using SNMP from a different read community.

5) Enable Alerts Trap

Select whether sending a SNMP Traps when an alert condition occurs.

6) IP Trap Address 1-10

Enter the IP address where the SNMP Traps will be sent. You can specify up to 10 addresses.

7) IP Trap Community


Enter the trap community name for the IP Traps.


8) IPX Trap Address


Enter the IPX address where the SNMP Traps will be sent.

Setting up the Security Service

In Security Service, you can install the certificate for the authentication with the RADIUS server in the Wireless LAN network, create or install a server certificate to enable SSL for the HTTP Network Service, FTP Server, and IPP Print Service, install CA certificates to be used for SSL of LDAP, SMTP Client, and POP3 Network Service, and install a server certificate and a CA certificate required for enabling SSL for the Web Service printing.

 P.150 “Installing Certificate for Wireless LAN”

 P.152 “Installing Server Certificate”

 P.159 “Installing CA Certificate”

— Installing Certificate for Wireless LAN

When you want to set the 802.1x authentication with the RADIUS server for the optional Wireless LAN Module (GN-1041), you must install user certificate and CA certificate as required.

Notes

- This equipment supports CA certificate and User certificate that are the following encoding format.
 - CA Certificate: DER, BASE64, PKCS#7
 - User Certificate: PKCS#12
- This equipment supports md5RSA and sha1RSA certificate. Please make sure to use the certificate in these algorithms.

Tip

For further information about the Wireless LAN, please see ***Operator’s Manual for Wireless LAN Module*** which is included in the CD-ROM for the GN-1041 Wireless LAN Module.

Installing certificate for Wireless LAN

1 Click [Security Service].

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with links for e-Filing, Logout, and Administration. Below this is a menu with categories like Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The main content area is titled 'Setup' and includes a 'Save' button. A table shows the status of various certificates:

Security Service	
Install Certificate for Wireless LAN	Not Installed
Server certificate	Not Installed
CA certificate	Not Installed

At the bottom of the page, there are links for 'Install Software', 'Top', and 'Help', along with a copyright notice for Toshiba Tec Corporation.

- The Security Service page is displayed.

2 Click [Browse] to select CA certificate and user certificate file as required. Then click [Upload].

The screenshot shows the 'Security Service' page with a 'Previous' button. It is divided into three sections:

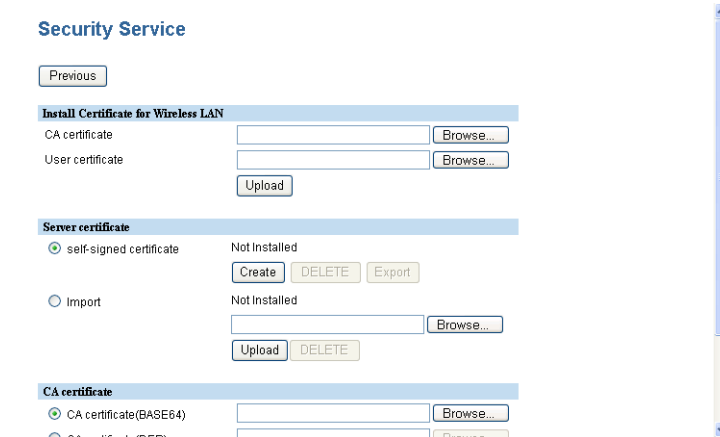
- Install Certificate for Wireless LAN:** Contains fields for 'CA certificate' and 'User certificate', both with 'Browse...' buttons, and an 'Upload' button.
- Server certificate:** Has two radio button options: 'self-signed certificate' (selected) and 'Import'. The 'self-signed certificate' option has 'Create', 'DELETE', and 'Export' buttons. The 'Import' option has a 'Browse...' button and 'Upload' and 'DELETE' buttons.
- CA certificate:** Has a radio button option 'CA certificate(BASE64)' (selected) with a 'Browse...' button.

- It start installing the certificates.

Note

Please wait until the installation is completed and the Security Service page is displayed.

3 Click [Previous] to close the Security Service page.



— Installing Server Certificate

To enable SSL for the HTTP Network Service, FTP Server, IPP Print, and Web Service Print Service, you must install a server certificate. To install a server certificate, you create a self-signed certificate, or install an imported server certificate obtained from a certification authority. If you want to use SSL for Web Service Print, install an imported server certificate, not a self-signed certificate.

P.153 “Creating/Exporting a self-signed certificate”

P.155 “Deleting a self-signed certificate”

P.156 “Installing an imported server certificate”

P.158 “Deleting an imported server certificate”

Tip

When you want to enable SSL for the HTTP Network Service, FTP Server, IPP Print, and Web Service Print Service, the certificates required to install to the equipment and the client PC are as follows:

Use SSL for...	Certificates Required for e-STUDIO			Certificates Required for Client PC		
	Server Certificate		CA Certificate	Self-signed Certificate	Client Certificate	CA Certificate
	Self-signed Certificate	Imported Server Certificate				
HTTP, FTP, IPP Print* ¹	✓	-	-	(✓) ^{*2}	-	-
	-	✓	-	-	-	(✓) ^{*2}
Web Service Print	-	✓	✓	-	✓	✓

*1 In the HTTP Network Service, FTP Server, and IPP Print, if you create a self-signed certificate for the equipment, you need to install the self-signed certificate to the client PC. If you select to install an imported server certificate to the equipment, also install the CA certificate to the client PC.

*2 For Windows XP/2000, you can enable SSL by installing certificates only to the equipment. In this case, a dialog appears when operating the system, asking whether you trust the certificates that were not issued by a trusted certification authority. Click [Yes] to continue the job. If you want to further enhance the security, install certificates also to the client PC.

P.159 “Installing a CA certificate”

P.322 “Installing Certificates for a Client PC”

Creating/Exporting a self-signed certificate

1 Click [Security Service].

The screenshot shows the TopAccess Administration interface. At the top, there are navigation tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs for Setup, Maintenance, Registration, and Message Log. The main content area is titled 'Setup' and contains a 'Save' button. Below the 'Save' button is a table with the following data:

Security Service	
Install Certificate for Wireless LAN	Not Installed
Server certificate	Not Installed
CA certificate	Not Installed

At the bottom of the page, there are links for 'Install Software', 'Top', and 'Help', and a copyright notice for Toshiba TEC Corporation.

- The Security Service page is displayed.

2 Select “self-signed certificate” below “Server certificate” and click [Create].

The screenshot shows the 'Security Service' page. It has a 'Previous' button and three main sections: 'Install Certificate for Wireless LAN', 'Server certificate', and 'CA certificate'. The 'Server certificate' section is selected, and the 'self-signed certificate' option is chosen. The 'Create' button is highlighted.

Install Certificate for Wireless LAN	
CA certificate	<input type="text"/> <input type="button" value="Browse..."/>
User certificate	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	

Server certificate	
<input checked="" type="radio"/> self-signed certificate	Not Installed <input type="button" value="Create"/> <input type="button" value="DELETE"/> <input type="button" value="Export"/>
<input type="radio"/> Import	Not Installed <input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/> <input type="button" value="DELETE"/>	

CA certificate	
<input checked="" type="radio"/> CA certificate(BASE64)	<input type="text"/> <input type="button" value="Browse..."/>
<input type="radio"/> CA certificate(CER)	<input type="text"/> <input type="button" value="Browse..."/>

- The Create self-signed certificate page is displayed.

3 Enter the following items and click [Save].

The screenshot shows the 'Create self-signed certificate' page. It has 'Save' and 'Cancel' buttons. Below are several text input fields with the following values:

Country Name	JP
State or Province Name	Shizuoka-Ken
Locality Name	Mishima-Shi
Organization Name	Toshiba TEC
Organizational Unit Name	CN3
Common Name	MFP-04587857_mfp.toshibatec.co.jp
Email Address	test@toshibatec.co.jp

Country/Region Code — Enter the country or region code using two alphabet characters.

State or Province Name — Enter the State or Province Name.

Locality Name — Enter the city or locality name.

Organization Name — Enter the company name or organization name.

Organizational Unit Name — Enter the department name or organization unit name.

Common Name — Enter your name or common name.

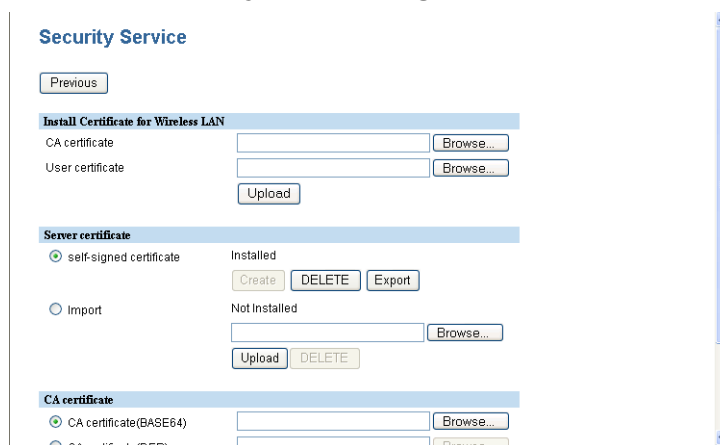
Email Address — Enter your Email address.

Note

For Common Name, the FQDN or IP address of the equipment is recommended to enter.

4 Click [OK].

- The self-signed certificate is created.

5 To export the certificate to a client PC, click [Export] and specify the folder to save the certificate. If you are finished, click [Previous] to close the Security Service page.**Tip**

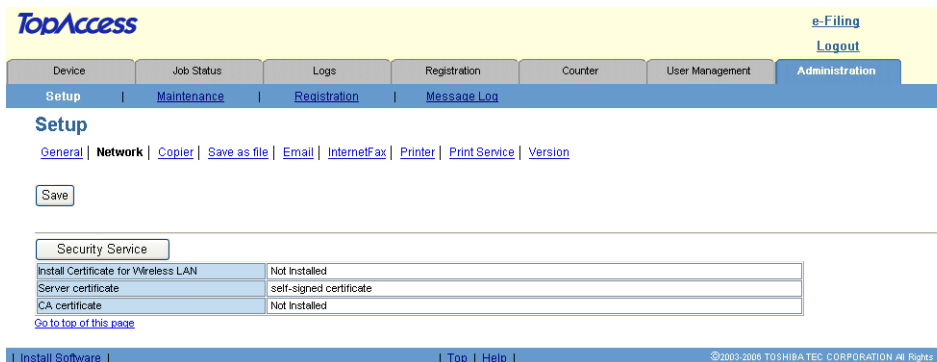
Export the certificate if you install it to the client PC. By installing certificates to the client PC, you can enhance the security of your system. For details, see the following.

6 Then you can enable SSL for the following network settings.

- 📖 P.141 "Setting up the HTTP Network Service"
- 📖 P.148 "Setting up the FTP Server"
- 📖 P.190 "Setting up the IPP Print"

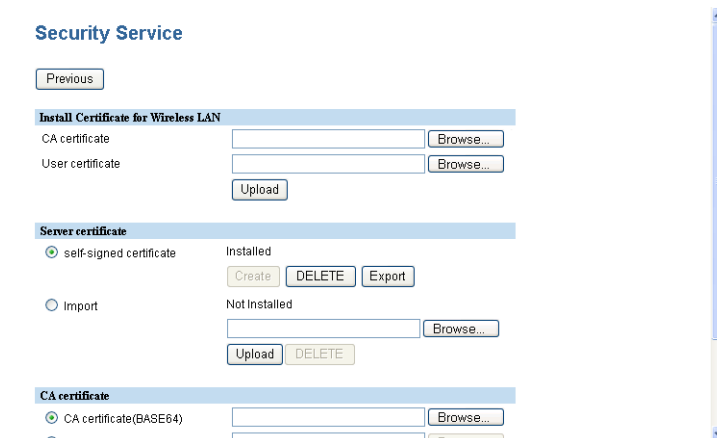
Deleting a self-signed certificate

1 Click [Security Service].



- The Security Service page is displayed.

2 Click [DELETE] in the “self-signed certificate” option.

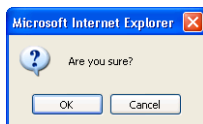


- The confirmation dialog box appears.

Note

If the self-signed certificate has not been created, you cannot delete the self-signed certificate.

3 Click [OK].



- The self-signed certificate is deleted.

4 Click [Previous] to close the Security Service page.

Security Service

Install Certificate for Wireless LAN

CA certificate

User certificate

Server certificate

self-signed certificate Not Installed

Import Not Installed

CA certificate

CA certificate(BASE64)

CA certificate(CER)

Installing an imported server certificate

1 Click [Security Service].

TopAccess e-Filing
Logout

Device | Job Status | Logs | Registration | Counter | User Management | **Administration**

Setup | Maintenance | Registration | Message Log

Setup

[General](#) | [Network](#) | [Copier](#) | [Save as file](#) | [Email](#) | [InternetFax](#) | [Printer](#) | [Print Service](#) | [Version](#)

Install Certificate for Wireless LAN	Not Installed
Server certificate	Not Installed
CA certificate	Not Installed

[Go to top of this page](#)

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- The Security Service page is displayed.

2 Click [Browse] to select server certificate file and then click [Upload].

Security Service

Install Certificate for Wireless LAN

CA certificate

User certificate

Server certificate

self-signed certificate Not Installed

Import Not Installed

C:\Documents and Settings\Admin\

CA certificate

CA certificate(BASE64)

CA certificate(CER)

- The alert message dialog box appears.

3 Click [OK].

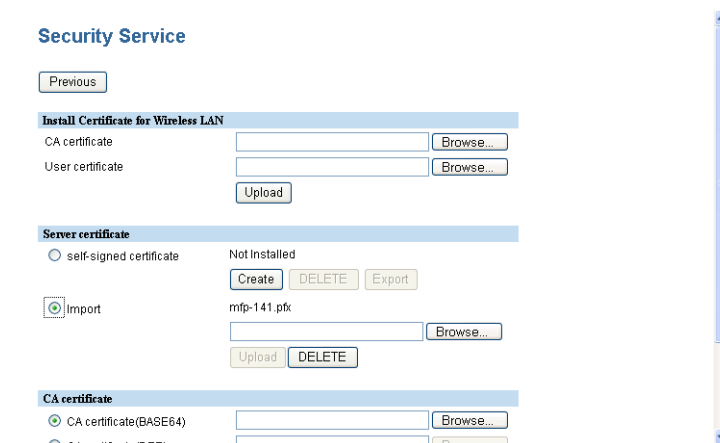


- The server certificate is imported.

Tip

This message appears to inform you to input the password for the server certificate from the touch panel of the equipment before saving the network settings.

4 Select “Import” and click [Previous] to close the Security Service page.



5 Before enabling SSL, you must input the password for the imported server certificate from the touch panel of the equipment.

For instructions on how to input the password, please refer to the following section in *User Functions Guide*.

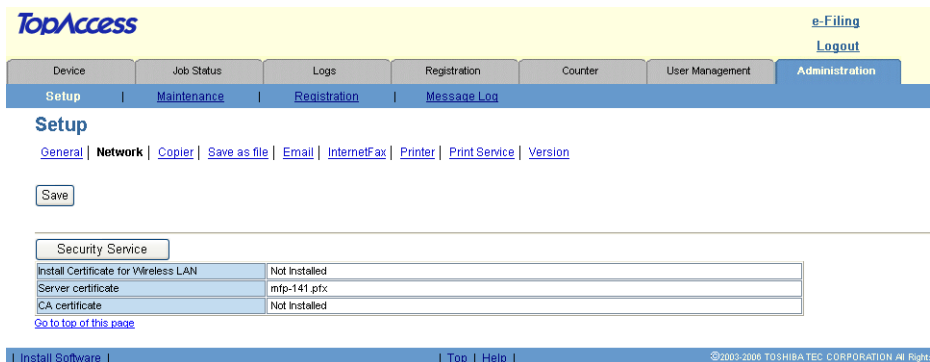
- Chapter 4 “SETTING ITEMS (ADMIN)”
 - “SETTING NETWORK FUNCTIONS”
 - “Setting the User Certificate”

6 Then you can enable SSL for the following network settings.

- 📖 P.141 “Setting up the HTTP Network Service”
- 📖 P.148 “Setting up the FTP Server”
- 📖 P.162 “Setting up the Web Service Setting”
- 📖 P.190 “Setting up the IPP Print”

Deleting an imported server certificate

1 Click [Security Service].



- The Security Service page is displayed.

2 Click [DELETE] in the “Import” option.

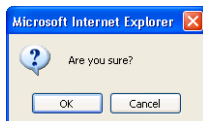


- The confirmation dialog box appears.

Note

If the server certificate has not been imported, you cannot delete the server certificate.

3 Click [OK].



- The self-signed certificate is deleted.

4 Click [Previous] to close the Security Service page.

Security Service

[Previous](#)

Install Certificate for Wireless LAN

CA certificate [Browse...](#)

User certificate [Browse...](#)

[Upload](#)

Server certificate

self-signed certificate Not Installed

[Create](#) [DELETE](#) [Export](#)

Import Not Installed

[Browse...](#)

[Upload](#) [DELETE](#)

CA certificate

CA certificate(BASE64) [Browse...](#)

CA certificate(PFX) [Browse...](#)

— Installing CA Certificate

When you want to enable SSL and verify with a CA certificate for the LDAP Session, SMTP Client, POP3 Network, and Web Service Print, you must install the CA certificate.

Tip

If you want to enable SSL for Web Service Print, you need to install a server certificate in addition to the CA certificate.

📖 P.156 “Installing an imported server certificate”

You can install up to 10 CA certificates in this equipment.

📖 P.159 “Installing a CA certificate”

📖 P.161 “Deleting a CA certificate”

Installing a CA certificate

1 Click [Security Service].

TopAccess [e-Filing](#) [Logout](#)

Device | Job Status | Logs | Registration | Counter | User Management | **Administration**

Setup | Maintenance | Registration | Message Log

Setup

[General](#) | **Network** | [Copier](#) | [Save as file](#) | [Email](#) | [InternetFax](#) | [Printer](#) | [Print Service](#) | [Version](#)

[Save](#)

[Security Service](#)

Install Certificate for Wireless LAN	Not Installed
Server certificate	Not Installed
CA certificate	Not Installed

[Go to top of this page](#)

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- The Security Service page is displayed.

2 Select the encryption of the CA certificate and click [Browse] to select a CA certificate file. Then click [Upload].

CA certificate

User certificate

Server certificate

self-signed certificate Not Installed

Import Not Installed

CA certificate

CA certificate(BASE64) C:\Documents and Settings\Admini

CA certificate(DER)

CA certificate(PKCS#7)

Certificate Files

- The CA certificate is installed.

3 Click [Previous] to close the Security Service page.

Security Service

Install Certificate for Wireless LAN

CA certificate

User certificate

Server certificate

self-signed certificate Not Installed

Import Not Installed

CA certificate

CA certificate(BASE64)

CA certificate(DER)

CA certificate(PKCS#7)

4 Then you can enable SSL by selecting to use the imported certificate in the following network settings.

- 📖 P.133 "Setting up the LDAP Session"
- 📖 P.142 "Setting up the SMTP Client"
- 📖 P.145 "Setting up the POP3 Network Service"
- 📖 P.162 "Setting up the Web Service Setting"

Deleting a CA certificate

1 Click [Security Service].

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with links for e-Filing, Logout, and Administration. Below this is a menu with categories like Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'Administration' category is selected, and the 'Security Service' sub-page is active. The page title is 'Security Service'. There is a 'Save' button and a table listing certificate installation status:

Security Service		
Install Certificate for Wireless LAN		Not Installed
Server certificate		Not Installed
CA certificate		Installed

At the bottom of the page, there are links for 'Install Software', 'Top', and 'Help', and a copyright notice for Toshiba Tec Corporation.

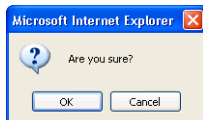
- The Security Service page is displayed.

2 Select the CA certificate file that you want to delete in the “Certificate File” list, and click [DELETE].

The screenshot shows the 'CA certificate' section of the Security Service page. It has three radio button options: 'CA certificate(BASE64)', 'CA certificate(DER)', and 'CA certificate(PKCS#7)'. The 'CA certificate(BASE64)' option is selected. Below these options are three 'Browse...' buttons and an 'Upload' button. At the bottom, there is a 'Certificate Files' list with one entry: 'certnew.cer'.

- The confirmation dialog box appears.

3 Click [OK].



- The self-signed certificate is deleted.

4 Click [Previous] to close the Security Service page.

Security Service

Install Certificate for Wireless LAN

CA certificate

User certificate

Server certificate

self-signed certificate Not Installed

Import Not Installed

CA certificate

CA certificate(BASE64)

CA certificate(CER)

Setting up the Web Service Setting

In Web Service Print and Web Service Scan, you can set the Web service Setting. The Web Service Print operations and Web Service Scan operations are performed on client computers with Windows Vista through a network.

Note

For e-STUDIO218c/351c/451c, the Web Service setting is available only when the Expansion Memory (optional) is installed. When using, add more memory to your computer first, and then enable the Web Service setting.

Web Services Setting

 Selecting 'Save' in the Main Window is required to Save the new settings.

1	Friendly Name	<input type="text" value="TOSHIBA e-STUDIO850-04391220"/>
2	Web Services Print	<input type="text" value="Enable"/> <input type="button" value="v"/>
3	Printer Name	<input type="text" value="TOSHIBA e-STUDIO850-04391220"/>
4	Printer Information	<input type="text"/>
5	Web Services Scan	<input type="text" value="Enable"/> <input type="button" value="v"/>
6	Scanner Name	<input type="text" value="TOSHIBA e-STUDIO850-04391220"/>
7	Scanner Information	<input type="text"/>

1) Friendly Name

Assign the friendly name for this equipment.

2) Web Service Print

Select the Web Service Print setting from the following options.

- **Enable:** select this to enable Web Service Print.
- **Enable with Security:** select this to enable Web Service Print only if SSL is used; without SSL, Web Service Print becomes unavailable, which enhances the security of the service.
- **Disable:** select this to disable Web Service Print.

Tip

To enable SSL for Web Service Print, you need to install a server certificate and a CA certificate to the equipment and a client certificate and the CA certificate to a client PC. For details, see the following.

📖 P.150 “Setting up the Security Service”

📖 P.322 “Installing Certificates for a Client PC”

3) Printer Name

Assign the printer name for this equipment.

4) Printer Information

Assign the printer information for this equipment.

5) Web Service Scan

Select whether the Web Service Scan is enabled or disabled.

6) Scanner Name

Assign the scanner name for this equipment.

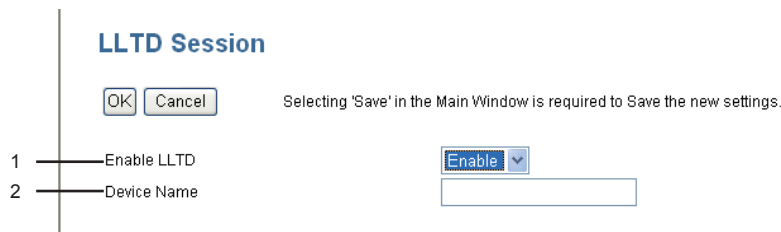
7) Scanner Information

Assign the scanner information for this equipment.

Setting up the LLTD Session

Enable this setting for confirming the device connection status, installing devices or accessing the TopAccess.

This setting also allows you to discover the desired device over the local network and view device information such as location, IP address, MAC address or profile on the Network Map under the Windows Vista environment.



1) Enable LLTD

Select whether the LLTD setting is enabled or disabled.

- **Enable:** Enables the LLTD.
- **Disable:** Disables the LLTD.

2) Device Name

Enter a device name to be displayed on the Network Map. You can enter up to 16 characters for the device name.

Setting up Copier Settings

In the Copier submenu page in the Setup menu, an administrator can configure the copier settings that initially apply to copy operations.

Note

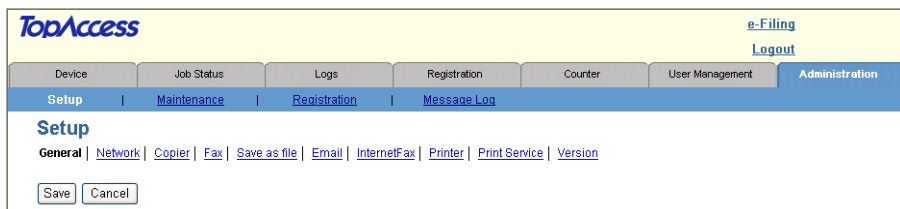
Some settings may not apply to the Touch Panel Display as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the copier settings

1 Access TopAccess in the administrator mode.

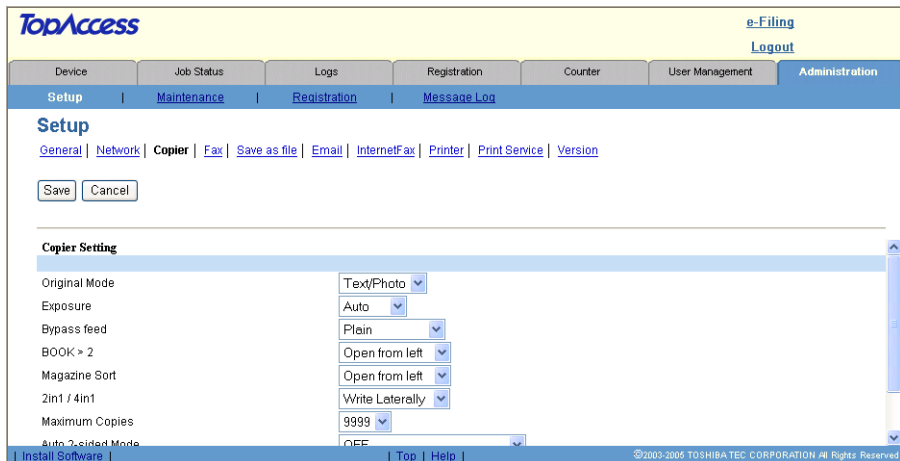
 P.116 “Accessing TopAccess Administrator Mode”


2 Click the Setup menu and Copier submenu.



- The Copier submenu page is displayed.

3 In the Copier submenu page, set the copier settings as required.



- * The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.
- To set the Copier Settings, see the following:
 -  P.165 “Setting up the Copier Settings”

4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Copier submenu then the page displays the current settings in each field.

Setting up the Copier Settings

In Copier Settings, you can set the default copier settings that apply for copy operation from the Touch Panel Display.

Copier Setting	
3 — Original Mode	Text/Photo
5 — Exposure	Auto
6 — Bypass feed	Plain
7 — BOOK > 2	Open from left
8 — Magazine Sort	Open from left
9 — 2in1 / 4in1	Write Laterally
10 — Maximum Copies	9999
11 — Auto 2-sided Mode	OFF
12 — Sort Mode Priority	Non-Sort

* For the black and white model

Copier Setting	
1 — Color Mode	Black
2 — Original Mode for Color	Text/Photo
3 — Original Mode for Black	Text/Photo
4 — Exposure for Color	Manual
5 — Exposure for Black	Auto
6 — Bypass feed	Plain
7 — BOOK > 2	Open from left
8 — Magazine Sort	Open from left
9 — 2in1 / 4in1	Write Laterally
10 — Maximum Copies	999
11 — Auto 2-sided Mode	OFF
12 — Sort Mode Priority	Non-Sort

* For the color model

1) Color Mode*

Select the default color mode for copying.

Note

Only "Black" can be selected when the No Limit Black function is enabled.

2) Original Mode for Color*

Select the default original mode for color originals.

3) Original Mode (Original Mode for Black*)

Select the default original mode for black/white originals.

4) Exposure for Color*

Select the type of image density for color copy.

- **Auto** — Select this to set the Auto mode as the default exposure for color copy. The Auto mode automatically detects the density of the original to make copies at the optimum exposure.
- **Manual** — Select this to set the Manual mode as the default exposure for color copy. The manual mode manually specifies the density of the original.

5) Exposure (Exposure for Black*)

Select the type of image density for black and white copy.

- **Auto** — Select this to set the Auto mode as the default exposure for black and white copy. The Auto mode automatically detects the density of the original to make copies at the optimum exposure.
- **Manual** — Select this to set the Manual mode as the default exposure for black and white copy. The manual mode manually specifies the density of the original.

6) Bypass Tray

Select the default paper type for the Bypass Tray.

7) BOOK > 2

Select the default page arrangement of the book-type originals for Book to 2-sided copy.

- **Open from left** — Select this to copy the booklet originals that are read from a left page.
- **Open from right** — Select this to copy the booklet originals that are read from a right page.

8) Magazine Sort

Select the default page arrangement for magazine sort copy.

- **Open from left** — Select this to set to create a booklet that can be read from a left page.
- **Open from right** — Select this to set to create a booklet that can be read from a right page.

9) 2in1/4in1

Select the default page arrangement for 2in1/4in1 copy.

- **Write Laterally** — Select this to copy each two pages or four pages from right to left or top to bottom. When the portrait originals are copied using 2in1 or 4in1, this equipment copies them from right to left. When the landscape originals are copied using 2in1 or 4in1, this equipment copies them from top to bottom.
- **Write Vertically** — Select this to copy each two pages or four pages from left to right or top to bottom. When the portrait originals are copied using 2in1 or 4in1, this equipment copies them from left to right. When the landscape originals are copied using 2in1 or 4in1, this equipment copies them from top to bottom.

10) Maximum Copies

Select the maximum numbers of pages that users can specify for copying. You can select either "9999"*, "999", "99", or "9" for the Maximum Copies.

11) Auto 2-sided Mode

Select how the 2-sided mode initially applies to copy settings when originals are set in the Automatic Document Feeder.

- **OFF** — Select this to initially apply [1->1 SIMPLEX] when originals are set in the Automatic Document Feeder.
- **One-sided/Double-sided** — Select this to initially apply [1->2 DUPLEX] when originals are set in the Automatic Document Feeder.
- **Double-sided/Double-sided** — Select this to initially apply [2->2 DUPLEX] when originals are set in the Automatic Document Feeder.
- **User Selection** — Select this to initially display the screen to select the 2-sided mode when originals are set in the Automatic Document Feeder.

12) Sorter Mode Priority

Select the default sort mode for copying.

- * Only applicable to the black and white model.

Setting up Fax Settings

In the Fax submenu page in the Setup menu, an administrator can configure the fax device settings and the settings initially apply to fax operations.

Notes

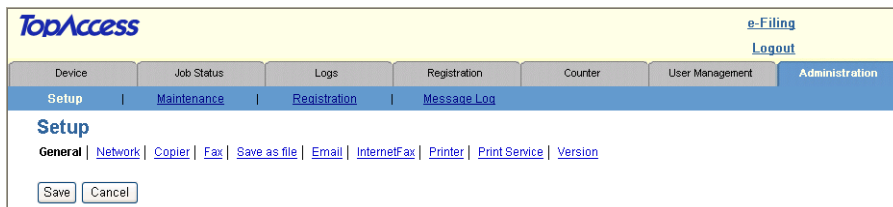
- Some settings may not apply to the Touch Panel Display as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.
- The Fax submenu page in the Setup menu is available only when the optional Fax unit is installed.

Setting the fax settings

1 Access TopAccess in the administrator mode.

 P.116 "Accessing TopAccess Administrator Mode"

2 Click the Setup menu and Fax submenu.



- The Fax submenu page is displayed.

3 In the Fax submenu page, set the fax settings as required.

The screenshot shows the TopAccess web interface. At the top, there's a navigation bar with 'e-Filing' and 'Logout' links. Below that is a main menu with categories like 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. The 'Setup' submenu is selected, showing various options including 'Fax'. Under 'Fax', there are 'Save' and 'Cancel' buttons. The 'Fax Setting' section is expanded, showing several configuration fields: Terminal ID, Fax Number, Line2 Number, Monitor Volume (with a progress indicator), Completion Tone Volume (with a progress indicator), Reception Mode (set to 'Auto'), and Dial Type (set to 'DP').

- To set the Fax Settings, see the following:
 P.169 “Setting up the Fax Settings”

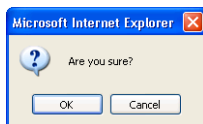
4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Fax submenu then the page displays the current settings in each field.

Setting up the Fax Settings

In Fax Settings, you can set the default fax settings that apply to fax operation from the Touch Panel Display.

Fax Setting	
1	Terminal ID
2	Fax Number
3	Line2 Number
4	Monitor Volume
5	Completion Tone Volume
6	Reception Mode
7	Dial Type
8	Dial Type(Line 2)
9	Line-2 Mode
10	Resolution
11	Original Mode
12	Exposure
13	TTI
14	RTI
15	ECM
16	Discard
17	Reduction
18	Duplex Print
19	Rotate Sort
20	Recovery Transmit
21	Journal Auto Print
22	Memory Transmission Report
23	Multi Transmission Report
24	Polling Report
25	Relay Originator

1) Terminal ID

Enter the terminal ID name (company name) to identify this equipment. The name will be printed at the leading edge of all documents transmitted.

2) Fax Number

Enter the fax number of this equipment. This fax number will be printed at the leading edge of all documents transmitted from Line 1.

3) Line 2 Number

Enter the fax number for Line 2 of this equipment — if installed. This fax number will be printed at the leading edge of all documents transmitted from Line 2.

4) Monitor Volume

Select the volume of the line monitor during transmission.

5) Completion Tone Volume

Select the volume of the line monitor when completing the print for received fax.

6) Reception Mode

Select how this equipment activates when a fax is received.

- **Auto** — Select this to automatically receive incoming originals when the bell rings. Select this when the line is being used exclusively by the fax transmission.
- **Manual** — Select this to manually receive incoming originals after pressing the Start button on the Control Panel.

7) Dial Type

Select the dial type for the Line 1.

DP — Select this to use the Dial Pulse type for the Line 1.

MF — Select this to use the Multi-frequency type for the Line 1.

8) Dial Type (Line 2)

Select the dial type for the Line 2, if installed.

DP — Select this to use the Dial Pulse type for the Line 2.

MF — Select this to use Multi-frequency type for the Line 2.

9) Line-2 Mode

Select how the Line 2 is used, if installed.

- **Tx/Rx** — Select this to use Line 2 for sending and receiving a fax.
- **Rx Only (24 Hour)** — Select this to use Line 2 only for receiving a fax.
- **Rx Only (Timer)** — Select this to use Line 2 only for receiving a fax during specified time. When this is selected, enter the start time and end time that Line 2 is used for only receiving a fax.

10) Resolution

Select the default resolution for sending faxes.

- **Standard** — Select this to set the Standard mode as the default resolution appropriate for the originals in which the text is regular size.
- **Fine** — Select this to set the Fine mode as the default resolution appropriate for the originals in which the text is small or a detailed drawing is contained.
- **Ultra Fine** — Select this to set the Ultra-Fine mode as the default resolution appropriate for the originals in which the text is particularly small or a precision drawing is contained.

11) Original Mode

Select the default image quality mode for sending faxes.

- **Text** — Select this to set the Text mode as the default image quality mode appropriate for sending text originals.
- **Text/Photo** — Select this to set the Text/Photo mode as the default image quality mode appropriate for sending originals containing both text and photos.
- **Photo** — Select this to set the Photo mode as the default image quality mode appropriate for sending photo originals.

12) Exposure

Select the default exposure for sending faxes.

Select "Auto" to automatically apply the ideal contrast according to the original or select the contrast manually in 11 stages.

13) TTI

Select whether printing a transmission header (TTI) to identify the sender of received faxes.

14) RTI

Select whether printing a reception header (RTI) on received faxes to clearly identify the time, date, and page count of received faxes.

15) ECM

Select whether enabling or disabling the ECM (Error Correction Mode) to automatically resend any portion of the document affected by phone line noise or distortion.

16) Discard

Select whether discarding the lower portion of the received fax image if it is larger than the recording paper.

17) Reduction

Select whether reducing the received fax image if it is larger than the effective printing area of the recording paper.

18) Duplex Print

Select whether printing the received fax images on both sides of the recording paper.

19) Rotate Sort

Select whether rotating the output direction in the tray for each reception.

20) Recovery Transmit

Select whether re-transmitting a fax after failing the initially specified number of redial attempts. When this is enabled, select the stored time length from 1 to 24 hours.

21) Journal Auto Print

Select whether automatically printing a transmission and reception journal after every transmission is completed.

22) Memory Transmission Report

Select how to print a result report after a memory transmission.

- **OFF** — Select this to not print a memory transmission report.
- **Always** — Select this to print a memory transmission report with all page images for each memory transmission is completed.
- **ON ERROR** — Select this to print a memory transmission report with all page images only when the memory transmission is not successfully completed.
- **Always (Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image for each memory transmission is completed.
- **ON ERROR (Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image only when the memory transmission is not successful.

23) Multi Transmission Report

Select how to print a result report after a multi-address transmission.

- **OFF** — Select this to not print a multi-address transmission report.
- **Always** — Select this to print a multi-address transmission report with all page images for each multi-address transmission is completed.
- **ON ERROR** — Select this to print a multi-address transmission report with all page images only when the multi-address transmission is not successfully completed.
- **Always (Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image for each multi-address transmission is completed.
- **ON ERROR (Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image only when the multi-address transmission is not successful.

24) Polling Report

Select how to print a result report after a multi-polling reception.

- **OFF** — Select this to not print a multi-polling report.
- **Always** — Select this to print a multi-polling report for each multi-polling reception.
- **ON ERROR** — Select this to print a multi-polling report only when the multi-polling reception is not successful.

25) Relay Originator

Select how to print a result report after a relay transmission.

- **OFF** — Select this to not print a relay station report.
- **Always** — Select this to print a relay station report with all page images for each relay transmission is completed.
- **ON ERROR** — Select this to print a relay station report with all page images only when the relay transmission is not successful.
- **Always (Print 1st Page Image)** — Select this to print a relay station report with the 1st page image for each relay transmission is completed.
- **ON ERROR (Print 1st Page Image)** — Select this to print a relay station report with the 1st page image only when the relay transmission is not successful.

Setting up Save as file Settings

In the Save as file submenu page in the Setup menu, an administrator can configure the Save as file settings that apply to the Save as file operations. An administrator also configures the Save as file settings that apply to the Save as file operation using the N/W-Fax driver.

For the black and white model, the settings in the Save as file submenu page are only applied when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

Note

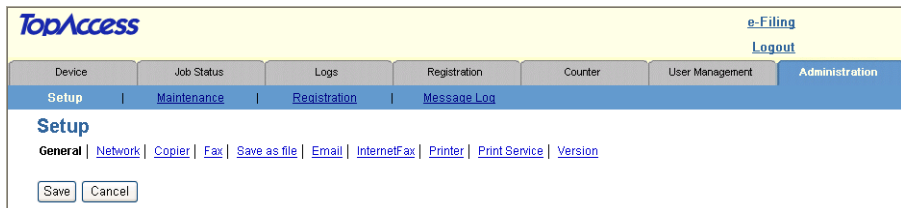
Some settings may not apply to the Touch Panel Display as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the Save as file settings

1 Access TopAccess in the administrator mode.

📖 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Setup menu and Save as file submenu.



- The Save as file submenu page is displayed.

3 In the Save as file submenu page, set the Save as file settings as required.



- In the Save as file submenu page, you can set the following:
 - 📖 P.173 “Setting up the Local Storage Path”
 - 📖 P.174 “Setting up the Storage Maintenance”
 - 📖 P.174 “Setting up the Destination”
 - 📖 P.175 “Setting up the Remote 1 and Remote 2”

- 📖 P.176 "Setting up the N/W-Fax Destination"
- 📖 P.177 "Setting up the N/W-Fax Folder"

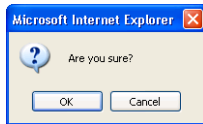
4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using Internet Explorer, the settings that are displayed in each field may not be changed if too much time has passed before clicking [Save]. However, the settings have been changed in the equipment. If this occurs, click the Save as File submenu to confirm the current settings in each field.

Setting up the Local Storage Path

You can see the folder path where files are stored by the Save as file to local folder.

- | Local Storage Path | |
|--------------------------------------|---|
| 1 — | Storage Path FILE_SHARE |
| 2 — <input checked="" type="radio"/> | Send scanned documents to a sub folder in the storage path.
(The sub folders will be named after the associated template and will be of the format: Group Number-GroupName-TemplateName) |
| 3 — <input type="radio"/> | Send scanned documents directly to the storage path. |

1) Storage Path

This displays the local storage path where files are stored when files are saved to the local folder by the Save as file functions.

