

MULTIFUNCTIONAL DIGITAL SYSTEMS Operator's Manual for AddressBook Viewer

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Preface

Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems. This manual explains the instructions for AddressBook Viewer. Read this manual before using your Multifunctional Digital Systems or Multifunctional Digital Color Systems. Keep this manual within easy reach, and use it to configure an environment that makes best use of the e-STUDIO's functions.

How to read this manual

Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

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 objects.



Note

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

Indicates information to which you should pay attention when operating the equipment.

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.

Screens

- Screens on this manual may differ from the actual ones depending on how the equipment is used, such as the status of the installed options.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

Trademarks

- 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.
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START-UP AND INTERFACE

This chapter describes how to run the AddressBook Viewer and its interfaces.

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Running the AddressBook Viewer

The AddressBook Viewer is client software for managing fax numbers and Email addresses of contacts. The AddressBook Viewer allows you to create or edit your Private Address Book as well as to efficiently manage contacts using various utility functions, such as the function to import the address book data of the TOSHIBA MFP, LDAP server or Email clients. Additionally, fax numbers and Email addresses managed by the AddressBook Viewer can be used for fax transmission with a N/W-Fax driver as recipient addresses.

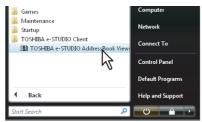
This section explains how to run the AddressBook Viewer. You can run the AddressBook Viewer using either of the following two ways:

- Run the AddressBook Viewer from the start menu of a computer and manage the address book.
 P.6 "Running the AddressBook Viewer from the start menu"
- Run the AddressBook Viewer from a N/W-Fax driver and select a Network Fax or Internet Fax recipient.

Running the AddressBook Viewer from the start menu

Run the AddressBook Viewer from the start menu of a client computer.

1 Click the start button, select [All Programs], [TOSHIBA e-STUDIO Client] and then [TOSHIBA e-STUDIO AddressBook Viewer].



The AddressBook Viewer runs.

TOSHIBA Address Book	Display Name	Fax Number	Email Address
Private Address Book	CE User01	1000000001	user01@toshibatec.com
🗈 🏙 Public Address Book	CI User02	100000002	user02@toshibatec.com
MAPI Address Book	@⊡User03	100000003	user03@toshibatec.com
🗈 🌐 Windows Mail Address Book	I User04	100000004	user04@toshibatec.com
E Barbarbarbarbarbarbarbarbarbarbarbarbarba	Contraction and a second secon	100000005	user05@toshibatec.com
😟 🔠 Import Address Book	@⊡User06	100000006	user06@toshibatec.com
	Ser07	100000007	user07@toshibatec.com
	C User08	100000008	user08@toshibatec.com
	I User09	100000009	user09@toshibatec.com
	CIUser10	100000010	user10@toshibatec.com
	Image: Second Secon	1000000011	user11@toshibatec.com
	I User12	100000012	user12@toshibatec.com
	CIUser13	100000013	user13@toshibatec.com
	I User14	100000014	user14@toshibatec.com
	@⊡User15	100000015	user15@toshibatec.com
	Ser 16	100000016	user16@toshibatec.com
	Image: Section 2018 Image: Section 2018	100000017	user17@toshibatec.com
	I User18	100000018	user18@toshibatec.com
	CIUser19	100000019	user19@toshibatec.com

Running the AddressBook Viewer from a N/W-Fax driver

Run the AddressBook Viewer from a N/W-Fax driver. Use this method when selecting a Network Fax or Internet Fax recipient.

1 In the dialog box for printing in the application software, select [TOSHIBA e-STUDIO Series Fax] for the printer and click [Preferences].

👼 Print	×
General	
Select Printer Thternet Printer Microsoft XPS Document Writer TOSHIBA e-STUDIO Series Fax	
•	4
Status: Ready Location: Comment:	Print to file Preferences
Page Range	
 Ali 	Number of copies: 1
Selection Current Page	
Pages:	Collate 11 22 33
C	Print Cancel Apply

The dialog box of the N/W-Fax driver properties appears.

Tip

Note that the command name to open the driver properties may differ from [Preferences] depending on the application software.

🖶 Printing Preferences 🛛 💌
Send Cover Sheet Sender Information About
Ια
10
Select From Address Book New
Resolution: Standard (200 x 0 dpi) - Dept. Code:
Paper Size: Letter
Save as File
Save as File File Format: TIFF(MULTI) -
Delayed Eax Send Fax Now T/8/2009 3:08 AM Edit
Send Fax Now
OK Cancel Help

Note

Neither [Save as File] nor [Delayed Fax] is displayed in the e-STUDIO205 Series.

The AddressBook Viewer runs.

Selected Fax Z Selected Email Display Name OTID Group Name Fax Number Display Name OTID Group Name Email Address	_	Select Fax	✓ Select Email	
				Group Name Email Address

Note

[Select Email] is not available for the e-STUDIO205 Series.

□ Selecting recipients

This section explains the basic operations in how to select a recipient in the AddressBook Viewer run from a N/W-Fax driver. Select the fax number to send a Network Fax and the Email address to send an Internet Fax. However, when you are using the e-STUDIO205 Series, you cannot specify Email addresses for destinations.

To use this function, the scanning function (Internet Fax) and printing function (Network Fax) are required. The e-STUDIO455 Series and the e-STUDIO855 Series provide the scanning function and printing function as options. However, these optional functions are already installed in some models.

For the e-STUDIO205 Series, the following options are required:

- Network Printer Kit
- Fax Kit
- External Keyboard

Tips

- Other than the method explained here, the function to select a contact by searching for a recipient from the address book can be used. The operation of the function is explained in another section.
 P.42 "Searching contacts"
- Refer to the Network Fax Guide for the details of the information regarding N/W-Fax drivers and the Network Fax.

1 When selecting a fax number after selecting a contact from the contact list, click [Select Fax] and when selecting an Email address, click [Select Email].

🗓 e-STUDIO Addı	essBook V	iewer					
ile <u>E</u> dit <u>V</u> iew	Tools	<u>H</u> elp					
80 h I	1 🗗	× 🏦 😭					
🖃 🏨 TOSHIBA			Display Name	F.	ax Number	Email Address	
	e Address B		@EUser01	1	000000001	user01@toshibatec.c	
😟 🔠 Public	: Address B Address Bo		C User02		000000002	user02@toshibatec.c	
		оок Idress Book	CE User03	NT 1	000000003	user03@toshibatec.c	orr
	Address B		C User04	1	000000004	user04@toshibatec.c	orr
	t Address B		🕮 🖃 User05	1	000000005	user05@toshibatec.c	or 🔻
			•				F.
🚳 Selected Fax			ielect Fax	✓ Select E			
Display Name	OTID	Group Name	Fax Number	Display Name	0 2 Group	Name Email Addre	ss
Remove				Remove]		
				OK	Cancel	Help	
				The total	number of the co	ntacts: 50/2000	

The selected recipients are listed in the "Selected Fax" or "Selected Email".

Notes

- A contact, for which only a fax number is registered, cannot be displayed in the "Selected Email" and a contact, for which only an Email address is registered, cannot be displayed in the "Selected Fax".
- For the e-STUDIO205 Series, you cannot specify Email addresses for destinations because [Select Email] is not available for this model.

You can select a recipient by the following operations:

Selecting a contact by dragging and dropping

Drag a contact in the contact list and drop it to the "Selected Fax" or "Selected Email".

Selecting a contact by double-clicking on it

Double-click on a contact in the contact list. To change the setting of the recipient to be selected upon doubleclicking, select [Default Configuration], [Type Selection] in the [View] menu and then one of [Fax], [Email] and [Both].

Selecting a contact from a shortcut menu

Right-click on the contact in the contact list, select [Select] from the shortcut menu and then either [Fax Number] and [Email].

Removing a recipient

Select a recipient in the "Selected Fax" or "Selected Email" and click the corresponding [Remove] (Left: fax number, Right: email address).

2 Click [OK].

1월 115HBA Address Book Dipplay Name Fax Number Email Address 아버가 Privet Address Book 정말 User01 1000000001 user01@Rotari 아버가 MAPI Address Book 정말 User02 1000000002 user02@Rotari 아버가 Windows Mail Address Book 정말 User03 1000000003 user03@Rotari	ibatec.com
Public Address Book MAPI Address Book MAPI Address Book MAPI Address Book MAPI Address Book	
MAPI Address Book	
Windows Mail Address Book Windows Mail Address Book	
EDAP Address Book	
in mort Address Book	Datec.con
Selecteu Fax. VEI Selecteu Email.	
play Name OTID Group Name Fax Number Display Name OTID Group Name Ema	ail Address
er01 100000001	
er02 100000002	
er02 100000002	
	ail Ad

The selection is determined and the AddressBook Viewer is closed.

About AddressBook Viewer Interfaces

This section explains the AddressBook Viewer interfaces. P.11 "Main window" P.12 "Menus"

■ Main window

This section explains the interfaces of the main window displayed immediately after AddressBook Viewer start-up.