2) Send scanned documents to a sub folder in the storage path

Select this to save the files in the sub folder that is named as "Group Number-Group Name-Template Name".

3) Send scanned documents directly to the storage path

Select this to save the files directly in the storage path.

Setting up the Storage Maintenance

In Storage Maintenance, you can select how to delete files stored in the local folder.

Note

The folder that was created when storing the files in the local folder will be deleted automatically when all files in the folder are deleted.

Storage Maintenance

- 1 Do not delete documents automatically
- 2 Delete documents after day(s)

1) Do not delete documents automatically

Select this to delete files stored in the local folder manually.

2) Delete documents after [] day(s)

Select this to automatically delete files stored in the local folder after a specified number of days. When this is selected, enter the number of days that the files are to remain.

Setting up the Destination

You can specify that a network folder can be used for Save as file.

Destination

- 1 Do not allow any network folder to be used as a destination
- 2 Use Network Folder Destination
- 3 Default file path

1) Do not allow any network folder to be used as a destination

When this is selected, users can only save a file in the local folder.

2) Use Network Folder Destination

When this is selected, set the Remote 1 and Remote 2 settings to specify how users can select the network folders for Save as file destination.

Note

When you select “Use Network Folder Destination”, make sure both “Remote 1” and “Remote 2” are set properly. For example, even if you want to specify only the Remote 1, you must select “Allow user to select network folder to be used as a destination” for the Remote 2. When you select “Use Network Folder Destination”, “Allow the following network folder to be used as a destination” is initially selected for both Remote 1 and Remote 2 and other fields are left blank. If you do not change the settings, the error message to ask you to enter the required items to complete the setup will be displayed.

3) Default file path

Select the destination that will be set as the default destination when performing Save as file from the Touch Panel Display.

Setting up the Remote 1 and Remote 2

In the Remote 1 and Remote 2, you can specify how users can select the network folders for Save as file destination when you select “Use Network Folder Destination” in the Destination setting. You can specify two network folders; Remote 1 and Remote 2. The setting items are the same in the Remote 1 and Remote 2.

Note

The network folder as a destination must be set to be shared by all users.

Remote 1

- Allow the following network folder to be used as a destination
- Protocol SMB FTP NetWare IPX/SPX NetWare TCP/IP
- Server Name
- Port Number(Command)
- Network Path
- Login User Name
- Password Retype Password 8
- Allow user to select network folder to be used as a destination

1) Allow the following network folder to be used as a destination

Select this to restrict users to select only the network folder that you specified. Otherwise, select “Allow user to select network folder to be used as a destination”.

2) Protocol

Select the protocol to be used for uploading a file to the network folder.

- **SMB** — Select this to send a file to the network folder using the SMB protocol.
- **FTP** — Select this to send a file to the FTP server.
- **NetWare IPX/SPX** — Select this to send a file to the NetWare file server using the IPX/SPX protocol.
- **NetWare TCP/IP** — Select this to send a file to the NetWare file server using the TCP/IP protocol.

3) Server Name

When you select “FTP” as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field. You can specify the directory at the “Network Path” field.

When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).

When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

4) Port Number (Command)

Enter the port number to be used for controls, if you select “FTP” as the protocol. Generally “-” is entered for the control port. When “-” is entered, the port number, that is set at “FTP Client” in the Network menu page of the Setup tab, will be used. Change this option if you want to use another port number.

5) Network Path

Enter the network path to store a file.

When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “user/scanned” folder in the computer named “Client01”, enter “\\Client01\users\scanned”.

When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”.

When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.

6) Login User Name

Enter the login user name to access a SMB server or an FTP server or NetWare file server, if required. When you select “FTP” as the protocol, an anonymous login is assumed if you leave this field blank.

7) Password

Enter the password to access a SMB server or an FTP server or NetWare file server, if required. The space can be entered.

8) Retype Password

Enter the same password again for a confirmation.

9) Allow user to select network folder to be used as a destination

Select this to allow users to specify a network folder as a destination. Otherwise, select “Allow the following network folder to be used as a destination”.

Setting up the N/W-Fax Destination

You can configure a network folder to store documents that are sent using the N/W-Fax driver with the Save as file option enabled.

N/W-Fax Destination

- 1 Do not allow any network folder to be used as a destination
- 2 Use Network Folder Destination

1) Do not allow any network folder to be used as a destination

Select this to not allow any network folders to be used as Save as file destinations for N/W-Faxes documents. When selected, users can only save an N/W-Fax document with the Save as file option enabled to local storage.

2) Use Network Folder Destination

Select this to allow network folders to be used as Save as file destinations for N/W-Fax documents. When selected, set the N/W-Fax Folder settings to specify which network folder to use.

Setting up the N/W-Fax Folder

In the N/W-Fax Folder, you can specify in which network folder N/W-Fax documents are saved.

N/W-Fax Folder

1 — Protocol SMB FTP NetWare IPX/SPX NetWare TCP/IP

2 — Server Name

3 — Port Number(Command)

4 — Network Path

5 — Login User Name

6 — Password Retype Password 7

1) Protocol

Select the protocol for uploading an N/W-Fax document to a network folder.

- **SMB** — Select this to send an N/W-Fax document to the network folder using the SMB protocol.
- **FTP** — Select this to send a file to the FTP server.
- **NetWare IPX/SPX** — Select this to send a file to the NetWare file server using the IPX/SPX protocol.
- **NetWare TCP/IP** — Select this to send a file to the NetWare file server using the TCP/IP protocol.

2) Server Name

When you select “FTP” as the protocol, enter the FTP server name or IP address where an N/W-Fax document will be sent. For example, to send an N/W-Fax document to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field.

You can specify the directory at the “Network Path” field.

When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).

When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

3) Port Number (Command)

Enter the port number to be used for controls, if you select “FTP” as the protocol. Generally “-” is entered for the control port. When “-” is entered, the port number, that is set at “FTP Client” in the Network menu page of the Setup tab, will be used. Change this option if you want to use another port number.

4) Network Path

Enter the network path to store an N/W-Fax document.

When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “users\nw-fax” folder in the computer named “Client01”, enter “\\Client01\users\nw-fax”.

When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/nw-fax” FTP folder in the FTP server, enter “user/nw-fax”.

When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.

5) Login User Name

Enter the login user name to access a SMB server, FTP server, or NetWare file server, if required. When you select “FTP” as the protocol, anonymous login is assumed if you leave this field blank.

6) Password

Enter the password to access a SMB server, FTP server, or NetWare file server, if required. The space can be entered.

7) Retype Password

Enter the same password again for a confirmation.

Setting up Email Settings

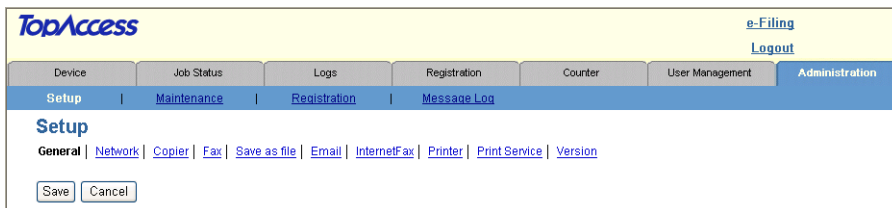
In the Email submenu page in the Setup menu, an administrator can configure the Email settings that are needed for Scan to Email operations.

Note

Some settings may not apply to the Touch Panel Display as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

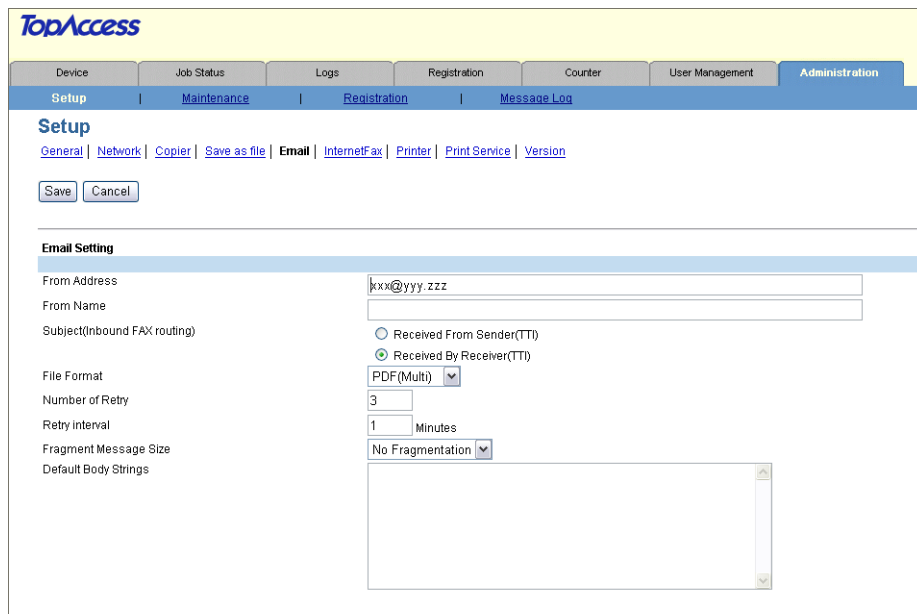
Setting the Email settings**1 Access TopAccess in the administrator mode.**

 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Setup menu and Email submenu.


The screenshot shows the TopAccess Administrator Mode interface. The 'Setup' menu is selected, and the 'Email' submenu is highlighted. The 'Save' button is visible.

- The Email submenu page is displayed.

3 In the Email submenu page, set the Email settings as required.


The screenshot shows the TopAccess Administrator Mode interface with the 'Email Setting' section expanded. The 'Email' submenu is selected, and the 'Email' submenu is highlighted. The 'Save' button is visible.

Email Setting

From Address: xxx@yyy.zzz

From Name: [Empty field]

Subject(Inbound FAX routing): [Empty field]


File Format: PDF(Multi)

Number of Retry: 3

Retry Interval: 1 Minutes

Fragment Message Size: No Fragmentation

Default Body Strings: [Empty text area]

- To set the Email settings, see the following:
 P.179 “Setting up the Email Settings”

4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Email submenu then the page displays the current settings in each field.

Setting up the Email Settings

You can specify the file format, fragment message size, and default body strings that apply to the Scan to Email documents.

Email Setting	
1 — From Address	<input type="text" value="kxx@yy.zzz"/>
2 — From Name	<input type="text"/>
3 — Subject(Inbound FAX routing)	<input type="radio"/> Received From Sender(TTI) <input checked="" type="radio"/> Received By Receiver(TTI)
4 — File Format	<input type="text" value="PDF(Multi)"/>
5 — Number of Retry	<input type="text" value="3"/>
6 — Retry interval	<input type="text" value="1"/> Minutes
7 — Fragment Message Size	<input type="text" value="No Fragmentation"/>
8 — Default Body Strings	<input type="text"/>

1) From Address

Enter the email address of this equipment.

Note

You must enter the email address in the “From Address” field to enable the Scan to Email unless the From Address is being determined automatically by the User Management Setting. For more information about User Management Setting, refer to the **User Management Guide**.

2) From Name

Enter the name of this equipment.

3) Subject (Inbound FAX routing)

Select the TTI as the subject for the Inbound Fax routing.

4) File Format

Select the file format of files to be sent when scanning.

- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.
- **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file.
- **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files.

Note

If you saved the data in an XPS format, it may not be opened depending on the specification of your computer.

5) Number of Retry

Enter the number of times to retry sending scanned images when it fails.

6) Retry interval

Enter the interval to retry sending scanned images when it fails.

Note

When the “Number of Retry” and “Retry interval” options are changed, the “Number of Retry” and “Retry interval” options in the Internet Fax settings are also changed.

 P.182 “Setting up the Internet Fax Settings”

7) Fragment Message Size

Select the size for the message fragmentation.

8) Default Body Strings

Enter the body text that will be automatically entered in the Body field when users operate Scan to Email from the Touch Panel Display. This sets only the default body text, so that it can be changed on each operation by users.

Setting up Internet Fax Settings

In the Internet Fax submenu page in the Setup menu, an administrator can configure the Internet Fax settings needed for Internet Fax transmissions.

For the black and white model, the Internet Fax submenu page in the Setup menu is available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

Note

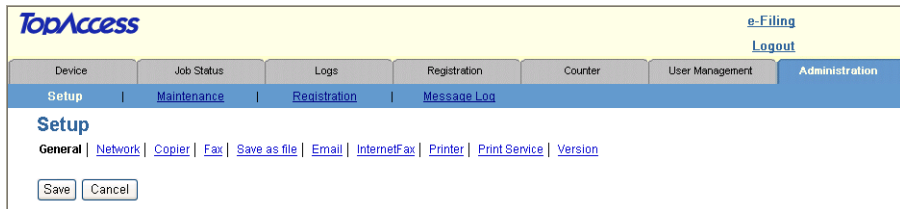
Some settings may not apply to the Touch Panel Display as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the Internet Fax settings

1 Access TopAccess in the administrator mode.

 P.116 “Accessing TopAccess Administrator Mode”

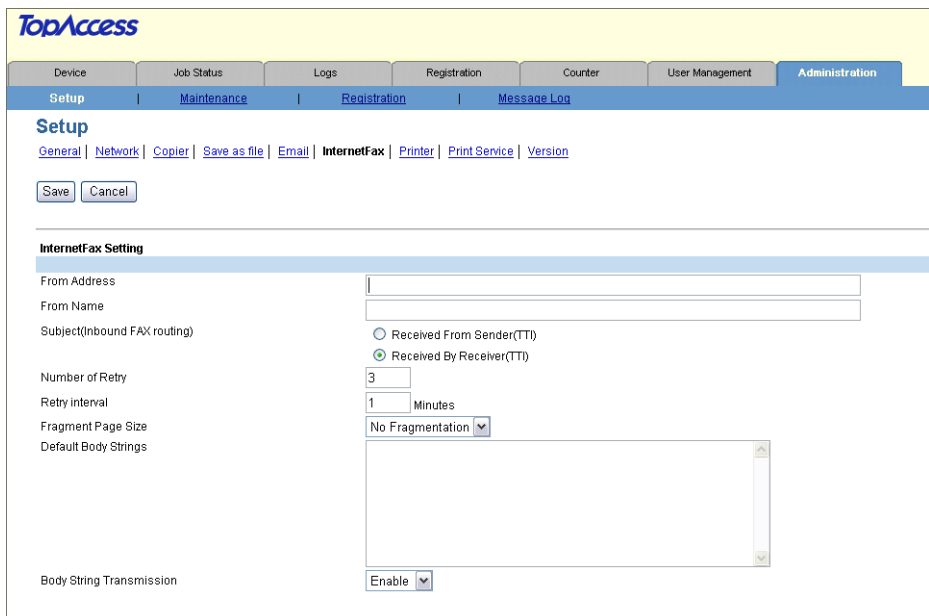
2 Click the Setup menu and Internet Fax submenu.




The screenshot shows the TopAccess administrator interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a sub-menu with Setup, Maintenance, Registration, and Message Log. The Setup menu is selected, and the Internet Fax submenu is visible. The Internet Fax submenu includes links for General, Network, Copier, Fax, Save as file, Email, InternetFax, Printer, Print Service, and Version. There are Save and Cancel buttons at the bottom of the submenu.

- The Internet Fax submenu page is displayed.

3 In the Internet Fax submenu page, set the Internet Fax settings as required.



The screenshot shows the TopAccess administrator interface with the Internet Fax Setting page displayed. The page has a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a sub-menu with Setup, Maintenance, Registration, and Message Log. The Setup menu is selected, and the Internet Fax submenu is visible. The Internet Fax submenu includes links for General, Network, Copier, Save as file, Email, InternetFax, Printer, Print Service, and Version. There are Save and Cancel buttons at the bottom of the submenu. The Internet Fax Setting page is displayed below the submenu. It has a title bar "InternetFax Setting" and several fields: From Address, From Name, Subject(Inbound FAX routing), Number of Retry, Retry interval, Fragment Page Size, Default Body Strings, and Body String Transmission. The Subject field has two radio buttons: "Received From Sender(TTI)" and "Received By Receiver(TTI)". The Number of Retry field has a value of 3. The Retry interval field has a value of 1 Minutes. The Fragment Page Size field has a dropdown menu with "No Fragmentation" selected. The Default Body Strings field has a text area. The Body String Transmission field has a dropdown menu with "Enable" selected.

- To set the Internet Fax Settings, see the following:
 P.182 “Setting up the Internet Fax Settings”

4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Internet Fax submenu then the page displays the current settings in each field.

Setting up the Internet Fax Settings

You can specify the fragment page size and default body strings that apply to the Internet Faxes.

InternetFax Setting	
1 — From Address	<input type="text"/>
2 — From Name	<input type="text"/>
3 — Subject(Inbound FAX routing)	<input type="radio"/> Received From Sender(TTI) <input checked="" type="radio"/> Received By Receiver(TTI)
4 — Number of Retry	<input type="text" value="3"/>
5 — Retry interval	<input type="text" value="1"/> Minutes
6 — Fragment Page Size	No Fragmentation ▾
7 — Default Body Strings	<input type="text"/>
8 — Body String Transmission	Enable ▾

1) From Address

Enter the email address of this equipment.

Note

You must enter the email address in the “From Address” field to enable the Internet Fax unless the From Address is being determined automatically by the User Management Setting. For more information about User Management Setting, refer to the ***User Management Guide***.

2) From Name

Enter the name of this equipment.

3) Subject (Inbound FAX routing)

Select the TTI as the subject for the Inbound Fax routing.

4) Number of Retry


Enter the number of times to retry sending the Internet Faxes when it fails.

5) Retry interval

Enter the interval to retry sending the Internet Faxes when it fails.

Note

When the “Number of Retry” and “Retry interval” options are changed, the “Number of Retry” and “Retry interval” options in the Email settings are also changed.

 P.179 “Setting up the Email Settings”

6) **Fragment Page Size**

Select the size for the message fragmentation.

7) **Default Body Strings**

Enter the body text that will be automatically entered in the Body field when users operate Scan to Internet Fax from the Touch Panel Display. This sets only the default body text, so that it can be changed on each operation by users.

8) **Body Strings Transmission**

Select whether the body strings will be send or not.

Setting up Printer Settings

In the Printer submenu page in the Setup menu, an administrator can configure how the printer works and the printer options needed for the raw print jobs.

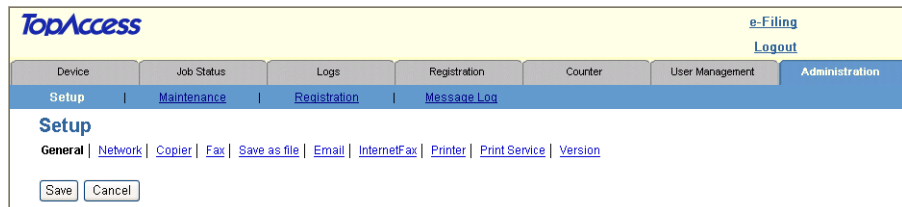
For the black and white model, the Printer submenu page in the Setup menu is available only when the Printer Kit or the Printer/Scanner Kit is installed.

Setting the Printer settings

1 Access TopAccess in the administrator mode.

 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Setup menu and Printer submenu.



- The Printer submenu page is displayed.

3 In the Printer submenu page, set the Printer settings as required.

The screenshot shows the TopAccess Administrator interface. At the top, there are navigation tabs: Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these is a sub-menu for Setup, with links for General, Network, Copier, Fax, Save as file, Email, InternetFax, Printer, Print Service, and Version. The Printer settings are displayed in a table format with dropdown menus for various options.

Printer Setting	
General Setting	
Period of time to save Private, Proof and Invalid Jobs	14Days
LT<->A4 / LD <->A3	Enable
Print Startup Page	Disable
Default Raw Job Setting	
Raw Jobs - Duplex Printing	Disable
Raw Jobs - Default Paper Size	A4
Raw Jobs - Default Paper Type	Plain
Raw Jobs - Default Orientation	Portrait

- To set the Printer Settings, see the following:
 - 📖 P.185 "Setting up the General Setting"
 - 📖 P.185 "Setting up the Default Raw Job Setting"
 - 📖 P.186 "Setting up the Raw Job Setting"

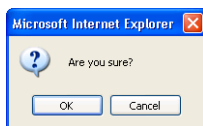
4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Printer submenu then the page displays the current settings in each field.

Setting up the General Setting

In General Setting, you can specify the printer related options.

General Setting	
1 — Period of time to save Private, Proof and Invalid Jobs	14Days
2 — LT<-->A4 / LD <-->A3	Enable
3 — Print Startup Page	Disable

1) Period of time to save Private, Proof and Invalid Jobs

Select the number of days that this equipment retains the jobs in the Private, Proof, and Invalid queues. Select “Indefinite” to save all jobs in the queues until users delete the jobs manually, or select the period until they are deleted.

2) LT<-->A4/LD<-->A3

Select whether printing a document intended for that one paper size can be printed on paper of a different size. For example, you can print a document set up for Letter size on A4 paper. When disabled, this equipment will prompt users for the correct paper size.

3) Print Startup Page


Select whether printing the startup page every time this equipment is powered on. The startup page is the NIC Configuration page. You can also print the startup page from the Touch Panel Display manually.

Setting up the Default Raw Job Setting

In Default Raw Job Setting, you can specify the default raw job setting, which applies a raw job that no queue name is specified or specified queue name does not exist.

Tip

You can also add LPR queue names and specify the raw job setting for each queue.

 P.186 “Setting up the Raw Job Setting”

Default Raw Job Setting	
1 — Raw Jobs - Duplex Printing	Disable
2 — Raw Jobs - Default Paper Size	A4
3 — Raw Jobs - Default Paper Type	Plain
4 — Raw Jobs - Default Orientation	Portrait
5 — Raw Jobs - Default Stapling	OFF
6 — Raw Jobs - Default Output Tray	Tray 1
7 — PCL Form Line	12.0
8 — PCL Font Pitch	10.0
9 — PCL Font Point Size	12.0
10 — PCL Font Number	0
11 — PCL Line Termination	Auto
12 — Symbol set	Roman-8
13 — Paper Source	Auto
14 — Do not Print Blank Pages	OFF

1) Raw jobs - Duplex Printing

Select whether a raw job will be printed on both sides of the paper.

Note


The “Raw jobs - Duplex Printing” option is available only when the Automatic Duplexer Unit is installed.


- 2) **Raw jobs - Default Paper Size**
Select the default paper size that applies to a raw job.
- 3) **Raw jobs - Default Paper Type**
Select the default paper type that applies to a raw job.
- 4) **Raw jobs - Default Orientation**
Select the default orientation that applies to a raw job.
- 5) **Raw jobs - Default Stapling**
Select whether a raw job will be stapled.
- 6) **Raw jobs - Default Output Tray**
Select the default output tray that applies to a raw job. A banner page that is created by NetWare, UNIX, and Windows operating systems also will be outputted to the tray set here.
- 7) **PCL Form Line**
Enter the number of lines printed per page.
- 8) **PCL Font Pitch**
Enter the font pitch when the selected font number represents a fixed pitch scalable font. Pitch is measured by characters per inch, so a 10-pitch is ten characters per inch.
- 9) **PCL Font Point Size**
Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.
- 10) **PCL Font Number**
Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Please see the *Printing Guide* for the font number of internal PCL fonts,
- 11) **PCL Line Termination**
Select the type of the line termination.
- 12) **Symbol set**
Select the symbol set that applies to a raw job.
- 13) **Paper Source**
Select the paper source that applies to a raw job.
- 14) **Do not Print Blank Pages**
Select whether blank pages are printed or not.

Setting up the Raw Job Setting

In Raw Job Setting, you can add up to 16 LPR queue names and specify the raw job setting for each queue. These queue names can be used when printing without a printer driver, such as printing from UNIX workstation.

You can add, edit, or delete a LPR queue.

 P.187 "Adding or Editing a LPR queue"

 P.188 "Deleting a LPR queue"

Adding or Editing a LPR queue

- 1 To add a new LPR queue, click [Add] in Raw Job Setting. To edit an existing LPR queue, select a radio button of a queue that you want to edit and click [Edit].

Raw Job Setting

Buttons: Add Edit Delete

Queue Name	Duplex Printing	Paper Size	Paper Type	Orientation	Stapling	Output Tray	PCL Form Line	PCL Font Pitch	PCL Font Point Size	PCL Font Number	PCL Line Termination	Symbol set	Paper Source	Do not Print Blank Pages
------------	-----------------	------------	------------	-------------	----------	-------------	---------------	----------------	---------------------	-----------------	----------------------	------------	--------------	--------------------------

- The Add New LPR Queue page is displayed.

- 2 Enter following items as required.

Add New LPR Queue

Buttons: Save Cancel

Queue Name: queue1

Duplex Printing: Disable

Paper Size: A4

Paper Type: Plain

Orientation: Portrait

Stapling: OFF

Output Tray: Tray 1

PCL Form Line: 12.0

PCL Font Pitch: 10.0

PCL Font Point Size: 12.0

PCL Font Number: 0

PCL Line Termination: Auto

Symbol set: Roman-8

Paper Source: Auto

Do not Print Blank Pages: OFF

Queue Name — Enter the queue name using up to 31 alphanumeric characters. The queue name is case sensitive so that “Queue1” and “queue1” will be added as different queues.

Raw jobs - Duplex Printing — Select whether a raw job will be printed on both sides of the paper.

Raw jobs - Default Paper Size — Select the default paper size that applies to a raw job.

Raw jobs - Default Paper Type — Select the default paper type that applies to a raw job.

Raw jobs - Default Orientation — Select the default orientation that applies to a raw job.

Raw jobs - Default Stapling — Select whether a raw job will be stapled.

Raw jobs - Default Output Tray — Select the default output tray that applies to a raw job. A banner page that is created by NetWare, UNIX, and Windows operating systems also will be outputted to the tray set here.

PCL Form Line — Enter the number of lines printed per page.

PCL Font Pitch — Enter the font pitch when the selected font number represents a fixed pitch scalable font. Pitch is measured by characters per inch, so a 10-pitch is ten characters per inch.

PCL Font Point Size — Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.

PCL Font Number — Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Please see the **Printing Guide** for the font number of internal PCL fonts,

- PCL Line Termination** — Select the type of the line termination.
- Symbol set** — Select the symbol set that applies to a raw job.
- Paper Source** — Select the paper source that applies to a raw job.
- Do not Print Blank Pages** — Select whether blank pages are printed or not.

3 Click [Save].

- The queue name is added in the list.

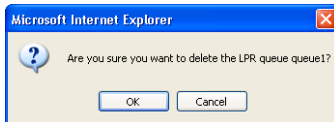
Deleting a LPR queue

1 Select a radio button of a queue that you want to delete and click [Delete].

Raw Job Setting														
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>														
Queue Name	Duplex Printing	Paper Size	Paper Type	Orientation	Stapling	Output Tray	PCL Form Line	PCL Form Pitch	PCL Font Size	PCL Font Number	PCL Line Termination	Symbol set	Paper Source	Do not Print Blank Pages
<input checked="" type="radio"/> queue1	Disable	A4	Plain	Portrait	OFF	Tray 1	12.0	10.0	12.0	0	Auto	Roman-8	Auto	OFF

- The confirmation dialog box appears.

2 Click [OK].



- The selected queue is deleted.

Setting up Print Service Settings

In the Print Service submenu page in the Setup menu, an administrator can configure such print services as Raw TCP Print, LPD Print, IPP Print, FTP Print, NetWare Print, and Email Print.

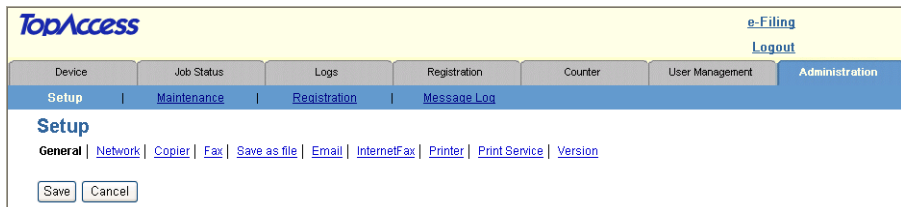
For the black and white model, the Print Service submenu page in the Setup menu is available only when the Printer Kit or the Printer/Scanner Kit is installed.

Setting the Print Service settings

1 Access TopAccess in the administrator mode.

- P.116 “Accessing TopAccess Administrator Mode”

2 Click the Setup menu and Print Service submenu.



- The Scan to Print Service submenu page is displayed.

3 In the Print Service submenu page, set the Print Service settings as required.

TopAccess e-Filing Logout

Device Job Status Logs Registration Counter User Management Administration

Setup Maintenance Registration Message Log

Setup

General Network Copier Fax Save as file Email InternetFax Printer Print Service Version

Save Cancel

Print Service Setting

Raw TCP Print

Enable Raw TCP Enable

Port Number 9100

Enable Raw bi-directional Disable

LPD Print

Enable LPD Enable

Port Number 515

Banners OFF

Install Software Top Help ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- In the Print Service submenu page, you can set the following:
 - P.190 “Setting up the Raw TCP Print”
 - P.190 “Setting up the LPD Print”
 - P.190 “Setting up the IPP Print”
 - P.192 “Setting up the FTP Print”
 - P.192 “Setting up the NetWare Print”
 - P.193 “Setting up the Email Print”

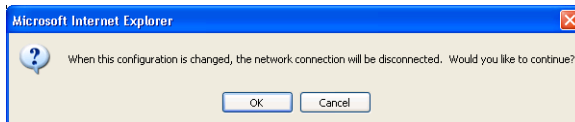
4 Click [Save].

- The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.



Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Print Service submenu then the page displays the current settings in each field.

Setting up the Raw TCP Print

In Raw TCP Print, you can enable or disable the Raw TCP print service.

Raw TCP Print	
1 — Enable Raw TCP	Enable ▾
2 — Port Number	9100
3 — Enable Raw bi-directional	Disable ▾

1) Enable Raw TCP

Enable or disable Raw TCP print service.

2) Port Number

If enabling the Raw TCP, enter the Raw TCP port number for the Raw TCP print. Generally “9100” is used.

3) Enable Raw bi-directional

Enable or disable Raw bi-directional communication.

Setting up the LPD Print

In LPD Print, you can set the LPD print options to enable the LPD/LPR print service.

LPD Print	
1 — Enable LPD	Enable ▾
2 — Port Number	515
3 — Banners	OFF ▾

1) Enable LPD

Enable or disable LPD print service.

2) Port Number

If enabling the LPD, enter the LPD port number. Generally “515” is used.

3) Banners

Select whether printing a banner page for each print job using LPR printing.

Setting up the IPP Print

In IPP Print, you can set the IPP Print options to enable the IPP print service.

IPP Print	
1 — Enable IPP	Enable ▾
2 — Port80 Enable	Enable ▾
3 — Port Number	631
4 — URL	http://10.10.70.120:631/Print
5 — Enable SSL	Disable ▾
6 — SSL Port Number	443
7 — SSL URL	https://10.10.70.120:443/Print
8 — Administrator's Name	admin
9 — Administrator's Password	●●●●●●
10 — Authentication	Disable ▾
11 — User Name	user
12 — Password	●●●●●●

1) Enable IPP

Enable or disable IPP print service.

2) Port80 Enable

Enable or disable the Port80 for IPP printing. Port631 is usually used for the IPP access so users must specify to the URL, i.e. "http://<IP address or DNS name>:631/Print", for the IPP port. When this is enabled, this equipment allows IPP access through the Port80, which is the default port for the HTTP access so users do not have to specify the port number in the IPP port, i.e. "http://<IP address or DNS name>/Print".

3) Port Number

If enabling the IPP, enter the IPP port number. Generally "631" is used.

4) URL

Display the URL for IPP printing. You cannot change the URL for IPP printing. This URL should be set as the print port when users set up the printer driver for IPP printing.

5) Enable SSL

Enable or disable the SSL for IPP printing.

Notes

- To enable SSL, you must create a self-signed certificate or import a server certificate in Security Service. If the self-signed certificate is not created or a server certificate is not imported, the SSL will not work correctly.
 📖 P.150 "Setting up the Security Service"
- When the SLL is enabled, users can print to the IPP print port using the SSL. To print the IPP print port using the SSL, specify the following URL for the IPP print port.
 https://<IP Address>:<SSL Port Number>/Print
- Not all operating systems support SSL for all protocols.

6) SSL Port Number

Enter the port number for SSL. Generally "443" is used.

7) SSL URL

Display the SSL URL for IPP printing. You cannot change the SSL URL for IPP printing. This SLL URL should be set as the print port when users set up the printer driver for IPP printing if the SSL for IPP printing is enabled.

8) Administrator's Name

Enter the user name of the administrator's client computer. When logging in to the client computer using this administrator's name, an administrator can delete all jobs in the IPP queue by selecting [Cancel All Documents] command in the [File] menu of printer queue dialog box on Windows.

9) Administrator's Password

Enter the password of user to be allowed to perform the [Cancel All Documents] function.

10) Authentication

Enable or disable the authentication for creating the IPP queue on the client computers. When this is enabled, the dialog box to enter a user name and password will be displayed when a user creates the IPP print port.

- **Disable** — Select this to disable the authentication.
- **Basic** — Select this to enable the authentication.

Note

When IPP printing is used for printing from Macintosh computer, do not enable the authentication. The Mac OS do not support the authentication for IPP printing.

11) User Name

Enter the user name when the Authentication option is enabled. Users must enter this user name to create a IPP queue on the client computers.

12) Password

Enter the password when the Authentication option is enabled. Users must enter this password to create a IPP queue on the client computers. "password" has been set as the default.

Setting up the FTP Print

In FTP Print, you can set the FTP Print options to enable the FTP print service.

FTP Print	
1 — Enable FTP Printing	Enable ▾
2 — Port Number	21
3 — Print User Name	Print
4 — Print Password	

1) Enable FTP Printing

Enable or disable FTP print service.

2) Port Number

Enter the FTP port number for FTP printing. Generally "21" is used.

3) Print User Name

Enter the user name who attempt FTP printing. If you leave this field blank, the default user name "Print" is used.

4) Print Password

Enter the password if you want to request the login password of users who attempt FTP printing.

Setting up the NetWare Print

In NetWare Print, you can set the NetWare print options to enable the Novell print service.

NetWare Print	
1 — Login Name	MFP_04998820
2 — Password	
3 — Print Queue Scan Rate	5

1) Login Name

Enter the print server name that is created in the NetWare file server.

2) Password

Enter the password that is set to the print server, if required.

3) Print Queue Scan Rate

Enter how frequently to scan the print queues for print jobs. This should be entered in second. You can enter between 1 to 255.

Setting up the Email Print

In Email Print, you can set how the Email print jobs are printed.

Email Print	
1 — Enable Print Header	Disable ▾
2 — Enable Print Message Body	Enable ▾
3 — Maximum Email Body Print	5
4 — Enable Print Email Error	Enable ▾
5 — Enable Email Error Forward	Disable ▾
6 — Email Error Transfer Address	
7 — Enable Partial Email	Enable ▾
8 — Partial Wait time	24
9 — MDN Reply	Disable ▾

1) Enable Print Header

Select whether to print the Email header when receiving Email print jobs.

2) Enable Print Message Body

Select whether to print the body message when receiving Email print jobs.

3) Maximum Email Body Print

Enter the maximum number of pages to print the body strings of the received Email print job. You can enter between 1 to 99.

4) Enable Print Email Error

Select whether to print the report when an error occurs for Email printing.

5) Enable Email Error Forward

Select whether to send an error message to an administrative Email address when Email printing cannot be completed.

6) Email Error Transfer Address

If enabling the Email Error Forward, enter an administrative Email address where the error message is sent.

7) Enable Partial Email

Select whether to print Email jobs that are partially received.

8) Partial Wait Time

Enter how long this equipment should wait before printing a partial Email job. This should be entered in hour.

9) MDN Reply


Select whether sending the MDN message reply or not when the equipment receives an Email print job with a MDN request.

Displaying Version Information

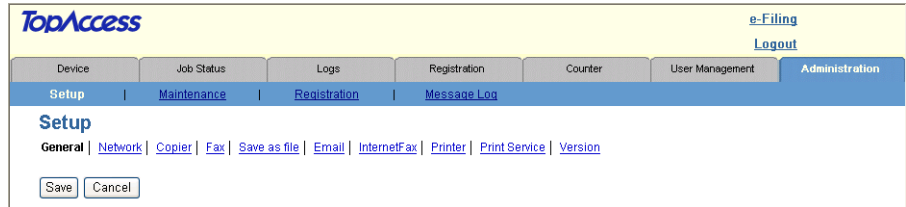
An administrator can display the system software version information of this equipment. The version information can be displayed from the Setup menu page.

Displaying the version information

1 Access TopAccess in the administrator mode.

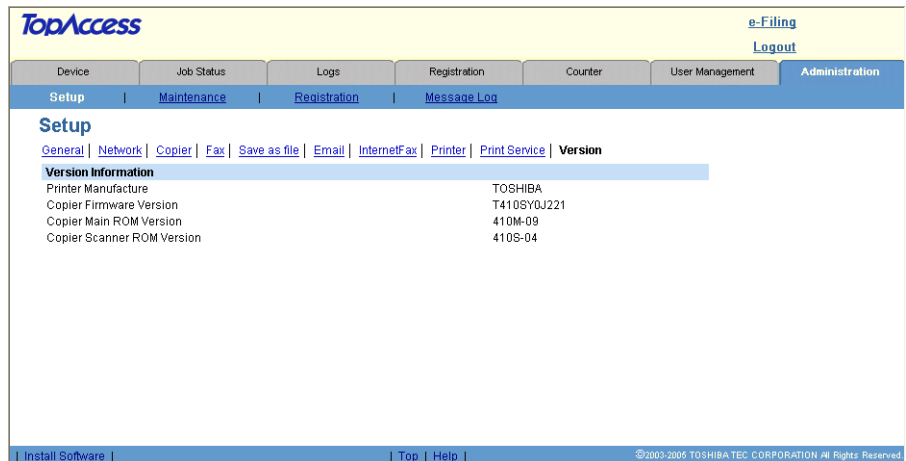
 P.116 "Accessing TopAccess Administrator Mode"

2 Click the Setup menu and Version submenu.



- The Version submenu page is displayed.

3 In the Version submenu page, you can confirm the version information of the system software.



- * The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

Maintaining from TopAccess

This section details procedures for maintaining this equipment. It covers backing up and restoring files, deleting files stored on this equipment, and updating the software on TopAccess.

About the Maintenance Functions

In the Maintenance menu of the TopAccess administrator mode, an administrator can perform the following maintenance:


Updating client software in TopAccess

An administrator can upload client software that allows users to download to their computers from TopAccess. This maintenance feature is used to upload new versions of software in TopAccess.

 P.196 “Updating the Software”

Removing client software from TopAccess

An administrator can remove client software that restricts users from downloading software from TopAccess. This maintenance feature is used to disable specific software in TopAccess.

 P.198 “Removing the Client Software”


Backing up data in the hard disk

An administrator can create backup files of address book, mailboxes, and templates in the hard disk. This maintenance feature is used to create the backup files before updating the system software or hard disk replacement, etc.

 P.199 “Backing up Data”

Restoring data from the backup files

An administrator can restore the address book, mailboxes, and templates data from the backup files. This maintenance feature is used to restore the data after updating the system software or hard disk replacement, etc.

 P.201 “Restoring Data from Backup File”


Deleting files stored in the hard disk

An administrator can delete scanned data, transmission data, and reception data in the hard disk. This maintenance feature must be operated periodically to maintain the hard disk space for future operation.

 P.204 “Deleting the Data from Local Folder”


Registering directory service

An administrator can register the directory service properties of the LDAP (Lightweight Directory Access Protocol) server.

 P.205 “Managing Directory Service”


Setting up notifications

An administrator can enable the notifications by Emails and specify the events causing the notifications.

 P.208 “Setting up Notification”


Importing or exporting address book data

This equipment allows you to import and export address book data in CSV format.

 P.212 “Importing and Exporting the Address Book”

Importing or exporting department code

An administrator can import and export department code data in CSV format.

 P.216 “Importing and Exporting the Department Code”


Exporting logs and journals

An administrator can export logs and journals as CSV files. This feature is used to save the logs and journals as files before clearing them, if you want to maintain them.

 P.220 “Exporting the Logs, Journals, and Counters”


Clearing logs and journals

An administrator can clear logs and journals in this equipment. This maintenance feature is recommended for periodic maintenance of the hard disk.

 P.223 “Clearing the Logs and Journals”

Rebooting the equipment

An administrator can reboot the equipment.

 P.224 “Rebooting the Equipment”

Updating the Software

You can upload client software to this equipment so end-users can download the software to their computers from TopAccess.

You can upload the following components:

- Installer (Setup files) for Client Utilities CD-ROM
- Macintosh PPD Files
- UNIX Filters
- Printer Driver files for Point and Print

Note

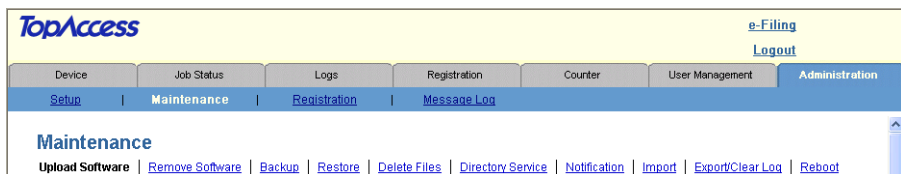
Uploading new software overwrites the old version of software that had been uploaded.

Updating new versions of client software in TopAccess

1 Access TopAccess in the administrator mode.

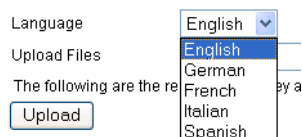
 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Upload Software submenu.



- The Upload Software submenu page is displayed.

3 Select the language of the software that you are going to upload in the “Language” drop down box.



4 Select the software that you are going to upload in the “Upload Files” drop down box.

Language: English

Upload Files: Driver Files (selected)

The following are the required files they are located in 'e-STUDIO452 Series', if uploading from your installation CD's

Upload

Driver Files — Select this to upload the setup driver files.

Macintosh PPD Files — Select this to upload the self-extracting files that contains the Macintosh PPD files for Mac OS 8.6/9.x and Mac OS X.

Unix Filters — Select this to upload the tar files that contains filters for each UNIX workstation.

Point And Print — Select this to upload the printer driver files for the Point and Print installation.

5 Click [OK].

- The bottom section in the page will be changed for selected software.

6 In each field displayed, click [Browse] to locate the setup files to be uploaded.

TopAccess e-Filing Logout

Device | Job Status | Logs | Registration | Counter | User Management | Administration

Setup | Maintenance | Registration | Message Log

Maintenance

Upload Software | Remove Software | Backup | Restore | Delete Files | Directory Service | Notification | Import | Export/Clear Log | Reboot

You can upload e-STUDIO452 Series client software to the controller. This allows end-users to install the software into their system from the TopAccess "Install Software" link, located at the bottom of the TopAccess page.

Language: English

Upload Files: Driver Files (selected)

The following are the required files they are located in 'e-STUDIO452 Series', if uploading from your installation CD's

Upload

InstallClient.exe D:\Client\WebInstall\InstallClient1. Browse...

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

* The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

Note

At the left of each field, the file name will be displayed. Be sure to specify the same file for each field.

Tip

The files for uploading are provided for each client software.

Driver Files — Contact your dealer for information about obtaining these files.

Macintosh PPD Files — Provided in the “MacPPD” folder of the Client Utilities CD-ROM.

Unix Filters — Provided in the Client Utilities CD-ROM.

Point And Print — Contact your dealer for information about obtaining these files.

7 Click [Upload].

- Specified files are uploaded in this equipment.

Removing the Client Software

You can remove client software in TopAccess so that it can no longer be installed from TopAccess.

Note

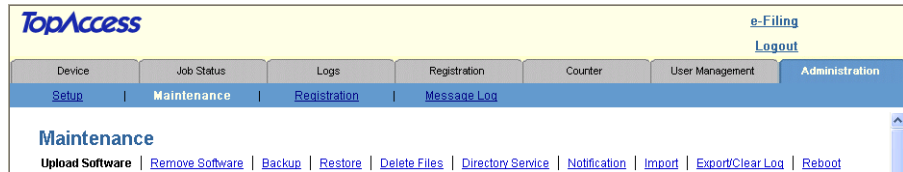
The printer drivers for Point and Print that had been uploaded cannot be deleted. However, you can upload new printer drivers to overwrite them.

Removing the software from TopAccess

1 Access TopAccess in the administrator mode.

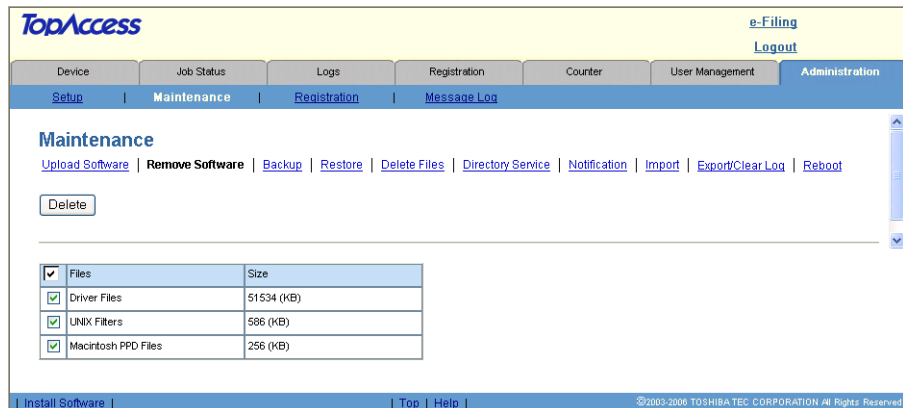
 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Remove Software submenu.



- The Remove Software submenu page is displayed.

3 Check the box of the software which you are going to remove and click [Delete].



- The selected software is deleted from this equipment.

Backing up Data

An administrator can create backup files of the address book, mailboxes, and templates data in the hard disk. This maintenance feature is used to create backup files before updating the system software or hard disk replacement, etc. Backup files can be restored or uploaded to the equipment whose model is the same as that of yours.

Tip

The address book, mailbox, and template data are stored in the hard disk. Please periodically back up data in the hard disk to secure the data from hard disk collapse.

Backing up data as files

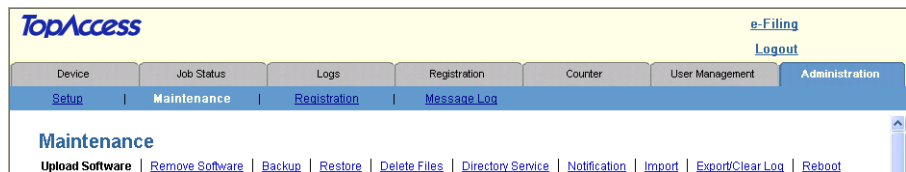
Notes

- Before backing up the data, please confirm that there is no print job, no scan job, and no fax job. The backup files cannot be created if there are any jobs that have been processed. If backing up the data takes a long time, perform backing up the data after the equipment turns in a Sleep/Auto Shut Off mode.
- The password for the template will be displayed as texts in the backup file. Please keep the backup file carefully when backing up the template data.

1 Access TopAccess in the administrator mode.

 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Backup submenu.



- The Backup submenu page is displayed.

Tip

If you previously created a backup file, the backup file link and information are displayed in each area. You can click the link to save the previous backup file.

- 3** Click [Create New File] for the data that you want to backup, or click [Create New File] in the “Combined Backup” section to create a backup file of all data.

The screenshot shows the TopAccess Maintenance page. At the top, there are navigation tabs: Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs: Setup, Maintenance, Registration, and Message Log. The Maintenance section is active, displaying a list of backup files for three categories: Address Book, MailBoxes, and Template. Each category shows a table with columns for File Name, File Size, Date Created, File Version, and Device Name. The File Name column contains a link labeled 'Not Created'. To the right of each table is a 'Create New File' button. A 'REFRESH' button is located above the tables. At the bottom of the page, there are links for 'Install Software', 'Top', and 'Help', along with a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The backup file name and the file size will be displayed.

Note

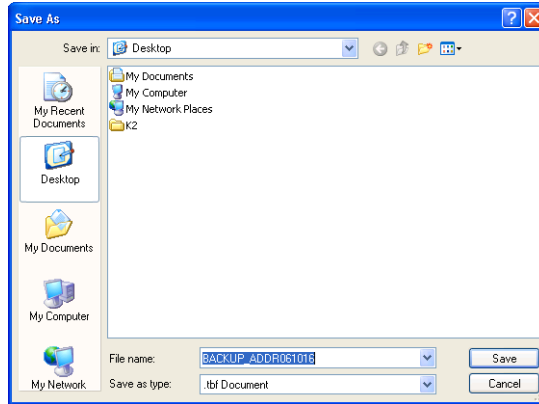
Creating the backup file may takes a few minutes depending on the file size.

- 4** Right-click the File Name link and select [Save Target As...].

This screenshot is similar to the previous one, but it shows a right-click context menu open over the 'File Name' link in the 'Address Book' section. The menu options are: Open, Open in New Window, Save Target As..., Print Target, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., and Properties. The 'Save Target As...' option is highlighted. The rest of the page content remains the same as in the previous screenshot.

- The Save As dialog box appears.

5 Select the file location and select “All Files” in the “Save as type” drop down box.



Note

It is recommended to save the backup file as it is named. If you change the file name, the equipment cannot restore the data from the backup files. The file name of each backup data must be the following name:

- Address Book: BACKUP_ADDR<date>.tbf
- MailBoxes: BACKUP_MBOX<date>.enc
- Template: BACKUP_TEMP<date>.enc
- Combined Backup: BACKUP_ALL<date>.enc

6 Click [Save].

- The backup file is saved in the selected location.

Restoring Data from Backup File

An administrator can restore the address book, mailboxes, and templates data using the backup files. This maintenance feature is used to restore data from backup files after updating the system software or hard disk replacement, etc., to recover the original environments. Also you can upload the data in different equipment using this Function.

Note

When restoring the data from the backup file, the same template number settings and mailbox settings are overwritten.

Restoring data from backup files

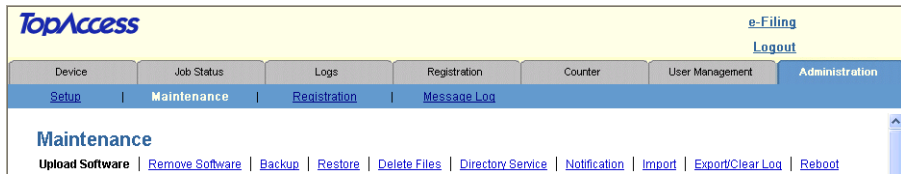
Note

Before restoring the data from backup files, please confirm that there is no print job, no scan job, and no fax job. The backup files cannot be restored if there are any jobs that have been processed. If restoring the data takes a long time, perform restoring the data after the equipment turns in a Sleep/Auto Shut Off mode.

1 Access TopAccess in the administrator mode.

📖 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Restore submenu.

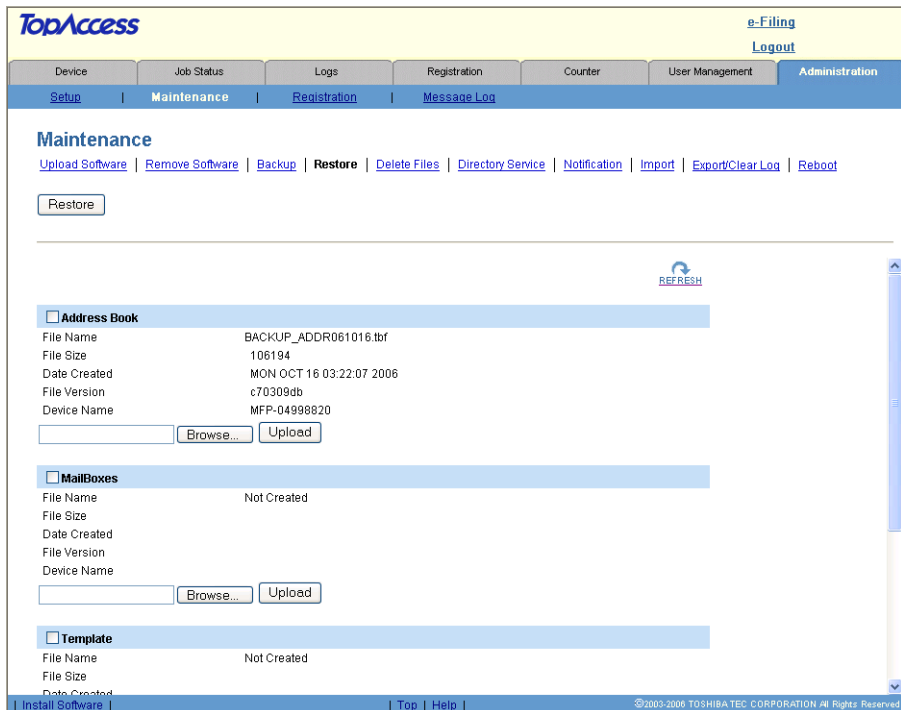


- The Restore submenu page is displayed.

3 Click [Browse] in the data section that you want to restore, or click [Browse] in the “Combined Restore” section to restore all data from a backup file of all data.

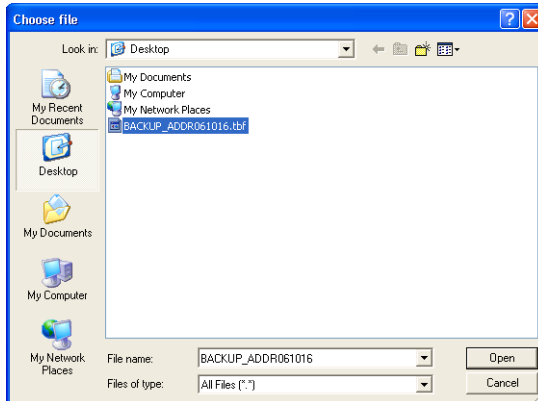
Note

You cannot restore several backup files at a time.



- The Choose File dialog box appears.

4 Select a backup file and click [Open].



- The file version and device name of selected backup file will be displayed.

Note

If the backup file name is not the name as shown below, the equipment cannot restore the data from the backup files.

- Address Book: BACKUP_ADDR<date>.tbf
- MailBoxes: BACKUP_MBOX<date>.enc
- Template: BACKUP_TEMP<date>.enc
- Combined Backup: BACKUP_ALL<date>.enc

5 Click [Upload].



- The Restore screen displays the backup file information.

6 Check the box of data that you uploaded a backup file and click [Restore].



- The restore process begins. This procedure may take several minutes.

Deleting the Data from Local Folder

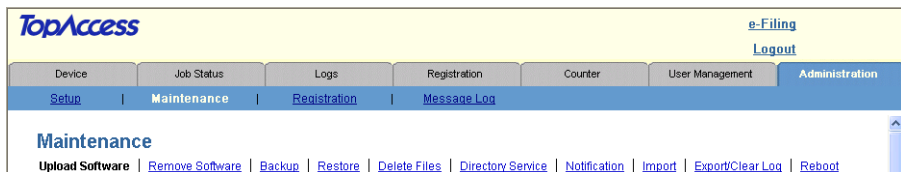
An administrator can delete information such as, scanned data, transmission data, and reception data that are stored in the local folder using the Save as file function. It is recommended to delete the stored data periodically to maintain the hard disk.

Deleting data

1 Access TopAccess in the administrator mode.

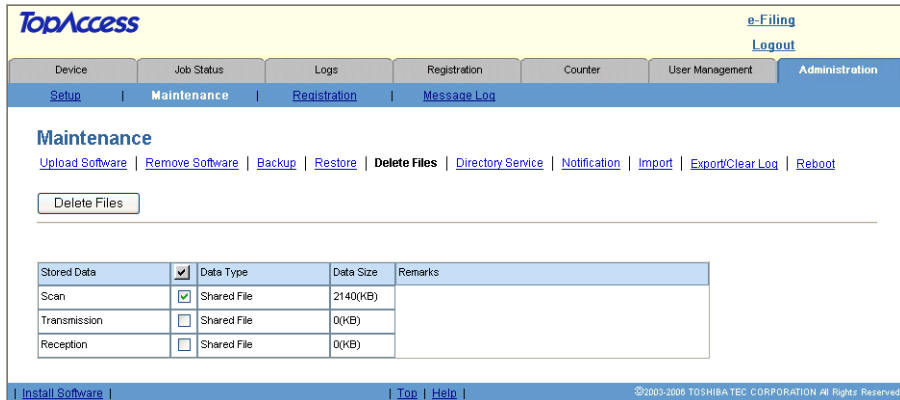
📖 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Delete Files submenu.



- The Delete Files submenu page is displayed.

3 Check the box of data that you want to delete and click [Delete Files].



Scan — The data in the “SCAN” folder within the “FILE_SHARE” folder of this equipment, that are stored by Scan to File operations, will be deleted.

Transmission — The data in the “TXFAX” folder within the “FILE_SHARE” folder of this equipment, that are stored by Fax to File operations, will be deleted.

Reception — The data in the “RXFAX” folder within the “FILE_SHARE” folder of this equipment, that are stored by Save as file mailbox and Save as file Fax Received Forward or Internet Fax Received Forward.

Managing Directory Service

You can use TopAccess to register the Directory Service properties of the LDAP (Lightweight Directory Access Protocol) server and add a new directory service that allows users to search for Email addresses in the LDAP server.

Setting up the directory service

1 Access TopAccess in the administrator mode.

📖 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Directory Service submenu.



- The Directory Service submenu page is displayed.

3 Click [New] to add a new Directory Service, or click the Directory Service name link to edit the Directory Service properties.

The screenshot shows the TopAccess Maintenance page. At the top, there are navigation tabs: Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs: Setup, Maintenance, Registration, and Message Log. The main content area is titled "Maintenance" and includes a "New" button. Below the button is a table with the following data:

Default Server	Directory Service Name	Server IP Address	Search Base
<input checked="" type="radio"/>	TOSHIBA e-STUDIO3510c	localhost	
<input type="radio"/>	ldap1	10.10.70.121	
<input type="radio"/>	ldap2	10.10.70.122	
<input type="radio"/>	ldap3	10.10.70.123	

Below the table is a "Go to top of this page" link. At the bottom of the page, there are links for "Install Software", "Top", and "Help", along with a copyright notice: "©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved".

- The Directory Service Properties page is displayed.

4 Enter following items as required.

The screenshot shows the TopAccess Directory Service Properties page. At the top, there are navigation tabs: Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs: Setup, Maintenance, Registration, and Message Log. The main content area is titled "Directory Service Properties" and includes a "Directory Service List" link. Below the link are buttons for "OK", "Reset", and "Delete". Below the buttons is a section for "Required" fields:

- *Directory Service Name: ldap1
- *Server IP Address: 10.10.70.121
- *Port Number: 389
- Authentication: Auto (dropdown menu)
- Search Base: (empty text box)
- User Name: (empty text box)
- Password: (empty text box)
- Search Timeout: 1 (dropdown menu)

At the bottom of the page, there are links for "Install Software", "Top", and "Help", along with a copyright notice: "©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved".

Directory Service Name — Enter the directory service name that identifies the directory service.

Server IP Address — Enter the IP address or FQDN of the LDAP server.

Port Number — Enter the port number to access the LDAP server. Generally "389" port is used to access the LDAP server without SSL. When the SSL is required, generally "636" port is used to access the LDAP server.

Authentication — Select the authentication type for SASL. If you do not know the authentication type, select "Auto".

- **Auto** — Select this to access the LDAP server using the appropriate authentication that this equipment detects.
- **Kerberos** — Select this to access the LDAP server using the Kerberos authentication.
- **Digest-MD5** — Select this to access the LDAP server using the Digest-MD5 authentication.
- **CRAM-MD5** — Select this to access the LDAP server using the CRAM-MD5 authentication.
- **Login** — Select this to access the LDAP server using the login authentication.
- **Plain** — Select this to access the LDAP server using the plain authentication.

- **Simple Bind** — Select this to access the LDAP server using the Simple Bind authentication.

Search Base — Enter the search root suffix. When you configure the Active Directory in Windows server, make sure to enter this option.

User Name — Enter the user name to access the LDAP server, if required.

Password — Enter the password to access the LDAP server, if required.

Search Timeout — Select the time interval to quit a communication when the LDAP server does not respond.

Notes

- If you use FQDN to specify the LDAP server, you must configure the DNS server and enable the DNS in the DNS Session.
- When you configure the Active Directory in Windows server and Role Based Access Control will be enabled for the User Management Setting, please specify the domain administrator or account operator for the user name.
- When you configure the Active Directory in Windows server, make sure to enter the Search Base

Tips

- You can clear the entered values by clicking [Reset].
- You can delete the Directory Service by clicking [Delete] when you edit the Directory Service.

5 Click [OK].

- Entered Service Directory is added in the Directory Service List.

6 Select a radio button of the directory service that you want to set as default server.

Default Server	Directory Service Name	Server IP Address	Search Base
<input type="radio"/>	TOSHIBA e-STUDIO3510c	localhost	
<input checked="" type="radio"/>	ldap1	10.10.70.121	
<input type="radio"/>	ldap2	10.10.70.122	
<input type="radio"/>	ldap3	10.10.70.123	

Tip


The default server will be used for a LDAP search from the Control Panel. If you select this equipment as default server, no default server will be set.

Setting up Notification

As administrator, you can configure notification settings and receive Email notification of system errors.

Note

To enable the Email notification, the Email settings in the Setup menu page must be configured correctly.

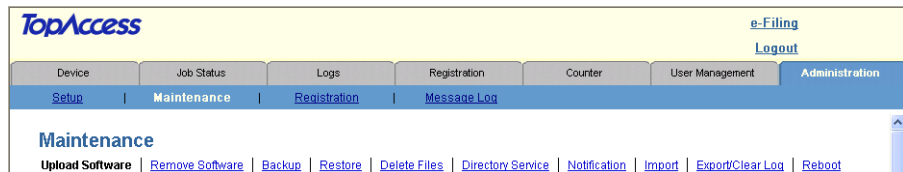
 P.178 “Setting up Email Settings”

Setting up the notifications of system errors and events

1 Access TopAccess in the administrator mode.

 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Notification submenu.



- The Notification submenu page is displayed.

3 In Email Settings, check the box “Notify administrator at Email Address” to enable the notifications, and enter the administrator’s Email address where the notifications are sent.



4 In General Notification Events, check the boxes for general events to be notified.

The screenshot shows the TopAccess web interface. At the top, there are navigation tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs for Setup, Maintenance, Registration, and Message Log. The main content area is titled "Maintenance" and includes a "Save" button. Under the "General Notification Events" section, the following events are listed with checkboxes:

- Paper Jam
- Drawer Out of Paper
- Door/Drawer Open
- Print Job Needs Attention
- Print Needs Attention
- Toner Empty
- Used toner container is Full
- Authentication error
- Server connection error occurrd

At the bottom of the page, there is a footer with "Install Software", "Top | Help", and "©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved".

Note

“Used toner container is Full” is not displayed for the e-STUDIO202L/232/282 and e-STUDIO203L/233/283.

5 In Received Fax/Internet Fax Notification Events, check the boxes for the events and status to be notified.

The screenshot shows the TopAccess web interface, similar to the previous one. The main content area is titled "Maintenance" and includes a "Save" button. Under the "Received Fax/Internet Fax Notification Events" section, the following events are listed with checkboxes:

- Send email when an error occurs
- Send email when job is completed
- Error
- Warning
- Information

At the bottom of the page, there is a footer with "Install Software", "Top | Help", and "©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved".

Tip

When these are enabled, the following events will be notified.

When “Send email when an error occurs” is enabled:

- Failed to print or store the received fax or Internet Fax jobs.

When “Error” is enabled:

- Failed to receive the Internet Fax jobs from the POP3 server.

When “Warning” is enabled:

- Deleting files automatically by Storage Maintenance is successfully done.

When “Information” is enabled:

- Deleting manually by the Delete Files function in the Maintenance menu is successfully done.

6 In Any Scan Notification Events, check the boxes for scanning status to be notified.

The screenshot shows the TopAccess web interface. At the top, there are navigation tabs: Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs: Setup, Maintenance (selected), Registration, and Message Log. The main content area is titled 'Maintenance' and contains several links: Upload Software, Remove Software, Backup, Restore, Delete Files, Directory Service, Notification (selected), Import, Export/Clear Log, and Reboot. A 'Save' button is visible. Under the heading 'Any Scan Job Notification Events', there are two checkboxes: 'Send email when an error occurs' and 'Send email when job is completed'. The footer includes 'Install Software', 'Top', 'Help', and a copyright notice for Toshiba Tec Corporation.

Tip

When “Send email when an error occurs” is enabled, the following events will be notified.

- Failed to acquire resource.
- Failed to delete files automatically by Storage Maintenance.

7 In Scan Notification Events, check the boxes for scanning status to be notified.

The screenshot shows the TopAccess web interface, similar to the previous one. The 'Notification' sub-tab is selected. Under the heading 'Scan Notification Events', there are two checkboxes: 'Warning' and 'Information'. The footer includes 'Install Software', 'Top', 'Help', and a copyright notice for Toshiba Tec Corporation.

Tip

When these are enabled, the following events will be notified.

When “Warning” is enabled:

- Deleting files automatically by Storage Maintenance is successfully done.

When “Information” is enabled:

- Deleting manually by the Delete Files function in the Maintenance menu is successfully done.

8 In e-Filing Notification Events, check the boxes for the status to be notified.

The screenshot shows the TopAccess web interface. At the top, there are navigation tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below these are sub-tabs for Setup, Maintenance, Registration, and Message Log. The main content area is titled 'Maintenance' and contains several links: Upload Software, Remove Software, Backup, Restore, Delete Files, Directory Service, Notification, Import, Export/Clear Log, and Reboot. A 'Save' button is visible. The 'e-Filing Notification Events' section has two checkboxes: 'Warning' and 'Information', both of which are currently unchecked. The footer includes 'Install Software', 'Top', 'Help', and a copyright notice for Toshiba TEC Corporation.

Tip

When these are enabled, the following events will be notified.

When "Warning" is enabled:

- Hard Disk space for Electronic Filing is nearly full.
- Document(s) will expire in a few days.

When "Information" is enabled:

- Initialize e-Filing Box.

In order to notify whether the e-Filing operations are successfully performed, please set the notification settings in the box properties using the e-Filing web utility. For instructions on how to set the notification settings in the box properties using the e-Filing web utility, please refer to the *e-Filing Guide*.

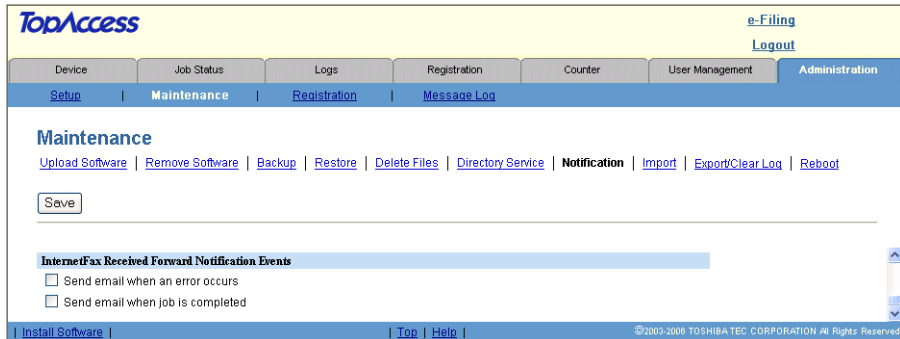
9 In Fax Received Forward Notification Events, check the boxes for the events to be notified.

The screenshot shows the TopAccess web interface, similar to the previous one. The 'Maintenance' section contains the same links. The 'Fax Received Forward Notification Events' section has two checkboxes: 'Send email when an error occurs' and 'Send email when job is completed', both of which are currently unchecked. The footer is identical to the previous screenshot.

Note

Even if you check the items in the Fax Received Forward Notification Events, Emails are sent only when the optional Fax unit is installed.

10 In Internet Fax Received Forward Notification Events, check the boxes for the events to be notified.



11 Click [Save].

Importing and Exporting the Address Book

This equipment allows you to import and export address book data in CSV format.

P.212 "Importing the Address Book Data"

P.214 "Exporting the Address Book Data"

Importing the Address Book Data

You can import address information that has been exported from another TopAccess address book or from a different address book program. The imported file must be the comma delimited CSV file and created in the suitable format for the TopAccess address book. The imported address book data will be added in the existing address book.

The format for the TopAccess address book is as below:

```
"First Name","Last Name","Email Address","Tel Number","Company","Department"
"User01","User","user01@ifax.com","00000000001","12345 COMPANY","Dept01"
"User02","User","user02@ifax.com","00000000002","12345 COMPANY","Dept01"
"User03","User","user03@ifax.com","00000000003","12345 COMPANY","Dept01"
```

Note

If an address data of any entry items exceeds the number of characters as describe below, the address data will not be imported.

- First Name: 32 characters
- Last Name: 32 characters
- Email Address: 192 characters
- Tel Number: 128 characters
- Company: 64 characters
- Department: 64 characters

Importing the address book data from a CSV file

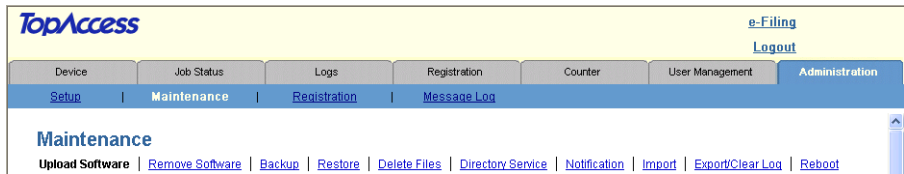
Note

Before importing the address book data, please confirm that there is no print job, no scan job, and no fax job. The address book data cannot be imported if there are any jobs that have been processed. If importing the address book data takes a long time, perform restoring the data after the equipment turns in a Sleep/Auto Shut Off mode.

1 Access TopAccess in the administrator mode.

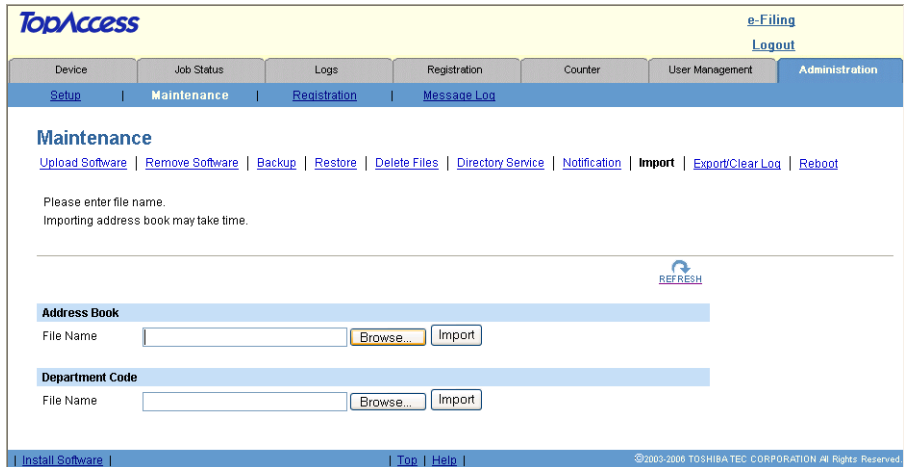
📖 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Import submenu.



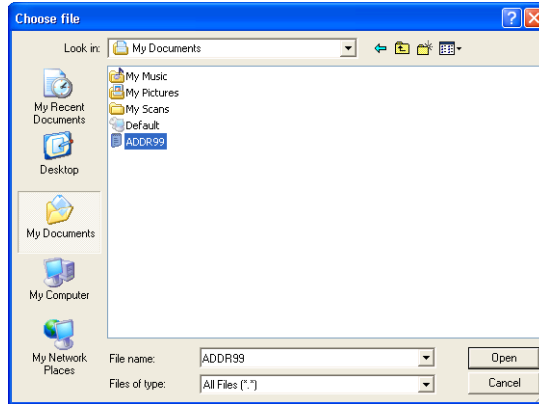
- The Import submenu page is displayed.

3 Click [Browse...] in the Address Book area.

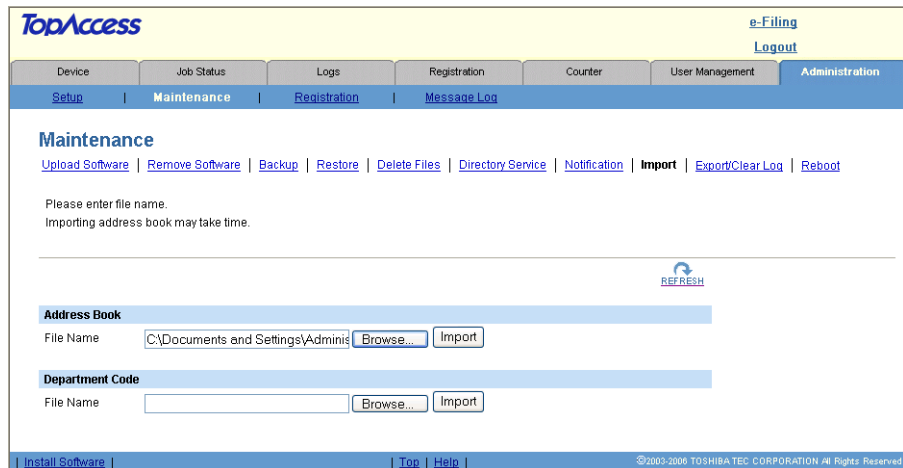


- The Choose File dialog box appears.

4 Select the CSV file that contains address book data and click [Open].



5 Click [Import].



- The data is imported to the address book.

Exporting the Address Book Data

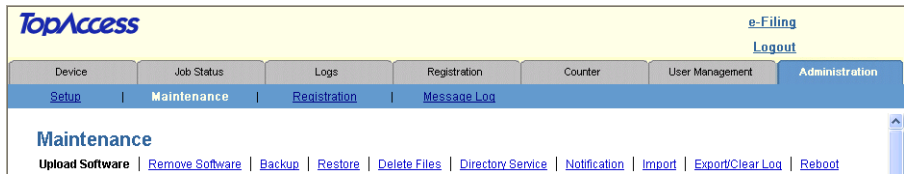
You can export address information for use in another TopAccess address book or another address book program.

Exporting the address book data as a CSV file

1 Access TopAccess in the administrator mode.

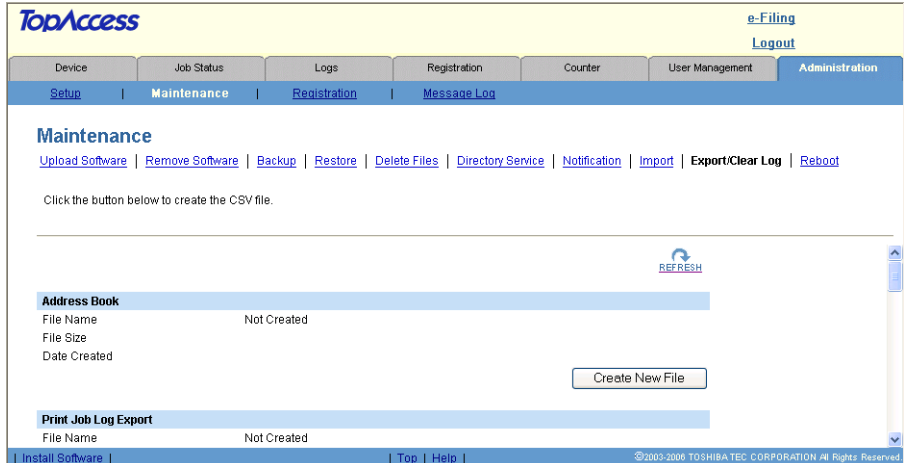
P.116 "Accessing TopAccess Administrator Mode"

2 Click the Maintenance menu and Export/Clear Log submenu.



- The Export/Clear Log submenu page is displayed.

3 Click [Create New File] in the Address Book area.

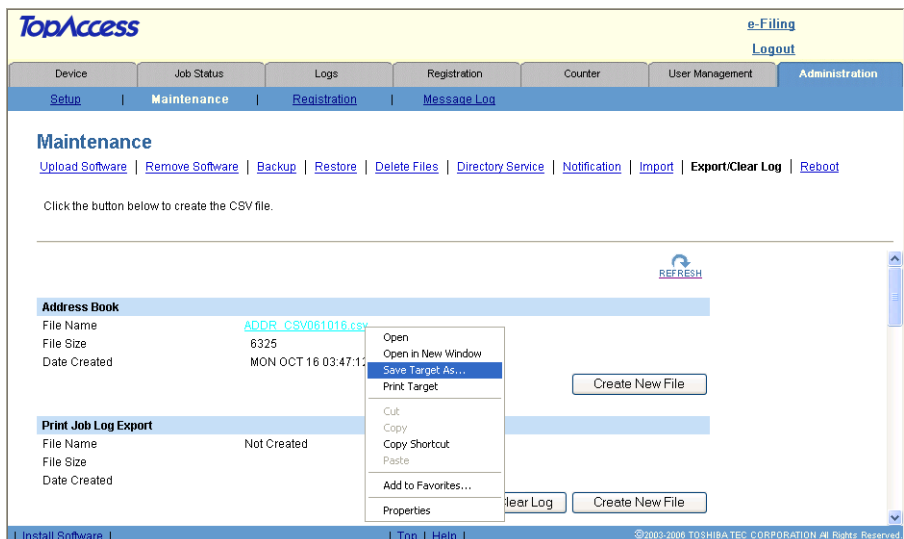


- The CSV file name will be displayed.

Tip

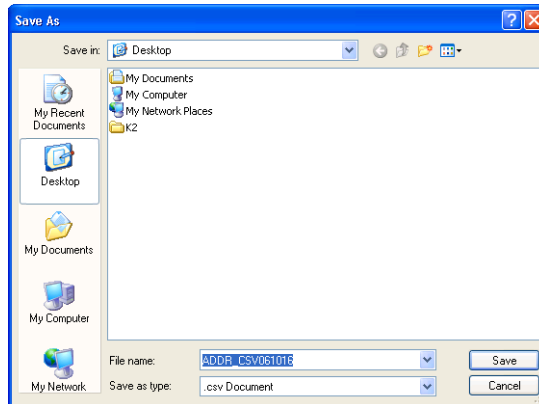
If you previously exported address book data, the exported file link and information are displayed in the Address Book area. You can click the link to save the previously exported file.

4 Right-click the File Name link and select [Save Target As...].



- The Save As dialog box appears.

5 Select the file location and select “All Files” or “.csv Document” in the “Save as type” drop down box.



6 Click [Save]

- The CSV file that contains the address book data is saved in a selected location.

Importing and Exporting the Department Code

An administrator can import and export department code data in CSV format.

P.216 “Importing the Department Code Data”

P.218 “Exporting the Department Code Data”

Importing the Department Code Data

You can import department code information from a file that has been exported from another device. The imported department code data will be overwritten in the existing department code data.

The imported file must be the comma delimited CSV file and created in the suitable format for the department code data.

Importing the department code data from a CSV file

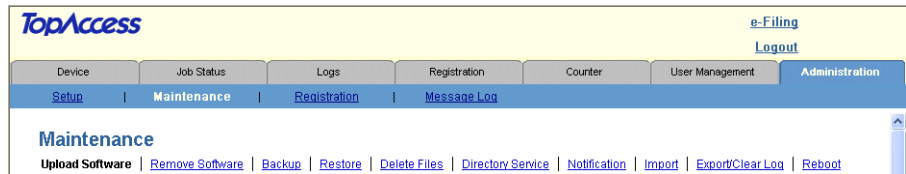
Note

Before importing the department code data, please confirm that there is no print job, no scan job, and no fax job. The department code data cannot be imported if there are any jobs that have been processed. If importing the department code data takes a long time, perform restoring the data after the equipment turns in a Sleep/Auto Shut Off mode.

1 Access TopAccess in the administrator mode.

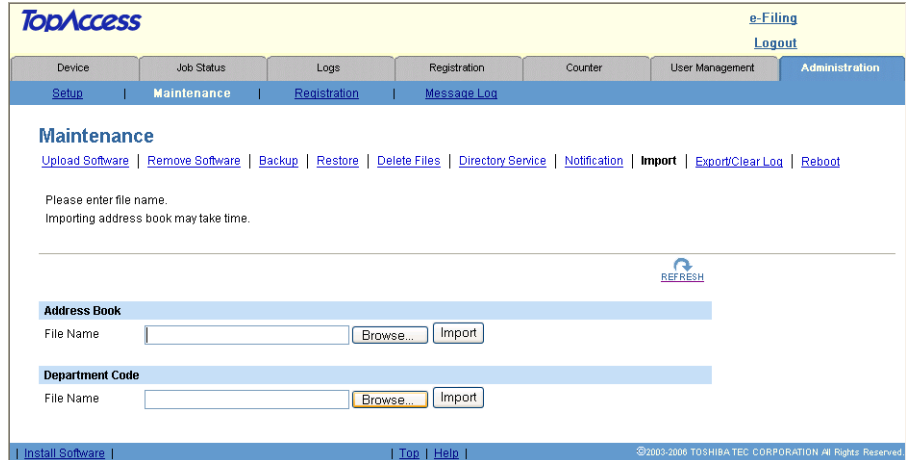
P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Import submenu.