When the AddressBook Viewer is run from the start menu

	💷 e-STUDIO AddressBook Viewer			
	<u>Eile Edit View Tools H</u> elp			
_				
	E-B TOSHIBA Address Book	Display Name	Fax Number	Email Address
	Private Address Book	C User01	100000001	user01@toshibatec.com
	🕀 🔠 Public Address Book	C User02	100000002	user02@toshibatec.com
	Bernard MAPI Address Book	CE User03	100000003	user03@toshibatec.com
	Windows Mail Address Book	C User04	100000004	user04@toshibatec.com
	E B LDAP Address Book	C User05	100000005	user05@toshibatec.com
	⊞-∰ Import Address Book	C User06	100000006	user06@toshibatec.com
		CE User07	100000007	user07@toshibatec.com
		🖉 🖃 User08	100000008	user08@toshibatec.com
		Ser User 09	100000009	user09@toshibatec.com
		🖾 🖃 User10	100000010	user10@toshibatec.com
		CEUser11	1000000011	user11@toshibatec.com
		🖀 🖃 User 12	100000012	user12@toshibatec.com
		🖾 🖃 User 13	100000013	user13@toshibatec.com
		🖀 🖃 User 14	100000014	user14@toshibatec.com
		🖾 🖃 User 15	100000015	user15@toshibatec.com
		🖾 🖃 User16	100000016	user16@toshibatec.com
		CEUser17	100000017	user17@toshibatec.com
		🖾 🖃 User 18	100000018	user18@toshibatec.com
		🖾 🖃 User 19	100000019	user19@toshibatec.com
				•
_			The total number of the	contacts: 50/2000

When the AddressBook Viewer is run from a N/W-Fax driver

	essBook View						
	Iools Hel	•					
🖃 🏥 TOSHIBA.			Display Name	Fax	Number	Email A	Address
Private			Ø⊡User01	100	0000001	user01	(@toshibatec.co
Benefit Public Benefit MAPL			SE User02		0000002		@toshibatec.cc
B - BBI Windo			Ser03	100	0000003	user03	@toshibatec.co
			🖾 🖃 User04	100	0000004	user04	@toshibatec.cc
			🖾 🖃 User05	100	0000005	user05	i@toshibatec.co
			•		111		,
		_ • 31	elect Fax	 Select Em 			
🐼 Selected Fax:		_ • 3	alect rax	Selected Emai			
🐼 Selected Fax: Display Name	OTID G	roup Name	Fax Number			Group Name	Email Addres
	OTID G			🖉 Selected Emai	t	Group Name	Email Addres
	OTID G			🖉 Selected Emai	t	Group Name	Email Addres
	OTID G			🖉 Selected Emai	t	Group Name	Email Addres
	OTID G			🖉 Selected Emai	t	Group Name	Email Addres
Display Name	OTID G			↓ Selected Emai Display Name	OTID	Group Name	Email Addres

1) Menu bar

Functions are organized into five menus on the menu bar. You can perform various functions by selecting them from the menus on the menu bar.

🛄 P.12 "Menu bar"

2) Toolbar

Icons corresponding to functions are displayed on the toolbar. Some functions can be operated more quickly by clicking an icon rather than selecting them from the menu bar.

3) Address book list

This is the list of address books which can be managed by the AddressBook Viewer.

- Private Address Book This is a private address book. Users can register or edit it.
- **MAPI Address Book** This address book is registered in the default Email client software with MAPI (Messaging Application Programming Interface).
- Windows Mail Address Book This address book is registered in Windows Mail. The name of the address book may differ depending on your Microsoft mail software.
- LDAP Address Book This address book is registered in the LDAP server.
- Import Address Book This address book is imported from a CSV file or vCard file.

4) Contact list

When you select an address book from the address book list on the right-hand side, the list of its contacts is displayed.

5) Status display area

A description of the selected function is displayed on the left-hand side and the total number of contacts registered in the selected address book is displayed on the right-hand side.

6) Recipient selection tools

When the AddressBook Viewer is run from a N/W-Fax driver, you can select a Network Fax or Internet Fax recipient using these tools.

P.9 "Selecting recipients"

Menus

This section explains the AddressBook Viewer menus.

P.12 "Menu bar"

P.14 "Toolbar"

P.14 "Shortcut menu"

Menu bar

AddressBook Viewer functions are categorized into five menus. You can select the menus from the menu bar.

1) File menu

New Contact — Select this to add a new contact in the Private Address Book. If the currently selected item is a group, the contact will be created and listed in the group. If the currently selected item is the "Location/People" folder or "Private Address Book", the contact will be created in the "Location/People" folder. This menu is available only when selecting items in the Private Address Book.

New Group — Select this to add a new group in the Private Address Book. This menu is available only when selecting the "Group" folder in the Private Address Book.

Properties — Select this to edit or display the properties of a group or a contact in the Private or Public Address Book. **Delete** — Select this to delete groups and contacts in the Private Address Book, or contacts in the LDAP Address Book. This menu will be available only when selecting a group or contacts in the Private Address Book or contacts in the LDAP Address Book.

Devices — Select this to download the Public Address Book from a TOSHIBA MFP. Import

- **CSV File** — Select this to import a CSV file exported from the address book for the following models to the "Import Address Book".

e-STUDIO850 Series, e-STUDIO282 Series, e-STUDIO452 Series, e-STUDIO451C Series, e-STUDIO3510C Series, e-STUDIO4520C Series, e-STUDIO6530C Series, e-STUDIO455 Series, e-STUDIO855 Series, e-STUDIO205 Series

 vCard File — Select this to import a vCard file exported from the address book for the following models to the "Import Address Book". This menu is available only when Microsoft Office XP is installed on your computer. e-STUDIO850 Series, e-STUDIO282 Series, e-STUDIO452 Series, e-STUDIO451C Series, e-STUDIO3510C Series, e-STUDIO4520C Series, e-STUDIO6530C Series, e-STUDIO455 Series, e-STUDIO855 Series, e-STUDIO205 Series

Export

- CSV File Select this to export the selected address book as a CSV file.
- vCard File Select this to export the selected address book as a vCard file. This menu is available only when Microsoft Office XP is installed on your computer.

Exit — Select this to exit the AddressBook Viewer.

2) Edit menu

Copy — Select this to copy the selected contacts or a group to the clipboard. The contacts or a group copied to the clipboard can be pasted in the Private Address Book. This menu is available only when selecting a group or contacts in any address book.

Paste — Select this to paste the contacts or a group copied to the clipboard in the Private Address Book. If the group has been copied, this item is available only when selecting the "Group" folder. If the contacts have been copied, this menu is available only when selecting a group or the "Location/People" folder in the Private Address Book.

Select All — Select this to select all contacts displayed in the contact list. This menu is available only when browsing groups or contacts.

Find — Select this to find a contact by searching the address book. You can also search the LDAP server to add the contacts in the LDAP Address Book.

3) View menu

Toolbar — Select this to display or hide the toolbar. When the check mark appears in the menu, the toolbar is currently displayed. You can clear it to hide the toolbar.

Status Bar — Select this to display or hide the status bar. When the check mark appears in the menu, the status bar is currently displayed. You can clear it to hide the status bar.

Large lcons — Select this to display the contacts using large icons.

Small Icons — Select this to display the contacts using small icons.

List — Select this to display the contacts in list view.

Details — Select this to display the contacts in a list with detailed information.

Sort By

- **Display Name** Select this to sort the contacts by the display name.
- Fax Number Select this to sort the contacts by the fax number.
- Email Address Select this to sort the contacts by the Email address.
- Ascending Select this to sort the contacts in ascending order.
- Descending Select this to sort the contacts in descending order.

Default Configuration

- Data Source Select the address book that will be the default address book for the [Find Contact] dialog box. Select the address book from which you frequently search for the contacts. The Public Address Book is set as the factory default.
- **Type Selection** Select one of [Fax Number], [Email Address] and [Both] so that the corresponding recipient will be selected when the contact is double-clicked. [Email Address] is set as the factory default. This menu is available only when the AddressBook Viewer is run from a N/W-Fax driver.

4) Tools menu

LDAP Setting — Select this to configure the LDAP service to obtain the LDAP Address Book from the LDAP server. Device Setting — Select this to find the device to obtain the Public Address Book from a TOSHIBA MFP. Convert for TopAccess — Select this to convert the file format of the address book file created by the backup or export function in TopAccess to the one for restoring or importing the address book data in the address book in the following models. This menu is available only when Windows 2000 32-bit, Windows XP 32-bit, Windows Vista 32-bit, Windows Server 2003 32-bit or Windows Server 2008 32-bit is used.

e-STUDIO850 Series, e-STUDIO282 Series, e-STUDIO452 Series, e-STUDIO451C Series, e-STUDIO3510C Series, e-STUDIO4520C Series, e-STUDIO6530C Series, e-STUDIO455 Series, e-STUDIO855 Series, e-STUDIO205 Series

Note

To use "Convert for TopAccess", Java 2 Runtime Environment V1.4.2 or later must be installed.

5) Help menu

Contents and Index — Select this to display the Online Help.

About TOSHIBA e-STUDIO AddressBook Viewer — Select this to display the version information.

Toolbar

lcons correspond to functions. Some functions can be operated more quickly by clicking an icon rather than making selection from the menu bar.

(New Contact) — Click this to add a new contact in the Private Address Book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is a contact or the address book, the contact will be created in the address book. This icon is available only when selecting items in the Private Address Book. Book.

(New Group) — Click this to add a new group to the Private Address Book. This icon is available only when selecting the "Group" folder in the Private Address Book.

(Copy) — Click this to copy the selected contacts or a group to the clipboard. The contacts or the group copied to the clipboard can be pasted into the Private Address Book. This icon is available only when selecting a group or contacts in any address book.

(Paste) — Click this to paste the contacts or a group copied to the clipboard into the Private Address Book. If a group has been copied, this item is available only when selecting the "Group" folder. If contacts have been copied, this item is available only when selecting a group or the "Location/People" folder in the Private Address Book.



(Properties) — Click this to edit or display the properties of a group or a contact.

(Delete) — Click this to delete a group or contacts in the Private Address Book. This icon is available only when selecting a group or contacts in the Private Address Book.



(Find) — Click this to find a contact by searching the address book.

(Download AB) — Click this to download the Public Address Book from a TOSHIBA MFP.

Shortcut menu

You can use a shortcut menu by right-clicking on the address book list or contact list.

- Add
 - Contact Select this to add a new contact to the Private Address Book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is the "Location/People" or the Private Address Book folder, the contact will be created in the "Location/People" folder. This menu is available only when selecting items in the Private Address Book.
 - **Group** Select this to add a new group to the Private Address Book. This menu is available only when selecting the "Group" folder in the Private Address Book.
- Copy Select this to copy the selected contacts or groups to the clipboard. The contacts or groups copied to the clipboard can be pasted into the Private Address Book. This menu is available only when selecting contacts or groups in any address book.
- **Paste** Select this to paste the contacts or groups copied to the clipboard into the Private Address Book. This item is available only when selecting a group or the "Location/People" folder in the Private Address Book.
- Properties Select this to edit or display the properties of a contact or group of Private Address Book.
- Delete Select this to delete the selected contacts or groups in the Private Address Book. This menu is available only
 when selecting contacts or groups in the Private Address Book.
- Select
 - **Fax Number** Select this to add the fax numbers of selected contacts or groups as fax recipients when using the N/W-Fax driver. This menu is available only when accessing the AddressBook Viewer from the N/W-Fax driver and selecting contacts or groups.
 - Email Select this to add the Email addresses of selected contacts or groups as fax recipients when using the N/W-Fax driver. This menu is available only when accessing the AddressBook Viewer from the N/W-Fax driver and selecting contacts or groups.

Note

[Select Email] is not available for the e-STUDIO205 Series.

• Export to vCard — Select this to export the selected contact as a vCard file. This menu is available only when Microsoft Office XP is installed on your computer.

2

MANAGING ADDRESS BOOK

This chapter describes how to manage the address book using AddressBook Viewer.

About the Address Books	
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Converting from an Address Book Converter file	
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About the Address Books

Address books that can be managed by the AddressBook Viewer are as follows:

- Private Address Book: This is a private address book. Users can register or edit it.
 P.16 "Private Address Book"
- Public Address Book: This address book is registered in TOSHIBA MFPs.
 P.16 "Public Address Book"
- MAPI Address Book: This address book is registered in the default Email client software with MAPI (Messaging Application Programming Interface).
 P.23 "MAPI Address Book"
- Windows Mail Address Book: This address book is registered in Windows Mail. The name of the address book may differ depending on your Microsoft mail software.
 P.23 "Windows Mail Address Book"
- LDAP Address Book: This address book is registered in the LDAP server.
 P.23 "LDAP Address Book"
- Import Address Book: This address book is imported from a CSV file or vCard file.
 P.29 "Importing and exporting the address book"

Private Address Book

You can manage your own address book using the Private Address Book. You can add, delete, and modify the contacts in this address book. You can also create, delete, and modify groups.

Contacts and groups can be added to this address book in various ways using other address books within the AddressBook Viewer. For instruction on how to manage the contacts and groups in the Private Address Book, please see the following section:

P.32 "Managing Contacts and Groups"

Public Address Book

You can use the Public Address Book by obtaining an address book registered in TOSHIBA MFPs. You must correctly connect the client computer and TOSHIBA MFP and its address book data need to be downloaded. Perform the following operations:

P.17 "Connecting to a TOSHIBA MFP"

P.22 "Downloading the Public Address Book"



Address book data cannot be downloaded if the client computer and TOSHIBA MFP are connected via USB.

Connecting to a TOSHIBA MFP

You can search the device in your network and configure the connection. P.17 "Automatic connection" P.18 "Manual connection"

Automatic connection

1

2

Click the [Tools] menu and select [Device Setting]. 🔝 e-STUDIO AddressBook Viewer File Edit View Tools Help LDAP Settons Device Setting Convert for Top Press Book "nok CE User02 "nok CE User03 CE User04 CE User04 CE User04 CE User05 CE User04 CE User05 CE User04 CE User05 C a 🖉 🖻 🎼 🔠 TOSHIBA. Fax Number Email Address 10000000001 10000000002 user01@toshibatec.com user02@toshibatec.com Private Address Book Public Address Book Holic Address Book MAPI Address Book Mindows Mail Address Book LDAP Address Book user03@toshibatec.com 1000000003 1000000004 user04@toshibatec.com User05 User06 User07 User08 user05@toshibatec.com user05@toshibatec.com user07@toshibatec.com 1000000005 Import Address Book 10000000006 10000000007 1000000008 user08@toshibatec.com CUser09 1000000009 user09@toshibatec.com 1000000010 ser10@toshibatec.c EUser11 EUser12 EUser13 EUser14 10000000011 10000000012 10000000013 user10@toshibatec.com user12@toshibatec.com user12@toshibatec.com user13@toshibatec.com 1000000014 user14@toshibatec.com Construction Const 1000000015 user15@toshibatec.com user16@toshibatec.com user16@toshibatec.com user17@toshibatec.com user18@toshibatec.com 10000000015 10000000017 1000000018 CUser19 10000000019 user19@toshibatec.com 19@tosnuc. Configure the Device Settings The total number of the contacts: 50/2000 The [Local Discovery] dialog box appears. Click [Start Discovery].

Name	IP/IF	™ Address	SNMP Version	Location
< [•
< Se	ect 'Start Discover			
<	ect 'Start Discover		<u>[</u>	Start Discovery
<	elect 'Start Discover scovery process.		[
<	elect 'Start Discover scovery process.		[Start Discovery
<	elect 'Start Discover scovery process.			Start Discovery
J di:	elect 'Start Discover covery process.			Start Discovery

The local discovery feature locates TOSHIBA MFPs on the network.

Tips

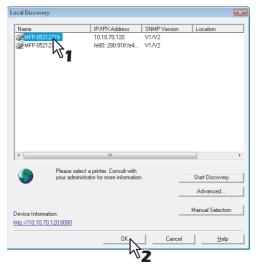
- You can quit the process by clicking [Stop Discovery].
- Devices in different segments may not be found. If you cannot find your TOSHIBA MFP, find it manually from [Manual Selection].
 P.18 "Manual connection"
- The search process may take a long especially when many clients exist on the network. In this case, change the discovery settings from [Advanced].
 P.20 "Narrowing Down Search Conditions"

Notes

- The local discovery feature cannot detect TOSHIBA MFPs on the IPX/SPX network.
- The target TOSHIBA MFPs may not be found due to the SNMP settings. In this case, verify and change the settings on the [SNMP Settings] dialog box.
 P.21 "Changing SNMP settings"

2

3 From the list of the found devices, select the name of your TOSHIBA MFP and click [OK].

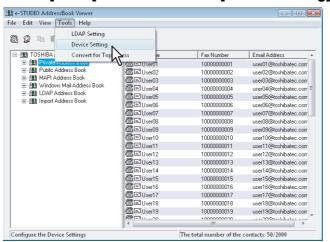


The AddressBook Viewer connects to the entered device and obtains the address book data in the Public Address Book.

Tip

If your attempt to find the target TOSHIBA MFP fails, try to find it by manually entering its IP address. P.18 "Manual connection"

Manual connection



1 Click the [Tools] menu and select [Device Setting].

The [Local Discovery] dialog box appears.

2 Click [Manual Selection].

Le	ocal Discovery			×
	Name	IP/IPX Address	SNMP Version	Location
	•			۱. F
	Select 'Start Di discovery proc	scovery' to begin the ess.		Start Discovery
				Advanced
1	Device Information:			
		OK	Cancel	

The [Manual Selection] dialog box appears.

3 Enter the following items and click [OK].

Manual Selection		x
 IPv4 IP Address: 	10 . 10 . 70 . 120	
C IPv6		_
IP Address:		
IPX Address:		
Name:	MFP-05212774	
Location:		
SNMP Settings	OK Cancel	

IPv4 IP Address—Select this option to specify the device in the IPv4 address. If this option is selected, enter the IPv4 address of your TOSHIBA MFP.

IPv6 IP Address—Select this option to specify the device in the IPv6 address. If this option is selected, enter the IPv6 address of your TOSHIBA MFP.

Name—Enter the name of your TOSHIBA MFP.

Location—Enter the location of your TOSHIBA MFP.

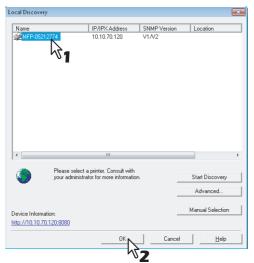
[SNMP Settings]—Click this button when you need to verify and change the SNMP settings.

P.21 "Changing SNMP settings"

Notes

- You must fill in the [Name] and [IP Address] boxes.
- The e-STUDIO205 Series machine does not support IPv6 addresses and [SNMP Settings].

4 The device specified in Step 3 is added to the list. Select the name of the added TOSHIBA MFP and click [OK].



The AddressBook Viewer connects to the entered device and obtains the address book data in the Public Address Book.

Note

The target TOSHIBA MFPs may not be found due to the SNMP settings. In this case, verify and change the settings on the [SNMP Settings] dialog box.

Narrowing Down Search Conditions

If you want to narrow down the search conditions, click [Advanced] on the [Local Discovery] dialog box. On the [Discovery Settings] dialog box that appears, make the following settings as required:

	Discovery Settings	X
1—	Devices	
2—	Network Imable IP∆/SPX Search Imable ICP/IP Search	
3 —	IPv6 From To SNMP Settings	
3—	OK Cancel Help	

1) Devices

Click the arrow button to display the drop-down list box and turn on the check box(es) for the TOSHIBA MFPs to be searched for.

2) Network

"Enable IPX/SPX Search"

This is disabled because the AddressBook Viewer does not support the IPX/SPX connection.

"Enable TCP/IP Search"

Select this option to search for TOSHIBA MFPs on your TCP/IP network. This option is available only when the TCP/IP protocols are installed on your computer. When this option is selected, you need to specify the detailed search conditions for TOSHIBA MFPs on the network.

- Search local subnet—Select this option to search for TOSHIBA MFPs in the local subnet.
- **Specify a range**—Select this option to search for TOSHIBA MFPs in a specific range of IPv4 or IPv6 addresses. When this option is selected, select IPv4 or IPv6 and enter specific IP addresses in the [From] and [To] boxes.

3) [SNMP Settings]

Click this button when you need to verify and change the SNMP settings. P.21 "Changing SNMP settings"

Note

The e-STUDIO205 Series machine does not support IPv6 addresses and [SNMP Settings].

Changing SNMP settings

If you cannot find the target TOSHIBA MFPs on your network, the SNMP settings might be worth suspecting. Verify the correct SNMP settings on the [SNMP Settings] dialog box and change the settings, if needed. The dialog box can be accessed by clicking [SNMP Settings] on the Discovery Settings (I P.20) or the [Manual Selection] dialog box (I P.18).

Note

Ask the administrator for details on the SNMP Network settings configured for your TOSHIBA MFP.

SNMP V3	V1/V2/V3
User ID File	
	Browse
	00000
C User Name/Password:	
User Name:	
Authentication Protocol:	
HMAC-MD5	-
Authentication Password:	
	_
Privacy Protocol:	
None	-
Privacy Password:	_

1) Version

- Be sure to have the correct SNMP version set for your TOSHIBA MFP and select from the following options:
- V1/V2—Select this option to enable SNMPv1 and v2.
- V3—Select this option to enable SNMPv3.
- V1/V2/V3 (for the [Discovery Settings] dialog box only)—Select this option to enable SNMPv1, v2, and v3.

Notes

- To find your TOSHIBA MFP under the SNMP V1/V2 environment, the community name set for the target TOSHIBA MFP must be "public." For help, consult the administrator.
- The e-STUDIO205 Series machine supports SNMPv1 only.

2) SNMP V3

If SNMPv3 is enabled, use the option button to select the way to authenticate users.

User ID File—Select this option when you want to use a user ID file. Click [Browse] and specify the user ID file. **User Name/Password**—Select this option when you want to use the user name and password. When this option is selected, entry or select the following items:

- User Name
- Authentication Protocol
- Authentication Password
- Privacy Protocol
- Privacy Password

Notes

- If you select the SNMPv3 to enable, consult your network administrator for preliminary advice on how to authenticate users.
- Each entry for User Name, Authentication Password, and Privacy Password can consist of up to 32 alphanumeric characters.