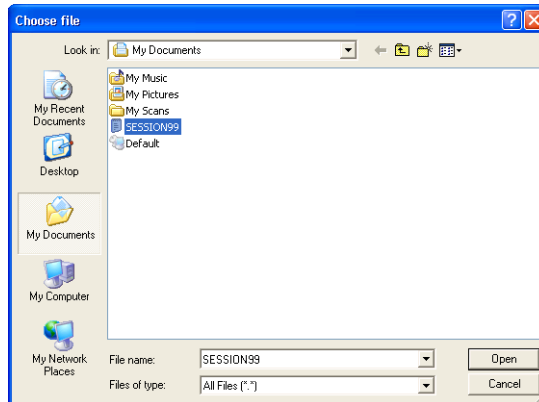
- The Import submenu page is displayed.

3 Click [Browse...] in the Department Code area.



- The Choose File dialog box appears.

4 Select the CSV file that contains department code data and click [Open].



5 Click [Import].

- The data is imported to the department code.

Exporting the Department Code Data

You can export department code information for use in other equipment.

Exporting the department code data as a CSV file

1 Access TopAccess in the administrator mode.

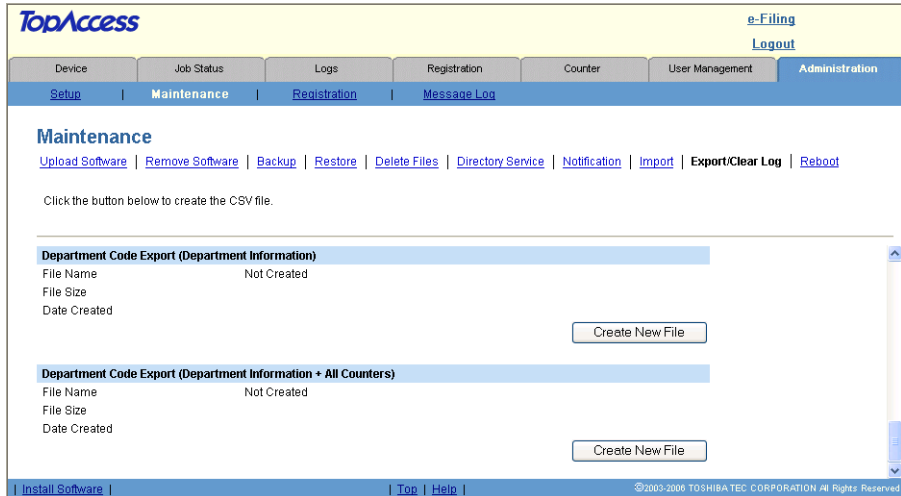
📖 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Export/Clear Log submenu.

- The Export/Clear Log submenu page is displayed.

3 When you want to export only the department code information, click [Create New File] in the “Department Code Export (Department Information)” area.

When you want to export the department code information with counter information, click [Create New File] in the “Department Code Export (Department Information + All Counters)” area.

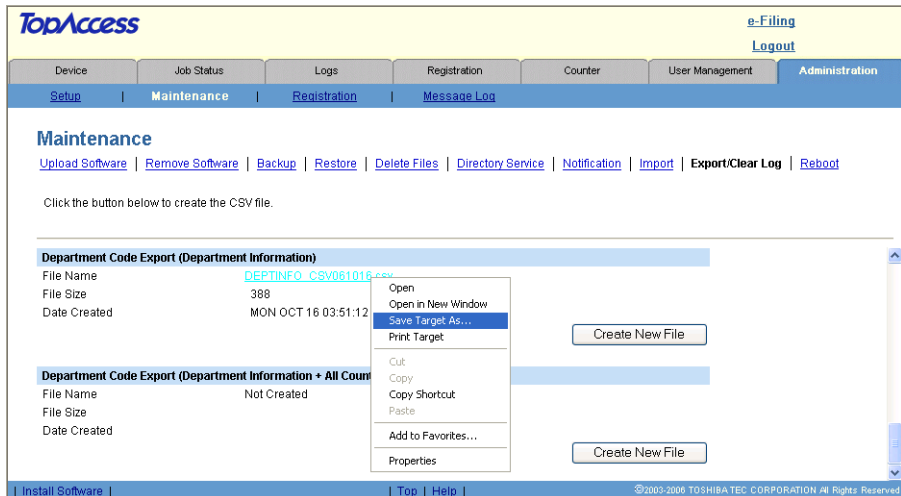


- The CSV file name will be displayed.

Tip

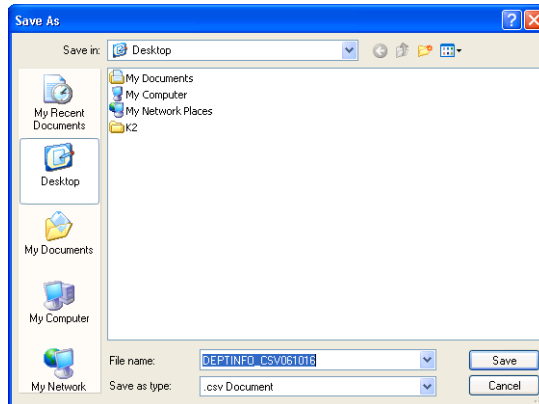
If you previously exported department code data, the exported file link and information are displayed in the Department Code Export area. You can click the link to save the previously exported file.

4 Right-click the File Name link and select [Save Target As...].



- The Save As dialog box appears.

5 Select the file location and select “All Files” or “.csv Document” in the “Save as type” drop down box.



6 Click [Save].

- The CSV file that contains the department code data is saved in a selected location.

Exporting the Logs, Journals, and Counters

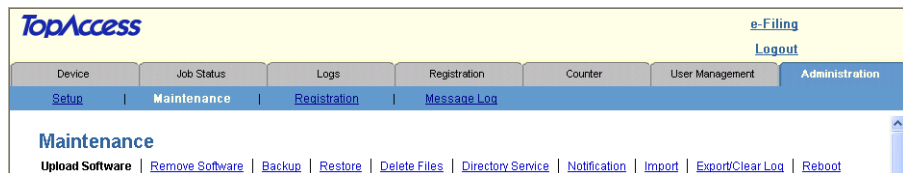
An administrator can export logs and journals in this equipment as CSV files. Before clearing them, you can save the logs, journals, and counters as files.

Exporting the logs, journals, and counters as a CSV file

1 Access TopAccess in the administrator mode.

P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Export/Clear Log submenu.



- The Export/Clear Log submenu page is displayed.

3 Click [Create New File] in the area of logs or journals that you want to export.

You can export the following logs and journals.

- Print Job Log
- Fax Transmission Journal
- Fax Reception Journal
- Scan Log
- Message Log
- Department Code (Small/Large Counter)

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a sub-menu with links for Setup, Maintenance, Registration, and Message Log. The main content area is titled 'Maintenance' and contains several links: Upload Software, Remove Software, Backup, Restore, Delete Files, Directory Service, Notification, Import, Export/Clear Log, and Reboot. A message states: 'Click the button below to create the CSV file.' Below this message are four sections, each with a title and a table of fields:

Print Job Log Export	
File Name	Not Created
File Size	
Date Created	
<input type="button" value="Clear Log"/> <input type="button" value="Create New File"/>	

Fax Transmission Journal Export	
File Name	Not Created
File Size	
Date Created	
<input type="button" value="Clear Log"/> <input type="button" value="Create New File"/>	

Fax Reception Journal Export	
File Name	Not Created
File Size	
Date Created	
<input type="button" value="Clear Log"/> <input type="button" value="Create New File"/>	

Scan Log Export	
File Name	Not Created
File Size	
Date Created	
<input type="button" value="Clear Log"/> <input type="button" value="Create New File"/>	

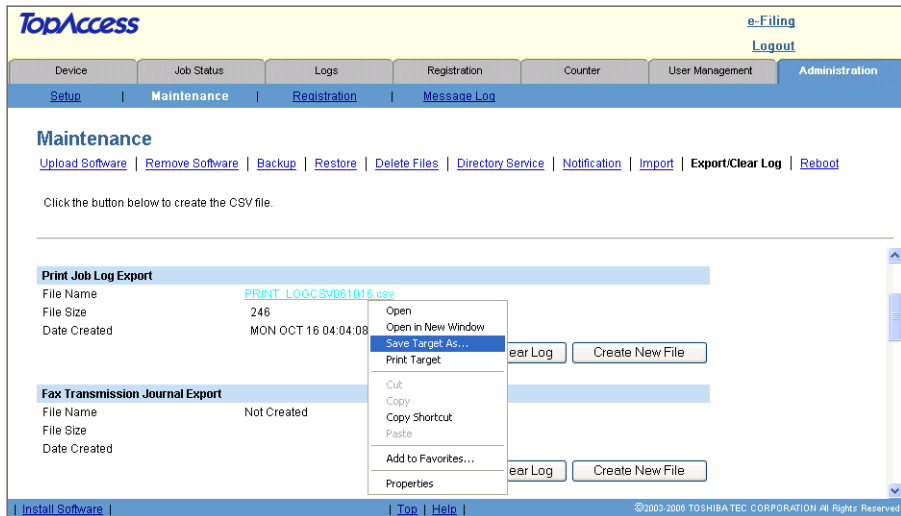
At the bottom of the page, there are links for 'Install Software', 'Top', and 'Help', along with a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The CSV file name will be displayed.

Tip

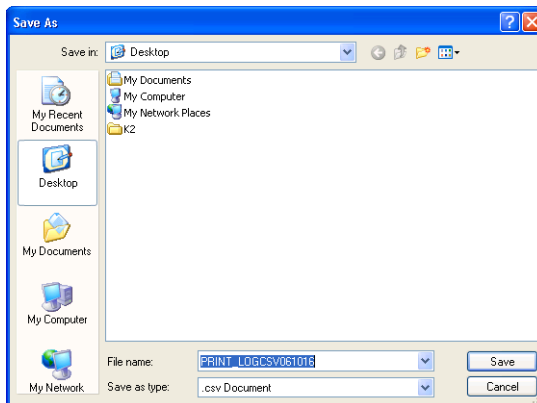
If you previously exported data, the exported file link and information are displayed in each area. You can click the link to save the previously exported file.

4 Right-click the File Name link and select [Save Target As...].



- The Save As dialog box appears.

5 Select the file location and select “All Files” or “.csv Document” in the “Save as type” drop down box.



6 Click [Save].


- The CSV file that contains the logs or journals data is saved in a selected location.

Clearing the Logs and Journals

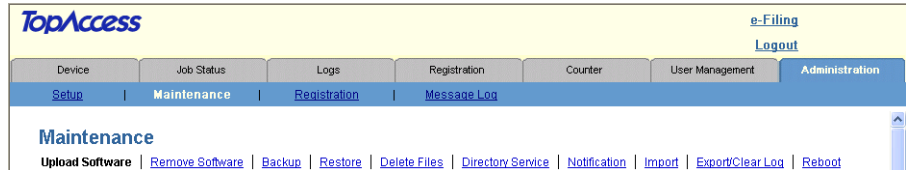
An administrator can clear logs and journals in this equipment. This maintenance procedure is recommended periodically to maintain the hard disk.

Clearing the logs and journals

1 Access TopAccess in the administrator mode.

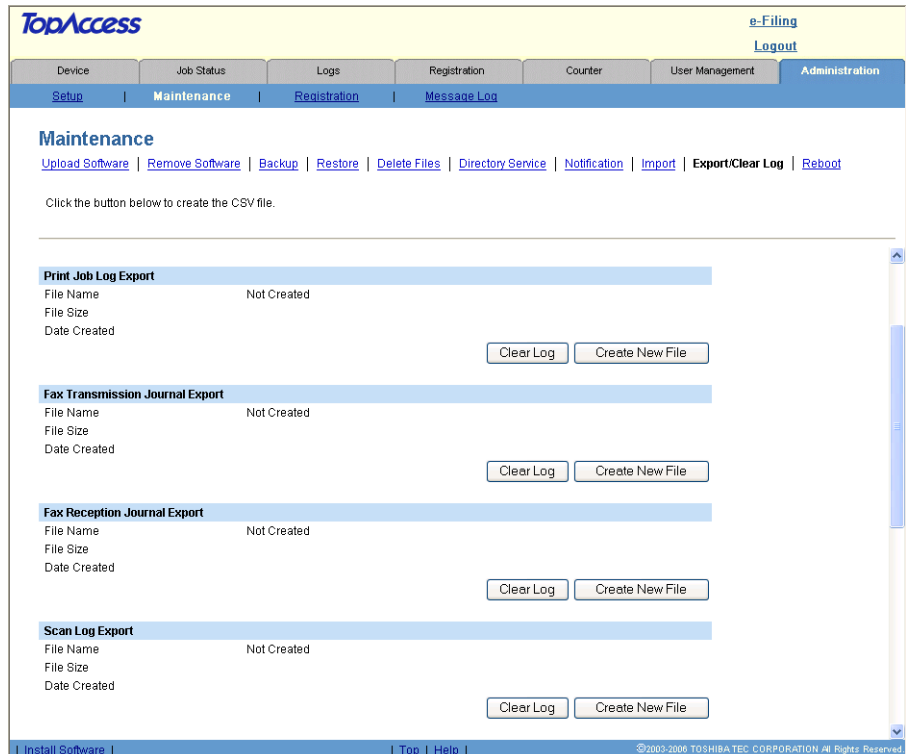
 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Export/Clear Log submenu.



- The Export/Clear Log submenu page is displayed.

3 Click [Clear Logs] in the area of logs or journals that you want to clear.



- The selected logs are cleared.

Rebooting the Equipment

An administrator can reboot the equipment

Note

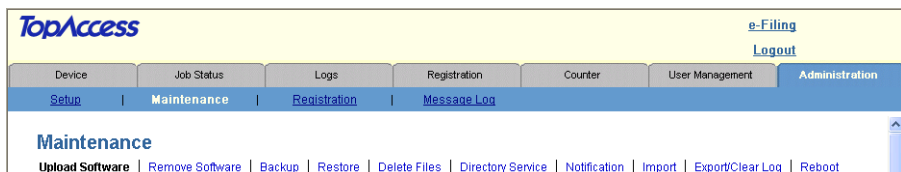
Rebooting the equipment cannot be performed when there are jobs in progress.

Rebooting the equipment

1 Access TopAccess in the administrator mode.

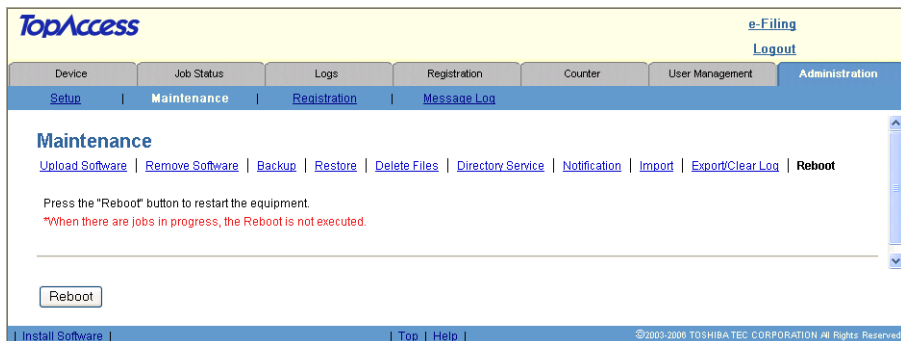
 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Reboot submenu.



- The Reboot submenu page is displayed.

3 Click [Reboot] to reboot the equipment.



- The confirmation dialog box appears.

4 Click [OK].



- The equipment is restarted.

Note

During the equipment is restarted, the network will not be available. TopAccess will display “Please restart after waiting a few minutes.” During the equipment is restarted, the Touch Panel Display will display “NETWORK INITIALIZING”. When this “NETWORK INITIALIZING” message disappears, TopAccess will once again be available.

Registering from TopAccess

About the Registrations

In the Registration menu in the TopAccess administrator mode, an administrator can register the public Templates, and relay transmissions of received faxes/internet faxes.


Public Template

An administrator can create public templates that are held in a public template group available to everyone.

 P.225 “Registering Public Templates”

Fax Received Forward, Internet Fax Received Forward

An administrator can register the agent to which all received faxes/internet faxes are forwarded so that he or she can check the documents.

 P.233 “Registering Fax and Internet Fax Received Forward”

Note

The Fax Received Forward can be registered only when the optional Fax unit is installed.


Registering Public Templates

Administrators create and maintain public templates and manage the public template group. Users can display and use public templates but cannot modify them.

The public group can contain up to 60 public templates. Typically, these are general-purpose templates available to all users.

TopAccess in the administrator mode allows the following operations for managing the public templates:

 P.225 “Creating or Editing the Public Templates”

 P.231 “Resetting the Public Template”

Creating or Editing the Public Templates

Use the Templates page to set up and modify templates.

Creating or Editing the public templates

1 Access TopAccess in the administrator mode.

 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Registration menu and Public Template submenu.

- The Public Template submenu page is displayed.

3 From the templates list, click the “Undefined” icon to register a new template, or click defined icon to edit the template.

The screenshot shows the TopAccess Administration interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The Registration tab is selected. Below the navigation bar, there is a 'Registration' section with a 'Reset' button and a table for 'Public Template Groups'. The table has columns for No., Name, and User Name. Below the table, there is a 'Panel View' section with a 'List View' link. Below that, there is a 'Jump to' section with links for various template groups: 1-6, 7-12, 13-18, 19-24, 25-30, 31-36, 37-42, 43-48, 49-54, and 55-60. Below the 'Jump to' section, there is a 'Templates 1-6' section with a table showing the following templates:

No.	Icon	Name	User Name
1		COPY MODE	
2		FAX MODE	
3		SCAN TO E-MAIL	
4		SCAN TO FILE	
5		SCAN TO E-FILING	
6		Undefined	
		Undefined	

At the bottom of the page, there is a footer with links for 'Install Software', 'Top', and 'Help', and a copyright notice: ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved.

- If the templates list is displayed in the List view, click the “Undefined” template name to register new template, or click the defined template name to edit the template.
- If you select the public template that has not been defined, the Template Properties page to select agents is displayed. Skip to step 5.
- If you select the defined private template, the Template Properties page is displayed. Go to the next step.

Tips

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which public template you want to define or edit, click the number of the the public template in the “Jump to” links.

4 When you edit the existing template, the following window will be displayed. Click [Edit].

No.	Name	User Name
Public	Public Template Groups	

No.	Name	User Name
1	COPY MODE	

Panel		COPY MODE
Notification		
Automatic Start	Disable	
Agent	Copy	
Scanner		

- The Template Properties page to select agents is displayed.

5 Select agents and click [Select Agent].

<input type="checkbox"/> Copy	<input type="checkbox"/> Email
<input type="checkbox"/> Fax / Internet Fax	<input type="checkbox"/> Save as file
<input type="checkbox"/> Scan	<input type="checkbox"/> Store to e-Filing

You can select one of the following templates:

Copy — Select this to create a copy template. Usually, this is selected to print copies as well as sending originals to other destinations. This agent can also be combined with the Save as file agent or Store to e-Filing agent.

Fax/Internet Fax — Select this to create a fax and Internet Fax transmission template. This agent can be combined with the Save as file agent.

Scan — Select this to create a scan template combined with the Email, Save as file, and Store to e-Filing agents. When you select this, select the agent from “Email”, “Save as file”, or “Store to e-Filing”. You can specify up to two agents for a scan template.

* For the black and white model:

- “Fax/Internet Fax” is available only when the Scanner Kit is installed, when the Printer/Scanner Kit is installed, or when the optional Fax unit is installed.
- “Scan”, “Email”, and “Save as file” are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

6 Click each button displayed in the page to specify or edit the associated template properties.

[Panel Setting] — Click this to specify the icon settings for the template.

 P.229 “Panel Setting (Public Template)”

Panel Setting	
Picture	
Caption1	SCAN TO
Caption2	FILE
User Name	
Automatic Start	Disable
Notification	

[Destination Setting] — Click this to specify the document’s destination. This can be set only when creating the Fax/Internet Fax agent or Email agent.

 P.229 “Destination Setting (Public Template)”

When Creating the Fax/Internet Fax agent:


Destination Setting	
Destination	

When Creating the Email agent:

To: Destination Setting	
To: Destination	

Cc: Destination Setting	
Cc: Destination	

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.

 P.230 “Internet Fax Setting (Public Template)”

InternetFax Setting	
Subject	Scanned from (Device Name)\(Template Name)\(Date)\(Time)
From Address	admin@ifax.com
From Name	admin
Body	
File Format	TIFF-S
Fragment Page Size	No Fragmentation

[Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.

 P.230 “Fax Setting (Public Template)”

Fax Setting	
Resolution	Standard
Original Mode	Text
Exposure	Auto
Transmission Type	
ECM	ON
Line Select	
Quality Transmit	
SUB/SEP	
Polling	
Delayed Transmit	00 00.00
Priority Transmit	OFF

[Email Setting] — Click this to specify how the document will be sent. This can be set only when creating the Email agent.

 P.230 “Email Setting (Public Template)”

Email Setting	
Subject	
From Address	mfp-00c67861@ifax.com
From Name	MFP-00C67861
Body	
File Format	PDF(Multi)
File Name	DocMMDDYY(MMDDYY is a date)
Fragment Message Size	No Fragmentation


[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when creating the Save as file agent.
 📖 P.230 “Save as file Setting (Public Template)”

Save as file Setting	
File Format	TIFF(Mult)
Destination	\\WFPP-04988820\FILE_SHARE\
File Name	DocMMDDYY(MMDDYY is a date)

[Box Setting] — Click this to specify how the document will be stored in the Box. This can be set only when creating the Store to e-Filing agent.
 📖 P.230 “Box Setting (Public Template)”

Box Setting	
Destination	000
Folder Name	
Document Name	DocMMDDYY(MMDDYY is a date)

[Scan Setting] — Click this to specify how the document will be scanned. This can be set only when creating the Save as file agent, Email agent, and Store to e-Filing agent. This cannot be set when combining the Fax/Internet Fax agent.
 📖 P.230 “Scan Setting (Public Template)”

Scan Setting	
Single/2-Sided Scan	Single
Rotation	
Original Mode	Text
Resolution	200dpi
Exposure	Auto
Original Size	Auto

7 After configuring the desired template properties, click [Save].

- The template properties are registered.

— Panel Setting (Public Template)

In the Panel Setting page, specify how the icon for the template is displayed in the Touch Panel Display, and the notification settings for the template.

The instructions on how to setting up the Panel settings for the public template is same as setting up the Panel settings for the private template.

📖 P.60 “Panel Setting (Private Template)”

— Destination Setting (Public Template)

In the Recipient List page, you can specify the destinations to which the fax, Internet Fax, or Scan to Email document will be sent.

When you are setting up the destinations for the Email agent, you can only specify the Email addresses for the destinations.

When you are setting up the destinations for the Fax/Internet Fax agent, you can specify both fax numbers and Email addresses for the destinations.

For the black and white model, specifying email addresses for the destinations is available only when the Scanner Kit is installed, or the Printer/Scanner Kit is installed.

Note

However, the optional Fax unit must be installed in this equipment to specify the fax numbers of the destinations.

You can specify the recipients by entering their Email addresses or fax numbers manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.

The instructions on how to setting up the Destination settings for the public template is same as setting up the Destination settings for the private template.

 P.61 “Destination Setting (Private Template)”

— Internet Fax Setting (Public Template)

In the Internet Fax Settings page, you can specify the content of the Internet Fax to be sent.


The instructions on how to setting up the Internet Fax settings for the public template is same as setting up the Internet Fax settings for the private template.

 P.68 “Internet Fax Setting (Private Template)”

— Fax Setting (Public Template)

In the Fax Setting page, you can specify how the fax will be sent.


The instructions on how to setting up the Fax settings for the public template is same as setting up the Fax settings for the private template.

 P.69 “Fax Setting (Private Template)”

— Email Setting (Public Template)

In the Email Setting page, you can specify the content of the Scan to Email document to be sent.

The instructions on how to setting up the Email settings for the public template is same as setting up the Email settings for the private template.

 P.71 “Email Setting (Private Template)”

— Save as file Setting (Public Template)

In the Save as file Setting page, you can specify how and where a scanned file will be stored.


The instructions on how to setting up the Save as file settings for the public template is same as setting up the Save as file settings for the private template.

 P.73 “Save as file Setting (Private Template)”

— Box Setting (Public Template)

In the Box Setting page, you can specify how scanned images will be stored in the Box.


The instructions on how to setting up the Box settings for the public template is same as setting up the Box settings for the private template.

 P.76 “Box Setting (Private Template)”

— Scan Setting (Public Template)

In the Scan Setting page, you can specify how originals are scanned for the Save as file, Email, and Store to e-Filing agent.


The instructions on how to setting up the Scan settings for the public template is same as setting up the Scan settings for the private template.


 P.77 “Scan Setting (Private Template)”

Resetting the Public Template

You can reset the public template that you registered.

You can reset a public template that you select, or you can reset all public templates that are registered in the Public Template Group.

 P.231 “Resetting a Public Template”

 P.232 “Resetting All Public Templates”

— Resetting a Public Template

To reset an unnecessary public template, perform the following procedure.

Resetting a public template

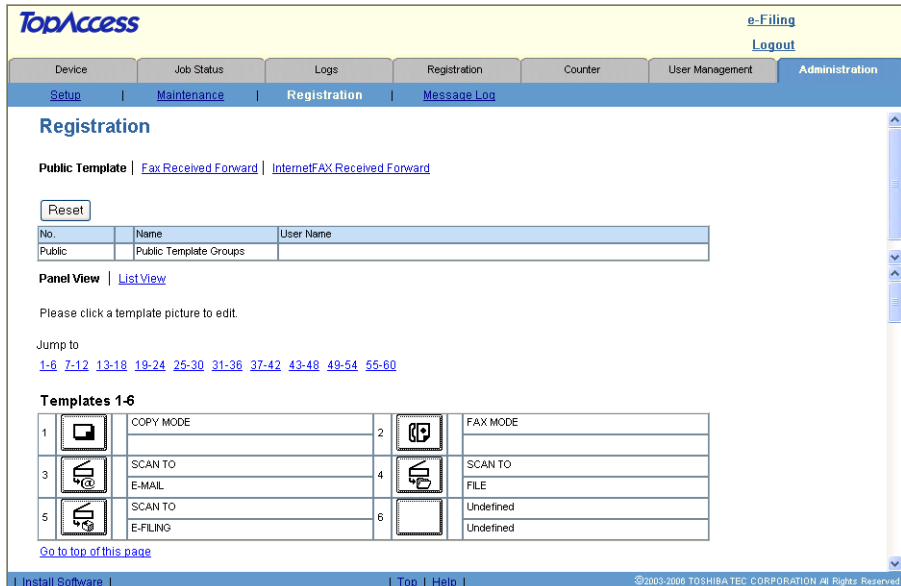
1 Access TopAccess in the administrator mode.

 P.116 “Accessing TopAccess Administrator Mode”

2 Click the Registration menu and Public Template submenu.







- The Public Template submenu page is displayed.

3 From the templates list, click the template icon that you want to reset.



The screenshot shows the TopAccess administrator interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this, there is a sub-navigation bar with links for Setup, Maintenance, Registration, and Message Log. The main content area is titled "Registration" and contains a "Public Template" section with a "Reset" button and a table with columns for No., Name, and User Name. Below this, there is a "Panel View" section with a "List View" link and a "Jump to" section with a list of links (1-6, 7-12, 13-18, 19-24, 25-30, 31-36, 37-42, 43-48, 49-54, 55-60). The "Templates 1-6" section contains a table with 6 columns and 2 rows of template information, including icons and names like COPY MODE, FAX MODE, SCAN TO E-MAIL, and SCAN TO FILE.

No.	Icon	Name	User Name
Public		Public Template Groups	

Templates 1-6			
1	 COPY MODE	2	 FAX MODE
3	 SCAN TO E-MAIL	4	 SCAN TO FILE
5	 SCAN TO E-FILING	6	 Undefined

- If the templates list is displayed in the List view, click the template name that you want to reset.
- The Template Properties page is displayed.

Tips

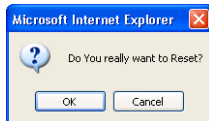
- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which public template you want to reset, click the number of the public template in the “Jump to” links.

4 Click [Reset Template].

The screenshot shows the TopAccess Administrator interface. The navigation bar includes 'Setup', 'Maintenance', 'Registration', and 'Message Log'. The 'Registration' menu is active, and the 'Public Template' sub-menu is selected. The main content area is titled 'Template Properties' and contains sections for 'Group Information' and 'Template Information'. The 'Group Information' section has a table with columns 'No.', 'Name', and 'User Name', containing one row with 'Public' and 'Public Template Groups'. The 'Template Information' section has 'Edit' and 'Reset Template' buttons. Below the buttons is a table with columns 'No.', 'Name', and 'User Name', containing one row with '1' and 'COPY MODE'. At the bottom of the page, there is a footer with 'Install Software', 'Top', 'Help', and copyright information for Toshiba TEC Corporation.

- The confirmation dialog box appears.

5 Click [OK].



- The selected template is cleared.

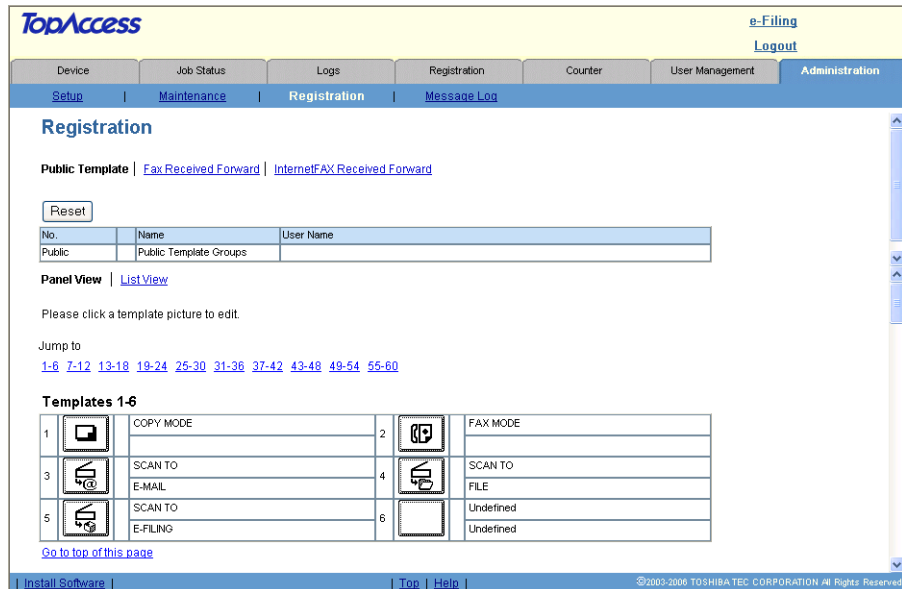
— Resetting All Public Templates

To reset all public templates, perform the following procedure.

Resetting all public templates

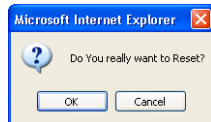
- 1 Access TopAccess in the administrator mode.**
 - P.116 “Accessing TopAccess Administrator Mode”
- 2 Click the Registration menu and Public Template submenu.**
 - The Public Template submenu page is displayed.

3 Click [Reset].



- The confirmation dialog box appears.

4 Click [OK].



- The group information is cleared.

Registering Fax and Internet Fax Received Forward

The Fax Received Forward and Internet Fax Received Forward allow you to transmit received fax or Internet Faxes to specific destinations — to check all fax and Internet Faxes received.

Notes

- The Fax Received Forward can be registered only when the optional Fax unit is installed.
- When the 2nd line board is installed, the received faxes are forwarded to the specified destinations according to the Fax Received Forward setting regardless of whether the faxes are received through line 1 or line 2.

For the black and white model, the Internet Fax Received Forward is available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

The received fax and Internet Faxes can be transmitted to following destinations:

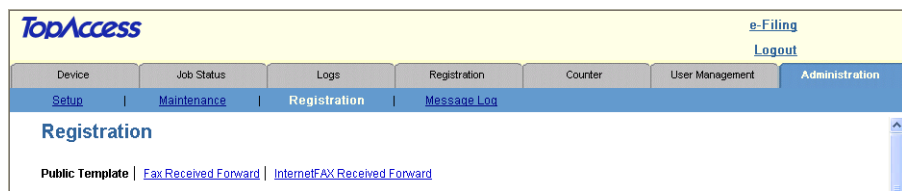
- Other Internet Fax devices
- Local folder in this equipment or network folders
- Email addresses
- Box in this equipment

Registering the Fax or Internet Fax Received Forward

Tip

The procedures to register the Fax Received Forward and Internet Fax Received Forward are almost the same.

- 1 **Access TopAccess in the administrator mode.**
 P.116 “Accessing TopAccess Administrator Mode”
- 2 **Click the Registration menu and Fax Received Forward submenu to register the Fax Received Forward, or click the Internet Fax Received Forward submenu to register the Internet Fax Received Forward.**



- When you click the Fax Received Forward submenu, the Fax Received Forward submenu page is displayed.
- When you click the Internet Fax Received Forward submenu, the Internet Fax Received Forward submenu page is displayed.

- 3 **Check the “Forward” check box and select the desired agents and click [Select Agent].**



Tip

To disable the Fax Received Forward or Internet Fax Received Forward, uncheck the “Forward” check box and click [Select Agent], and then click [Save].

Internet Fax — Select this to transmit received fax or Internet Faxes to another Internet Fax devices. This agent can be combined with the Save as file agent or Store to e-Filing agent.

Save as file — Select this to transmit received fax or Internet Faxes to local folder in this equipment or to network folders. This agent can be combined with another agent.

Email — Select this to transmit received fax or Internet Faxes to Email addresses. This agent can be combined with the Save as file agent or Store to e-Filing agent.

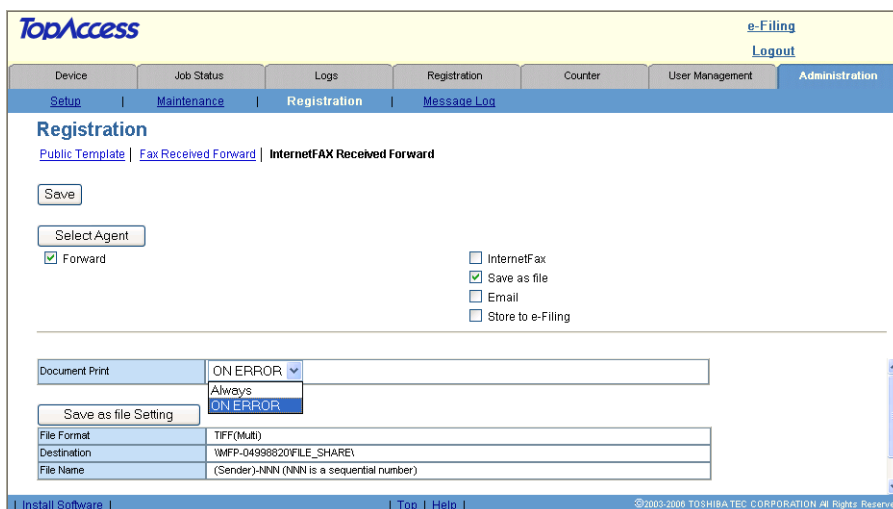
Store to e-Filing — Select this to transmit received fax or Internet Faxes to e-Filing. This agent can be combined with another agent.

Note

The image quality of the file that is stored by Save as file, Email, and Store to e-Filing is different from the output of the received fax when it is printed.

For the black and white model, “Internet Fax”, “Save as file”, and “Email” are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

4 Select when the Fax or Internet Fax Received Forward document will be printed in the “Document Print” drop down box.



Always — Select this to always print a forwarded document.

ON ERROR — Select this to print a forwarded document when the document will not be sent for all destinations due to errors.

5 Click each button displayed in the page to specify or edit the associated properties.

[Destination Setting] — Click this to specify the destinations of documents sent. This can be set only when registering the Internet Fax, or Email agent.

P.237 “Destination Setting (Fax/Internet Fax Received Forward)”

When Registering the Internet Fax agent:


Destination

When Registering the Email agent:

To: Destination

Cc: Destination

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when registering the Internet Fax agent.

 P.242 “Internet Fax Setting (Fax/Internet Fax Received Forward)”


InternetFax Setting	
Subject	Scanned from (Device Name)((Template Name))(Date)(Time)
From Address	admin@fax.com
From Name	admin
Body	
File Format	TIFF-S
Fragment Page Size	No Fragmentation

[Email Setting] — Click this to specify how the document will be sent. This can be set only when registering the Email agent.

 P.242 “Email Setting (Fax/Internet Fax Received Forward)”

Email Setting	
Subject	Scanned from (Device Name)((Template Name))(Date)(Time)
From Address	mfp-00c67861@fax.com
From Name	MFP-00C67861
Body	
File Format	PDF(Multi)
File Name	(Sender)-NNN (NNN is a sequential number)
Fragment Message Size	No Fragmentation

[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when registering the Received to File agent.

 P.244 “Save as file Setting (Fax/Internet Fax Received Forward)”

Save as file Setting	
File Format	TIFF(Multi)
Destination	WMFP-04988820\FILE_SHARE\
File Name	(Sender)-NNN (NNN is a sequential number)

[Box Setting] — Click this to specify how the document will be stored in e-Filing. This can be set only when registering the Store to e-Filing agent.

 P.247 “Box Setting (Fax/Internet Fax Received Forward)”

Box Setting	
Destination	000
Folder Name	
Document Name	(Sender)-NNN (NNN is a sequential number)

6 After configuring the desired properties, click [Save].

- The Fax or Internet Fax Received Forward properties are registered.

Setting up the Fax or Internet Fax Received Forward Properties

This section describes how to set items in each agent's properties.

— Destination Setting (Fax/Internet Fax Received Forward)

In the Recipient List page, you can specify the destinations to which the received faxes or Internet Faxes will be transmitted.

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.237 "Entering the recipients manually"

P.238 "Selecting the recipients from the address book"

P.239 "Selecting the groups from the address book"

P.240 "Searching for recipients in the LDAP server"

P.242 "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.242 "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@ifax.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.

Address Book

Group: All Groups

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

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].

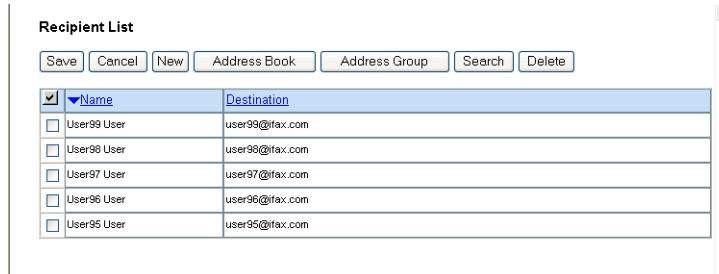
- The selected recipients are added in the Recipient List page.

Tip

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

📖 P.242 “Removing the contacts from the recipient list”

5 Click [Save].



The screenshot shows the 'Recipient List' interface. At the top, there are buttons for 'Save', 'Cancel', 'New', 'Address Book', 'Address Group', 'Search', and 'Delete'. Below these buttons is a table with two columns: 'Name' and 'Destination'. The table contains five rows of user information, each with a checkbox in the first column.

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

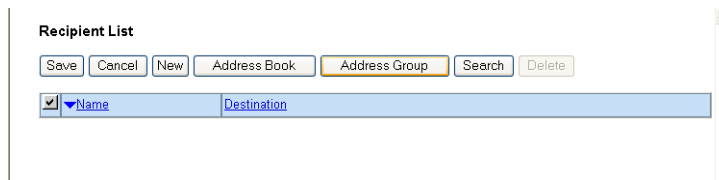
- The contacts are added as the destinations.

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].