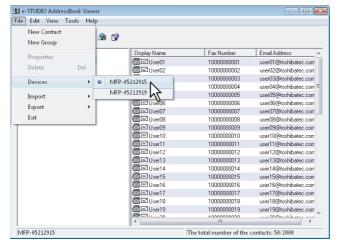
Downloading the Public Address Book

If the address book data meet the following conditions, the AddressBook Viewer downloads the address book data backed up using TopAccess through FTP. This requires the administrator to back up the latest address book data with TopAccess by enabling the FTP server in the TOSHIBA MFP. If the download is not operated correctly or the address book data are old, ask your administrator.

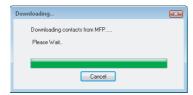
Note

In the address book data, if the number of the addresses registered in the equipment exceeds 400 or when the total number of the data registered in each group exceeds 200, the AddressBook Viewer downloads the address book data that are backed up in the equipment using TopAccess through FTP. Only the administrator can back up the address book data. If the address book data are old, ask your administrator to back up the address book data.

- The total number of the contacts registered in the address book exceeds 400.
- The total number of the contacts registered in the groups of the address book exceeds 200.
- 1 Click the [File] menu, select [Devices], and select the device name from which you want to download the address book.



- **2** Select "Public Address Book" in the address book list.
- **3** The [Downloading] dialog box appears. You can quit downloading the address book data by clicking [Cancel].



The Public Address Book data is downloaded from the selected device.

MAPI Address Book

The MAPI Address Book obtains and uses the address book (up to 2,000 contacts) registered in the default Email client software using the MAPI (Messaging Application Programming Interface).

When the MAPI Address Book is selected in the address book list, the AddressBook Viewer automatically obtains the address book. If the AddressBook Viewer prompts an error message, the default Email client software has not been set in your computer, or the default Email software does not support MAPI. In this case, set the MAPI-supported Email client software as the default. If Microsoft Outlook is used as the default Email client, turn OFF the cache exchange mode before obtaining the MAPI address.

The data obtained in the MAPI Address Book can be used by copying them to the Private Address Book. P.34 "Copying contacts from an address book"



The MAPI Address Book cannot be used on Windows 2000 64-bit edition or Windows XP 64-bit edition.

Windows Mail Address Book

The Windows Mail Address Book obtains and uses the address book (up to 2,000 contacts) registered in Windows Mail. The name of the address book may differ depending on your Microsoft mail software. When the Windows Mail Address Book is selected in the address book list, the AddressBook Viewer automatically obtains the address book. The data obtained in the Windows Mail Address Book can be used by copying them to the Private Address Book. P.34 "Copying contacts from an address book"

LDAP Address Book

The LDAP Address Book obtains and uses the address book (up to 2,000 contacts) registered in the LDAP server. This requires registering the LDAP server in the AddressBook Viewer correctly and adding the address book data in the LDAP server to the LDAP Address Book. Follow the operation below.

P.24 "Registering the LDAP directory services"

P.25 "Adding contacts from LDAP servers"

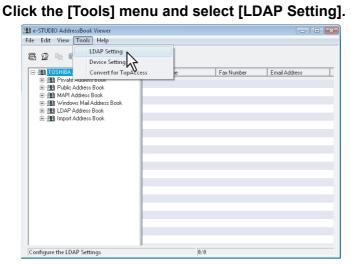
The data added to the LDAP Address Book can be used by copying them to the Private Address Book.

P.34 "Copying contacts from an address book"

1

□ Registering the LDAP directory services

You can register multiple LDAP directory services.



The [Internet Account] dialog box appears.

2 In the [General] tab, enter the items as described below.

ernet Account					
General Advanced					
				1	
Directory Server Name: Idap1				-	
1				- 1	
This Server requires	s me to log on				
Account Name:	user01				
Password:	2012122222			-	
🖂 Log on using S	ecure Password Auth	entication			
Character code setting			ASCII	-	
character code secong			lencin		Add
irectory Service			ADCII		Add
	· 		JADGI		Add
irectory Service			JADGI		Add
irectory Service			PAGE		Add
irectory Service			JASCI		Add
irectory Service	,, 		JASCI		Add
irectory Service		Remove	Close		Add

Directory Server Name — Enter the server name or IP address of a LDAP server.

This Server requires me to log on — Select this if the LDAP server requires the user name and password to log on.

Account Name — Enter the user name to log on the LDAP server.

Password — Enter the password to log on the LDAP server.

Log on using Secure Password Authentication — Select this to use secure password to log on the LDAP server.

Character code setting — Select the character code for the LDAP server.

Note

In the [Directory Server Name] box, enter the IP address instead of the server name if the LDAP server name cannot be resolved.

3 In the [Advanced] tab, enter the items as described below.

al Advanced ver Port Numb ctory service(LDAP): This Server requires a secure connection(SSL rch rch transmout(minutes) imum number of matches to return: rch Base:)		389 1 • 100	
ictory service(LDAP): This Server requires a secure connection(SSL rch)		1 -	
This Server requires a secure connection(SSL rch)		1 -	
This Server requires a secure connection(SSL rch)			
rch timeout(minutes)				
imum number of matches to return:				
			100	
rch Base:				
				Add
y Service				
nt				
	Remove	1	Close	Help

Server Port Number - Directory service (LDAP) — Enter the port number to access the LDAP server. It shows "389" as a default. Change this number if you are sure the LDAP port number is changed from the default port number on the LDAP server.

Server Port Number - This Server requires a secure connection (SSL) — Select this when you require to access the LDAP server using SSL.

Search - Search timeout — Select the time-out interval for searching.

Search - Maximum number of matches to return — Select maximum numbers for the search results. Search - Search Base — Enter the search root suffix.

4 Click [Add].

The entered directory service is added to the Directory Service list.

- **5** Repeat the procedure from Step 2 to Step 4 until all required directory services are added.
- 6 Click [Close].

Adding contacts from LDAP servers

You can search the contacts registered in the LDAP servers, select the desired ones from the search results and add them to the LDAP Address Book.

Select [Find] from the [Edit] menu.

File E	dit View Too	ls Help			
a	Сору	Ctrl+C	0		
(E)	Paste	Ctrl+V	¥.		
	Select All	Ctrl+A	Display Name	Fax Number	Email Address
	Select All	Cui+A	C User01	1000000001	user01@toshibatec.co
	Find N		C User02	100000002	user02@toshibatec.co
			@⊡User03	100000003	user03@toshibatec.co
1 1	Windd		C User04	100000004	user04@toshibatec.co
L 4			🖾 🖃 User05	100000005	user05@toshibatec.co
•	mport Addre	SS DOOK	C User06	100000006	user06@toshibatec.co
			International I	100000007	user07@toshibatec.co
			Cer08	100000008	user08@toshibatec.co
			CE User09	100000009	user09@toshibatec.co
			Certa Contraction (Contraction)	100000010	user10@toshibatec.co
			@⊡User11	100000011	user11@toshibatec.co
			🖾 🖃 User12	100000012	user12@toshibatec.co
			International I	100000013	user13@toshibatec.co
			Image: Contract and the second se	100000014	user14@toshibatec.co
			🖾 🖃 User 15	100000015	user15@toshibatec.co
			User16	100000016	user16@toshibatec.co
			Interaction Interactio Interaction Interaction Interaction Interaction Intera	100000017	user17@toshibatec.co
			International I	100000018	user18@toshibatec.co
			CUser19	100000019	user19@toshibatec.co
			4		

The [Find Contact] dialog box appears.

Select a registered directo	ry service in the [Data Source].
-----------------------------	----------------------------------

Find Contact				×
Person Detail Se Put MAI	Nic Address Book ate Address Book lie Address Book PI Address Book adows Mail Address Book		x	Search Stop
Group Name	Display Name	Fax Number	Email Address	Depa
1				

3 Display the [Person] tab and enter search strings in the following boxes.

Find Contact				×
Data Source: Person Detail S Display Hame: Fax Number:			·	
Email:				<u>S</u> earch
Group Name	Display Name	Fax Number	Email Address	Stop Dep
			1	
•				۴.
	Address Clear	All <u>A</u> dd	Close	Help

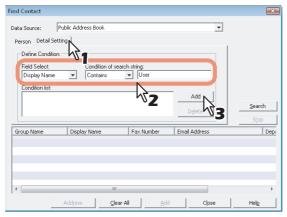
Display Name — To search display names, enter a search string here. **Fax Number** — To search fax numbers, enter the numbers here. **Email** — To search Email address, enter a search string here.

If you perform searching in the above conditions, proceed to step 5. If you want to set more detailed search conditions, proceed to step 4 and set the [Detail Setting] tab. Note that even if you enter the search conditions in both the [Person] and [Detail Setting] tabs, you cannot perform searching in these combined conditions.

Tip

In the [Person] tab, you do not have to fill in all the boxes and the string does not need to completely correspond to the target of the search. Entering one or more characters in one or more boxes causes a search to be made for contacts which correspond to the particular conditions.

▲ Display the [Detail Setting] tab, set the search condition, and then click [Add].



Field Select — Select an item to be searched.

Condition of search string — Select a condition in the left-hand box, and then enter a search string in the right-hand box.

- The search condition is displayed in the "Condition list".
- To set more than one search condition, repeat this operation as many times as needed.
- To delete the search conditions, select one and click [Delete].

Find Contact						
Data Source:	Idap1				-	
Person Detail Set	ting					
Display Name:	User					
Fax Number:						
Email:						
						Search
						<u>S</u> earch
Group Name	Display Name		Fax Number	Email Ad	dress	-
Group Name	Display Name		Fax Number	Email Ad	dress	Stop
Group Name	Display Name		Fax Number	Email Ad	ldress	Stop
Group Name	Display Name	[1	Fax Number	Email Ad	dress	Stop
Group Name	Display Name	1	Fax Number	Email Ad	ldress	Stop
Group Name	Display Name		Fax Number	Email Ad	ldress	Stop

- It starts searching contacts in the LDAP server. When the search is complete, the contacts matching the search conditions are listed.
- To stop searching, click [Stop].
- To clear all the current search conditions and results, click [Clear All].

Note

5

Even if you enter the search conditions in both the [Person] and [Detail Setting] tabs, only the search condition in the tab currently displayed is used. You cannot perform searching in the combined conditions on both tabs.

6 Select the contacts in the list of the search results and click [Add].

Data Source:	Idap1		•	
Person Detail Set	ting			
Display Name: Fax Number:	User			
Email:				
				<u>S</u> earch
				Stop
	Display Name	Fax Number	Email Address	C
Group Name				
Group Name	User01	1000000001	user01@toshibatec.com	
Group Name		10000000001 10000000002	user01@toshibatec.com user02@toshibatec.com	
Group Name	User01			
Group Name	User01 User02		user02@toshibatec.com	
Group Name	User01 User02 User03	10000000002 10000000003	user02@toshibatec.com user03@toshibatec.com	
	User01 User02 User03 User04	1000000002 1000000003 10000000004	user02@toshibatec.com user03@toshibatec.com user04@toshibatec.com	
Group Name	User01 User02 User03 User04	1000000002 1000000003 10000000004	user02@toshibatec.com user03@toshibatec.com user04@toshibatec.com	

The selected contacts are added to the LDAP Address Book.

Ti	n
	P

Contacts already registered in the LDAP Address Book will not be added.

Importing and exporting the address book

The Export feature of the AddressBook Viewer allows you to create a CSV file or vCard file of your selected address book, and it can be imported to other user's AddressBook Viewer. The Import/Export feature is useful when users want to share the address book data.

P.29 "Importing"

P.31 "Exporting"

Notes

 The CSV file to import the AddressBook Viewer must be created as the comma separated file in the appropriate format:

Group Name, Contact Key, Prefix, First Name, Last Name, Suffix, Display Name, Company Name, Department Name, First Fax Number, Second Fax Number, Email Address, Furigana, One Touch ID, Notes, Attenuation, Error Correction Mode, Fax Mode, Line Monitor, Line Selection, Option Type, Oversea Calls, Print Transmission Report, Short Protocol, Transmission Type, UseDeviceSettings, UseSubAddSID, Compression, PageWidth, Resolution, Password, Senderldentification, SEP, SubAddress, 1,, User01, User, User01 User, 12345COMPANY, Dept01,0000000001, user01@ifax.com, 1,0,1,0,0,2,0,0,0,1,0,0,0,0,.,, 2,, User02, User, User02 User, 12345COMPANY, Dept02,0000000002, user02@ifax.com, 2,.0,1,0,0,2,0,0,0,1,0,0,0,0,.,, Group1,1,1,...,

For more information about the format, please contact your service engineer.

- Importing and Exporting a vCard file is available only when Microsoft Office XP is installed on your computer.
- When you import or export a vCard file, only a single contact can be imported or exported.



If any data is lost during importing, confirm the following:

- Neither the First Name nor Last Name is blank.
- Neither the Email address nor Fax number is blank.

Also you can use the Import Address Book to copy the contacts and groups to the Private Address Book. P.34 "Copying contacts from an address book"

□ Importing

You can import the address book data from a CSV file or vCard file

Click the [File] menu and select [Import] and [CSV File] or [vCard File].

New Contact New Group		۵ 😰			
Properties			Display Name	Fax Number	Email Address
Delete	Del				
Devices	+	s Book			
Import	•	CSV Fi	le N		
Export Exit	Þ		43		

The [Importing] dialog box appears.

Notes

- The [vCard File] command appears only when Microsoft Office XP is installed on your computer.
- Even if you import a vCard file that contains multiple contacts, only a single contact can be imported.

2 Locate the folder where the CSV file or vCard file is stored, and select the file type (CSV or vCard) in the [Files of type] box. Then select the file and click [Open].



3 The address book data is imported into [Import Address Book].

le <u>E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp				
89 h 6 ď × 6 p				
E III TOSHIBA Address Book	Display Name	Fax Number	Email Address	
Private Address Book	@⊡User01	1000000001	user01@toshibatec.com	
Book Book MAPI Address Book MAPI Address Book	User02	1000000002	user02@toshibatec.com	
Windows Mail Address Book	🖾 🖃 User03	1000000003	user03@toshibatec.com	
IBI LDAP Address Book	🖾 🖃 User04	1000000004	user04@toshibatec.com	-
Import Address Book	🕮 🖃 User05	1000000005	user05@toshibatec.com	
	🖉 🖃 User 06	1000000006	user06@toshibatec.com	
	🖾 🖃 User07	1000000007	user07@toshibatec.com	Ц
	📶 🖃 User08	1000000008	user08@toshibatec.com	
	C User09	1000000009	user09@toshibatec.com	
	🖾 🖃 User10	1000000010	user10@toshibatec.com	
	📶 🖃 User 11	1000000011	user11@toshibatec.com	
	CE User12	1000000012	user12@toshibatec.com	
	🖾 🖃 User13	1000000013	user13@toshibatec.com	
	Image: A second sec	1000000014	user14@toshibatec.com	
	🖉 🖃 User 15	1000000015	user15@toshibatec.com	
	🖾 🖃 User16	1000000016	user16@toshibatec.com	
	@≡User17	1000000017	user17@toshibatec.com	
	🖾 🖃 User 18	1000000018	user18@toshibatec.com	
	I User19	1000000019	user19@toshibatec.com	-
	1		4	

If you have already imported an address book before, the import contact information will overwrite the existing Import Address Book.

Tip

If a record have been missing during the import process, the following are possible causes:

- The record already exists.
- The group name contains an invalid character.
- The fax number is invalid.

Exporting

You can export the address book data as a CSV file or vCard file

- **1** Select the address book that you want to export in the browse pane.
- **2** Click the [File] menu and select [Export] and [CSV File] or [vCard File].

File	Edit View T New Contact New Group	ools He	s s				
	Properties			Display Name	Fax Number	Email Address	1
	Delete	Del		@⊒User01 User	1000000001	user01@toshibatec.cor	n (
	Delete	Del		E User02 User	1000000002	user02@toshibatec.cor	ar I
	Devices	+	s Book	E User03 User	1000000003	user03@toshibatec.com	r
	Deniet,		S DOUK	E User04 User	1000000004	user04@toshibatec.com	ar
	Import	+		🕮 🖃 User05 User	1000000005	user05@toshibatec.com	r
	Export	+	CSV File	er06 User	1000000006	user06@toshibatec.com	r
	Exit			user07 User	1000000007	user07@toshibatec.com	r
_	EXIT			User08 User	1000000008	user08@toshibatec.com	r
			_	🖉 🖃 User 09 User	1000000009	user09@toshibatec.com	r
				🕮 🗉 User 10 User	1000000010	user10@toshibatec.com	r
				🕮 🖃 User 11 User	1000000011	user11@toshibatec.com	r
				🕮 🖃 User 12 User	1000000012	user12@toshibatec.com	r
				🕮 🖃 User 13 User	1000000013	user13@toshibatec.com	r
				🕮 🖃 User14 User	1000000014	user14@toshibatec.com	r
				🖉 🖃 User 15 User	1000000015	user15@toshibatec.com	r
				🕮 🖃 User16 User	1000000016	user16@toshibatec.com	r
				🕮 🖃 User 17 User	1000000017	user17@toshibatec.com	r
				🖉 🖃 User 18 User	1000000018	user18@toshibatec.com	r
				🕮 🖃 User 19 User	1000000019	user19@toshibatec.com	r
				7			

The [Exporting] dialog box appears.

Notes

- The [vCard File] command appears only when Microsoft Office XP is installed on your computer.
- The [vCard File] command can be selected only when you select an individual contact. Only a single contact can be exported.
- **3** Locate the folder where you want to save the CSV file or vCard File, enter the file name and click [Save].

🔝 Exporting							X
Savejn	AddressBo	ok		•	(💣 💷 •	
Secent Places	Name best#01	Date modif	Туре	Size			
Desktop	鷆 test#02						
Admin							
Computer							
Network							
	File <u>p</u> ame:	AddressBoo	k			•	Save N
	Save as type:	CSV (Comm	a Separated Valu	ies) (".c	:sv]	•	Cancel

The Private Address Book is exported as a CSV file or vCard file.

Managing Contacts and Groups

You can manage contacts and groups in the Private Address Book

Up to 2,000 contacts can be registered in the "Location/People" folder of the Private Address Book and they can be grouped. Up to 200 groups can be created and up to 400 contacts can be grouped together.

Tip

The contacts added to the "Group" folder are automatically added to the "Location/People" folder. Even if the group created in the "Group" folder is deleted, the contacts added to the "Location/People" folder remains.

P.32 "Managing contacts"

- P.38 "Managing groups"
- P.42 "Searching contacts"

Managing contacts

You can add contacts to the "Location/People" folder and each created groups in the Private Address Book. There are several ways to add the contact to the container.

P.32 "Adding a new contact"

P.34 "Copying contacts from an address book"

Also you can modify or delete contacts in the Private Address Book.

P.35 "Displaying or modifying contacts properties"

P.38 "Removing contacts"

Adding a new contact

You can add new contacts to the "Location/People" folder to the Private Address Book. Also you can add new contacts to the groups created in the Private Address Book.

Select the folder to which you want to add new contact in the address book list.

💷 e-STUDIO AddressBook Viewer			
<u>E</u> ile <u>E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp			
80 h 6 6 × 6 9			
TOSHIBAAddress Book TOSHIBAAddress Book Toshib Address Book	Display Name	Fax Number	Email Address
	The t	otal number of the co	intacts: 0/2000

- If you want to add a new individual contact to the Private Address Book, select the "Location/People" folder under "Private Address Book" folder.
- If you want to add a new contact to the group in the Private Address Book, select the group to which you want to add a contact in the "Group" folder under "Private Address Book" folder.

2 Click the [File] menu and select [New Contact].

New Contact New Group	à 🛱		
Properties Delete Del	Display Name	Fax Number	Email Address
Devices +			
Import ▶ 381 Export ▶ Exit	Book		

The [New Contact] dialog box appears.

3 In the [Personal] tab, enter the items as described below.

New Contact		×
Personal Sending Options One Tach ID:		
Prefix: First Name: Mr. VUser Display Name:	Last Name: Suffix:	1
Mr. User 01 Company: ABC	Department: DEF]
Fax: 100000001 Second Fax: 200000001		
Email Address: User01@toshibatec.com Notes:		
	~	
	OK Cancel He	qle

One Touch ID — Select the one touch ID number for the contact (if desired).

Prefix — Select the prefix for the contact.

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

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

Suffix — Select the suffix for the contact.