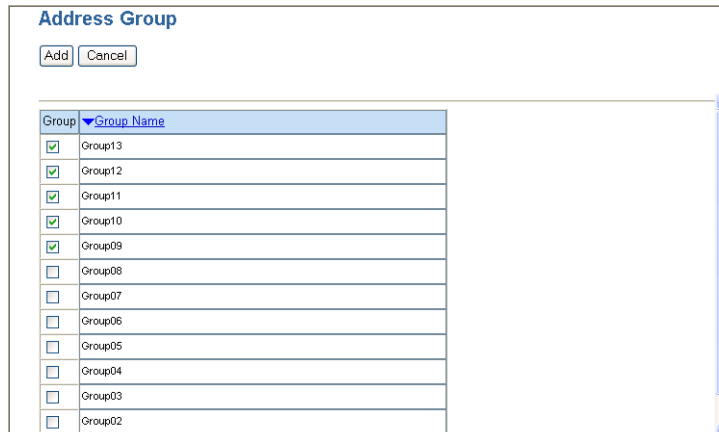


The screenshot shows the 'Recipient List' interface, similar to the previous one, but the 'Address Group' button is highlighted with a yellow border. The table below it is mostly empty, with only the header row visible.

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

- The Address Group page is displayed.

3 Check the Group boxes that contain the desired recipients.



The screenshot shows the 'Address Group' interface. At the top, there are buttons for 'Add' and 'Cancel'. Below these buttons is a table with two columns: 'Group' and 'Group Name'. The table contains ten rows of group information, each with a checkbox in the first column.

Group	Group Name
<input checked="" type="checkbox"/>	Group13
<input checked="" type="checkbox"/>	Group12
<input checked="" type="checkbox"/>	Group11
<input checked="" type="checkbox"/>	Group10
<input checked="" 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].

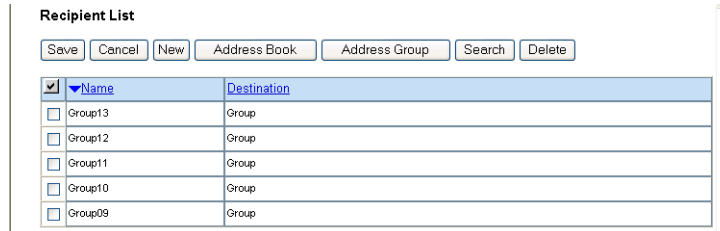
- All recipients in the selected groups are added in the Recipient List page.

Tip

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

 P.242 “Removing the contacts from the recipient list”

5 Click [Save].



Recipient List

Save Cancel New Address Book Address Group Search Delete

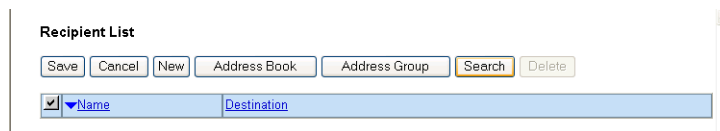
<input checked="" type="checkbox"/>	▼Name	Destination
<input type="checkbox"/>	Group3	Group
<input type="checkbox"/>	Group2	Group
<input type="checkbox"/>	Group1	Group
<input type="checkbox"/>	Group10	Group
<input type="checkbox"/>	Group09	Group

- 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.

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



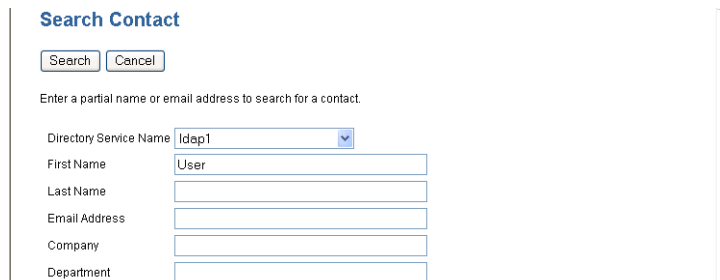
Recipient List

Save Cancel New Address Book Address Group Search Delete

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

- The Search Contact page is displayed.

- 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.



Search Contact

Search Cancel

Enter a partial name or email address to search for a contact.

Directory Service Name

First Name

Last Name

Email Address

Company

Department

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

Email	Name	Attribute 1	Attribute 2	Email Address	Fax Number
<input checked="" type="checkbox"/>	User09 User	abcdef	ghijklmn	user09@rfax.com	412

[Go to top of this page](#)

Notes

- The received documents cannot be sent to the fax numbers even if you check the Fax boxes.
- The value of "Attribute1" and "Attribute2" will depend on the settings determined by the administrator.

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.242 "Removing the contacts from the recipient list"

7 Click [Save].

Recipient List

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

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

- The selected contacts are removed from the recipient list.

— Internet Fax Setting (Fax/Internet Fax Received Forward)

In the Internet Fax Setting page, you can specify the content of the Internet Fax to be sent. The instructions on how to setting up the Internet Fax settings for the Fax or Internet Fax Received Forward is same as setting up the Internet Fax settings for the private template. [P.68 “Internet Fax Setting \(Private Template\)”](#)

— Email Setting (Fax/Internet Fax Received Forward)

In the Email Setting page, you can specify the content of the Email document to be sent.

Email Setting

Save Cancel

*Required

1	Subject	<input checked="" type="radio"/> Scanned from (Device Name)[(Template Name)](Date)(Time) <input type="radio"/> (Date)
2	*From Address	
3	From Name	
4	Body	
5	File Format	PDF(Multi)
6	Encryption	<input checked="" type="checkbox"/> Encryption User Password: [password] Retype Password: [password] Master Password: [password] Retype Password: [password] Encryption Level: 128-bit RC4 Authority: <ul style="list-style-type: none"> <input type="checkbox"/> Printing <input type="checkbox"/> Change of Documents <input type="checkbox"/> Content Copying or Extraction <input type="checkbox"/> Content Extraction for accessibility
7	File Name	(Sender)-NNNN (NNN is a sequential number)
8	Fragment Message Size	No Fragmentation

1) Subject

This sets the subject of the Email documents. Select “Scanned from (Device Name) [(Template Name)] (Date) (Time)” to automatically apply the subject, or enter the desired subject in the field.

2) From Address

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

3) From Name

Enter the sender name of the Email document.

4) Body

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

5) File Format

Select the file format that the received document will be converted.

- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.

6) Encryption

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

Encryption

Check this if you want to encrypt PDF files.

User Password

Enter a password for opening encrypted PDF files.

Master Password

Enter a password for changing the Encrypt PDF setting.

Tips

- The user password is set “12345” at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

Notes

- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, see the **User Functions Guide**.

Encryption Level

Select the desired encryption level.

- **128-bit RC4** - Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

Authority

Check the desired types of authority for Encrypt PDF.

- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

7) File Name

The file name will be “(From Name)-NNN”. The file name cannot be changed.

8) Fragment Message Size

Select the size of the message fragmentation.

— Save as file Setting (Fax/Internet Fax Received Forward)

In the Save as file Setting page, you can specify how and where a received document will be stored.

Save as file Setting

Save Cancel

1 File Format PDF(Multi)

2 Encryption

3 Use local folder

4 Remote 1

5 Remote 2

6 File Name (Sender)-NNN (NNN is a sequential number)

Storage Path : \\MFP-04587704\FILE_SHARE\

Use Administrator Setting

Use User Setting

Protocol : SMB FTP NetWare IPX/SPX NetWare TCP/IP

Server Name

Port Number(Command)

Network Path

Login User Name

Password Retype Password

Use Administrator Setting

Use User Setting

Protocol : SMB FTP NetWare IPX/SPX NetWare TCP/IP

Server Name

Port Number(Command)

Network Path

Login User Name

Password Retype Password

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

Select following 2 items

Destination

1) File Format

Select the file format that the received document will be converted.

- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.
- **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file.
- **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files.

2) Encryption

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

Encryption

Check this if you want to encrypt PDF files.

User Password

Enter a password for opening encrypted PDF files.

Master Password

Enter a password for changing the Encrypt PDF setting.

Tips

- The user password is set “12345” at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

Notes

- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, see the **User Functions Guide**.

Encryption Level

Select the desired encryption level.

- **128-bit RC4** - Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

Authority

Check the desired types of authority for Encrypt PDF.

- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

3) Destination — Use local folder

Select this to save a received document to the “FILE_SHARE” folder.

4) Destination — Remote 1

Check this box to save a scanned file to the Remote 1. How you can set this item depends on how your administrator configured the Save as file settings.

If the Remote 1 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.

If the Remote 1 allows to specify a network folder, you can select “Use User Settings” and specify the network folder settings by entering the following items:

Protocol

Select the protocol to be used for uploading a scanned file to the network folder.

- **SMB** — Select this to send a scanned file to the network folder using the SMB protocol.
- **FTP** — Select this to send a scanned file to the FTP server.
- **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol.
- **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.

Server Name

When you select “FTP” as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field. You can specify the directory at the “Network Path” field.

When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).

When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

Port Number (Command)

Enter the port number to be used for controls if you select “FTP” as the protocol. Generally “-” is entered for the control port. When “-” is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number.

Network Path

Enter the network path to store a scanned file.

When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “users\scanned” folder in the computer named “Client01”, enter “\\Client01\users\scanned”.

When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”.

When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.

Login User Name

Enter the login user name to access a SMB server, an FTP server, or NetWare file server, if required. When you select “FTP” as the protocol, an anonymous login is assumed if you leave this field blank.

Password

Enter the password to access a SMB server, an FTP server, or NetWare file server, if required.

Retype Password

Enter the same password again for a confirmation.

5) Destination — Remote 2

Check this box to save a received document to the Remote 2. How you can set this item depends on how the 2st Folder has been set up in the Save as file submenu in the Setup menu.

If the Remote 2 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.

If the Remote 2 allows to specify a network folder, you can select “Use User Settings” and specify the network folder settings. Please refer to the description of the Remote 1 option for each item.

6) File Name

Display how the a received document will be named. You cannot change the file name.

The name registered in the address book is displayed when the number is registered in the address book.

Note

Up to 999 files that are sent from the same sender can be stored in a same destination. If 999 files that are sent from the same sender have already been stored in the specified destination, this equipment will print the received document of the same sender instead of storing as file.

— Box Setting (Fax/Internet Fax Received Forward)

In the Box Setting page, you can specify how a received document will be stored in the Box.

Box Setting	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
1 — Destination	Box Number: 000 : Public Box Password: <input type="password"/> Retype Password: <input type="password"/>
2 — Folder Name	<input type="text"/>
3 — Document Name	(Sender)-NNN (NNN is a sequential number)

1) Destination

Specify the destination box number for e-Filing.

Box Number

Enter the Box number where a received document will be stored.

Password

Enter the password if the specified Box number requires a password.

Retype Password

Enter the password again if the specified Box number requires a password.

2) Folder Name

Enter the name of the folder where a received document will be stored.

3) Document Name

Display how the a received document will be named. You cannot change the document name.

Displaying Message Log

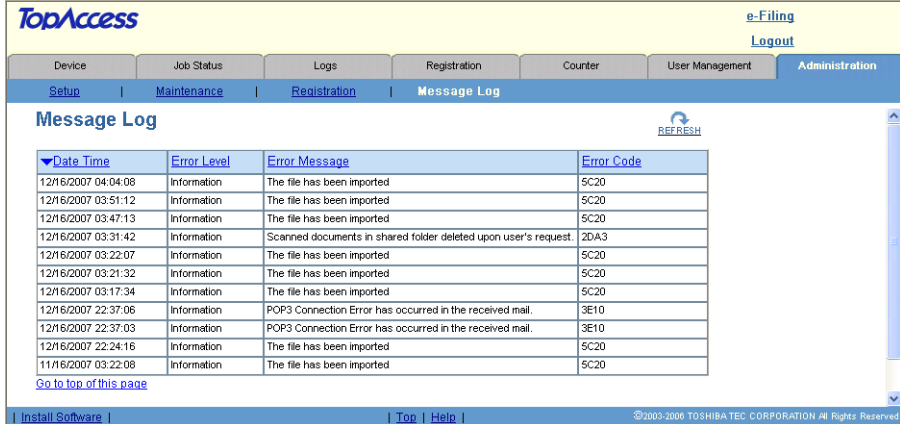
In the Message Logs menu page, you can display the system message logs such as job information, warnings, and errors. You can use this page to find out what happened and troubleshoot the problem.

Displaying the message logs

1 Access TopAccess in the administrator mode.

 P.116 "Accessing TopAccess Administrator Mode"

2 Click the Message Logs menu.



The screenshot displays the 'Message Log' page in the TopAccess administrator interface. The page features a navigation bar with tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. The 'Message Log' tab is selected. Below the navigation bar, there is a 'Message Log' section with a 'REFRESH' button. The main content is a table with the following data:

Date/Time	Error Level	Error Message	Error Code
12/16/2007 04:04:08	Information	The file has been imported	5C20
12/16/2007 03:51:12	Information	The file has been imported	5C20
12/16/2007 03:47:13	Information	The file has been imported	5C20
12/16/2007 03:31:42	Information	Scanned documents in shared folder deleted upon user's request.	2DA3
12/16/2007 03:22:07	Information	The file has been imported	5C20
12/16/2007 03:21:32	Information	The file has been imported	5C20
12/16/2007 03:17:34	Information	The file has been imported	5C20
12/16/2007 22:37:06	Information	POP3 Connection Error has occurred in the received mail.	3E10
12/16/2007 22:37:03	Information	POP3 Connection Error has occurred in the received mail.	3E10
12/16/2007 22:24:16	Information	The file has been imported	5C20
11/16/2007 03:22:08	Information	The file has been imported	5C20

At the bottom of the table, there is a link: [Go to top of this page](#). The footer of the page includes 'Install Software | Top | Help |' and '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The Message Logs menu page is displayed.

Managing Department Code

In the Department menu page at the Counters tab, an administrator can:

- Display the department list that contains the counter information for each department
- Display the department counter of a specific department
- Clear all department counters
- Clear the department counter of a specific department
- Register new department code settings
- Modify the department code settings
- Delete all department codes
- Delete a department code

To do this, you must know the administrator password.

Note

There is “Undefined” department group that is registered as the default. This department group is used to count the Invalid jobs. You can view the counter of this department group, but cannot modify or delete this default department group.

Tip

You can also manage the department code in the Department Management submenu page that can be displayed by clicking the User Management tab and Department Management submenu in the User Confirm/Create/Modify menu page.

Displaying the Department List and Counters

An administrator can display the department list registered in this equipment and the counter information for each department code.

Displaying the departments list

- 1 Click the Counters tab and the Department menu.**
 - The Department menu page is displayed.
- 2 Enter the administrator password in the “Department Code” field and click [Enter].**

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs: Device, Job Status, Logs, Registration, Counter (selected), User Management, and Administration. Below this, there is a sub-navigation bar with tabs: Total Count and Department (selected). The main content area is titled "Department management" and contains the following text: "Enter a department code to access department counters. To confirm, create or modify the department information, enter the Administrator's password." Below this text is a form with a "Department Code" label, a text input field containing six dots, and an "Enter" button. At the bottom of the page, there is a footer with links for "Install Software", "Top", and "Help", and a copyright notice: "©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved".

- The Department Management page is displayed.

3 The departments list containing the counter information is displayed.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a sub-navigation bar with 'Total Count' and 'Department' tabs. The main heading is 'Department management'. Below the heading, there is a text input field for 'Department Code' and an 'Enter' button. There are also buttons for 'New', 'Reset All Counters', and 'Delete All'. Below this is a table with the following data:

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	Dept01	10001	0	0	0	0
2	Dept02	10002	0	0	0	0
3	Dept03	10003	0	0	0	0
4	Dept04	10004	0	0	0	0
5	Dept05	10005	0	0	0	0
6	Dept06	10006	0	0	0	0
7	Dept07	10007	0	0	0	0
8	Dept08	10008	0	0	0	0

Displaying the department counters

- 1 Click the **Counters** tab and the **Department** menu.
 - The Department menu page is displayed.
- 2 Enter the administrator password in the “Department Code” field and click [Enter].

This screenshot is similar to the previous one, but the 'Department Code' input field now contains a masked password (represented by dots) and the 'Enter' button is highlighted. The rest of the page layout remains the same.

- The Department Management page is displayed.

- 3 Click the department name link to display more details.

This screenshot is identical to the first screenshot, showing the 'Department management' page with the list of departments and their counter information.

4 The Department Information page opens.

Department Information

Save Cancel Reset Counters Delete

Department Number 1
Department Name Dept01
Department Code 10001
Set Limitation OFF
Maximum reached

Print Counter

	Copy	Fax	Printer	List	Total
Small	0	0	0	29	29
Large	0	0	0	0	0
Total	0	0	0	29	29

Scan Counter

Copy	Fax	Network	Total
0	0	8	8

Clearing the Department Counters

An administrator can clear the counters for all departments at one time, or individually.

Clearing all department counters

- 1 Click the **Counters** tab and the **Department** menu.
 - The Department menu page is displayed.
- 2 Enter the administrator password in the “Department Code” field and click [Enter].

TopAccess e-Filing

Device Job Status Logs Registration Counter User Management Administration

Total Count | Department

Department management

Enter a department code to access department counters
To confirm, create or modify the department information, enter the Administrator's password.

Department Code Enter

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

- The Department Management page is displayed.

3 Click [Reset All Counters].

TopAccess e-Filing

Device Job Status Logs Registration **Counter** User Management Administration

Total Count | Department

Department management

Enter a department code to access department counters

Department Code Enter

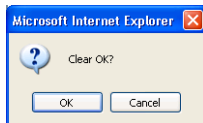
New

Number	Department Name	Dept. Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	Dept01	10001	0	0	0	0
2	Dept02	10002	0	0	0	0
3	Dept03	10003	0	0	0	0
4	Dept04	10004	0	0	0	0
5	Dept05	10005	0	0	0	0
6	Dept06	10006	0	0	0	0
7	Dept07	10007	0	0	0	0
8	Dept08	10008	0	0	0	0

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

- The confirmation dialog box appears.

4 Click [OK].



- The department counters for all departments are cleared.

Clearing the department counter for a department

1 Click the Counters tab and the Department menu.

- The Department menu page is displayed.

2 Enter the administrator password in the “Department Code” field and click [Enter].

TopAccess e-Filing

Device Job Status Logs Registration **Counter** User Management Administration

Total Count | Department

Department management

Enter a department code to access department counters

To confirm, create or modify the department information, enter the Administrator's password.

Department Code Enter

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

- The Department Management page is displayed.

3 Click the department name link whose counter you want to clear.

TopAccess e-Filing

Device Job Status Logs Registration Counter User Management Administration

Total Count | Department

Department management

Enter a department code to access department counters

Department Code Enter

New Reset All Counters Delete All

Number	Department Name	Dept. Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	Dept01	10001	0	0	0	0
2	Dept02	10002	0	0	0	0
3	Dept03	10003	0	0	0	0
4	Dept04	10004	0	0	0	0
5	Dept05	10005	0	0	0	0
6	Dept06	10006	0	0	0	0
7	Dept07	10007	0	0	0	0
8	Dept08	10008	0	0	0	0

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

- The Department Information page opens.

4 Click [Reset Counters].

Department Information

Save Cancel Reset Counters Delete

Department Number 1

Department Name Dept01

Department Code 10001

Set Limitation OFF

Maximum reached

Print Counter

	Copy	Fax	Printer	List	Total
Small	0	0	0	29	29
Large	0	0	0	0	0
Total	0	0	0	29	29

Scan Counter

	Copy	Fax	Network	Total
	0	0	8	8

- The confirmation dialog box appears.

5 Click [OK].

Microsoft Internet Explorer

Clear OK?

OK Cancel

- The department counters for the selected department are cleared.

Registering or modifying the Department Code

An administrator can register new department code or modify the department code settings.

Registering or modifying the department code setting

- 1 Click the **Counters** tab and the **Department** menu.
 - The Department menu page is displayed.
- 2 Enter the administrator password in the “Department Code” field and click [Enter].

TopAccess e-Filing

Device | Job Status | Logs | Registration | **Counter** | User Management | Administration

Total Count | **Department**

Department management

Enter a department code to access department counters
To confirm, create or modify the department information, enter the Administrator's password.

Department Code

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- The Department Management page is displayed.

- 3 Click [New] to set up a new department code, or click the department name link that you want to edit in the departments list.

TopAccess e-Filing

Device | Job Status | Logs | Registration | **Counter** | User Management | Administration

Total Count | **Department**

Department management

Enter a department code to access department counters

Department Code

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	Dept01	10001	0	0	0	0
2	Dept02	10002	0	0	0	0
3	Dept03	10003	0	0	0	0
4	Dept04	10004	0	0	0	0
5	Dept05	10005	0	0	0	0
6	Dept06	10006	0	0	0	0
7	Dept07	10007	0	0	0	0
8	Dept08	10008	0	0	0	0

[Install Software](#) | [Top](#) | [Help](#) | ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved

- The Department Information page is displayed.

- 4 Enter following items to specify the department information.

Department Information

Department Name

Department Code

Set Limitation

Maximum reached

* For the black and white model

Department Information

Department Name	<input type="text" value="Dept100"/>
Department Code	<input type="text" value="10100"/>
Set Limitation of Full Color	<input type="button" value="OFF"/> ▾
Maximum reached for Full Color output	<input type="text"/>
Set Limitation of Black	<input type="button" value="OFF"/> ▾
Maximum reached for Black output	<input type="text"/>

* For the color model

Department Name — Enter the department name to identify the department code. You can enter up to 20 characters.

Department Code — Enter a 5-digit department code.

Set Limitation of Full Color* — Select whether enabling the limitation for color outputs for this department code. When you select “ON”, enter the maximum number of outputs for this department code in the “Maximum reached of Full Color output” field.

Maximum reached for Full Color output* — Enter the maximum number of color outputs for this department code when the “Set Limitation for Full Color” option is enabled.

Set Limitation (of Black*) — Select whether enabling the limitation for black outputs for this department code. When you select “ON”, enter the maximum number of black outputs for this department code in the “Maximum reached for Black output” field.

Maximum reached (for Black output*) — Enter the maximum number of black outputs for this department code when the “Set Limitation (of Black*)” option is enabled.

Notes

- “Set Limitation of Black” and “Maximum reached for Black output” options cannot be set when the No Limit Black function is enabled.*
- When the number of outputs exceeds the limitation during the job is being printed, few copies that exceeds the limitation are printed and counted because the equipment cannot stop the job immediately.

* Only applicable to the color model.

5 Click [Save].

- The department code is added or edited.

Deleting the Department Code

An administrator can delete all department code settings at one time, or individually.

Deleting all department code settings

- 1 Click the **Counters** tab and the **Department** menu.
 - The Department menu page is displayed.
- 2 Enter the administrator password in the “**Department Code**” field and click [Enter].

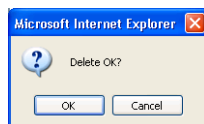
- The Department Management page is displayed.

- 3 Click [Delete All].

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	Dept01	10001	0	0	0	0
2	Dept02	10002	0	0	0	0
3	Dept03	10003	0	0	0	0
4	Dept04	10004	0	0	0	0
5	Dept05	10005	0	0	0	0
6	Dept06	10006	0	0	0	0
7	Dept07	10007	0	0	0	0
8	Dept08	10008	0	0	0	0

- The confirmation dialog box appears.

- 4 Click [OK].



- All department code settings are deleted.

Deleting a department code setting

- 1 Click the **Counters** tab and the **Department** menu.
 - The Department menu page is displayed.
- 2 Enter the administrator password in the “**Department Code**” field and click [Enter].

TopAccess e-Filing

Device Job Status Logs Registration Counter User Management Administration

Total Count | Department

Department management

Enter a department code to access department counters
To confirm, create or modify the department information, enter the Administrator's password.

Department Code Enter

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

- The Department Management page is displayed.

- 3 Click the department name link that you want to delete.

TopAccess e-Filing

Device Job Status Logs Registration Counter User Management Administration

Total Count | Department

Department management

Enter a department code to access department counters

Department Code Enter

New Reset All Counters Delete All

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	Dept01	10001	0	0	0	0
2	Dept02	10002	0	0	0	0
3	Dept03	10003	0	0	0	0
4	Dept04	10004	0	0	0	0
5	Dept05	10005	0	0	0	0
6	Dept06	10006	0	0	0	0
7	Dept07	10007	0	0	0	0
8	Dept08	10008	0	0	0	0

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

- The Department Information page opens.

4 Click [Delete].

Department Information

Department Number: 1
 Department Name:
 Department Code:
 Set Limitation:
 Maximum reached:

Print Counter

	Copy	Fax	Printer	List	Total
Small	0	0	0	29	29
Large	0	0	0	0	0
Total	0	0	0	29	29

Scan Counter

Copy	Fax	Network	Total
0	0	8	8

* For the black and white model

Department Information

Department Number: 1
 Department Name:
 Department Code:
 Set Limitation of Full Color:
 Maximum reached for Full Color output:
 Set Limitation of Black:
 Maximum reached for Black output:

Total Counter

	Full Color	Twin Color	Black	Total
Copy	0	0	0	0
Fax	-	-	0	0
Printer	0	0	0	0
List	-	-	0	0
Total	0	0	0	0

* For the color model

- The confirmation dialog box appears.

5 Click [OK].





- The selected department code is deleted.

Setting up User Management

In the User Management tab page, you can enable or disable the department management, configure the User Management Setting, and configure the User Authentication for Scan to E-mail.

 P.259 “Enabling Department Management”



 P.261 “Setting up User Management Setting”

 P.296 “Setting up User Authentication for Scan to E-mail”

Enabling Department Management

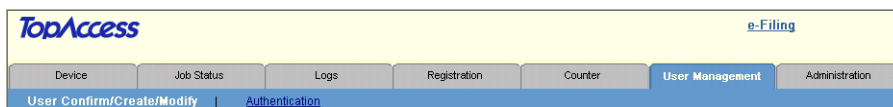
The department management is disabled as the default setting. When you want to manage the counters for every department, enable the department management. If the department management is enabled, the department code input screen will be displayed in the Touch Panel Display when you perform copying, scanning, faxing, and e-Filing box operations to manage the operations separately every department. The printing can be also managed using the department code.

Notes

- To enable the department management, at least one department code must be registered. Before enabling the department management, register the department code that you require.
 P.254 “Registering or modifying the Department Code”
- When you want to enable the User Management Setting, you do not have to enable the Department Management first. The Department Management will be automatically enable when the User Management Setting is enabled. However, no department code has been registered, you cannot enable the User Management Setting. In that case, please register the department code before enabling the User Management Setting.
- Enabling or disabling the department management can be operated in the General sub-menu page in the Setup menu page.
 P.120 “Setting up the Device Information”
- Enabling or disabling the department management can be operated using the Control Panel. For instructions using the Control Panel, see **User Functions Guide**.

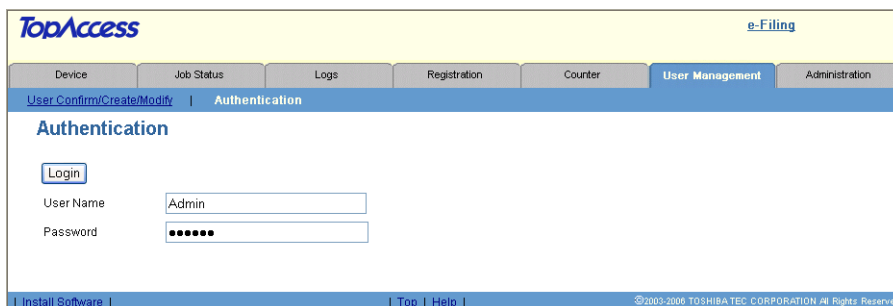
Enabling the department management

1 Click the User Management tab and the Authentication menu.



- The login page is displayed.

2 Enter the administrator password and click [Login].



- The Authentication page is displayed.

3 Click [Department Setting].

The screenshot shows the TopAccess Administrator Mode interface. The 'Authentication' section is active, and the 'Department Setting' tab is selected. The 'Current Setting' table shows 'Department Code' and 'Department Code Enforcement' both set to 'Disable'. Below this are sections for 'User Management Setting' and 'User Authentication for Scan to Email', both also showing 'Disable' settings.

- The Department Setting page opens.

4 Specify the following items and click [Finish].

The screenshot shows the 'Department Setting' configuration page. It includes 'Cancel' and 'Finish' buttons. The 'Department Code' dropdown is set to 'Enable' and the 'Department Code Enforcement' dropdown is set to 'ON'. A red warning message is displayed below the settings:

*Department Code Enforcement Select whether invalid jobs, which a department code is not specified or invalid department code is specified, are printed or stored in the invalid job list when the department code is enabled.
 ON: Select this to not print the invalid jobs and store them in the invalid job list.
 Print: Select this to print the invalid jobs.
 Delete: Select this to delete the invalid jobs
 *If the Department Code Enforcement is set to ON and the SNMP communication is enabled in the printer driver, the user will be prompted to enter the correct department code if an invalid department code was entered in the printer driver.

- **Department Code**
Select whether the department management is enabled or disabled.

Note

When the User Management Setting is enabled, the Department Code option cannot be disabled.

- **Department Code Enforcement**
Select whether invalid jobs, which a department code is not specified or invalid department code is specified, are printed or stored in the invalid job list when the department code is enabled.
ON — Select this to not print the invalid jobs and store them in the invalid job list.
Print — Select this to print the invalid jobs.
Delete — Select this to delete the invalid jobs without storing them in the invalid job list.

Notes

- If the Department Code Enforcement is set to ON and the SNMP communication is enabled in the printer driver, the user will be prompted to enter the correct department code if an invalid department code was entered in the printer driver.
- The Department Code Enforcement setting is not applied when the User Management Setting is enabled.

Setting up User Management Setting

When the User Management Setting is enabled, users must enter the user name and password before operating this equipment. Therefore, you can secure the equipment from the unexpected users.

When the User Management Setting is enabled, the following functions will be available.

- The counters for each user can be managed.
- The limitations for each user can be set.
- Up to 10000 users can be registered.
- The user name and password will be required to operate the [COPY], [SCAN], [e-FILING], [FAX], [TEMPLATE], [USER FUNCTIONS], and [JOB STATUS] buttons.
- The user name and password will be required to operate the e-Filing web utility.
- The print jobs can be accepted only from the computer of which the login user name can be attested. (When the Windows Domain Authentication or LDAP Authentication is used, the computer must also join the domain.)
- When the Windows Domain or LDAP Authentication is used, the user information will be registered automatically in the equipment when a user enters the user name and password in the User Authentication screen and then enter the department code.

The following table shows which function will use the User Management Setting.

Operation		Authentication	Remarks
Control Panel	COPY	Yes	
	SCAN	Yes	
	e-FILING	Yes	
	FAX	Yes	
	EXTENSION	No	
	JOB STATUS	Yes	
	ACCESS	No	
	INTERRUPT	Yes	
	TEMPLATE	Yes	
	USER FUNCTIONS	Yes	
Web	TopAccess	No	
	e-Filing	Yes	
Client Software	Printer Driver N/W-Fax Driver	Yes (User Name Only)	The computer must login the domain.
	File Downloader	No	
	TWAIN Driver	No	
	Backup/Restore	No	
	AddressBook Viewer	No	
	Remote Scan	No	

Note

Please remember the following limitations and considerations for the User Management Setting.

- The jobs cannot be printed or deleted from TopAccess. When you want to print or delete the jobs, please perform the operation from the [JOB STATUS] button on the Control Panel.
- The department codes that any users are registered cannot be deleted. If you want to delete the department codes, make sure that no user is registered in the department codes that you want to delete.
- When the Windows Domain or LDAP Authentication is enabled, the password setting in the User Information will not be used for the authentication. Do not specify the password for the User Information when the Windows Domain or LDAP Authentication is used.
- When the user's jobs are in progress or the user currently log in the touch panel, the user information cannot be deleted or you cannot reset the user's counters.
- The print jobs sent from Mac OS X 10.3.x or earlier are processed as invalid jobs depending on the Department Code Enforcement setting. When the printing is performed on Mac OS X 10.3.x to 10.4.x, the printing job is displayed with a user name "OSX User" on the Touch Panel Display of the equipment.

Before registering the user information, enable the User Management Setting.


 P.262 "Enabling User Management Setting"

After you enable the User Management Setting, register the user information.

 P.274 "Managing User Information"

Note

When you enable the User Management Setting, the department management will be enabled automatically. However, no department code has been registered, you cannot enable the User Management Setting. In that case, please register the department code before enabling the User Management Setting.

 P.254 "Registering or modifying the Department Code"

Enabling User Management Setting

This equipment supports the following methods for the User Management Setting.

- **Windows Domain Authentication**

When your network manages the network users using the Windows Domain, this equipment can be managed using the Windows Domain Authentication.


When this is configured, users must enter the user name and password that is registered in the Windows Domain to perform any operations on the Control Panel of this equipment.

 P.263 "Enabling Windows Domain Authentication"

- **LDAP Authentication**

When your network manages the network users using the LDAP, this equipment can be managed using the LDAP Authentication.


When this is configured, users must enter the user name and password that is registered in the LDAP server to perform any operations on the Control Panel of this equipment.

 P.268 "Enabling LDAP Authentication"

- **MFP Local Authentication**


When you do not have any network authentication systems in your network, you can use the MFP Local Authentication.


When this is configured, users must enter the user name and password that is registered in the MFP to perform any operations on the Control Panel of this equipment.

 P.272 "Enabling MFP Local Authentication"

Note

If you want to change the authentication method, please change the domain name and password settings of the User Information as required. It's easy to change the settings of the User Information using the Export/Import function.

 P.283 “Exporting User Information and Counters”

 P.286 “Importing User Information”

— Enabling Windows Domain Authentication

To use the Windows Domain Authentication, you must have Windows Domain Authentication system in your network.

Note

When the Windows Domain Authentication is enabled, the SNMP Communication must be enabled for printing.

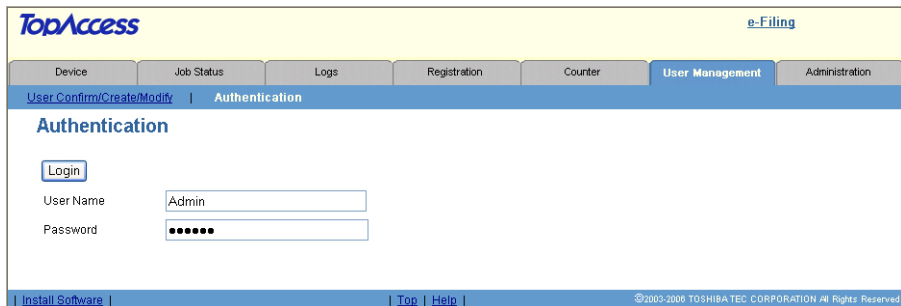
Enabling Windows Domain Authentication

1 Click the User Management tab and the Authentication menu.



- The login page is displayed.

2 Enter the administrator password and click [Login].



- The Authentication page is displayed.

3 Click [User Management Setting].

The screenshot shows the TopAccess Administrator interface. The top navigation bar includes links for e-Filing, Logout, and various system functions: Device, Job Status, Logs, Registration, Counter, User Management (selected), and Administration. Below the navigation bar, the 'Authentication' section is active, showing three sub-sections: Department Setting, User Management Setting (highlighted), and User Authentication for Scan to Email. Each sub-section has a 'Current Setting' table with two columns: the setting name and its value.

Department Setting	
Department Code	Enable
Department Code Enforcement	ON

User Management Setting	
User Authentication	Disable
User Authentication Enforcement	Disable

User Authentication for Scan to Email	
Method	Disable

- The User Management Setting page opens.

4 Select “Windows Domain Authentication”.

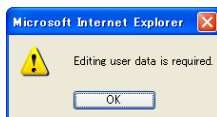
The screenshot shows the 'User Management Setting' dialog box. It has 'Cancel' and 'Next' buttons at the top. Below are several settings: 'User Authentication' (dropdown menu), 'User Authentication Enforcement' (dropdown menu), 'Create User Information Automatically' (checkbox), and 'Enable Guest User' (checkbox). The 'User Authentication' dropdown is open, showing options: MFP Local Authentication, Disable, Windows Domain Authentication (highlighted), LDAP Authentication, and MFP Local Authentication.

- The confirmation dialog box appears.

Note

You can disable the User Management Setting by selecting “Disable” and click [Next].

5 Click [OK].



6 Select how to process a print job whose user authentication has failed in the User Authentication Enforcement drop down box, and then click [Next].

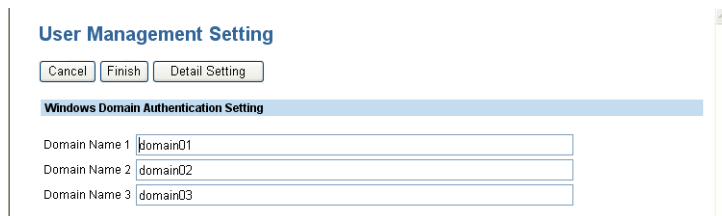
The screenshot shows the 'User Management Setting' dialog box. The 'User Authentication Enforcement' dropdown menu is open, showing options: Delete (highlighted), and another option (partially visible). The 'User Authentication' dropdown is set to 'Windows Domain Authentication'. The 'Create User Information Automatically' checkbox is unchecked, and the 'Enable Guest User' checkbox is checked.

- In the “User Authentication Enforcement” drop down box, select whether invalid jobs, which an authentication failed, are printed or stored in the invalid job list.
 - **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
 - **Print** — Select this to print the invalid jobs.
 - **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.

Tips

- If you want to automatically register user information that is entered by users in the authentication screen on the touch panel, TopAccess, and e-Filing web utility, check the “Create User Information Automatically” check box.
- If you want to gest user operations, check the “Enable Guest User” check box.

7 Enter domain names for the network in the Domain Name 1, Domain Name 2 and Domain Name 3 fields, and then click [Detail Setting].



User Management Setting

Cancel Finish Detail Setting

Windows Domain Authentication Setting

Domain Name 1 domain01

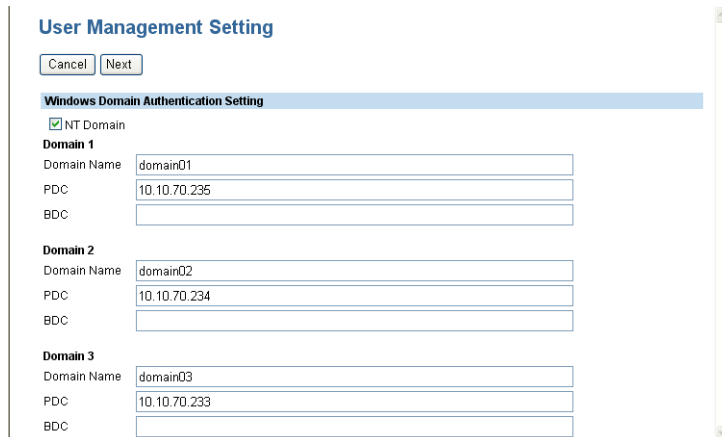
Domain Name 2 domain02

Domain Name 3 domain03

Note

You can specify up to 3 domain names. You must specify at least one domain name to enable the Windows Domain Authentication.

8 Click [NT Domain], and Enter the following items. Then click [Next].



User Management Setting

Cancel Next

Windows Domain Authentication Setting

NT Domain

Domain 1

Domain Name domain01

PDC 10.10.70.235

BDC

Domain 2

Domain Name domain02

PDC 10.10.70.234

BDC

Domain 3

Domain Name domain03

PDC 10.10.70.233

BDC

Domain Name — The domain name entered in Step 7 is displayed.

PDC — Enter the server name or IP address of the Primary Domain Controller.

BDC — Enter the server name or IP address of the Backup Domain Controller as you required.

Note

If the wrong primary or backup domain controller is specified, the [ENTER] button in the USER AUTHENTICATION screen on the touch panel is highlighted while this equipment searches for the primary or backup domain controller for 2 to 4 minutes. In that case, correct the primary or backup domain controller setting after the beep will sound and the alert message will be displayed on the touch panel.

9 Specify the following items and click [Next].

The screenshot shows the 'User Management Setting' dialog box. At the top, there are 'Cancel' and 'Next' buttons. Below them is a blue header bar labeled 'Role Based Access Setting'. Under this header, there are two settings: 'Role Based Access' with a dropdown menu set to 'Disable', and 'LDAP Server' with a dropdown menu set to 'Idap1'.

Role Based Access — Select whether the Role Based Access Control is enabled or not.
LDAP Server — Select the LDAP server that manages the Role Based Access Control.