Display Name — The display name is automatically entered as "[Prefix] [First Name] [Last Name] [Suffix]". You can also edit the name as you prefer. You can enter up to 80 characters.

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

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

Fax — Enter the 1st fax number of the contact. You can enter up to 128 characters including numbers and the following symbols: +, -, [space], *, #

To add a 3-second pause to a fax telephone number, place a hyphen (-) at the desired point in the number. **Second Fax** — Enter the 2nd fax number of the contact. You can enter up to 128 characters including numbers and the following symbols: +, -, [space], *, #

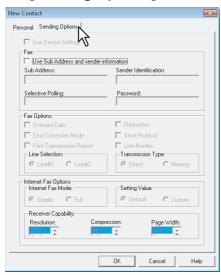
To add a 3-second pause to a fax telephone number, place a hyphen (-) at the desired point in the number. **Email Address** — Enter the Email address of the contact. You can enter up to 192 characters.

Notes — Enter any notes for the contact. You can enter up to 256 characters.

Note

You must enter either [First Name] or [Last Name], and either [Fax] or [Email Address].

▲ In the [Sending Options] tab, enter the items as described below as required.



Use Sub Address and sender information — Select this to enable sub address transmission for this contact. When this is selected, documents will be always sent using the specified sub address and SID. Also you can use this contact to perform polling transmission from the mailbox in the remote facsimile using the specified sub address and password.

Sub Address — Enter the sub address or mailbox number of remote facsimile where a document will be sent. This can be entered only when [Use Sub Address and sender information] is enabled.

Sender Identification — Enter the security password for the sub address if required. This can be entered only when [Use Sub Address and sender information] is enabled.

Note

Any other items in this tab cannot be modified.

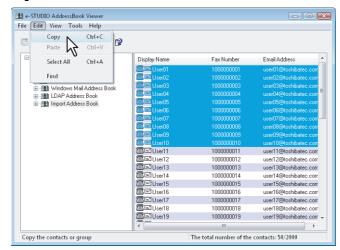
5 Click [OK].

The contact is added to the list in the selected folder.

Copying contacts from an address book

You can also add contacts to the Private Address Book by copying contacts from another address book folder.

1 Select the contact you want to copy in the contact list, and then select [Copy] in the [Edit] menu.



The selected contacts are copied to the clipboard.

2 Browse the Private Address Book and select a folder to which you want to add the copied contacts in the address book list.

- If you want to copy individual contacts to the Private Address Book, select the "Location/People" folder under the "Private Address Book" folder.
- If you want to copy contacts to the group in the Private Address Book, select the group to which you want to add contacts to the "Group" folder under the "Private Address Book" folder.

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

-									
ile [Edit	View	Tools	Help					
~		Сору		Ctrl+C	60				
Image: Second									
8		Select /	alk?	Ctrl+A		Display Name	Fax Number	Email Address	
		Find							
1	••• 1	LDAP	Address	Book	15				

The copied contacts are added to the list in the selected folder.

Displaying or modifying contacts properties

You can display the properties of contacts in any address book. You can also edit the properties of contacts in the Private Address Book.

1 Select the contact you want to display or modify in the contact list, and then [Properties] in the [File] menu.

	Tools He	lp				
New Contact New Group		۲				
Properties N		1	Display Name	Fax Number	Email Address	4
Delete	Del	1	CE User01	100000001	user01@toshibatec.com	
Delete N	7 20		all El User02	100000002	user02@toshibatec.com	r
Devices	+		Image: Second Secon	100000003	user03@toshibatec.com	ł _
			📶 🖃 User04	100000004	user04@toshibatec.com	r E
Import	•	as Book	Contraction (Contraction) (Con	100000005	user05@toshibatec.com	r I
Export	+		🖾 🖃 User06	100000006	user06@toshibatec.com	r
Exit			Contraction (Contraction) (Con	100000007	user07@toshibatec.com	1
EXIL			C User08	100000008	user08@toshibatec.com	r
			📶 🖃 User09	100000009	user09@toshibatec.com	ł.
			🖾 🖃 User 10	100000010	user10@toshibatec.com	r
			Image: Second Secon	1000000011	user11@toshibatec.com	ć.
			Tel User12	100000012	user12@toshibatec.com	r
			🖾 🖃 User 13	100000013	user13@toshibatec.com	ć.
			🖾 🖃 User14	100000014	user14@toshibatec.com	r.
			Image: Second Secon	100000015	user15@toshibatec.com	¢.
			🖾 🖃 User 16	100000016	user16@toshibatec.com	r i
			🕮 🖃 User 17	100000017	user17@toshibatec.com	ł.
			CSE User18	100000018	user18@toshibatec.com	r i
			I I User19	100000019	user19@toshibatec.com	-
			17-		4	

- The [Properties] dialog box appears.
- The [Properties] dialog box can be also displayed by double-clicking the contact in the contact list.

In the [Properties] dialog box, you can modify the settings of the contacts in the Private Address Book only. When you display the [Contact] dialog box of the contacts in any other address books, you cannot modify the settings. The [Properties] dialog box contains the [Personal] tab, [Sending Options] tab, and [Security] tab. The tabs that will be displayed vary depending on the type of the address book that the contact is chosen from.

Personal Tab

In the [Personal] tab, the following items are displayed:

Properties	X
Personal Sending Options Security	
Prefix First Name: Last Name: Suffix:	
Display Name:	
User01	
Company: Department:	
Fax:	
100000001	
Second Fax:	
Email Address:	
user01@toshibatec.com	
Notes:	
^ ·	
OK Cancel Hel	p

Tip

When displaying the properties of a contact in the Private Address Book, you can modify all items.

- One Touch ID Display the one touch ID number for the contact.
- **Prefix** Display the prefix for the contact.
- First Name Display the first name of the contact.
- Last Name Display the last name of the contact.
- Suffix Display the suffix for the contact.
- **Display Name** Display the display name of the contact.
- **Company** Display the company name of the contact.
- **Department** Display the department name of the contact.
- Fax Display the 1st fax number of the contact.
- Second Fax Display the 2nd fax number of the contact.
- Email Address Display the Email address of the contact.
- Notes Display the notes for the contact.

Sending Options Tab

In the [Sending Options] tab, the following items are displayed:

Sub Address:	Sender Identification:
Selective Polling:	Password:
Fax Options:	
🗌 Oversea Calls:	Reduction
Error Correction Mode:	Short Protocol:
Print Transmission Report:	🔲 Line Monitor:
Line Selection:	Transmission Type:
C Line#1 C Line#2	C Direct C Memory
nternet Fax Options	Setting Value:
C Simple C Full	C Default C Custom

Tip

When displaying the properties of a contact in the Private Address Book, you can modify the following settings: - Use Sub Address and sender information

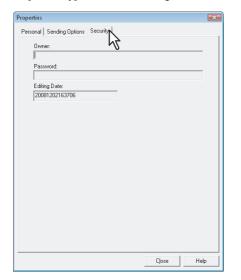
- Sub Address
- Sender Identification

Any items other than the above cannot be set.

- Use Device Settings This is selected when the contact is set to use the device settings instead of the settings on this tab.
- Use Sub Address and sender information This is selected when the sub address transmission for this contact is enabled. When this is selected, a document will be always sent using the specified sub address and SID. Also you can use this contact to perform polling transmission from the mailbox in the remote facsimile using the specified sub address and password.
- Sub Address Display the sub address or mailbox number of remote facsimile where a document will be sent.
- Sender Identification Display the security password for the sub address if required.
- Selective Polling Display the mailbox number of remote facsimile where a document will be retrieved.
- **Password** Display the password for the selective polling if required.
- Overseas Calls This is selected when calling the contact fax number will be overseas call.
- Error Correction Mode This is selected when the ECM for this contact is enabled.
- **Print Transmission Report** This is selected when printing the transmission report after the transmission is enabled.
- **Reduction** This is selected when the attenuation is enabled.
- Short Protocol This is selected when the short protocol is enabled.
- Line Monitor This is selected when the Line Monitor for the fax transmission is enabled.
- Line Selection Display whether the line 1 or line 2 is used for the fax transmission. The line 2 can be selected only when optional Line 2 board is installed.
- **Transmission Type** Display whether the memory transmission or direct transmission is used for the transmission.
- Internet Fax Mode Display whether the simple mode or full mode is used for the Internet Fax transmission.
- Setting Value Display whether to use auto detect receiver capability or manual settings for the Internet Fax transmission. When [Default] is selected, it enable auto detect receiver capability for the Internet Fax transmission. When [Custom] is selected, the custom settings specified in the [Receiver Capability] option are used.
- **Receiver Capability** Display the receiver capabilities settings, such as resolution, compression, and page width. These are applied to the transmissions only when [Custom] is selected in the [Setting Value] option.

Security Tab (Public Address Book only)

In the [Security] tab, the following items are displayed:

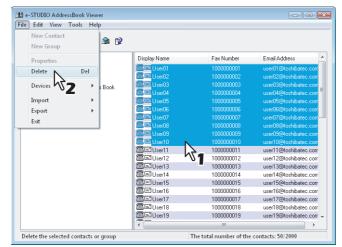


- Owner Display the owner name of this contact.
- **Password** Display the password of this contact.
- Editing Date Display the date that this contact is created.

Removing contacts

You can remove contacts from the Private Address Book.

1 Select the contact you want to remove in the contact list, and then [Delete] in the [File] menu.



The [Confirm Deletion] dialog box appears.

2 Click [Yes].

Confirm D	eletion	83
?	Are you sure you want to delete the selected contacts	
	Yes No	

The selected contacts are deleted.

Managing groups

You can add groups to the "Group" folder in the Private Address Book. Groups can be used for multiple transmission.

- You can also modify the group name and delete the group.
- P.40 "Modifying groups name"
- P.41 "Removing groups"

After you create a group, you can add or delete contacts in the group. For the instruction to add contacts in a group, please see the following section.

P.32 "Managing contacts"

Creating groups

You can create groups in the "Group" folder in the Private Address Book.

1 Select the "Group" folder in the "Private Address Book" folder.

2 Click the [File] menu and select [New Group].

New Contact		
New Group	1 1 1	2
Properties		Display Name
Delete	Del	
Devices	► s Book	
Import	+	
Export	•	
Exit		

The [Group] dialog box appears.



Enter a group name in the [Group Name] box.

Group		
Group		
Type a name for y	our group	
Group ID:	Group Name: Group01	
<u>li</u>	Giorboi	
	OK Cancel Help	

The [Group ID] box displays the Group ID number automatically detected.

4 Click [OK].

5

The group is created in the selected "Group" folder.

Continue to add contacts to the group.

P.32 "Managing contacts"

Modifying groups name

You can change a group name in the groups in the Private Address Book. You can also display the properties of a group in the Public Address Book.

- **1** Select the group that you want to display or modify the group properties in the "Group" folder either of the Private Address Book or Public Address Book.
- 2 Click the [File] menu and select [Properties].

le-STUDIO AddressBook V ile Edit View Tools	iewer Help				
New Contact New Group	🏦 😭				
Properties N		Display Name	Fax Number	Email Address	
		C User06	1000000006	user06@toshibatec.com	
Delete 💦 Del			1000000007	user07@toshibatec.com	
Devices	F	@EUser06 100000006	user08@toshibatec.com		
Dences				user09@toshibatec.com	
Import	Is Book	I User10	1000000010	user10@toshibatec.com	
Export	> 000K				
Exit					
E 🛄 LDAP Address B					
	ook		Image: User06 1000000006 user06@tothibatec.com Image: User07 1000000007 user07@tothibatec.com Image: Imag		
				006 user06@toshibatec.com 007 user07@toshibatec.com 008 user08@toshibatec.com 009 user09@toshibatec.com	
]		J			
Display the properties of the	e selected cont	act or group	The total member of this	group: 5/400	

The [Group] dialog box appears.

3 When you display the properties of the group in the Private Address Book, modify the group name in the [Group Name] box and click [OK].

Properties				X
Group				
' Type a name for yo	ur group			
Group ID:	Group Name:			
1	Group 02			
1.				
Display Name		Fax Number	Email Address	
User10		10000000010	user10@toshibatec.com	
User09		1000000009	user09@toshibatec.com	
User08		1000000008	user08@toshibatec.com	
User07		1000000007	user07@toshibatec.com	
User06		1000000006	user06@toshibatec.com	
Group Members: 0				
			OK Cancel	Help

The group name of selected group is modified.

Note

You cannot modify the group of the Public Address Book.

Removing groups

You can delete groups in the Private Address Book.

Note

When you delete a group, the contacts registered in the group are also deleted.

1 Select the group that you want to delete in the "Group" folder of the Private Address Book.

2 Click the [File] menu and select [Delete].

New Contact New Group		۵ 😰			
Properties			Display Name	Fax Number	Email Address
Delete	Del		@⊡User01	1000000001	user01@toshibatec.com
Delete	Dei		Contraction and Contraction an	1000000002	user02@toshibatec.com
Devices	+		🖾 🖃 User03	1000000003	user03@toshibatec.com
0			📶 🖃 User04	1000000004	user04@toshibatec.com
Import	+		Cer User 05	1000000005	user05@toshibatec.com
Export	+	s Book			
Exit					
MAPIA Mindow Mindow Mindow Mindow Mindow Mindow Mindow Mindow	rs Mail Addre ddress Book				

The [Confirm Deletion] dialog box appears.

3 Click [Yes].

Confirm D	eletion	×
?	Are you sure you want to delete the selected group?	
	<u>Yes</u> <u>No</u>	

The selected group is deleted.

Searching contacts

You can search the contacts registered in the address book and check the search results. When the AddressBook Viewer is run from a N/W-Fax driver, you can select the recipients for a Network Fax in the search results.

- P.42 "Searching contacts and checking the search results"
- P.45 "Selecting recipients from the search results"

□ Searching contacts and checking the search results

1 Select [Find] from the [File] menu.

ile E	dit View To	ols Help					
a	Сору	Ctrl+C					
e	Paste	Ctrl+V					
8	Select All	Ctrl+A	Display N	lame	Fax Numb	er Email Address	Π
	Select All	CUITA	2 EU:	er01	10000000	01 user01@toshibatec.co	m
	Find N		<u>∭</u> ⊑U:	er02	10000000	32 user02@toshibatec.co	m
			Us		1000000	03 user03@toshibatec.co	m
<u>+</u>	Wind M		<u></u> <u></u> <u></u> <u></u> <u></u> ∪ :	er04	10000000	04 user04@toshibatec.co	m
부)- 🏥 LDAP Aððin 1- 🏨 Import Addr		2 E U:	er05	1000000	05 user05@toshibatec.co	m
±	mport Addr	ESS DOOK	Us	er06	1000000	06 user06@toshibatec.co	m
			2 EU:	er07	1000000	07 user07@toshibatec.co	m.
			U:	er08	1000000	08 user08@toshibatec.co	m
			2 EU:		1000000	09 user09@toshibatec.co	m
			Us	er10	1000000	10 user10@toshibatec.co	m
			2 E U:	er11	1000000	11 user11@toshibatec.co	m
			(⊡ _∪:		1000000	12 user12@toshibatec.co	m
			1 - Us	er13	1000000	13 user13@toshibatec.co	m
			2EU:		1000000	14 user14@toshibatec.co	m
			2 ⊑ U:	er15	1000000	15 user15@toshibatec.co	m
			M E10:		1000000	16 user16@toshibatec.co	m
			<u></u> @⊑U:	er17	1000000	17 user17@toshibatec.co	m
			2 EU:		1000000	18 user18@toshibatec.co	m
			∭ ⊑∪:	er19	1000000	19 user19@toshibatec.co	m

The [Find Contact] dialog box appears.

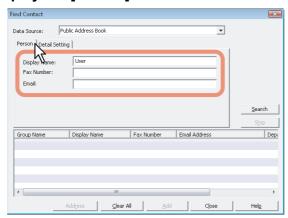
2 Select an address book to search in the [Data Source] box.

Find Contact				X
Person Detail Se Publ MAF Win	lic Address Book ate Address Book lic Address Book over Mail Address Book ort Address Book	·	_	
				Search
Group Name	Display Name	Fax Number	Email Address	Depi
•				*
A	ddress Clear A	Add	Close	Help

Tip

To change the setting of the default address book in the [Data Source] box, select [View] - [Default Configuration] - [Data Source] and then choose an address book.

3 Display the [Person] tab and enter search strings in the following boxes.



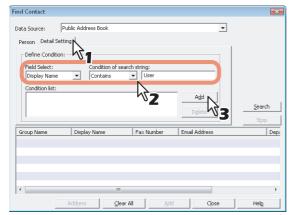
Display Name — To search display names, enter a search string here. **Fax Number** — To search fax numbers, enter the numbers here. **Email** — To search Email address, enter a search string here.

If you perform searching in the above conditions, proceed to step 5. If you want to set more detailed search conditions, proceed to step 4 and set the [Detail Setting] tab. Note that even if you enter the search conditions in both the [Person] and [Details] tabs, you cannot perform searching in these combined conditions.

Tip

In the [Person] tab, you do not have to fill in all the boxes and the string does not need to completely correspond to the target of the search. Entering one or more characters in one or more boxes causes a search to be made for contacts which correspond to the particular conditions.

▲ Display the [Detail Setting] tab, set the search condition, and then click [Add].



Field Select — Select an item to be searched.

Condition of search string — Select a condition in the left-hand box, and then enter a search string in the right-hand box.

- The search condition is displayed in the "Condition list".
- · To set more than one search condition, repeat this operation as many times as needed.
- To delete the search conditions, select one and click [Delete].

5 Click [Search].

	ublic Address Book					•	
Person Detail Setti	ng					1	
Display Name:	User						
Fax Number:							
Email:							
							Search
Group Name	Display Name		Fax Number	E	mail Address		<u>S</u> earch Stop
Group Name	Display Name	(Fax Number	E	imail Address		Stop
Group Name	Display Name		Fax Number	E	imail Address		Stop
Group Name	Display Name		Fax Number	E	mail Address		Stop
Group Name	Display Name		Fax Number	<u> </u>	imail Address		Stop

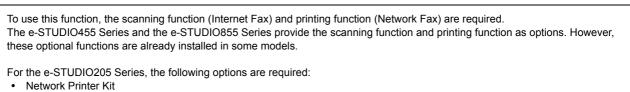
- It starts searching contacts in the selected address book. When the search is complete, the contacts matching the search conditions are listed.
- To stop searching, click [Stop].
- To clear all the current search conditions and results, click [Clear All].

Note

Even if you enter the search conditions in both the [Person] and [Details] tabs, only the search condition in the tab currently displayed is used. You cannot perform searching in the combined conditions on both tabs.

□ Selecting recipients from the search results

When the AddressBook Viewer is run from a N/W-Fax driver, the searched contacts can be selected as recipients for N/W-Fax. Select the fax number to send a Network Fax and the Email address to send an Internet Fax. However, when you are using the e-STUDIO205 Series, you cannot specify Email recipients.



- Fax Kit
- External Keyboard
- **1** Drag and drop the contacts to "Selected Fax" or "Selected Email" from the list of the search results.

Data Source:	Private Address B	Book			•	
Person Detail Se	etting					
Display Name: Fax Number:	User					
Email:						
					C	Search
Group Name	Display Nam	ne Fax M	Number En	ail Address		Stop E
	User01			er01@toshib		
	User02 User03	1000		er03@toshib		7
•						۲.
🔊 Selected Fax	:		🖉 Selected E	-Mail:		
	OTID Group N	Name Display Na	Email Address	OTID	Group Name	Display I
Fax Number						
Fax Number						
Fax Number						
Fax Number	III	•	•	III		
	III	4	∢ Rem <u>o</u> ve			

The selected recipients are listed in "Selected Fax" or "Selected Email".

Note

A contact, for which only a fax number is registered, cannot be displayed in the "Selected Email" and a contact, for which only an Email address is registered, cannot be displayed in the "Selected Fax".

You can select a recipient by the following operations:

Selecting a contact by double-clicking on it

Double-click on a contact in the list of the search results. To change the setting of the recipient to be selected upon double-clicking, select [Default Configuration], [Type Selection] in the [View] menu and then one of [Fax Number], [Email Address] and [Both].

Selecting a contact from a shortcut menu

Right-click on the contact in the list of the search results, select [Select] from the shortcut menu and then either [Fax Number] and [Email].

Removing a recipient

Select a recipient in the "Selected Fax" or "Selected Email" and click the corresponding [Remove] (Left: fax number, Right: email address).