Tips

- When you enable Role Based Access Control, you must export the role based data setting file embedded in this equipment or another equipment of the e-STUDIO3510C series, the e-STUDIO451c series, the e-STUDIO850 series, the e-STUDIO853 series, the e-STUDIO452 series, the e-STUDIO453 series, the e-STUDIO282 series and the e-STUDIO283 series. Then edit this file into a form that required for LDAP server setting and import it into the equipment. For instructions on how to edit role based data setting file, see [P.288 “Exporting Role Information”](#) and [P.291 “Importing Role Information”](#).
- The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu. When you configure the Active Directory in Windows server, please specify the domain administrator or account operator for the user name.
[P.205 “Managing Directory Service”](#)
- If you checked the “Enable Guest User” checkbox in Step 6, the Guest ACL Settings page is displayed. Go to the next step. If you did not check it, go to Step 11.

10 Enter the following items and click [Next].

The screenshot shows the 'User Management Setting' dialog box. At the top, there are 'Cancel' and 'Next' buttons. Below them is a blue header bar labeled 'Guest ACL Settings'. Under this header, there are seven checkboxes, each followed by a label: 'Enable Copy', 'Enable Email', 'Enable File Share', 'Enable Internet Fax', 'Enable Print', 'Enable e-Filing Box', 'Enable Fax', and 'Enable Color Print'. All checkboxes are currently unchecked.

Enable Copy — Check this to enable copying.
Enable Email — Check this to enable Emailing.
Enable File Share — Check this to enable the file saving operation
Enable Internet Fax — Check this to enable the Internet Fax function.
Enable Print — Check this to enable printing.
Enable e-Filing Box — Check this to enable the e-Filing function.
Enable Fax — Check this to enable the Fax function.
Enable Color Print — Check this to enable color printing.

11 Specify how the From Address is set for Scan to Email.

User Management Setting

Setting method of From Address field.

Setting Address is 'User Name + @ + Mail Domain Name'

Mail Domain Name

Setting Address is searching from 'User Name' of LDAP.

[...More Information](#)

LDAP Server

Attribute type of 'User Name'

Mail Domain Name

From Address is acquired from Email setting.

*From Address registered by what Email Setting is used.

From Address cannot be edited in Scan to Email.

Note

When the User Authentication for Scan to Email is not enabled, these settings are not used for Scan to Email.

Setting Address is 'User Name + @ + Mail Domain Name' — Select this to set the From Address as “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, enter the domain name in the “Mail Domain Name” field.

Setting Address is searching from 'User Name' of LDAP — Select this to set the From Address as the email address that is searched from the LDAP server.

When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the “LDAP Server” drop down box and “Attribute type of ‘User Name’” field.

If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server.

If the user name is not found in the LDAP server, this equipment sets the From Address as the “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field.

When this is selected, select the LDAP server in the “LDAP Server” drop down box, enter the attribute type to search the user name in the “Attribute type of ‘User Name’” field, and the domain name that is used when the user name is not found in the “Mail Domain Name” field.

From Address is acquired from Email setting — Select this to set the From Address as the email address set in the Email setting.

From Address cannot be edited in Scan to Email — Check this box if you do not want to allow users to edit the From Address.


12 Click [Finish].

- The Windows Domain Authentication is enabled.

— Enabling LDAP Authentication

To enable the LDAP Authentication, you must have LDAP directory service in your network.

Notes

- Before enabling the LDAP Authentication, please see “Setting up LDAP Authentication Service” in the *Network Administration Guide*.
- To enable LDAP with SSL, please see the following section.
 P.133 “Setting up the LDAP Session”

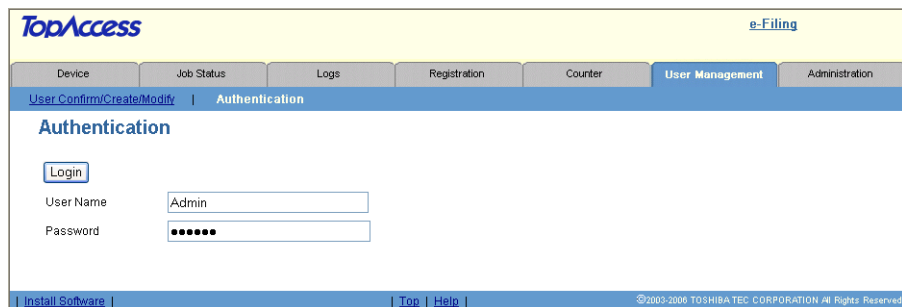
Enabling LDAP Authentication

1 Click the User Management tab and the Authentication menu.



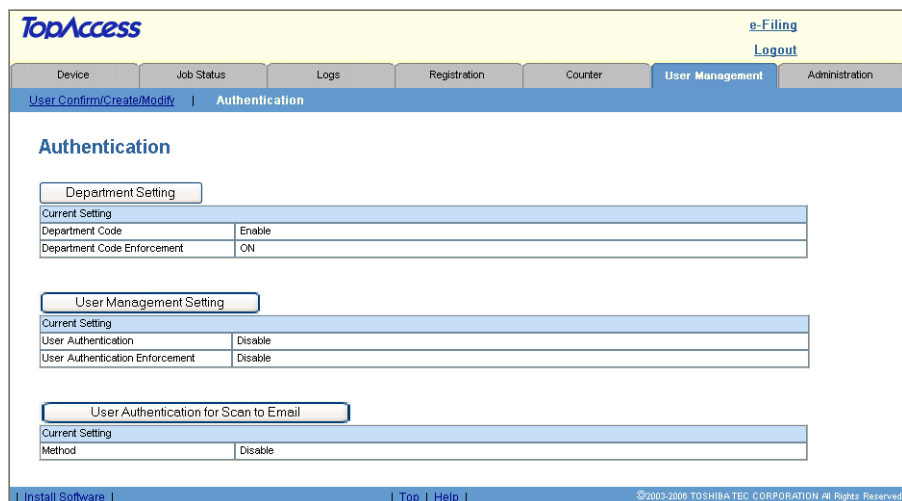
- The login page is displayed.

2 Enter the administrator password and click [Login].



- The Authentication page is displayed.

3 Click [User Management Setting].



- The User Management Setting page opens.

4 Select “LDAP Authentication”.

User Management Setting

Cancel Next

User Authentication: MFP Local Authentication

User Authentication Enforcement: Disable, Windows Domain Authentication, **LDAP Authentication**, MFP Local Authentication

Create User Information Automatically

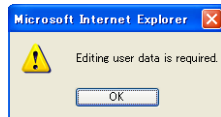
Enable Guest User

- The confirmation dialog box appears.

Note

You can disable the User Management Setting by selecting “Disable” and click [Next].

5 Click [OK].



6 Select how to process a print job whose user authentication has failed in the User Authentication Enforcement drop down box, and then click [Next].

User Management Setting

Cancel Next

User Authentication: LDAP Authentication

User Authentication Enforcement: Delete

Create User Information Automatically

Enable Guest User

- In the “User Authentication Enforcement” drop down box, select whether invalid jobs, which an authentication failed, are printed or stored in the invalid job list.
 - **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
 - **Print** — Select this to print the invalid jobs.
 - **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.

Tips

- If you want to automatically register user information that is entered by users in the authentication screen on the touch panel, TopAccess, and e-Filing web utility, check the “Create User Information Automatically” check box.
- If you want to enable the guest user operations, check the “Enable Guest User” check box.

7 Select the LDAP server to be used for the authentication and select the type of the LDAP server. Then click [Detail Setting].

User Management Setting

Cancel Finish Detail Setting

LDAP Authentication Setting

LDAP Server Idap1

Windows Server

LDAP Server (Other than Windows Server)

Attribute type of 'User Name'

Windows Server — Select this when LDAP is running on Windows server.

LDAP Server (Other than Windows Server) — Select this when the LDAP is running the server other than Windows server. When this is selected, you have to specify the attribute type of 'User Name'.

Tip

The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu.

P.205 "Managing Directory Service"

8 Specify the following items and click [Next].

User Management Setting

Cancel Next

Role Based Access Setting

Role Based Access Disable

LDAP Server Idap1

Role Based Access — Select whether the Role Based Access Control is enabled or not.

LDAP Server — Select the LDAP server that manages the Role Based Access Control.

Tips

- When you enable Role Based Access Control, you must export the role based data setting file embedded in this equipment or another equipment of the e-STUDIO3510C series, the e-STUDIO451c series, the e-STUDIO850 series, the e-STUDIO853 series, the e-STUDIO452 series, the e-STUDIO453 series, e-STUDIO282 series and the e-STUDIO283 series. Then edit this file into a form that required for LDAP server setting and import it into the equipment. For instructions on how to edit role based data setting file, see P.288 "Exporting Role Information" and P.291 "Importing Role Information".
- The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu. When you configure the Active Directory in Windows server, please specify the domain administrator or account operator for the user name.
 P.205 "Managing Directory Service"
- If you checked the "Enable Guest User" checkbox in Step 6, the Guest ACL Settings page is displayed. Go to the next step. If you did not check it, go to Step 10.

9 Select the following items to enable the privileges for the Guest account.

The screenshot shows the 'User Management Setting' dialog box with the 'Guest ACL Settings' tab selected. At the top, there are 'Cancel' and 'Next' buttons. Below the tab name, there is a list of seven checkboxes, all of which are currently unchecked:

- Enable Copy
- Enable Email
- Enable File Share
- Enable Internet Fax
- Enable Print
- Enable e-Filing Box
- Enable Fax
- Enable Color Print

Enable Copy — Check this to enable copying.

Enable Email — Check this to enable Emailing.

Enable File Share — Check this to enable the file saving operation

Enable Internet Fax — Check this to enable the Internet Fax function.

Enable Print — Check this to enable printing.

Enable e-Filing Box — Check this to enable the e-Filing function.

Enable Fax — Check this to enable the Fax function.

Enable Color Print — Check this to enable color printing.

10 Specify how the From Address is set for Scan to Email.

The screenshot shows the 'User Management Setting' dialog box with the 'From Address field' settings. At the top, there are 'Cancel' and 'Finish' buttons. Below the title, there is a section titled 'Setting method of From Address field.' with three radio button options:

- Setting Address is 'User Name + @ + Mail Domain Name'. Below this, there is a text input field for 'Mail Domain Name' containing 'ifax.com'.
- Setting Address is searching from 'User Name' of LDAP. Below this, there is a link for '...More Information', a dropdown menu for 'LDAP Server' set to 'ldap1', a text input field for 'Attribute type of 'User Name'' containing 'uid', and an empty text input field for 'Mail Domain Name'.
- From Address is acquired from Email setting. Below this, there is a red asterisk and text: '*From Address registered by what Email Setting is used.' and a checked checkbox for 'From Address cannot be edited in Scan to Email.'

Note

When the User Authentication for Scan to Email is not enabled, these settings are not used for Scan to Email.

Setting Address is 'User Name + @ + Mail Domain Name' — Select this to set the From Address as “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, enter the domain name in the “Mail Domain Name” field.

Setting Address is searching from 'User Name' of LDAP — Select this to set the From Address as the email address that is searched from the LDAP server. When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the “LDAP Server” drop down box and “Attribute type of ‘User Name’” field.

If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server.

If the user name is not found in the LDAP server, this equipment sets the From Address as the “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field.

When this is selected, select the LDAP server in the “LDAP Server” drop down box, enter the attribute type to search the user name in the “Attribute type of ‘User Name’” field, and the domain name that is used when the user name is not found in the “Mail Domain Name” field.

From Address is acquired from Email setting — Select this to set the From Address as the email address set in the Email setting.

From Address cannot be edited in Scan to Email — Check this box if you do not want to allow users to edit the From Address.

11 Click [Finish].

- The LDAP Authentication is enabled.

— Enabling MFP Local Authentication

When no network authentication system is configured in your network, you can enable the MFP Local Authentication.

The MFP Local Authentication uses the account information that is registered in this equipment for the authentication. Therefore, you must register the user account information first before enabling the MFP Local Authentication. This equipment also manages the counters for each user if the MFP Local Authentication is enabled.

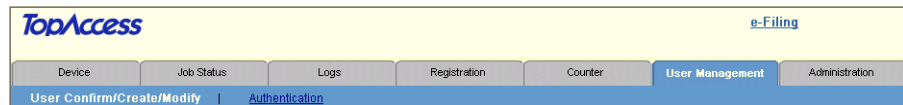
📖 P.275 “Creating or modifying user information”

After you register the user information, enable the MFP Local Authentication.

📖 P.272 “Enabling MFP Local Authentication”

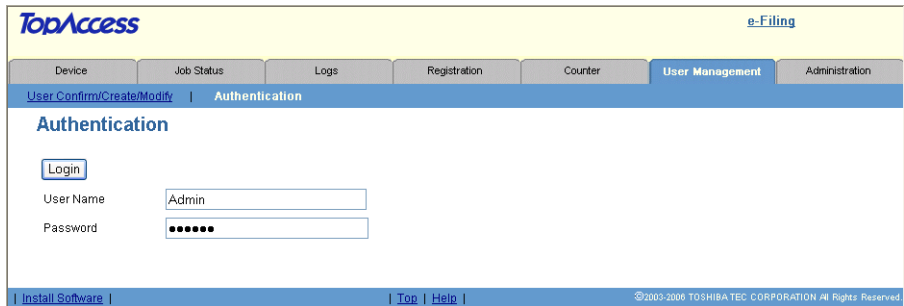
Enabling MFP Local Authentication

1 Click the User Management tab and the Authentication menu.



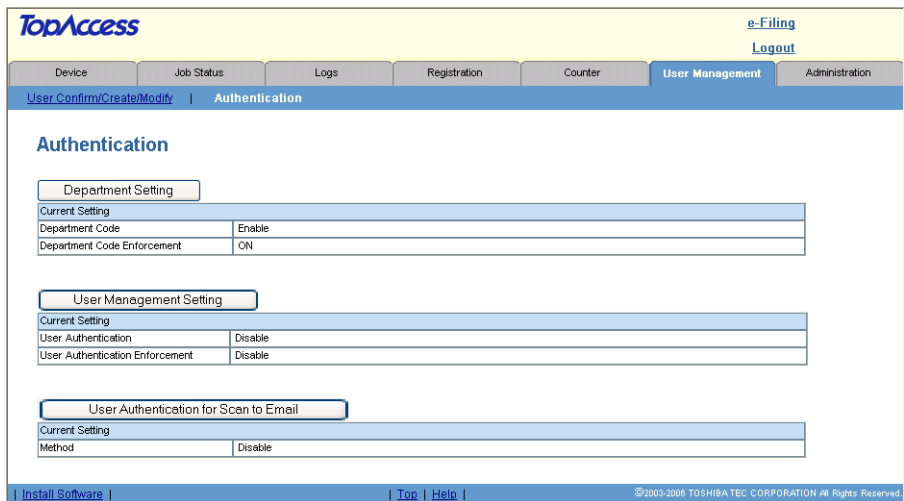
- The login page is displayed.

2 Enter the administrator password and click [Login].



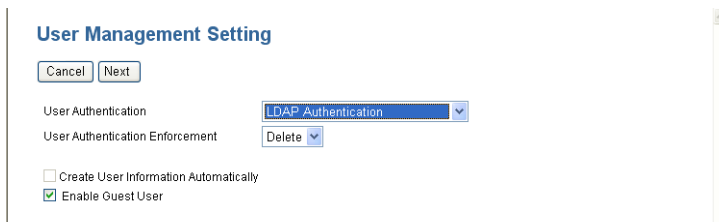
- The Authentication page is displayed.

3 Click [User Management Setting].



- The User Management Setting page opens.

4 Select “MFP Local Authentication” in the “User Authentication” drop down box, and select how invalid jobs are processed in the “User Authentication Enforcement” drop down box. Then click [Next].



- The MFP Local Authentication is enabled.
- In the “User Authentication Enforcement” drop down box, select whether invalid jobs, which an authentication failed, are printed or stored in the invalid job list.
 - **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
 - **Print** — Select this to print the invalid jobs.
 - **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.

Tips

- You can disable the User Management Setting by selecting “Disable” and click [Next].
- If you want to gest user operations, check the “Enable Guest User” check box. Go to the next step.

5 Enter the following items and click [Next].

User Management Setting

Cancel Next

Guest ACL Settings

- Enable Copy
- Enable Email
- Enable File Share
- Enable Internet Fax
- Enable Print
- Enable e-Filing Box
- Enable Fax
- Enable Color Print

Enable Copy — Check this to enable copying.

Enable Email — Check this to enable Emailing.

Enable File Share — Check this to enable the file saving operation

Enable Internet Fax — Check this to enable the Internet Fax function.

Enable Print — Check this to enable printing.

Enable e-Filing Box — Check this to enable the e-Filing function.

Enable Fax — Check this to enable the Fax function.

Enable Color Print — Check this to enable color printing.

Managing User Information

After enabling the User Management Setting, you must register the user information In the User Confirm/Create/Modify page.

In this page, you can do:

- P.275 “Creating or modifying user information”
- P.277 “Deleting user information”
- P.278 “Deleting all user information”
- P.280 “Resetting the counters for specific users”
- P.281 “Resetting the counters for all users”
- P.283 “Exporting User Information and Counters”
- P.286 “Importing User Information”

The registered users can view the own user information in the User Confirm/Create/Modify page. Users can also change the own password (only when the Local MFP Authentication is enabled).

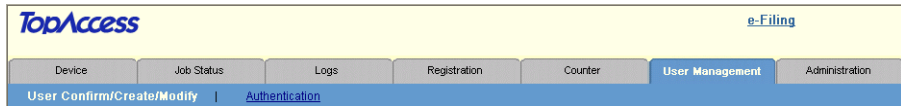
- P.293 “Viewing the own user information by a user”
- P.294 “Changing a password by a user (Local MFP Authentication only)”

Notes

- When the Windows Domain or LDAP Authentication is used and the “Create User Information Automatically” option is enabled when enabling the User Management Setting, the user information can be registered automatically in the equipment when a user enters the user name and password in the User Authentication screen and then enter the department code.
- There is “Undefined” user information that is registered as the default. This user information is used to count the Invalid jobs. You can view the counter information of this user information, but cannot modify or delete this default user information.

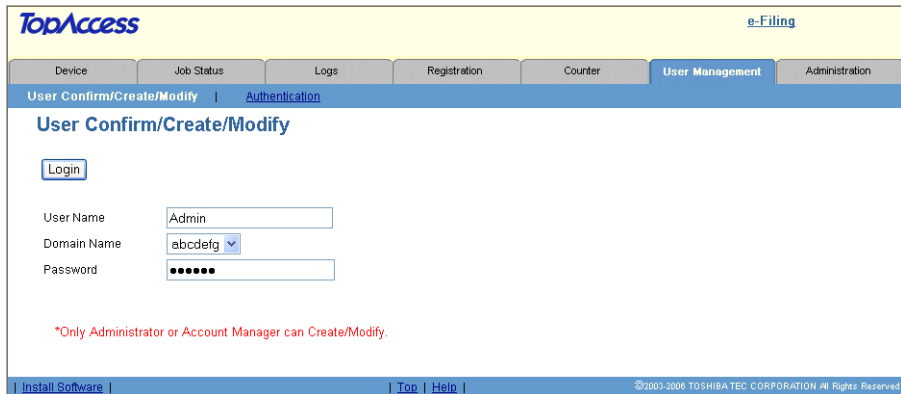
Creating or modifying user information

1 Click the User Management tab.



- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

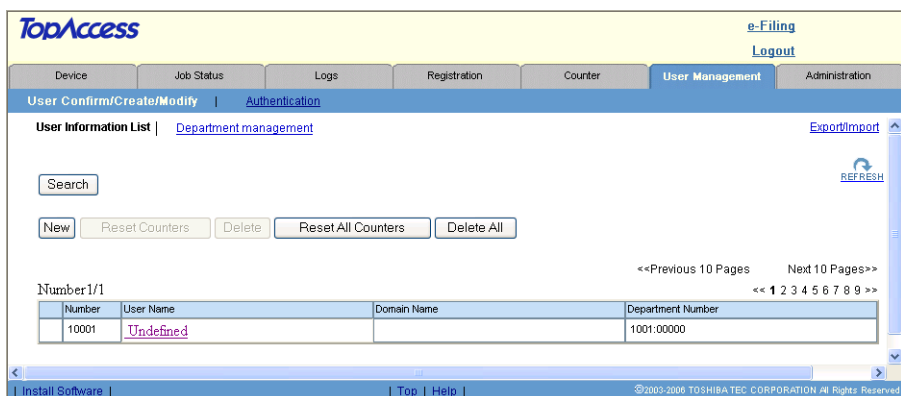


- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click [New] to create a new user or click the user name link to modify the existing user information.



- The User Information page is opened.

4 Enter the following items and press [Save].

Create User Information

User Name
 Domain Name
 Password
 Department Number
 Account Manager
 Set Limitation
 Maximum reached

* For the black and white model

Create User Information

User Name
 Domain Name
 Password
 Department Number
 Account Manager
 Set Limitation of Full Color
 Maximum reached for Full Color output
 Set Limitation of Black
 Maximum reached for Black output

* For the color model

User Name — Enter a login user name. You can enter up to 128 characters.

Domain Name — Select the domain name that this user will login. The domain name that is set while enabling the Windows Domain authentication is used for the authentication.

Password — Enter a login password. You can enter up to 64 characters. You do not have to specify this when the Windows Domain or LDAP authentication is used.

Department Number — Select the department code that the user belongs to. The jobs that are performed by the user are counted as the specified department code.

Account Manager — Select whether this user is registered as the Account Manager. The users that are registered as the Account Manager can login to the User Information List submenu page.

Set Limitation of Full Color* — Select whether enabling the limitation for color outputs for this user. When you select “ON”, enter the maximum number of color outputs for this user in the “Maximum reached for Full Color output” field.

Maximum reached for Full Color output* — Enter the maximum number of color outputs for this user when the “Set Limitation of Full Color” option is enabled.

Set Limitation (Set Limitation of Black*) — Select whether enabling the limitation of black outputs for this user. When you select “ON”, enter the maximum number of black outputs for this user in the “Maximum reached (for Black output*)” field.

Maximum reached (Maximum reached for Black output*) — Enter the maximum number of black outputs for this user when the “Set Limitation (of Black*)” option is enabled.

* Only applicable to the color model.

Tips

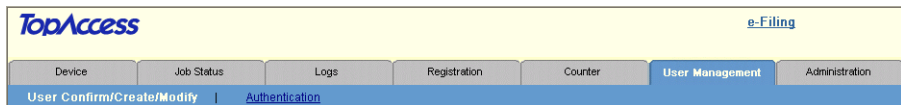
- You can also delete the user information by clicking [Delete].
- You can also reset the counter for this user by clicking [Reset Counters].
- When you editing the existing user information, the counter information of the user is displayed in the page.

Deleting user information

Notes

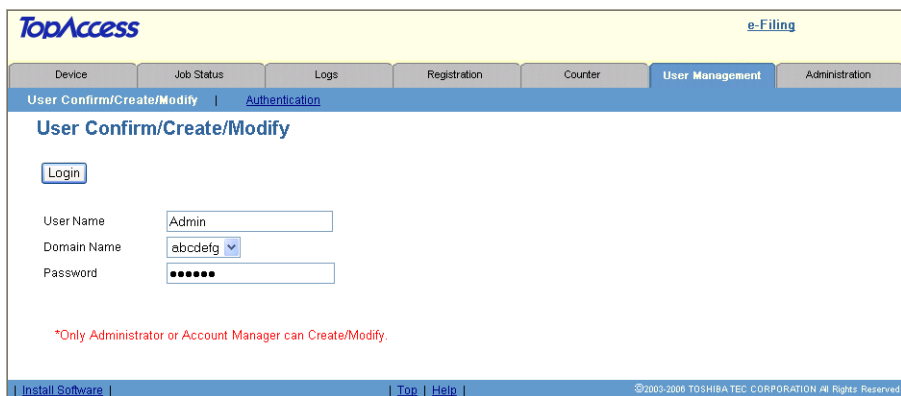
- When the user's jobs are in progress or the user currently log in the touch panel, the user information cannot be deleted.
- The "Undefined" user information cannot be deleted.

1 Click the User Management tab.



- The login page is displayed.

2 Enter "Admin" in the "User Name" field, enter the administrator password in the "Password" field, and click [Login].

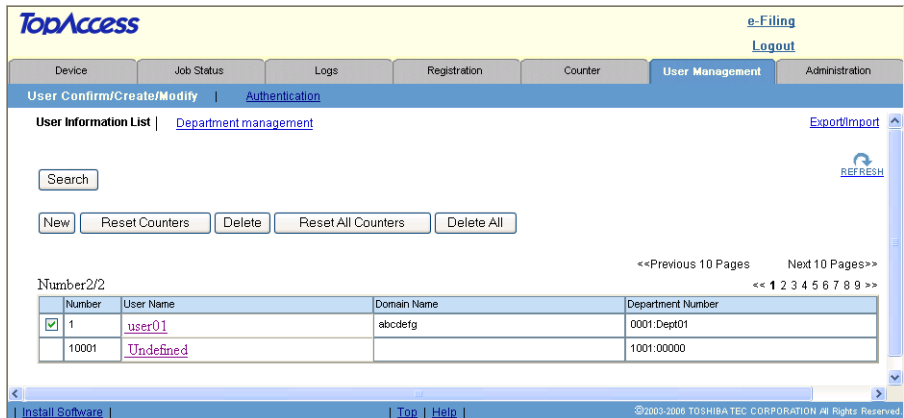


- The User Information List submenu page is displayed.

Tips

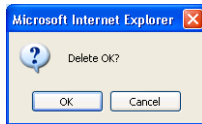
- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the "Domain Name" field when you log in as the Administrator.

3 Check the boxes of users that you want to delete and click [Delete].



- The confirmation dialog box appears.

4 Click [OK] to delete the user information.



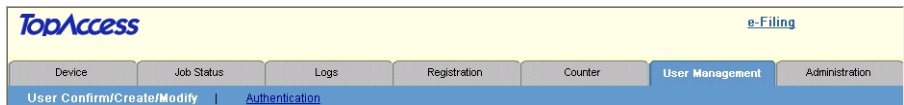
- The selected users are deleted.

Deleting all user information

Notes

- When the user's jobs are in progress or the user currently log in the touch panel, the user information cannot be deleted.
- The "Undefined" user information cannot be deleted.

1 Click the User Management tab.



- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

TopAccess e-Filing

Device Job Status Logs Registration Counter **User Management** Administration

User Confirm/Create/Modify Authentication

User Confirm/Create/Modify

Login

User Name Admin

Domain Name abcdefg

Password

*Only Administrator or Account Manager can Create/Modify.

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

- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click [Delete All].

TopAccess e-Filing Logout

Device Job Status Logs Registration Counter **User Management** Administration

User Information List Department management

Search

New Reset Counters Delete Reset All Counters **Delete All**

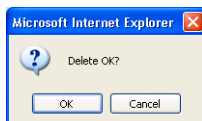
Number 2/2 <<Previous 10 Pages Next 10 Pages>> << 1 2 3 4 5 6 7 8 9 >>

Number	User Name	Domain Name	Department Number
<input type="checkbox"/> 1	user01	abcdefg	0001:Dept01
10001	Undefined		1001:00000

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

- The confirmation dialog box appears.

4 Click [OK] to delete all user information.



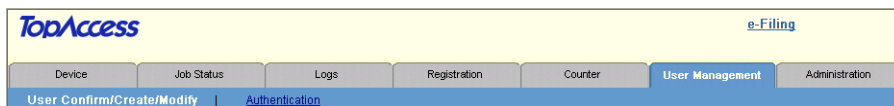
- The counters of selected users are cleared.

Resetting the counters for specific users

Note

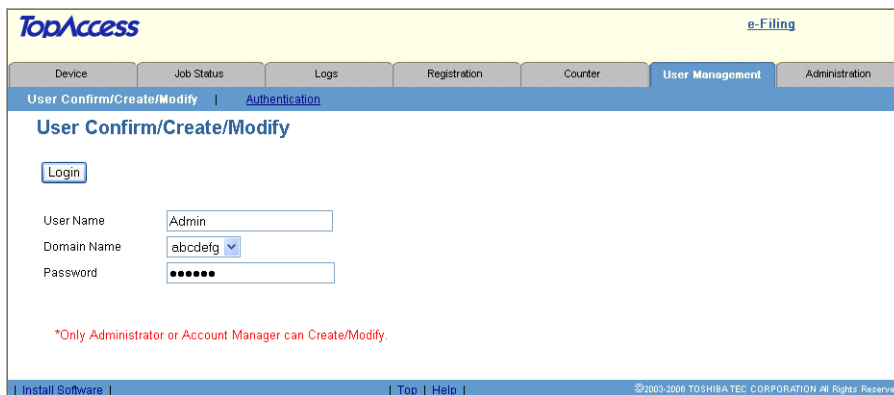
When the user's jobs are in progress or the user currently log in the touch panel, you cannot reset the user's counters.

1 Click the User Management tab.



- The login page is displayed.

2 Enter "Admin" in the "User Name" field, enter the administrator password in the "Password" field, and click [Login].

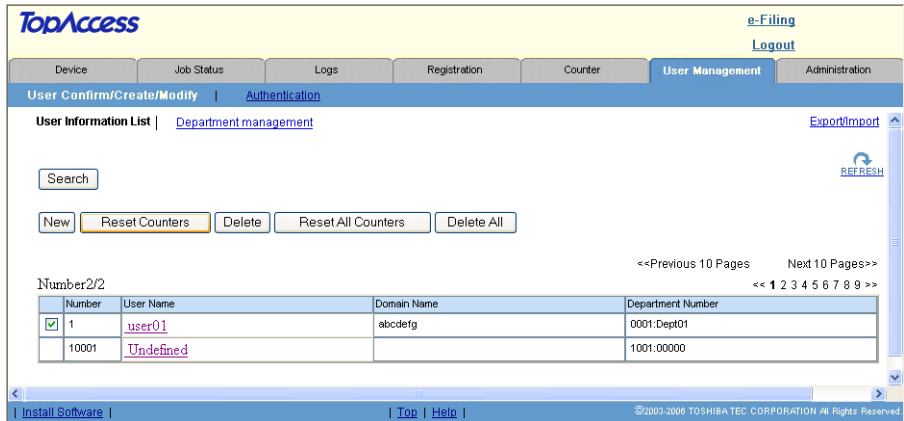


- The User Information List submenu page is displayed.

Tips

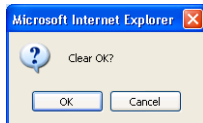
- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the "Domain Name" field when you log in as the Administrator.

3 Check the boxes of users that you want to reset counters and click [Reset Counters].



- The confirmation dialog box appears.

4 Click [OK] to reset the counters.



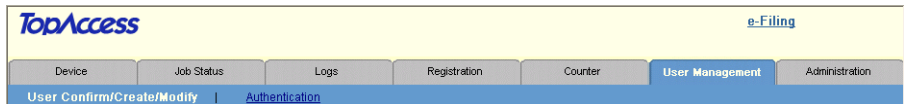
- The counters of selected users are cleared.

Resetting the counters for all users

Note

When the user's jobs are in progress or the user currently log in the touch panel, you cannot reset the user's counters.

1 Click the User Management tab.



- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

The screenshot shows the 'User Confirm/Create/Modify' page in the TopAccess application. The page has a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'User Management' tab is active, and the sub-tab is 'Authentication'. The main content area contains a 'Login' button and three input fields: 'User Name' (containing 'Admin'), 'Domain Name' (a dropdown menu showing 'abcdefg'), and 'Password' (masked with dots). Below the form, a red message reads: '*Only Administrator or Account Manager can Create/Modify.' The footer contains links for 'Install Software', 'Top', and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click [Reset All Counters].

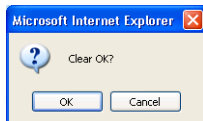
The screenshot shows the 'User Information List' page in the TopAccess application. The page has a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'User Management' tab is active, and the sub-tab is 'Authentication'. The main content area contains a search bar, a 'Refresh' button, and several action buttons: 'New', 'Reset Counters', 'Delete', 'Reset All Counters' (highlighted), and 'Delete All'. Below the buttons is a table with the following data:

Number	User Name	Domain Name	Department Number
1	user01	abcdefg	0001:Dept01
10001	Undefined		1001:00000

The footer contains links for 'Install Software', 'Top', and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The confirmation dialog box appears.

4 Click [OK] to reset all counters.

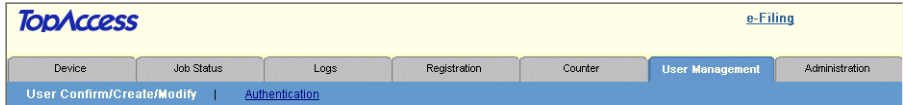


- The counters of selected users are cleared.

Exporting User Information and Counters

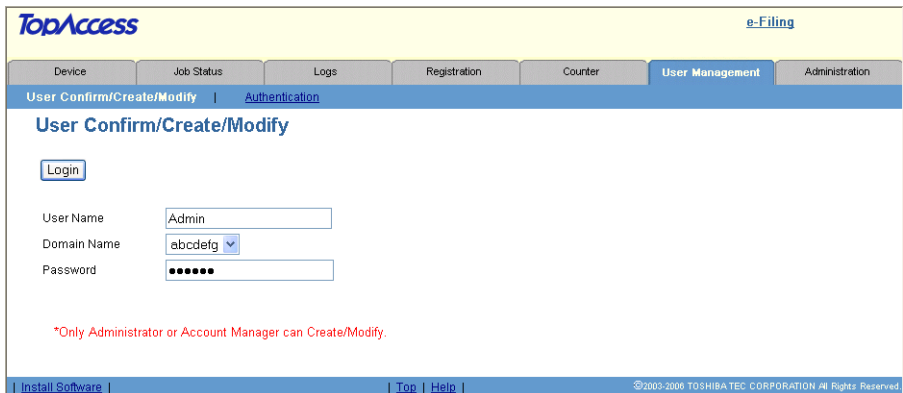
The user information can be exported as a CSV file for use in other equipment.

1 Click the User Management tab.



- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

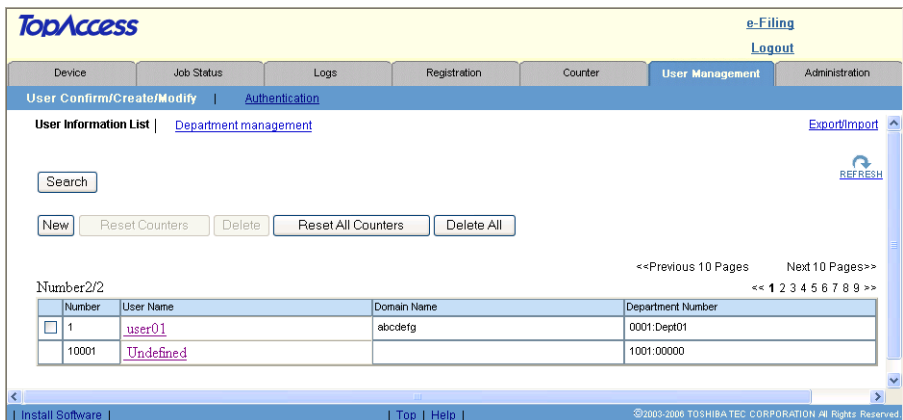


- The User Information List submenu page is displayed.

Tips

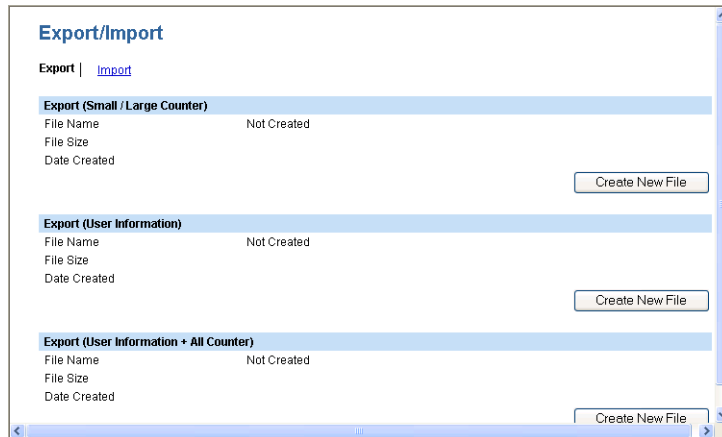
- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click the “Export/Import” link at the upper right of the page.



- The Export/Import window appears.

4 Click [Create New File] of which you want to export.



Export (Small/Large Counter) — Click [Create New File] of this area to export the counter information only.

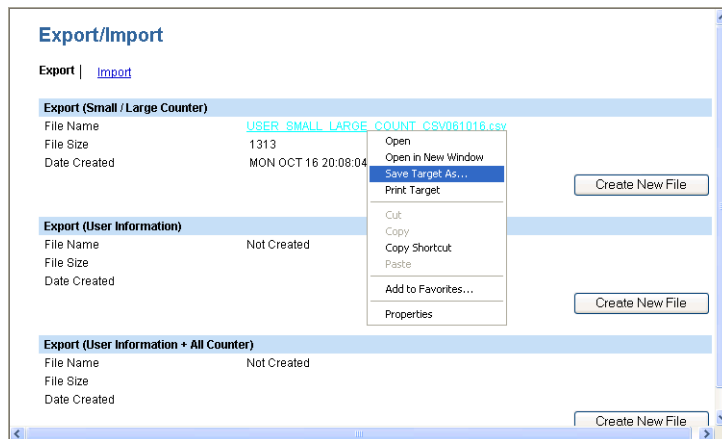
Export (User Information) — Click [Create New File] of this area to export the user information only.

Export (User Information + All Counter) — Click [Create New File] of this area to export the counter information and user information.

Tip

If you previously exported user information data, the exported file link and information are displayed in the page. You can click the link to save the previously exported file.

5 Right-click the File Name link and select [Save Target As...].

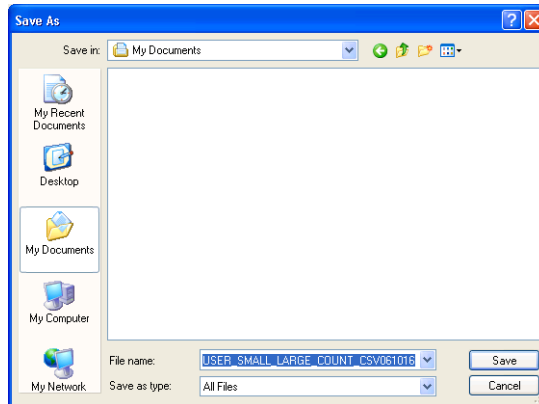


- The Save As dialog box appears.

Note

If the File Name link is not displayed or not updated, close the window and try again. Creating a new file may take a few minutes.

6 Select the file location and select “All Files” in the “Save as type” drop down box. Then click [Save].



- The CSV file that contains the user information data is saved in a selected location.

Importing User Information

You can import user information from a file that has been exported from another device such as e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO853 Series, e-STUDIO452 Series, e-STUDIO453 Series, e-STUDIO282 Series and e-STUDIO283 Series. The imported file must be the comma delimited CSV file and created in the suitable format for the user information data.

Notes

- When the user information data is imported, the old data will be cleared and overwritten with the new data.
- Before importing the user information data, please confirm that there is no print job, no scan job, and no fax job. The user information data cannot be imported if there are any jobs that have been processed. If importing the user information data takes a long time, perform restoring the data after the equipment turns in a Sleep/Auto Shut Off mode. It may take a long time when there are too many user information or the data includes the too long user name or domain name.
- Before importing the CSV file, please confirm that all required data for each item is entered in the CSV file. The required items vary depending on the authentication type.

* Yes = Required, No = Not Required

Items	Windows Domain	LDAP	Local	Supplements
UserId	Yes	Yes	Yes	
Username	Yes	Yes	Yes	
Password	No	No	Yes	The value must be deleted for Windows Domain or LDAP.
Domainname	Yes	No	No	The value must be deleted for LDAP or Local.
Department Code	Yes	Yes	Yes	
Access Manager	No	No	No	When the value is blank, the value is set to "0". 0 = Disable, 1 = Enable
Rolebase	No	No	No	When the value is blank, the value is set to "0". 0 = Disable, 1 = Enable
Set Limitation (Set Limitation of Black*)	No	No	No	When the value is blank or invalid value is entered, the value is set to "OFF".
Maximum reached (Maximum reached for Black output*)	No	No	No	
Set limitation of full color*	No	No	No	When the value is blank or invalid value is entered, the value is set to "OFF".
Maximum reached for Full Color output*	No	No	No	

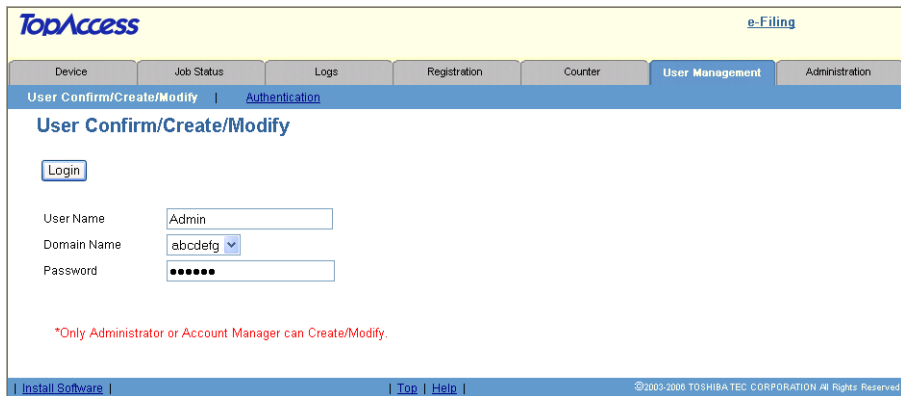
- Only applicable to the color model.
- When user sends a print job while importing the user information, the alert message will be displayed to tell that the equipment cannot receive the print job. When this equipment receives a fax while importing the user information, this equipment cannot start receiving the fax so that it continues ringing.

1 Click the User Management tab.



- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

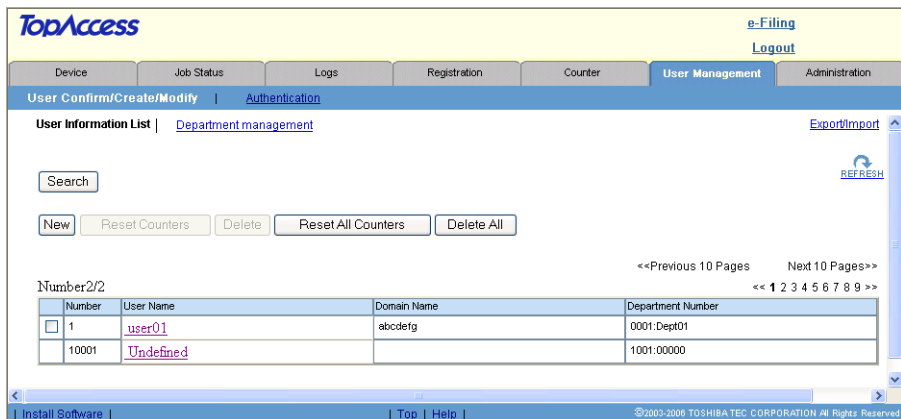


- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click the “Export/Import” link at the upper right of the page.



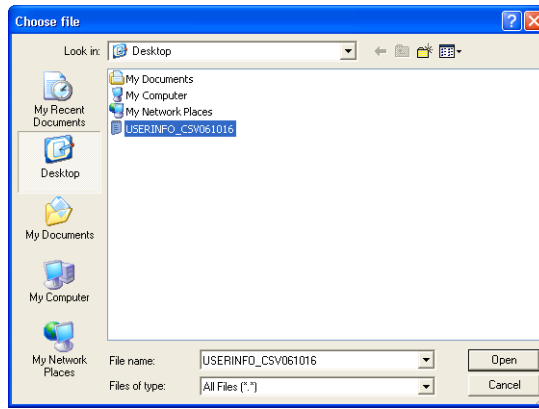
- The Export/Import window appears.

4 Click Import menu and click [Browse...].

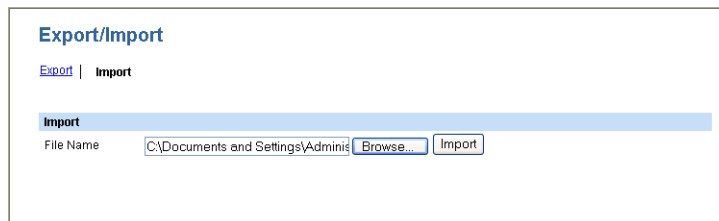


- The Choose file dialog box appears.

5 Select the CSV file that contains user information data and click [Open].



6 Click [Import].



- The data is imported to the User Information list page.

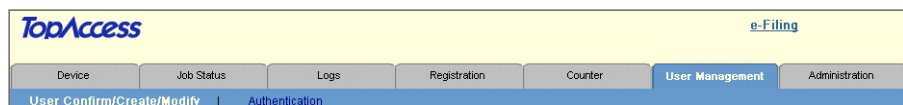
Exporting Role Information

Role information is stored in this equipment in the XML format. The role information can be exported as a CSV file for use in other equipment.

Tip

To edit the role information, refer to information described in the exported role information configuration file.

1 Click the User Management tab.



- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click the “Role Information”.

- The Role Information page is displayed.

4 Click the “Export/Import” link at the upper right of the page.

The screenshot shows the TopAccess Administrator Mode interface. At the top right, there are links for 'e-Filing' and 'Logout'. Below these are navigation tabs: 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. Under 'User Management', there are sub-links: 'User Confirm/Create/Modify', 'Authentication', 'User Information List', 'Role Information', 'Department management', and 'Export/Import'. A 'Default' button is visible below the sub-links. A table displays role settings for 'Administrator' and 'SM'. At the bottom, there are links for 'Install Software', 'Top', and 'Help', along with a copyright notice for Toshiba TEC Corporation.

Role	Settings	Copy	Email	File Share	InternetFax	Print	e-Filing	Fax	Color Print
Administrator	ON	ON	ON	ON	ON	ON	ON	ON	ON
SM	OFF	ON	ON	OFF	ON	ON	OFF	OFF	ON

- The Export/Import window appears.

5 Right-click the File Name link and select [Save Target As...].

The screenshot shows the 'Export/Import' window. The 'Export' tab is selected. Under 'Export (Role Information)', there is a table with file details. A context menu is open over the file name 'CurrentRBAC.xml', with 'Save Target As...' selected.

File Name	File Size	Date Created
CurrentRBAC.xml	6995	FRI DEC 22 20...

- The Save As dialog box appears.

6 Select the file location and select “XML Document” in the “Save as type” drop down box. Then click [Save].

The screenshot shows the 'Save As' dialog box. The 'Save in' location is 'My Documents'. The 'File name' is 'CurrentRBAC.xml' and the 'Save as type' is 'XML Document'. The 'Save' button is highlighted.

- The XML file that contains the role information data is saved in a selected location.

Importing Role Information

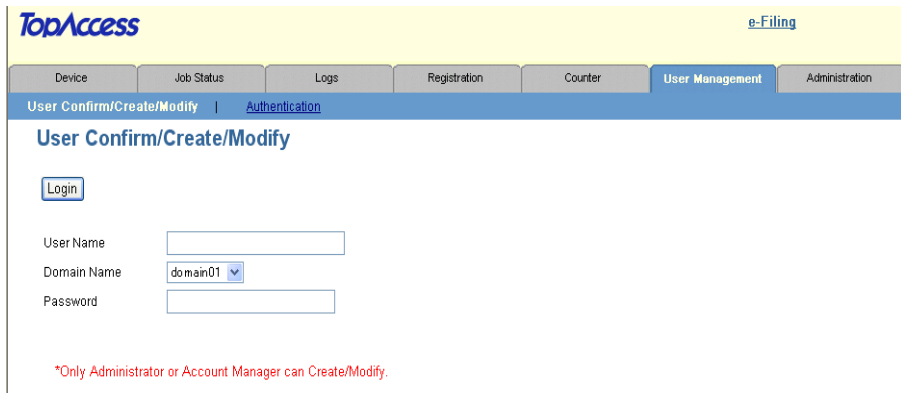
You can import role information exported from any of other e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO853 Series, e-STUDIO452 Series, e-STUDIO453 Series, e-STUDIO282 Series or e-STUDIO283 Series as an XML file. The file to be imported must be created in an XML format compliant with the TopAccess role information format.

1 Click the User Management tab.



- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].



- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click the “Role Information”.

TopAccess [e-Filing](#) [Logout](#)

Device Job Status Logs Registration Counter **User Management** Administration

User Confirm/Create/Modify | **Authentication**

User Information List | [Role Information](#) | [Department management](#) [Export/Import](#)

Search

New Reset Counters Delete Reset All Counters Delete All

Number 2/2 <<Previous 10 Pages Next 10 Pages>>
<< 1 2 3 4 5 6 7 8 9 >>

Number	User Name	Domain Name	Department Number
<input type="checkbox"/> 1	User01		0001
<input type="checkbox"/> 10001	Undefined		1001:00000

[Go to top of this page](#)

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

4 Click the “Export/Import” link at the upper right of the page.

TopAccess [e-Filing](#) [Logout](#)

Device Job Status Logs Registration Counter **User Management** Administration

User Confirm/Create/Modify | **Authentication**

[User Information List](#) | **Role Information** | [Department management](#) [Export/Import](#)

Default

Role	Settings	Copy	Email	File Share	InternetFax	Print	e-Filing	Fax	Color Print
Administrator	ON	ON	ON	ON	ON	ON	ON	ON	ON
SM	OFF	ON	ON	OFF	ON	ON	OFF	OFF	ON

[Go to top of this page](#)

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

- The Export/Import window appears.

5 Click Import menu.

Export/Import

Export | **Import**

Export (Role Information)

File Name [CurrentRBAC.xml](#)
File Size 6995
Date Created FRI DEC 22 20:39:36 2006

- The Import page appears

6 Click [Browse...].

Export/Import

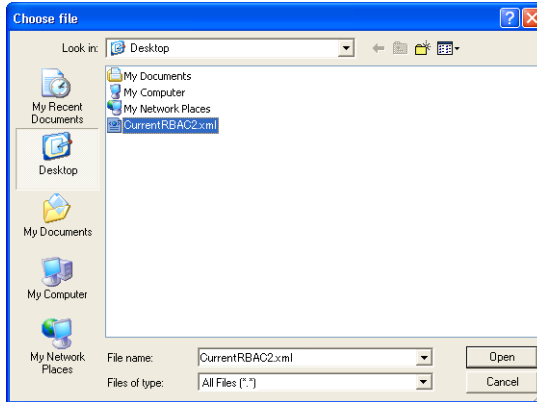
[Export](#) | **Import**

Import (Role Information)

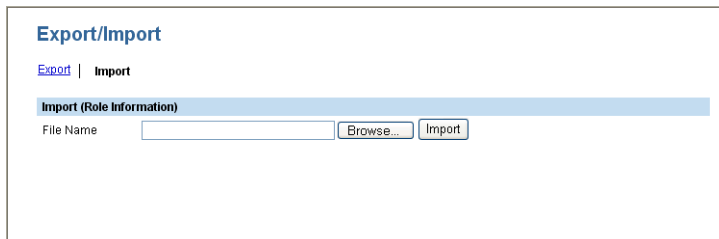
File Name

- The Choose file dialog box appears.

7 Select the XML file that contains user information data and click [Open].



8 Click [Import].



- The data is imported to the Role Information.

Viewing the own user information by a user

Users can view the own user information by login the User Confirm/Create/Modify page. When the Role Based Access Control is enabled, users can also confirm the functions to be allowed.

1 Click the User Management tab.



- The login page is displayed.

- 2 Enter your user name in the “User Name” field, select a domain name (required only when Windows Domain Authentication is enabled), enter the your password in the “Password” field, and click [Login].

TopAccess e-Filing

Device Job Status Logs Registration Counter **User Management** Administration

User Confirm/Create/Modify | Authentication

User Confirm/Create/Modify

Login

User Name user01

Domain Name abcdefg

Password

*Only Administrator or Account Manager can Create/Modify.

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

- 3 The User Information page is displayed.

TopAccess e-Filing Logout

Device Job Status Logs Registration Counter **User Management** Administration

User Confirm/Create/Modify | Authentication

User Information

User Name user01

Domain Name abcdefg

Department Number 0001-Dept01

Account Manager Disable

Set Limitation OFF

Maximum reached .

Role Information

Registration/Settings	ON
Copy	ON
Email	ON
File Share	ON
InternetFax	ON
Print	ON
e-Filing	ON
Fax	ON

Change Password

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

* The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.

Changing a password by a user (Local MFP Authentication only)

When the Local MFP Authentication is enabled, not only an administrator or account managers but also each registered user can change the password himself.

- 1 Click the User Management tab.

TopAccess e-Filing

Device Job Status Logs Registration Counter **User Management** Administration

User Confirm/Create/Modify | Authentication

- The login page is displayed.

- 2 Enter your user name in the “User Name” field, enter the your password in the “Password” field, and click [Login].

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'User Management' tab is active, and the sub-page is 'User Confirm/Create/Modify'. Below the navigation bar, there is a 'Login' button and three input fields: 'User Name' (containing 'user01'), 'Domain Name' (a dropdown menu), and 'Password' (masked with dots). A red message below the fields states: '*Only Administrator or Account Manager can Create/Modify.*' At the bottom of the page, there are links for 'Install Software', 'Top', and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- The User Information page is displayed.

- 3 Click [Change Password].

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The 'User Management' tab is active, and the sub-page is 'User Information'. Below the navigation bar, there is a 'Change Password' button. The user information is displayed as follows:

User Name	user01
Domain Name	
Department Number	0001:Dept01
Account Manager	Disable
Set Limitation	OFF
Maximum reached	

At the bottom of the page, there are links for 'Install Software', 'Top', and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

- * The e-STUDIO352/452 is used in the screenshot above. It may be different with your system.
- The Change Password window appears.

- 4 Enter the following items and click [Save].

The screenshot shows the 'Change Password' dialog box. It has a title bar 'Change Password' and a close button. Below the title bar, there are 'Save' and 'Cancel' buttons. There are three input fields: 'Old Password', 'New Password', and 'Retype Password', all masked with dots. A vertical scrollbar is visible on the right side of the dialog box.

Old Password — Enter your login password.

New Password — Enter a new login password. You can enter up to 64 characters.

Retype Password — Enter a new login password again.

- 5 Click [OK].



The screenshot shows a Microsoft Internet Explorer confirmation dialog box. The title bar is 'Microsoft Internet Explorer'. The dialog box contains a question mark icon and the text: 'Are you sure you want to change the password?'. Below the text are 'OK' and 'Cancel' buttons.

- The password is changed.

Setting up User Authentication for Scan to E-mail


When the User Authentication for Scan to Email is enabled, users must enter the user name and password before performing Scan to E-mail.

You can select either the SMTP or LDAP for User Authentication for Scan to Email.

- SMTP Authentication
This equipment can be managed using the SMTP Authentication.
When this is configured, users must enter the user name and password that is registered in the SMTP server to perform Scan to E-mail on the Control Panel of this equipment.
 P.296 “Enabling User Authentication for Scan to Email (SMTP)”
- LDAP Authentication
When your network manages the network users using the LDAP, this equipment can be managed using the LDAP Authentication.
When this is configured, users must enter the user name and password that is registered in the LDAP server to perform Scan to E-mail on the Control Panel of this equipment.
 P.299 “Enabling User Authentication for Scan to Email (LDAP)”

Note

When the User Authentication for Scan to Email is enabled, the Email Notification may not be sent to the administrator. Please make sure to set the login name and password in the SMTP Client settings.

 P.142 “Setting up the SMTP Client”

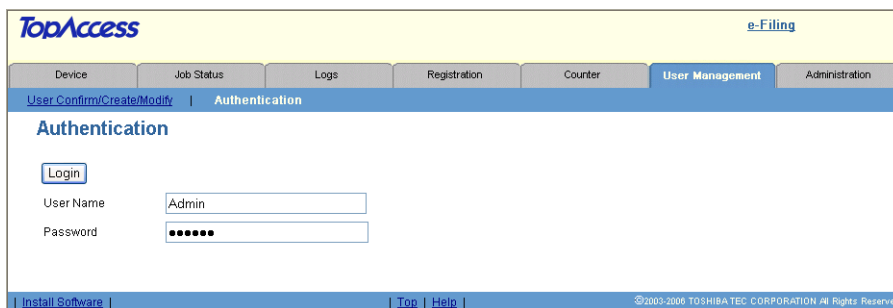
Enabling User Authentication for Scan to Email (SMTP)

1 Click the User Management tab and the Authentication menu.



- The login page is displayed.

2 Enter the administrator password and click [Login].



- The Authentication page is displayed.

3 Click [User Authentication for Scan to Email].

The screenshot shows the TopAccess User Management interface. The navigation bar includes links for e-Filing, Logout, and various system functions like Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The main content area is titled 'Authentication' and contains three sections: 'Department Setting', 'User Management Setting', and 'User Authentication for Scan to Email'. Each section has a 'Current Setting' table. The 'User Authentication for Scan to Email' section is the focus, showing a 'Method' dropdown set to 'Disable'.

Department Setting	
Current Setting	
Department Code	Enable
Department Code Enforcement	ON

User Management Setting	
Current Setting	
User Authentication	Disable
User Authentication Enforcement	Disable

User Authentication for Scan to Email	
Current Setting	
Method	Disable

- The User Authentication for Scan to Email page opens.

4 Select “SMTP” in the “Method” drop down box and click [Next].

The screenshot shows the 'User Authentication for Scan to Email' configuration page. It features a 'Cancel' and 'Next' button at the top. Below is the 'Select Authentication Method' section, where the 'Method' dropdown is set to 'SMTP'. A checked checkbox labeled 'Internet Fax Not Allowed' is also visible.

Tips

- This equipment can set the authentication for Scan to Email, but cannot set the authentication for Internet Fax transmission. If you do not want to allow users to perform the Internet Fax transmission, check the “Internet Fax Not Allowed” check box. When you check on this box, users no longer perform the Internet Fax transmission.
- When you want to disable the User Authentication for Scan to Email, select “Disable” in the “Method” and click [Next].

5 Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server and select the authentication type in the “Authentication” drop down box. Then click [Next].

The screenshot shows the 'SMTP Authentication Server setting' configuration page. It includes 'Cancel' and 'Next' buttons. A red note states: '*This setup is reflected in SMTP Client of the Network setup.*'. The 'SMTP Server Address' field contains '10.10.20.14' and the 'Authentication' dropdown is set to 'Plain'.

Tip

If you have set the SMTP Client settings in the Network setup page, the setting values of the SMTP Client settings in the Network setup page are reflected in these settings.

6 Specify how the From Address is set for Scan to Email.

User Authentication for Scan to Email

Cancel Finish

Setting method of From Address field.

Setting Address is 'User Name + @ + Mail Domain Name'

Mail Domain Name

Setting Address is searching from 'User Name' of LDAP.

[..More Information](#)

LDAP Server

Attribute type of 'User Name'

Mail Domain Name

From Address is acquired from Email setting.

*From Address registered by what Email Setting is used.

From Address cannot be edited in Scan to Email.

Setting Address is 'User Name + @ + Mail Domain Name' — Select this to set the From Address as “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, enter the domain name in the “Mail Domain Name” field.

Setting Address is searching from 'User Name' of LDAP — Select this to set the From Address as the email address that is searched from the LDAP server.

When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the “LDAP Server” drop down box and “Attribute type of 'User Name'” field.

If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server.

If the user name is not found in the LDAP server, this equipment sets the From Address as the “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field.

When this is selected, select the LDAP server in the “LDAP Server” drop down box, enter the attribute type to search the user name in the “Attribute type of 'User Name'” field, and the domain name that is used when the user name is not found in the “Mail Domain Name” field.

From Address is acquired from Email setting — Select this to set the From Address as the email address set in the Email setting.

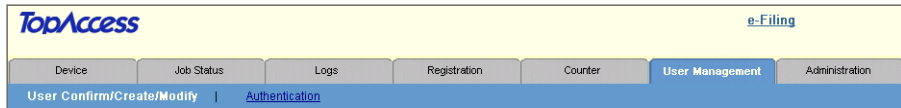
From Address cannot be edited in Scan to Email — Check this box if you do not want to allow users to edit the From Address.

7 Click [Finish].

- The User Authentication for Scan to Email is enabled.

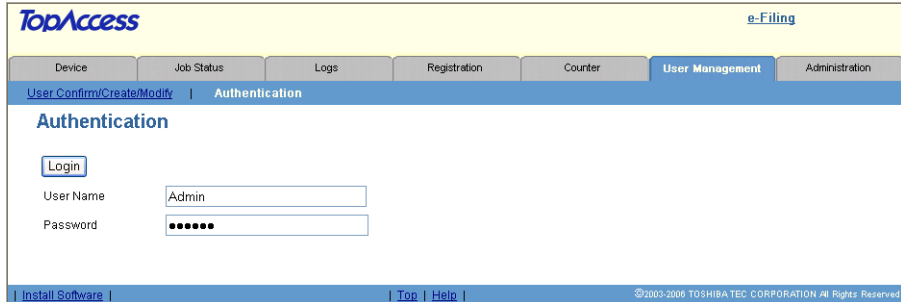
Enabling User Authentication for Scan to Email (LDAP)

1 Click the User Management tab and the Authentication menu.



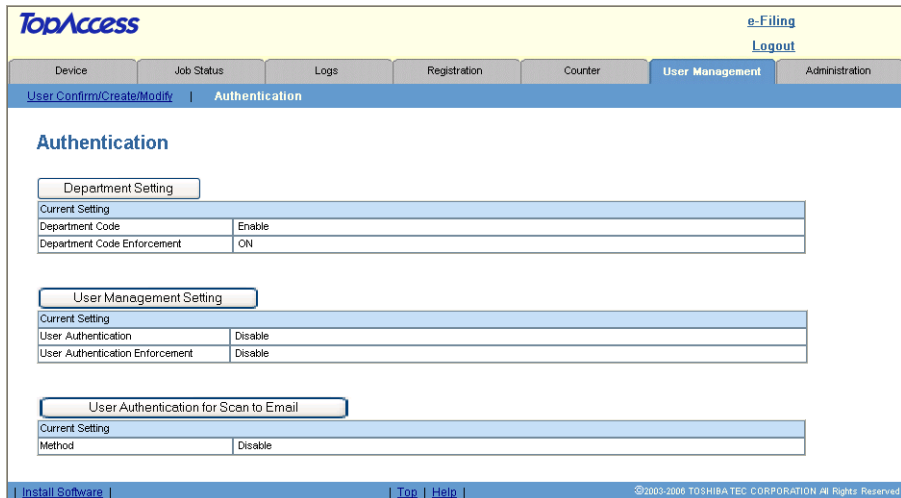
- The login page is displayed.

2 Enter the administrator password and click [Login].



- The Authentication page is displayed.

3 Click [User Authentication for Scan to Email].



- The User Authentication for Scan to Email page opens.

4 Select “LDAP” in the “Method” drop down box and click [Next].

User Authentication for Scan to Email

Cancel Next

Select Authentication Method

Method **LDAP**

Internet Fax Not Allowed

Tips

- This equipment can set the authentication for Scan to Email, but cannot set the authentication for Internet Fax transmission. If you do not want to allow users to perform the Internet Fax transmission, check the “Internet Fax Not Allowed” check box. When you check on this box, users no longer perform the Internet Fax transmission.
- When you want to disable the User Authentication for Scan to Email, select “Disable” in the “Method” and click [Next].

5 Select the LDAP server to be used for the authentication and select the type of the LDAP server. Then click [Next].

User Authentication for Scan to Email

Cancel Next

LDAP Authentication Setting

LDAP Server **ldap1**

Windows Server

LDAP Server (Other than Windows Server)

Attribute type of 'User Name'

Windows Server — Select this when LDAP is running on Windows server.

LDAP Server (Other than Windows Server) — Select this when the LDAP is running the server other than Windows server. When this is selected, you have to specify the attribute type of ‘User Name’.

Tip

The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu.

📖 P.205 “Managing Directory Service”

6 Specify how the From Address is set for Scan to Email.

Setting Address is 'User Name + @ + Mail Domain Name' — Select this to set the From Address as “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, enter the domain name in the “Mail Domain Name” field.

Setting Address is searching from 'User Name' of LDAP — Select this to set the From Address as the email address that is searched from the LDAP server.

When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the “LDAP Server” drop down box and “Attribute type of ‘User Name’” field.

If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server.

If the user name is not found in the LDAP server, this equipment sets the From Address as the “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field.

When this is selected, select the LDAP server in the “LDAP Server” drop down box, enter the attribute type to search the user name in the “Attribute type of ‘User Name’” field, and the domain name that is used when the user name is not found in the “Mail Domain Name” field.

From Address is acquired from Email setting — Select this to set the From Address as the email address set in the Email setting.

From Address cannot be edited in Scan to Email — Check this box if you do not want to allow users to edit the From Address.

7 Click [Finish].

- The User Authentication for Scan to Email is enabled.

8

Troubleshooting

This chapter describes the most common TopAccess errors and provides steps to resolve the conditions. If the problem persists after you have followed all of the steps, make sure to note what you were trying to do and any error messages appear, etc. — and then contact your service representative.

TopAccess Error Messages	304
Print Job Status Messages.....	304
Transmission/Reception Journal Status Messages.....	305
Scan Job Status Messages.....	310
Message Log.....	316

TopAccess Error Messages

Note

The error messages displayed in the Touch Panel Display are described in the **Operator's Manual for Basic Functions**.

Print Job Status Messages

Error Code	Cause	Corrective Action
402F	PM size error	1200 dpi print jobs cannot be printed without the optional expansion memory. Send a print job with a 600 dpi setting.
4030	Print enable error	Please purchase the Printer Kit or Printer/Scanner Kit if you want to use the printing function.
4040	No authority to execute a job	The user has not been assigned the role to perform this operation by the administrator.
4031	HDD full error	Delete unnecessary private print jobs and invalid department print jobs.
A221	Job canceled	(Job was canceled.)
A222	Power failure	Check if the power cable is connected properly and it is inserted securely. Check if the power voltage is unstable.

Transmission/Reception Journal Status Messages

The result of the transmission and reception is indicated as follows in the Transmission Journal and Reception Journal pages in the Logs tab.

The following table describes the Error Code.

Error Code	Cause	Corrective Action
0011	Paper jam	Clear the jammed printing paper.
0012	Original jam	Clear the jammed original.
0013	Door open	Firmly close the open door.
0020	Power interruption	Check the power interruption report.
0030	Reset	(The transmission was canceled by pressing the [FUNCTION CLEAR] button.)
0033	Polling Error	Check polling options setup (Security Code, etc.), and check if the polling document exists.
0042	Memory full	Make sure that there is sufficient memory before making the call again.
0050	Line busy	Retry communications.
0053	Security Mismatch in Relay or Mail Box transmission	Confirm the remote party's Security Code, system password and your setup.
00B0-00B5 00C0-00C4 00D0-00D2	Signal Error or Line Condition Error	Retry communications. Frequent failures may indicate a phone line problem. If possible, move the unit to another line and try your communications again.
00E8	HDD error	Retry communications. If the error still occurs, contact your service representative.
00F0	Software failure	Retry communications. If the error still occurs, contact your service representative.
00F1	Hardware noise	Retry communications. If the error still occurs, contact your service representative.
1C10	System access abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C11	Insufficient memory	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
1C12	Message reception error	Turn the power OFF and then back ON. Perform the job in error again.
1C13	Message transmission error	Turn the power OFF and then back ON. Perform the job in error again.

Error Code	Cause	Corrective Action
1C14	Invalid parameter	When a template is used, form the template again. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
1C15	Exceeding file capacity	Ask your administrator to change the "Fragment Page Size" setting for the Internet Fax setting, or reduce the number of pages and perform the job again.
1C20	System management module access abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the recovery is still not completed, contact your service representative.
1C21-1C22	Job control module access abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the recovery is still not completed, contact your service representative.
1C30-1C33	Disk access error	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
1C40	Image conversion abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C60	HDD full failure during processing	Reduce the number of pages of the job in error and perform the job again. Check if the server or local disk has a sufficient space in disk capacity.
1C61	Address Book reading failure	Turn the power OFF and then back ON. Perform the job in error again. Reset the data in the Address Book and perform the job again. If the error still occurs, contact your service representative.
1C62	Memory acquiring failure	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C63	Terminal IP address unset	Ask your administrator to set the IP address of the equipment.
1C64	Terminal mail address unset	Ask your administrator to set the E-mail address of the equipment.
1C65	SMTP address unset	Ask your administrator to set the SMTP server address.
1C66	Server time time-out error	Check if the SMTP server is operating properly.

Error Code	Cause	Corrective Action
1C69	SMTP server connection error	Ask your administrator to set the login name or password of SMTP server and perform the job again. Check if the SMTP server is operating properly.
1C6A	HOST NAME error	Ask your administrator to check if there is an illegal character in the device name. Delete the illegal character and reset the appropriate device name.
1C6B	Terminal mail address error	Ask your administrator to check the SMTP Authentication method or if there is an illegal character in the Terminal mail address. Set the correct SMTP Authentication method or delete the illegal character in the Terminal mail address.
1C6C	Destination mail address error	Check if there is an illegal character in the Destination E-mail address. Delete the illegal character and reset the appropriate Destination E-mail address, then perform the job again.
1C6D	System error	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C70	SMTP client OFF	Ask your administrator to enable the SMTP Client and perform the job again.
1C71	SMTP authentication error	Confirm the login name and password are correct. If SSL is enabled, make sure that SSL port number is correctly set.
1C72	POP Before SMTP error	Confirm the POP Before SMTP settings and POP3 settings are correct.
1C80	Internet Fax transmission failure when processing E-mail job received	Confirm the "Received Internet Fax Forward" settings.
1C81	Onramp Gateway transmission failure	Confirm the mail box settings.
1C82	Internet Fax transmission failure when processing Fax job received	Confirm the "Received Fax Forward" setting.
1CC1	Power failure	Check if the power cable is connected properly and it is inserted securely. Check if the power voltage is unstable.
3A10-3A12	MIME format error	Ask the sender to resend the Email in the MIME1.0 format.
3A20-3A22	Email process error	Ask the sender to resend the Email.
3A30	Partial Email timeout error	Ask the sender to resend the Email, or change the Partial Wait time setting.
3A40	Invalid partial Email received	Ask the sender to resend the partial Email in the RFC2046 format.

Error Code	Cause	Corrective Action
3A50-3A52	HDD full error	Ask the sender to resend the Email by separating it to several Emails. If this error occurs because the paper empty occurs and too much waiting jobs are stored in the hard disk, add the paper to activate other jobs.
3A60-3A62	HDD full alert	Ask the sender to resend the Email by separating it to several Emails. If this error occurs because the paper empty occurs and too much waiting jobs are stored in the hard disk, add the paper to activate other jobs.
3A70	Interrupt partial Email reception	Ask your administrator to enable the Enable Partial Email setting and ask the sender to resend the Email.
3A80-3A82	Partial Email disabled	Ask your administrator to enable the Enable Partial Email setting and ask the sender to resend the Email.
3B10-3B12	Email format error	Ask the sender to resend the Email.
3B20-3B22	Context-Type error	Ask the sender to resend the Email with attached files that are the TIFF format.
3B30-3B32	Invalid character set	Ask the sender to resend the Email in the ISO-8559-1/2 format.
3B40-3B42	Email decode error	Ask the sender to resend the Email.
3C10-3C13	TIFF analysis error	Ask the sender to resend the Email with attached files that are the TIFF format.
3C20-3C22	TIFF compression error	Ask the sender to resend the Email with attached TIFF files in the MH, MR, MMR, or JBIG compression.
3C30-3C32	TIFF resolution error	Ask the sender to resend the Email with attached TIFF files whose resolution is either 200x100, 200x200, 200x400, 300x300, or 400x400 dpi.
3C40-3C42	TIFF paper size error	Ask the sender to resend the Email with attached TIFF files that can be printed on the paper available for this equipment.
3C50-3C52	Offramp transmission error	Ask the sender to specify the correct fax numbers and resend the Email.
3C60-3C62	Offramp security error	Confirm that specified fax numbers are registered in the address book of the equipment. If not, register the fax numbers in the address book and ask the sender to resend the Email with correct fax numbers.
3C70	Power failure	Confirm the job is recovered or not. If not, ask the sender to resend the Email.

Error Code	Cause	Corrective Action
3D10	Destination address error	Ask your administrator whether the DNS and mail server settings are correctly set. If they are correctly set, ask the sender to confirm the destination address is correct.
3D20	Exceeding maximum offramp destinations	Ask the sender to specify up to 40 destinations for one offramp gateway job. The equipment cannot perform the offramp gateway transmission for more than 40 destinations.
3D30	Fax unit is not installed	Make sure the Fax unit is installed, or connected correctly.
3E10	POP3 server communication error	Ask your administrator that the POP3 server address is correctly set, or the POP3 server works properly. If SSL is enabled, make sure that SSL port number is correctly set.
3E20	POP3 server communication timeout	Ask your administrator that the POP3 server works properly and the LAN cable is connected to the server.
3E30	POP3 login error	Ask your administrator that the POP3 user name and password is set correctly.
3E40	POP3 login type error	Ask your administrator that the POP3 login type (Auto, POP3, APOP) is set correctly.
3F00, 3F10, 3F20, 3F30, 3F40	File I/O error	Ask the sender to resend the Email. If the error still occurs, contact your service representative.

Scan Job Status Messages

The status and result of the scan jobs is indicated as following in the Scan Job page in the Job Status tab and Scan Log page in the Logs tab.

Error Code	Message	Corrective Action
Email		
2C10, 2C12, 2C13, 2C20-2C22	Illegal Job status	A system error has occurred during sending an email. Retry it. If the error still occurs, contact your service representative.
2C11, 2C62	Not enough memory	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
2C14	Invalid parameter specified	Make sure you specify the settings correctly and try again.
2C15	Message size exceeded limit or maximum size	You are sending too many documents at a time. Send your documents separately.
2C30-2C33	Disk access error	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
2C40	Failed to convert image file format	When this error occurs by converting the Slim PDF format, retry the scan. If the error still occurs, specify the general PDF format. When this error occurs by converting other than the Slim PDF format, turn the power OFF and then back ON. Then retry the scan. If the error still occurs, contact your service representative.
2C43	Encryption error. Failed to create file	Retry the job in error. If the error still occurs, turn the power OFF and then back ON. Then retry it.
2C44	When the encryption PDF enforced mode is set and an attempt to create an image file not encrypted is made, it is not allowed.	Reset the encryption and perform the job in error again. If an image file not encrypted is created, consult your administrators.
2C61	Failed to read AddressBook	Turn the power OFF and then back ON. Retry the job in error. Reset the data in the Address Book and retry it. If the error still occurs, contact your service representative.
2C63, 2C64	Invalid Domain Address	Ask your administrator to set the IP address.
2C65, 2C66, 2C69	Failed to connect to SMTP server	Make sure the SMTP server is correctly working, or the SMTP server address has been set correctly.

Error Code	Message	Corrective Action
2C6A	Failed to send E-Mail message	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2C6B	Invalid address specified in From: field	Ask your administrator to check the SMTP Authentication method or if there is an illegal character in the Terminal mail address. Set the correct SMTP Authentication method or delete the illegal character in the Terminal mail address.
2C6C	Invalid address specified in To: field	Make sure that there is an illegal character in the Destination mail address. Delete the illegal character and reset the appropriate Destination mail address, then retry it.
2C6D	NIC system error	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2C70	SMTP service is not available	Ask your administrator whether the SMTP service is enabled.
2C71	SMTP authentication error	Confirm the login name and password are correct. If SSL is enabled, make sure that SSL port number is correctly set.
2C72	POP Before SMTP error	Confirm the POP Before SMTP settings and POP3 settings are correct.
2C80	Failed to process received Email job	Ask your administrator whether the Internet Fax Received Forward is set.
2C81	Failed to process received Fax job	Ask your administrator whether the Fax Received Forward is set.
2CC0	Job canceled	(Job was canceled.)
2CC1	Power failure occurred	Make sure that the power cable is connected properly and it is inserted securely. Resend the job.
Save as file		
2D10, 2D12, 2D13, 2D20-2D22	Illegal Job status	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2D11	Not enough memory for saving the scan job	Wait for a while and retry the job. If the error still occurs, turn the power OFF and then back ON and retry it.
2D14	An internal error occurred	Turn the power OFF and then back ON, and retry the job. If the error still occurs, contact your service representative.
2D15	Exceeding maximum file capacity	Divide the file into several files, or retry in a single-page format.

Error Code	Message	Corrective Action
2D30	Failed to create directory	Make sure that the access privilege to the storage directory is writable and also the disk in the directory has enough space, and then retry the job. If more than one job is performed simultaneously, the error may occur because the disk temporarily runs out of space. In this case, wait for a while and retry the job. If the error still occurs, turn the power OFF and then back ON, and then retry it.
2D31, 2D33	Failed to create file	Make sure that the access privilege to the storage directory is writable and also the disk in the directory has enough space, and then retry the job. If more than one job is performed simultaneously, the error may occur because the disk temporarily runs out of space. In this case, wait for a while and retry the job. If the error still occurs, turn the power OFF and then back ON, and then retry it.
2D32	Failed to delete file	Make sure that the access privilege to the storage directory is writable and then retry the job. If the error still occurs, turn the power OFF and then back ON, and then retry it.
2D40	Failed to convert image file format	When this error occurs by converting the Slim PDF format, retry the scan. If the error still occurs, specify the general PDF format. When this error occurs by converting other than the Slim PDF format, turn the power OFF and then back ON. Then retry the scan. If the error still occurs, contact your service representative.
2D43	Encryption error. Failed to create file	Retry the job in error. If the error still occurs, turn the power OFF and then back ON. Then retry it.
2D44	When the encryption PDF enforced mode is set and an attempt to create an image file not encrypted is made, it is not allowed.	Reset the encryption and perform the job in error again. If an image file not encrypted is created, consult your administrators.
2D60	Failed to copy file	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2D62	Failed to connect to network destination. Check destination path.	Make sure the network folder is shared in your network and retry the scan. If the error still occurs, ask your administrator to confirm whether the IP address or path of the server is correct. Also make sure that the server is operating properly.
2D63	Specified network path is invalid. Check destination path.	Make sure you specify correct network folder and retry the scan.

Error Code	Message	Corrective Action
2D64	Logon to file server failed. Check user-name and password.	Make sure you specify correct user name and password to logon the file server, or you specify correct file server. Then retry the scan.
2D65	There are too many documents in the folder. Failed in creating new document.	Delete the data in the local storage folder in the equipment and retry the scan.
2D66	Failed to process your job. Insufficient storage space.	Delete the data in the destination folder in the equipment and retry the scan.
2D67	FTP service is not available	Ask your administrator whether the FTP service is configured correctly.
2D68	File Sharing service is not available	Ask your administrator whether the SMB protocol is enabled.
2DC0	Job canceled	(Job was canceled.)
2DC1	Power failure occurred	Make sure that the power cable is connected properly and it is inserted securely. Resend the job.
Store to e-Filing		
2A20	Failed to acquire resource.	Retry the scan.
2A40	System fatal error.	Turn the power OFF and then back ON. Retry the scan.
2A50	Job canceled.	(Job was canceled.)
2A51	Power failure occurred.	Make sure that the power cable is connected properly and it is inserted securely. Resend the job.
2B10	There was no applicable job.	Retry the scan.
2B11	Job status failed.	Retry the scan.
2B20	Failed to access file.	Retry the scan.
2B21	Message size exceeded limit or maximum size.	You are sending too many documents at a time. Send your documents separately.
2B30	Insufficient disk space.	Delete unnecessary documents in e-Filing and try again.
2B31	Failed to access Electronic Filing.	Make sure that the specified e-Filing or folder exists. (If not, this error would not occur.) Delete the specified e-Filing or folder and reset them. Retry the job in error. If the specified e-Filing or folder cannot be deleted, contact your service representative.
2B32	Failed to print Electronic Filing document.	Make sure that the specified document exists. (If not, this error would not occur.) Delete the specified document and reset them. Retry the job in error. If the specified document cannot be deleted, contact your service representative.