2 Click [OK].

Data Source:	Private	Address Book					-	
Person Detail S	5etting							
Display Name Fax Number: Email:	: U	ser						
								Stop
Group Name	Dis	play Name	Fax N	lumber	Email A	Address		C
		er01		000001			patec.com	
		er02		000002			patec.com	
	Us	er03	10000	00003	userU:	@toshi	patec.com	
•		III						۲.
🐼 Selected Fa	ix:			🔀 Select	ed E-Mai	l:		
Fax Number	OTID	Group Name	Display Na	Email Addr	ess	OTID	Group Name	Display
1000000001			User01					
1000000002			User02					
100000003			User03					
•			÷.	•				
				Remov				
Remove								

The selection is determined and the AddressBook Viewer is closed.

Converting the Address Book Data

Using the Address Book Converter, users can convert an address book file to a file that can be restored or imported to a TOSHIBA MFP with TopAccess.

The Address Book Converter can convert two kinds of the address book files; one is the Address Book Converter file (*.abc) that can be created using the backup function of TopAccess, and the other is the CSV file that is created using the export function of TopAccess.

P.47 "Converting from an Address Book Converter file"

P.49 "Converting from a CSV file"

Notes

- The Address Book Converter can be used with the 32-bit editions of Windows 2000, Windows XP, Windows Vista, Windows Server 2003 and Windows Server 2008.
- To use the Address Book Converter, Java 2 Runtime Environment V1.4.2 must be installed.

Converting from an Address Book Converter file

1	Click the [Tools] menu and select [Convert for TopAcces	s].

8 Q h f	LDAP Setting Device Setting				
🖃 🏥 TOSHIBA	Convert for TopA	ccess e	Fax Number	Email Address	
Bernelling Bernelling		(avuser01	1000000001	user01@toshibatec.com	
BEI MAPLAC		Contraction (Contraction)	1000000002	user02@toshibatec.com	
	s Mail Address Book	CE User03	1000000003	user03@toshibatec.com	
BE BEILDAP A		CE User04	1000000004	user04@toshibatec.com	E
B B Import A		C User05	1000000005	user05@toshibatec.com	
		CE User06	1000000006	user06@toshibatec.com	
		@⊡User07	1000000007	user07@toshibatec.com	_
		Cer User 08	1000000008	user08@toshibatec.com	
		CE User09	1000000009	user09@toshibatec.com	
		@≡User10	1000000010	user10@toshibatec.com	
		@⊡User11	1000000011	user11@toshibatec.com	
		CE User12	1000000012	user12@toshibatec.com	
		@⊡User13	1000000013	user13@toshibatec.com	
		📶 🖃 User14	1000000014	user14@toshibatec.com	
		@≡User15	1000000015	user15@toshibatec.com	
		Image: Second Secon	1000000016	user16@toshibatec.com	
		CE User17	1000000017	user17@toshibatec.com	
		I User18	1000000018	user18@toshibatec.com	
		@⊡User19	1000000019	user19@toshibatec.com	-
		1	111	•	

The [Converting AddressBook] dialog box appears.

2 Click [Browse] next to the [Input file] box.

Converting AddressBook			×
Source File:			
Input file: Machine Type:			Browse
GL-1010 (V2.0.0 or later)	•		Ŭ
Destination File:	*		
Output File:			Browse
	Convert	Cancel	Help

3 Locate the folder that contains the Address Book Converter file (*.abc). Select [ABC (Address Book Converter) (*.abc)] in the [Files of type] box, select the file, and click [Open].

Deakap AddressBook,bLabe	Look jn: 🔒	AddressBoo	ok.		•	⊨ 🗈 (* 🗊 👻	
	ecent Places	test#01 test#02		Type				
	Files	of type:	ABC (Addres	s Book Corve	terì l".abcì	-	-	Cancel

4 Select the model name that the selected file is originally created from in the [Machine Type] box.

Converting AddressBook		×
Source File:		
Input file:		
C\Users\User1\Desktop\AddressBook\addressbook_bk.abc	Browse	1
Machine Type: GL-1010 (V2.0.0 or later)		-
GL-1010 (V2.0.0 or later) GL-1010 (others) GL1020 GL1020CU		
Output File:		
	Browse	
Convert Cancel	Help	

5 Click [Browse] next to the [Output File] box.

nverting AddressBook	×
- Source File: Input file: [C\User\User\Desktop\AddressBook\addressbook_bk.abc	Browse
Machine Type: GL1020	
- Destination File:	
Dutput File:	Browse
Convert Cancel	Help

6 Locate the folder where you want to save a converted file. Select [TBF (Restore) (*.tbf)] in the [Save as type] box and click [Save].

Converting Ac	IdressBook							
Look in:	🎉 AddressBo	ak.		•	(=	e* 💷 •		
Ca.	Name	Date modif	Туре	Size				
Recent Places Desktop	퉲 test#01							
Admin								
Computer								
Network								
	File name:	BACKUP_AL	DR090108.tbf			¥	Save	N
	Files of type:	TBF(Restor	e)(*.tbf)			¥	Cano	5
								v

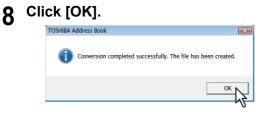
Note

When you selected an Address Book Converter file for the input file, do not specify "CSV (Comma Separated Values) (*.csv)" in the [Save as type] box. The Address Book Converter file cannot be converted to a CSV file.

7 Click [Convert].

Input Re: CAUsers/User1\Desktop\AddressBook\addressbook_bk.abc Brow Machine Type: GL1020 Destination File:	wse
Machine Type: GL1020	ANSC .
GL1020	
•	
Destination File:	
Destination File:	
Output Flux	
Output File: C\Users\User1\Desktop\AddressBook\BACKUP ADDR090108.tbf Brow	
	wse

Converting the file starts.



The file is converted and saved in the selected folder.

Tip

After you convert the file, you can restore or import the address book to a TOSHIBA MFP using the restore or import function of the TopAccess. For instructions on how to restore or import the address book, refer to the **TopAccess Guide**.

Converting from a CSV file

Click the [Tools] menu and select [Convert for TopAccess].

ile Edit View Tools Help			
CD In LDAP Setting	1		
E 😰 🖻 🖡 Device Setting			
TOSHIBA Convert for TopA	iccess N e	Fax Number	Email Address
In Private Address Book In Public Address Book	C ATUser01	1000000001	user01@toshibatec.com
	Celluser02	1000000002	user02@toshibatec.com
IIII Windows Mail Address Book	C 🖾 User03	1000000003	user03@toshibatec.com
IDAP Address Book	E User04	1000000004	user04@toshibatec.com
Import Address Book	C 🖾 User05	1000000005	user05@toshibatec.com
	C Ser06	1000000006	user06@toshibatec.com
	Certor User07	1000000007	user07@toshibatec.com
	Contract 🖾 🖾	1000000008	user08@toshibatec.com
	Certo Serio	1000000009	user09@toshibatec.com
	Cel User10	1000000010	user10@toshibatec.com
	CEUser11	1000000011	user11@toshibatec.com
	CEUser12	1000000012	user12@toshibatec.com
	🖾 🖃 User 13	1000000013	user13@toshibatec.com
	🖾 🖃 User 14	1000000014	user14@toshibatec.com
	CEUser15	1000000015	user15@toshibatec.com
	🖾 🖃 User 16	1000000016	user16@toshibatec.com
	@⊡User17	1000000017	user17@toshibatec.com
	CSE User18	1000000018	user18@toshibatec.com
	CIUSer19	1000000019	user19@toshibatec.com
	-		•

The [Converting AddressBook] dialog box appears.

2 Click [Browse] next to the [Input file] field.

Converting AddressBook			×
Source File: Input file: Machine Type: GL-1010 (V2.0.0 or later)	-		Browse
- Destination File:	*		Browse
	Convert	Cancel	Help

3 Locate the folder that contains the CSV file. Select [CSV (Comma Separated Values) (*.csv)] in the [Files of type] box, select the file, and click [Open].

Converting Ac	IdressBook						
Look in:	AddressBook			•	+ 🗈	e* 🔳 •	
Ca.	Name	ate modif	Туре	Size			
Recent Places	Lest#01		1	0			
Admin Mag Computer			-				
Network.							
	File name:	AddressBoo	kosv	_	_	*	Open N
	Files of type:	CSV(Comm	ia Seperated \	/alues)(*.csv)	•	Cancel

4 Select the model name that the selected file is originally created from in the [Machine Type] box.

Converting AddressBook	×
Source File:	
Input file:	
C:\Users\User1\Desktop\AddressBook\AddressBook.csv	Browse
Machine Type: GL-1010 (V2.0.0 or later)	
GL-1010 (V2.0.0 or later)	
GL-1010 (others)	
GL1020EU V	
Output File:	Browse
	Browse
Convert Cancel	Help

5 Click [Browse] next to the [Output File] box.

nverting AddressBook	×
- Source File:	
C:\Users\User1\Desktop\AddressBook\AddressBook.csv	Browse
Machine Type: GL1020	
+	
Destination File:	
Output File:	Browse
Convert Cancel	Help

6 Locate the folder where you want to save a converted file. Select [CSV (Comma Separated Values) (*.csv)] in the [Save as type] box, enter the file name in the [File name] field, and click [Save].

🔝 Converting Ad	IdressBook									
Look in:	🕌 AddressBoo	ik.		•	4	£	C	•		
Recent Places Desktop Admin Computer	Name	Date modif	Туре	Size						
	File <u>n</u> ame: Files of <u>type</u> :	addressdata CSV(Comm	l 1a Seperated V	alues)(*.0	sv)	•		<u>S</u> a Car	-1XI

Note

When you selected a CSV file for the input file, do not specify "TBF (Restore) (*.tbf)" in the [Save as type] box. The CSV file cannot be converted to a Restore file.

7 Click [Convert].

onverting AddressBook		
Source File:		
Innut file:		
C:\Users\User1\Desktop\AddressBook\AddressBook.csv	Browse	1
Machine Type:		_
GL1020 👻		
Destination File:		
Output File:		_
C:\Users\MEDIA\Documents\addressdata.csv	Browse	
Convert Cancel	Help	
		_

Converting the file starts.

8	Cli	ck [OK].
-		TOSHIBA Address Book
		(i) Conversion completed successfully. The file has been created.
		OK

The file is converted and saved in the selected folder.

Tip

After you convert the file, you can restore or import the address book to a TOSHIBA MFP using the restore or import function of the TopAccess. For instructions on how to restore or import the address book, refer to the **TopAccess Guide**.

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MULTIFUNCTIONAL DIGITAL SYSTEMS Operator's Manual for AddressBook Viewer

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