Error Code	Message	Corrective Action
2B50	Failed to process image.	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2B51	Failed to process print image.	Make sure that the Function List can be printed out. Retry the print. If the error still occurs, contact your service representative.
2B60	The folder was renamed. A folder of the same name already existed.	The same named folder cannot be created in the same box.
2B70	The document was renamed. A document of the same name already existed.	The same named document cannot be created in the same box or folder.
2B71	The storage period of e-Filing documents will expire	Check if necessary documents are stored in e-Filing. The documents will be deleted in few days.
2B80	The HDD for storing e-Filing data is running out of space.	Delete unnecessary documents in e-Filing.
2B90	Insufficient Memory.	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2BA0	Invalid Box password specified.	Make sure that the password is correct and retry the scan, or reset the password and retry the scan. When this error occurs for the print of the data in the e-Filing, perform the print with the administrator's password. If the recovery is still not completed or in case of invalid password for the operation other printing (opening the file, etc.), contact your service representative.
2BA1	Incorrect paper size	Make sure to specify the supported paper size.
2BB0	Job canceled	(Job was canceled.)
2BB1	Power failure occurred	Make sure that the power cable is connected properly and it is inserted securely. Resend the job.
2BC0	System fatal error.	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2BC1	Failed to acquire resource.	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2BD0	Power failure occurred during restoring.	Make sure that the power cable is connected properly and it is inserted securely. Resend the job.
2BE0	Failed to obtain the machine parameters.	Turn the power OFF and then back ON. Retry the scan.
2BF0	Reached the maximum number of pages.	Reduce the pages and print again.

Error Code	Message	Corrective Action
2BF1	Reached the maximum number of documents.	Delete the documents from the boxes or folders.
2BF2	Reached the maximum number of folders.	Delete the folders from the boxes.
RFC related		
2500	Syntax error, command unrecognized	Check if the Terminal mail address and Destination mail address are correct. Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again.
2501	Syntax error in parameters or arguments	Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, Contact your service representative.
2503	Bad sequence of commands	Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, Contact your service representative.
2504	Command parameter not implemented	Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, Contact your service representative.
2550	Mailbox unavailable	Confirm that the destination Email addresses are correct. Confirm the access privilege for the mailbox in the mail server.
2551	User not local	Confirm that the destination Email addresses are correct. Check if the mail server is operating properly.
2552	Insufficient system storage	File is too large for mailbox. Confirm the mailbox size on the mail server. Transmit again in text mode or with a lower resolution. If the error still occurs, divide the document and transmit again.
2553	Mailbox name not allowed	Check if there is an illegal character in the mail box in the mail server.

Message Log

Note

The error messages displayed in the Touch Panel Display are described in the ***Operator's Manual for Basic Functions***.

TopAccess Message	Corrective Action
Front Cover Open - Please Close Cover.	Close the Front Cover.
Paper Feeding Cover Open - Please Close Cover.	Close the Paper Feeding Cover.
Transfer/Transport unit Open - Please Close Cover.	Close the Transfer/Transport unit.
Large Capacity Feeder Cover Open - Please Close Cover.	Close the Large Capacity Feeder Cover.
Drawer Open - Please Close Cover.	Close the drawer.
Automatic Duplexing Unit Cover Open - Please Close Cover.	Close the Automatic Duplexing Unit Cover.
Relay Unit Cover Open - Please Close Cover.	Close the Relay Unit Cover.
Finisher Joint Cover Open - Please Close Cover.	Close the Finisher Joint Cover.
Staple Door Open - Please Close Cover.	Close the Staple Door.
Lower Tray Delivery Cover Open - Please Close Cover.	Close the Lower Tray Delivery Cover.
Lower Tray Front Cover Open - Please Close Cover.	Close the Lower Tray Front Cover.
Punch Unit Front Cover Open - Please Close Cover.	Close the Punch Unit Front Cover.
Hole Punch Unit Open - Please Close Cover.	Close the Hole Punch Unit.
Paper Jam in Auto Duplexer Unit - Please Clear Paper Path	Refer to HELP on the Touch Panel Display to remove jammed paper.
Paper Jam in Printer - Please Clear Paper Path	Refer to HELP on the Touch Panel Display to remove jammed paper.
Paper Ejection Jam - Please Clear Paper Path	Refer to HELP on the Touch Panel Display to remove jammed paper.
Paper Insertion Jam - Please Clear Paper Path	Refer to HELP on the Touch Panel Display to remove jammed paper.
Staple Jam in Finisher - Please Clear Staple	Remove jammed staples from the Finisher. Refer to the <i>Operator's Manual for Basic Functions</i> for instruction.
Staple Jam in Saddle Stitch Finisher - Please Clear Staple	Remove jammed staples from the Saddle Stitch Finisher. Refer to the <i>Operator's Manual for Basic Functions</i> for instruction.
Hole Punch Jam in Finisher - Please Clear Hole Punch	Clear hole punches from the Finisher. Refer to the <i>Operator's Manual for Basic Functions</i> for instruction.

TopAccess Message	Corrective Action
Used Toner Container Full - Please Replace.	Replace the toner container. Refer to the <i>Operator's Manual for Basic Functions</i> for instruction. This message does not displayed for e-STUDIO282 Series and e-STUDIO283 Series.
Toner Not Recognized - Please Check Toner.	Check and adjust the toner bottle.
Black Toner Empty - Please Refill.	Replace the black toner. Refer to the <i>Operator's Manual for Basic Functions</i> for instruction.
Cyan Toner Empty - Please Refill.*	Replace the cyan toner. Refer to the <i>User Functions Guide</i> for instruction.
Magenta Toner Empty - Please Refill.*	Replace the magenta toner. Refer to the <i>User Functions Guide</i> for instruction.
Yellow Toner Empty - Please Refill.*	Replace the yellow toner. Refer to the <i>User Functions Guide</i> for instruction.
Automatic Document Feeder Error - Please Contact Service Technician.	Contact your service representative.
Alignment Error in Automatic Document Feeder - Please Contact Service Technician.	Contact your service representative.
Motor Error in Automatic Document Feeder - Please Contact Service Technician.	Contact your service representative.
I/F Error in Automatic Document Feeder - Please Contact Service Technician.	Contact your service representative.
Fatal Error - Please Contact Service Technician.	Contact your service representative.
Main Motor Error - Please Contact Service Technician.	Contact your service representative.
Printer Output Error - Please Contact Service Technician.	Contact your service representative.
Printer Input Error - Please Contact Service Technician.	Contact your service representative.
Expired scan documents deleted from share folder.	Expired documents are deleted automatically from the "SCAN" folder in the "SHARE_FILE" folder.
Expired Sent Fax documents deleted from share folder.	Expired documents are deleted automatically from the "TXFAX" folder in the "SHARE_FILE" folder.
Expired Received Fax documents deleted from share folder.	Expired documents are deleted automatically from the "RXFAX" folder in the "SHARE_FILE" folder.
Scanned documents in shared folder deleted upon user's request.	Documents in the "SCAN" folder have been deleted by a users
Sent Fax documents in shared folder deleted upon user's request.	Documents in the "TXFAX" folder have been deleted by a user.
Received Fax documents in shared folder deleted upon user's request.	Documents in the "RXFAX" folder have been deleted by a user.
Failed to delete file.	The file cannot be deleted from the shared folder.
Failed to acquire resource.	The file cannot be acquired from the shared folder.

TopAccess Message	Corrective Action
Document(s) expire(s) in a few days.	There are documents to be deleted in a few days in e-Filing.
Hard Disk space for Electronic Filing nearly full.	The hard disk has a few disk space available. Delete unnecessary documents to maintain the hard disk space.
Power failure occurred during e-Filing restoring.	The document could not be stored in e-Filing because of the power failure.
SMTP Destination Error has been detected in the received mail. This mail was deleted.	This equipment cannot received the Email that does not contain the sender's Email address. Ask the sender to send the Email again with entering the sender's Email address.
OffRamp Destination limitation Error has been detected in the received mail.	This equipment cannot perform the Offramp transmission to more than 40 destinations. Ask the sender to send the Offramp document separately for every 40 destinations.
Fax Unit Error has been occurred in the received mail.	This equipment cannot perform the Offramp transmission without the optional Fax unit.
POP3 Connection Error has been occurred in the received mail.	Make sure the POP3 server is properly running. Make sure correct IP address of the POP3 server is assigned.
POP3 Connection Timeout Error has been occurred in the received mail.	Make sure that the network cable is correctly connected. Make sure the POP3 server is properly running.
POP3 Login Error has been occurred in the received mail.	Make sure the correct login name and password is specified.
POP3 Login Error occurred in the received mail	Make sure that the POP3 login type (Auto, POP3, APOP) is set correctly.
File I/O Error has been occurred in this mail. The mail could not be received until File I/O is recovered.	Turn OFF then ON the power and confirm if the equipment can receive the Internet Fax. If the Internet Fax document cannot be received, confirm that any files other than TIFF and text files are attached in the Internet Fax.
Hard Disk space for File Share nearly full.	The hard disk has a few disk space available. Delete unnecessary documents to maintain the hard disk space.
Domain - General Failure during Authentication	Please verify the Network Settings again and retry connecting to the domain controller.
Domain - Invalid Username or Password	Please recheck the username and password and Please confirm if the Caps Lock key is switched on by accident.
Domain - Server not present in Network	The server is not on network or it could not be located. Also please check the DNS and DDNS settings on TopAccess.
Domain - User account is disabled on Server	Please confirm the User attributes on the server. This can be verified in -> Active Directory Users and Computers.

TopAccess Message	Corrective Action
Domain - User account has expired and cannot be used for logon	Please change the account expiration date and retry again. The expiration date can be modified from Active Directory Users and Computers.
Domain - User account is locked and cannot be used for logon	The lockout duration could be specified in account lockout security policy. If so please retry after the lockout duration.
Domain - Invalid logon hours for the User	The Administrator has set restrictions on the logon hours. The logon hours can be modified from Active Directory Users and Computers.
Active Directory Domain - Clock Skew error due to difference in Time between Server and MFP	The clocks need to be synchronized. Please confirm if SNTP is configured correctly on the equipment.
Active Directory Domain - Kerberos Ticket has expired and cannot be used for Authentication	Please confirm the validity period of the ticket set by the Kerberos server. Please retry again after the fresh ticket is issued.
Active Directory Domain - Verification of the Ticket has failed	Please verify the username and password and retry again. If the problem persists please contact the Administrator.
Active Directory Domain-The Domain specified could not be found	Please enter the correct domain name in network settings. If the problem persists please contact the Administrator for the correct realm name for your server.
Information Failed User Authentication	Check DomainName/UserName/Password
SNTP Server - Connect Error has occurred	The equipment could not connect to the SNTP Server. Please confirm the SNTP settings.

* Only applicable to the color model.

9

Appendix

This section describes the following contents.

Installing Certificates for a Client PC	322
--	------------

Installing Certificates for a Client PC

Configuring the Microsoft Management Console

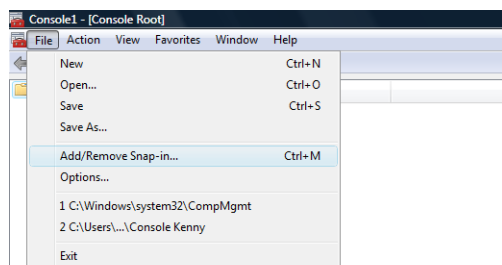
The following describes a configuration on Windows Vista. The procedure is the same when Windows XP or Windows 2000 is used.

1 Open the command prompt, type “mmc” and press the Enter key.

```
Microsoft Windows [Version 6.0.6000]
Copyright (c) 2006 Microsoft Corporation. All rights reserved.

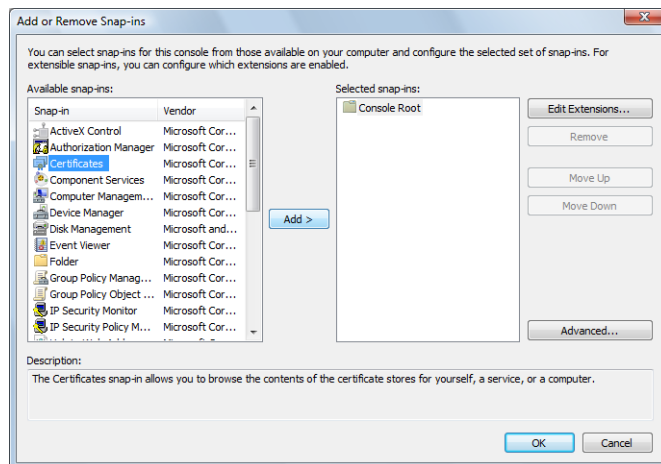
C:\Users\user-001>mmc_
```

2 From the File or Console menu of the window that appears, select “Add/Remove Snap-in...”



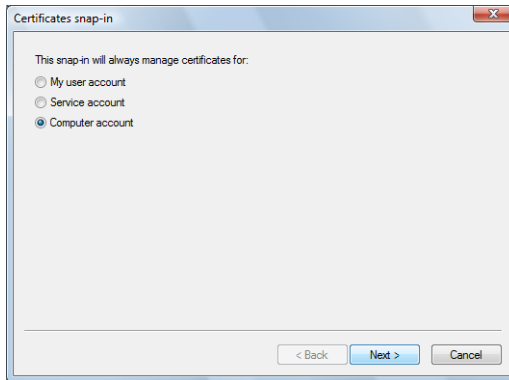
- The Add or Remove Snap-ins dialog box appears.

3 From the list of “Available snap-ins:”, select “Certificates” and click [Add].



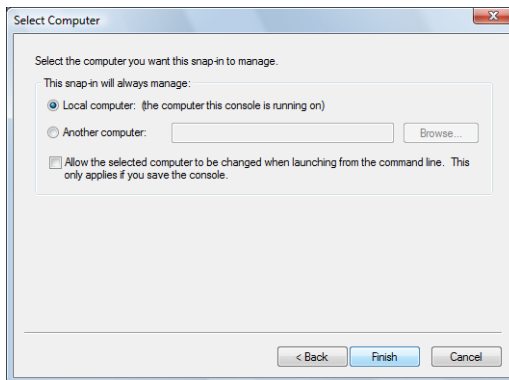
- For Windows XP/2000, click [Add...] to display the list and then select “Certificates.”
- The “Certificates snap-in” dialog box appears.

4 Select “Computer account” and click [Next].



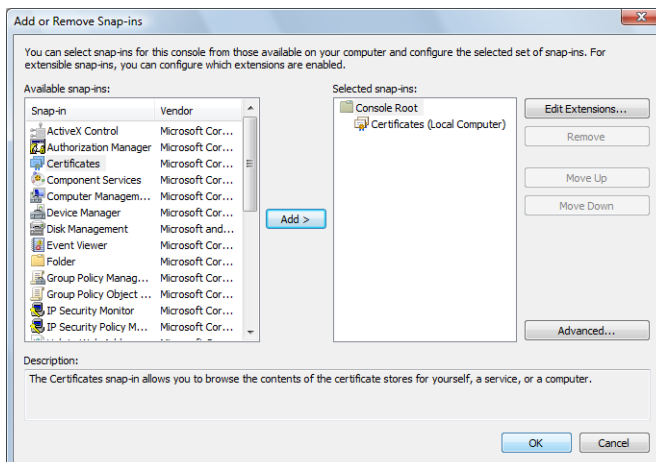
- The “Select Computer” dialog box appears.

5 Select “Local computer: (the computer this console is running on)” and click [Finish].

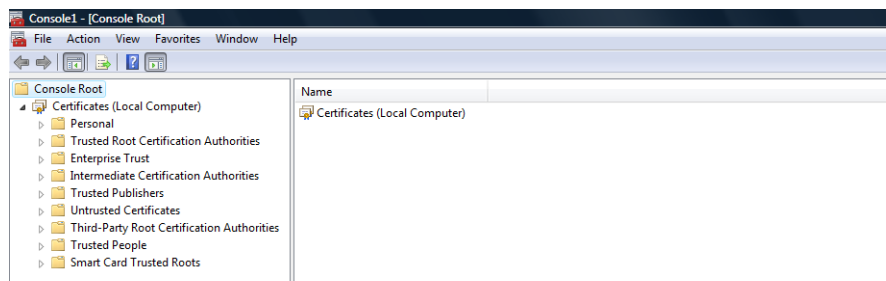


- The “Select Computer” dialog box is closed.

6 Make sure that "Certificates (Local computer)" is added under the Console Root Folder; click [OK].



7 Save the setting.



Importing Certificates to a Client PC

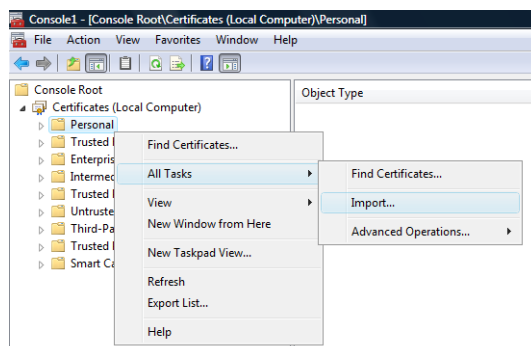
The following describes an import on Windows Vista. The procedure is the same when Windows XP or Windows 2000 is used.

Notes

- For Windows Vista, you must log in to Windows as a user who has the “Administrators” privilege.
- Before importing certificates, make sure that User Account Control (UAC) is turned off. From Control Panel > User Accounts > Turn User Account Control On or Off, uncheck the box for the “Use User Account Control (UAC) to help protect your computer” option and click [OK].

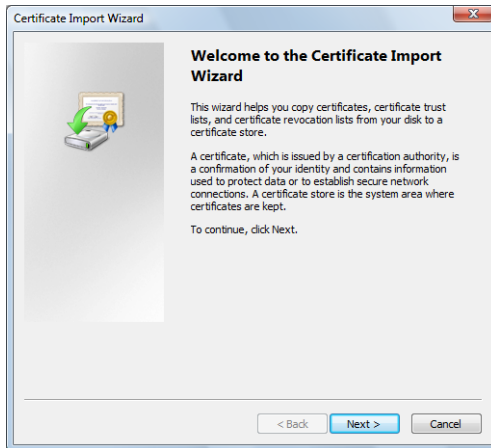


1 On the MMC, select and right-click on the appropriate folder to store the certificate and select “All Tasks” > “Import...”



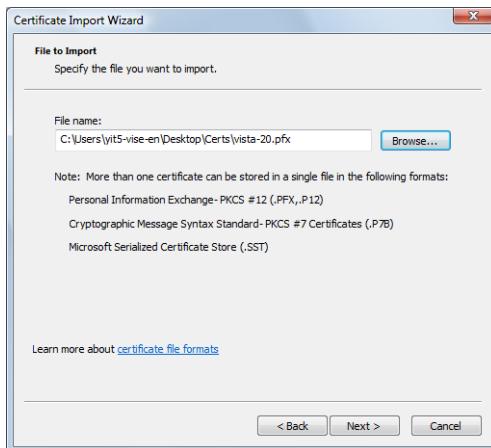
- Select the appropriate folder according to the type of your certificate:
 - Self-signed certificate (.crt):** Console Root > Certificates (Local Computer) > Trusted Root Certification Authorities
 - Client certificate (.pfx):** Console Root > Certificates (Local Computer) > Personal
 - CA certificate (.cert):** Console Root > Certificates (Local Computer) > Trusted Root Certification Authorities
- The Certificate Import Wizard appears.

2 On the Certificate Import Wizard, click [Next].

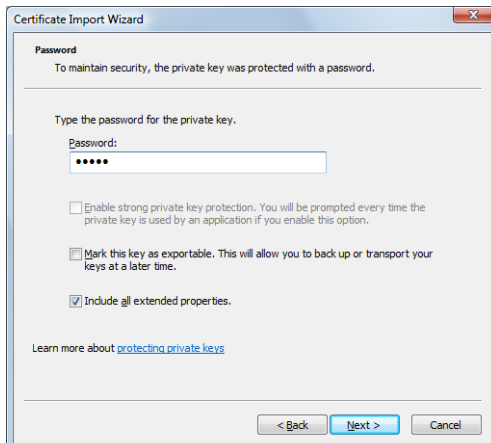


- For importing a client certificate, proceed to the next step. Otherwise, skip to the step 5.

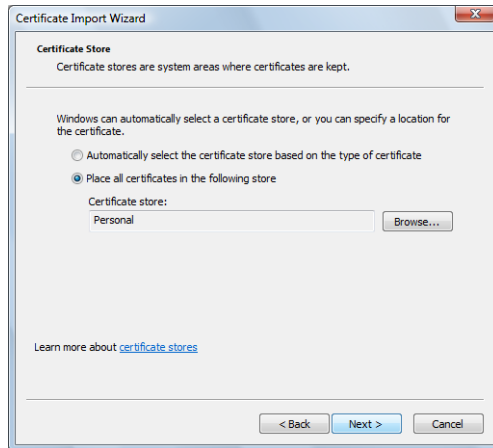
3 From [Browse...], select the certificate to install, and click [Next].



4 Enter the password for the private key and click [Next].



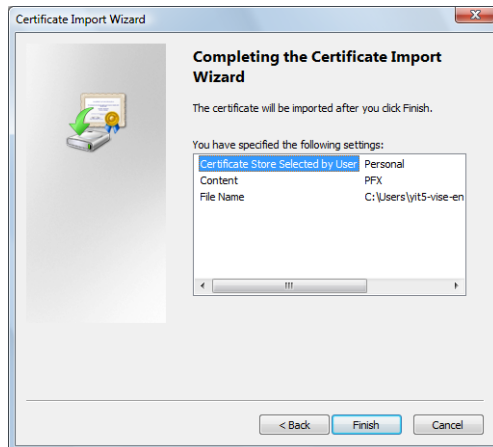
5 Click [Next].



Note

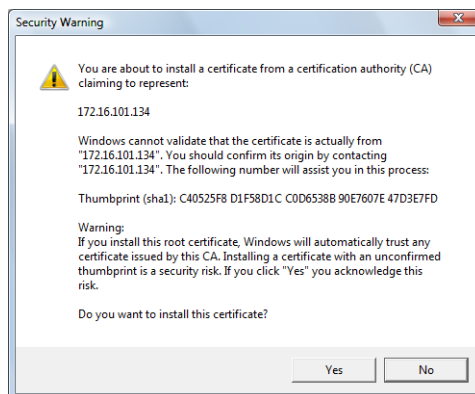
Do not change the certificate store from [Browse...].

6 Click [Finish].

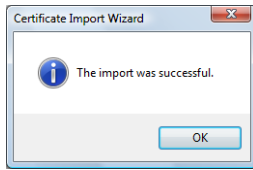


Tip

If the following security warning message appears, click [Yes].

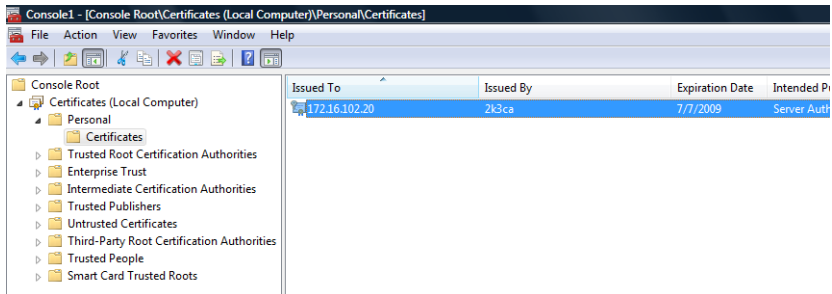


7 Click [OK] to complete the installation.



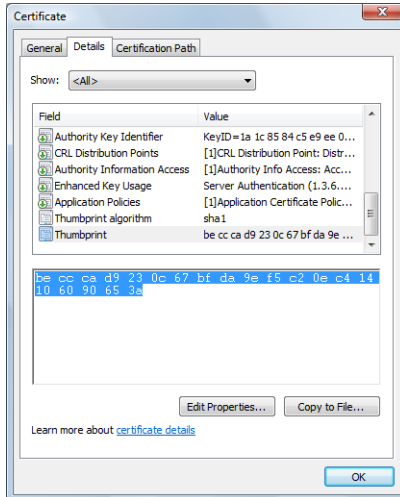
- If you are installing a client certificate (.pfx) to a Windows Vista PC, proceed to the next step. Otherwise, the installation is complete.
- If you need to install another certificate, repeat the steps from the beginning.

8 Double-click the imported client certificate.



- The Certificate window appears.

9 Click the Details tab and select “Thumbprint” to check the 40-digit thumbprint.



10 Open the command prompt and execute the “netsh” command as shown below.

Tip

If you log in to Windows Vista as a user without the administrator privilege, open the command prompt by right-clicking the icon and selecting “Run as administrator.” This way, you can temporarily have the administrator privilege to execute the command.

```
Microsoft Windows [Version 6.0.6000]
Copyright (c) 2006 Microsoft Corporation. All rights reserved.

C:\Users\user-001>netsh http add sslcert ipport=0.0.0.0:5358 certhash=beccad923
0c67bfda9ef5c20ec414106090653aappid={00112233-4455-6677-8899-AABBCCDDEEFF}

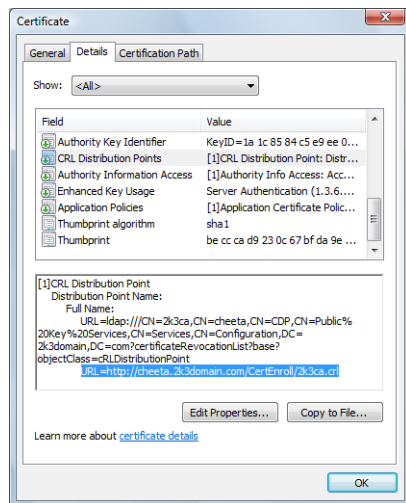
SSL Certificate successfully added

C:\Users\user-001>_
```

- Using the thumbprint obtained in Step 9, type the following command:
netsh http add sslcert ipport=0.0.0.0:5358 certhash=(your 40-digit thumbprint)appid={00112233-4455-6677-8899-AABBCCDDEEFF}
- When inputting the thumbprint, exclude the spaces.

Tip

When your client certificate is created with Certificate Revocation List (CRL), you need to check if the CA server is accessible by FQDN (See the following figure).



If no FQDN connection is established, ask your administrator to perform either of the following options:

- In the “hosts” file accessible from the following folder path, add the IP address and the host name:
C:\WINNT\system32\drivers\etc
- Configure the DNS server to handle the name-to-address resolution.

INDEX

Numerics

2in1/4in1	166
2nd Fax Number	90

A

Accessing	15
Accessing TopAccess	116
Account Manager	276
Account Name	146
Actual Frame	131
Add Address	90
Address Book	63
Address Group	64
Address Mode	126
Administrative Message	121
Administrator's Name	191
Administrator's Password	121, 191
Alerts	24
Allow the following network folder to be used as a destination	175
Allow user to select network folder to be used as a destination	176
AppleTalk	132
Authentication	143, 146, 191, 206
Authority	73, 75, 243, 245
Auto 2-sided Mode	167
Auto Clear	122
Auto Power Save	122
Automatic Start	61

B

Background	78
Backup	199
Backup Domain Controller	138
Banners	190
BDC	265
Body	68, 71, 243
Body Strings Transmission	183
Bonjour	132
BOOK > 2	166
Box Number	76, 102
Box Setting	59, 76, 102, 230, 247
Bulletin Board	100
Bulletin Board mailbox	98
Bypass Tray	166

C

Capacity	25
Caption1	60
Caption2	60
Clearing Logs and Journals	223
Color Mode	78, 165
Comment	103
Common Name	153
Company	90

Completion Volume	169
Confidential	100
Confidential mailbox	98
Confirm Password	121
Contact	
Adding	89
Deleting	92
Contact Information	24, 121
Context	141
Controller Type	24
Copier Model	120
Copier Settings	164, 165
Copy agent	58, 227
Country/Region Code	153

D

Date Format	122
Dates	123
Daylight Savings Time	122
DDNS Session	135
Default Body Strings	180, 183
Default file path	174
Default Gateway	128
Default Port Number	147, 148
Default Raw Job Setting	185
Delayed Transmit	70
Delete documents after [] day(s)	174
Delete Files	204
Department	90
Department Code	109, 120, 260
Clearing Counters	251, 252
Deleting	256, 257
Displaying Counters	250
Displaying Department List	249
Modifying	254
Registering	254
Department Code Enforcement	120, 260
Department Counter	109
Department Name	255
Department Number	276
Desired Zone	132
Destination	75, 76, 245, 247
Destination Setting	58, 61, 101, 104, 229, 237
Device Information	24, 120
Device Name	132
Device Settings	118
Dial Type	170
Dial Type (Line 2)	170
Direct Transmit	70
Directory Service	205
Directory Service Name	206
Discard	170
DNS Session	134
Do not allow any network folder to be used as a destination	174, 176

Do not delete documents automatically	174	Energy Save	122
Do not Print Blank Pages	186, 188	Ethernet Speed Duplex Mode	126
Document Name	76, 247	Export/Clear Log	215, 218, 220, 223
Document Print	103, 235	Exporting	
Domain	138	Address Book Data	214
Domain Name	136, 265	Department Code	218
Drawer	25	Journals	220
Duplex Print	171	Logs	220
E		Exposure	69, 78, 166, 170
ECM	70, 91, 170	Exposure for Black	166
Email Address	90, 103, 144	Exposure for Color	166
Email agent	98, 100, 234	F	
Email Error Transfer Address	193	Fax	25
Email Setting	59, 71, 101, 105, 230, 242	Fax Number	90, 169
Email Settings	178, 179	Fax Number (Security)	70
Email to	61	Fax Reception Space Available	24, 120
Enable Alerts Trap	150	Fax Setting	59, 69, 91, 230
Enable Apple Talk	132	Fax Settings	167, 169
Enable Authentication Trap	150	Fax Transmission Jobs	
Enable Bindery	140	Deleting	34
Enable Bonjour	132	Displaying	33
Enable Color Print	266, 271, 274	Fax Transmission Space Available	24, 120
Enable Copy	266, 271, 274	Fax/Internet Fax agent	58, 227
Enable DDNS	136	File Format	68, 72, 74, 180, 243, 245
Enable DNS	134	File Name	73, 76, 243, 247
Enable e-Filing Box	266, 271, 274	Fine	69
Enable Email	266, 271, 274	Finisher	25
Enable Email Error Forward	193	First Name	90
Enable Fax	266, 271, 274	Folder Name	76, 247
Enable File Share	266, 271, 274	Forward	100, 234
Enable FTP Printing	192	Forward mailbox	98
Enable FTP Server	148	Fragment Message Size	73, 180, 244
Enable HTTP Server	141	Fragment Page Size	68, 183
Enable Internet Fax	266, 271, 274	Frame Type	131
Enable IPP	191	From Address	68, 71, 179, 182, 242
Enable IPX/SPX	129, 131	From Name	68, 71, 180, 182, 243
Enable LDAP	133	FTP Client	147
Enable LPD	190	FTP Server	148
Enable NDS	140	Function Tab	22
Enable OffRamp	144	G	
Enable Partial Email	193	General	
Enable POP3 Client	145	Device Information	120
Enable Print	266, 271, 274	Energy Save	122
Enable Print Email Error	193	Time Stamp	122
Enable Print Header	193	Web General Setting	123
Enable Print Message Body	193	General Setting	185
Enable Raw bi-directional	190	Group	
Enable Raw TCP	190	Adding	95
Enable SMTP Client	142	Deleting	97
Enable SMTP Server	144	Editing	95
Enable SNMP	149	Group Name	96
Enable SNTP	147	H	
Enable SSL	133, 141, 142, 145, 148	Help link	22
Encryption	72, 74, 243, 245		
Encryption Level	72, 74, 243, 245		

Hole Punch Unit	25	Maintenance	
Host Name	136	Backup	199
HTTP Network Service	141	Delete Files	204
I		Directory Service	205
Import	213, 217	Export/Clear Log	215, 218, 220, 223
Importing		Import	213, 217
Address Book Data	212	Notification	208
Department Code	216	Reboot	224
Inbound Fax Routing	102	Remove Software	198
Install Software link	22	Restore	202
Internet Fax agent	234	Upload Software	196
Internet Fax Settings		Maintenance from TopAccess	114
..... 59, 68, 101, 104, 180, 182, 230, 242		Maintenance Functions	195
Internet Protocol Version	137	Managing	
Internet/Fax (Relay) agent	98	Address Book	89
Internet/Fax(Relay)	100	Counters	107
IP Address	128	Fax/Internet Fax Jobs	33
IP Filtering	128	Mailboxes	98
IP Trap Address 1-10	150	Print Jobs	30
IP Trap Community	150	Scan Jobs	35
IPX Trap Address	150	Manual	130
IPX/SPX	129, 131	Master Password	72, 74, 243, 245
ITU-T	98	Maximum Copies	166
J		Maximum Email / Internet Fax Size	143
Journal Auto Print	171	Maximum Email Body Print	193
Jpeg Compression	79	Maximum reached	255, 276
K		Maximum reached for Black output	255, 276
Keyword	90	Maximum reached for Full Color output	276
L		Maximum reached of Full Color output	255
Last Name	90	MDN Reply	193
LDAP Authentication	262	Memory Transmission Report	171
LDAP server	65, 94	Memory Transmit	70
LDAP Session	133	Menu Bar	22
Line 2 Number	169	Message	24
Line Select	70, 91	Message Logs	248
Line-2 Mode	170	MFP Local Authentication	262
Link Local Address	129	Monitor Volume	169
Link-Local Host Name	132	Multi Transmission Report	171
LLMNR	129	N	
Locality Name	153	Name	24, 49
Location	24, 121	NetBIOS Name	138
Login Name	143, 192	NetWare Session	140
Login page	117		
Login User Name	75, 176, 177, 246		
Lgon User Name	138		
LT<-->A4/LD<-->A3	185		
M			
Magazine Sort	166		
MailBox Setting	101, 102		

Network	
AppleTalk	132
Bonjour	132
DDNS Session	135
DNS Session	134
FTP Client	147
FTP Server	148
HTTP Network Service	141
IPX/SPX	129, 131
LDAP Session	133
NetWare Session	140
POP3 Network Service	145
SMB Session	137
SMTP Client	142
SMTP Server	144
SNMP Network Service	149
TCP/IP (IPv4)	126
Network Path	75, 176, 177, 246
Network Settings	124
Notification	49, 61, 103, 208
Number of days to save Private, Proof and Invalid Jobs	185
Number of Retry	180, 182
O	
Obtain a Domain Name automatically	127
Obtain a Domain Server Address automatically	127
Obtain a POP3 Server Address automatically	128
Obtain a SMTP Server Address automatically	127
Obtain a SNTP Server Address automatically	128
Obtain a WINS Server Address automatically	127
OffRamp Print	144
OffRamp Security	144
Offset	123
Open Mailbox	
Deleting	105
Setting up	99
Optional Function	25
Options	25
Organization Name	153
Organizational Unit Name	153
Original Mode	69, 78, 166, 170
Original Mode for Black	166
Original Mode for Color	166
Original Size	79
P	
Panel Setting	58, 60, 229
Paper	25
Paper Source	186, 188
Partial Wait Time	193
Password	70, 76, 103, 138, 143, 146, 176, 177, 192, 207, 246
PCL Font Number	186, 187
PCL Font Pitch	186, 187
PCL Font Point Size	186, 187
PCL Form Line	186, 187
PCL Line Termination	186, 188
PDC	265
Phone Number	24
Picture	60
Polling Report	171
POP Before SMTP	143
POP3 Network Service	145
POP3 Server Address	145
Port Number	147, 190, 191, 192
Directory Service Properties	206
FTP Client	147, 148
POP3 Network Service	146
SMTP Client	144
SMTP Server	144
Port Number (Command)	75, 175, 177, 246
Port80 Enable	191
Primary DNS Server Address	134
Primary Domain Controller	138
Primary Login Name	136
Primary Password	136
Primary Port Number	141
Primary SNTP Server	147
Primary WINS Server	139
Print Job Logs	38
Print Jobs	
Deleting	31
Displaying	30
Releasing	32
Print Password	192
Print Queue Scan Rate	192
Print Service	
Email Print	193
FTP Print	192
IPP Print	190
LPD Imaging	190
NetWare Imaging	192
Raw TCP Print	190
Print Service Settings	188
Print Startup Page	185
Print User Name	192
Printer Settings	183
Priority Transmit	70
Private Template Groups	47
Protocol	75, 175, 177, 246
Public Template	
Creating	225
Editing	225
PWD	91
Q	
Quality Transmit	70, 92
Queue Name	187
Queue name	121

R	
Raw Job Setting	186
Raw jobs - Default Orientation	186, 187
Raw jobs - Default Output Tray	186, 187
Raw jobs - Default Paper Size	186, 187
Raw jobs - Default Paper Type	186, 187
Raw jobs - Default Stapling	186, 187
Raw jobs - Duplex Printing	185, 187
Read Community	149
Read Write Community	149
Reboot	224
Reception Journals	41
Reception Mode	170
Recovery Transmit	171
Reduction	171
Registration	
About	225
Fax Received Forward	233
Internet Fax Received Forward	233
Public Template	225
Registration from TopAccess	115
Relay End Terminal Report	101, 104
Relay Originator	171
Remote 1	75, 246
Remote 2	76, 247
Remove Software	198
Reset All Counter	252
Reset Counters	253
Resolution	69, 78, 170
Restore	202
Retry interval	180, 182
Retype Password	76, 176, 178, 246
Role Based Access	266, 270
Rotate Sort	171
Rotation	78
RTI	170
S	
Save as file	
Local Storage Path	173
N/W-Fax Destination	176
N/W-Fax Folder	177
Remote 1	175
Remote 2	175
Storage Maintenance	174
Save as file agent	98, 100, 234
Save as file Setting	
.....	59, 73, 101, 105, 230, 244
Save as file Settings	172
Save as File Space Available	24, 120
Scan agent	58, 227
Scan Job Logs	43
Scan Jobs	
Deleting	36
Displaying	35
Scan Rate	146, 147
Scan Setting	59, 77, 230
Search	65, 94
Search Base	207
Search root	141
Search Timeout	207
Secondary DNS Server Address	134
Secondary Login Name	136
Secondary Password	136
Secondary Port Number	141
Secondary SNMP Server	147
Secondary WINS Server	139
Security Service	150
Select Agent	227, 234
self-signed certificate	153
Send email when an error occurs	61, 103
Send email when job is completed	61, 103
SEP	70, 91
Server IP Address	206
Server Name	75, 175, 177, 246
Service Name	132
Service Phone Number	121
Session Timer	123
Set Limitation	255, 276
Set Limitation of Black	255, 276
Set Limitation of Full Color	255, 276
Setup	
Copier	164
Daylight Savings Time	122
Email	178
Fax	167
General	118
Internet Fax	180
Network	124
Print Service	188
Printer	183
Save as file	172
Version	194
Setup from TopAccess	113
Sharpness	79
SID	91
SID/PWD	70
Single/2-Sided Scan	78
Size	25
Sleep/Auto Shut Off	122
SMB Server Protocol	137
SMB Session	137
SMB Signing of SMB Client	140
SMB Signing of SMB Server	139
SMTP Client	142
SMTP Server	144
SMTP Server Address	143
SNMP Network Service	149
SNTP Service	147
Sorter Mode Priority	167
SSL Port Number	146, 148

SSL URL	191	Workgroup	138
SSL/TLS	142		
Standard	69		
State or Province Name	153		
Status	24, 25		
Status Messages			
Print Job	304		
Scan Job	310		
Transmission/Reception Journal	305		
Storage Path	173		
Store to e-Filing agent	98, 100, 235		
Store to e-Filing Space Available	24, 120		
SUB	70, 91		
Subject	68, 71, 242		
Subject (Inbound FAX routing)	180, 182		
Submenu Bar	22		
Subnet mask	128		
Symbol set	186, 188		
T			
TCP/IP (IPv4)	126		
Templates	46		
Editing	55, 89		
Registering	55		
Terminal ID	169		
Time Stamp	122		
Top link	22		
TopAccess in administrator mode	114		
TopAccess in the administrator mode ..	113, 115		
Total Counter	108		
Transmission Journals	39		
Transmission Type	70, 92		
Tree	141		
TTI	170		
Type	25		
Type POP3 Login	146		
U			
Ultra Fine	69		
Upload Software	196		
URL	191		
Use local folder	75, 245		
Use Network Folder Destination	174, 176		
Use Stateful Address	131		
Use Stateless Address	130		
User Authentication Enforcement	273		
User Authentication for Scan to Email ..	297, 299		
User Management Setting	264, 268, 273		
User Name	49, 60, 103, 207		
User Password	72, 74, 243, 245		
W			
Web General Setting	123		
WEB Language	123		
Windows Domain Authentication	262		
Work Space Available	24, 120		

DP-2050/2340/2840
DP-3540/4540
DP-5200/6000/7200/8500
FC-281C/351C/451C
OME07010300

MULTIFUNCTIONAL DIGITAL SYSTEMS

TopAccess Guide

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

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

