

MULTIFUNCTIONAL DIGITAL SYSTEMS

Scanning Guide

GA-1201

Preface

Thank you for purchasing the TOSHIBA multifunctional digital system e-STUDIO165/205, e-STUDIO167/207/237, or e-STUDIO182/212/242.

This **Scanning Guide** is a manual for the e-STUDIO165/205, e-STUDIO167/207/237, or e-STUDIO182/212/242 when the following option is installed:

- Network Printer Kit
- Scanner Upgrade Kit
- External Keyboard

This manual also explains about functions available with the above options and the Fax Kit (optional).

This **Scanning Guide** describes how to utilize the various scanning functions of this equipment and how to install client software to enable the Scan to TWAIN function.

For the instruction on how to configure network servers or this equipment, see the following manuals:

- **Network Administration Guide for Printing Functions**
- **Network Administration Guide for Scanning Functions**
- **Setup Guide for Printing Functions**
- **Setup Guide for Scanning Functions**

For general descriptions of your computer, application software and networks, see the manual attached on each product.

Be sure to read this manual before using the e-STUDIO165/205, e-STUDIO167/207/237, or e-STUDIO182/212/242 to fully understand and utilize its scanning functions. Keep this manual handy and retain it for future reference.

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Before Reading This Manual

Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO165/205, e-STUDIO167/207/237, or e-STUDIO182/212/242. Select and read the manual best suited to your needs. This manual is the **Scanning Guide**.

Basic functions

Operator's Manual for Copying Functions (Booklet)

This manual describes the basic operations, mainly copying functions, of this equipment. It also describes safety precautions to ensure correct and safe use of this equipment. Be sure to read this before you use the equipment.

Facsimile functions

The Fax Kit GD-1221 (optional) is necessary for using the Fax functions.

Operator's Manual for Facsimile Function (Booklet)

This manual describes how to use the Fax functions. Various functions both basic and advanced regarding Fax transmission/reception are available.

Printing functions

The Network Printer Kit GA-1191 (optional) is necessary for using the printing functions.

Quick Start Guide for Printing Functions (Booklet)

This manual gives basic information regarding the printing functions, such as the GA-1191 accessories, necessary environmental conditions and outline of network connections as well as troubleshooting. Be sure to read this before using the printing functions.

Network Administration Guide for Printing Functions (PDF file)

This manual describes the operation necessary for configuring a network and using the printing functions, such as connecting to a network and setting components.

Setup Guide for Printing Functions (PDF file)

This manual consists of the following two parts.

- Control panel: This part describes how to configure the printer-related settings using the control panel of the equipment.
- TopAccess: This part describes how to use the co-packed utility "TopAccess". The settings and management of the equipment can be done using a Web browser.

Printing Guide (PDF file)

This manual describes the operation necessary for printing data from a computer, such as the installation of the client software and the use of the printer driver.

Network Fax Guide (PDF file)

This manual describes the operation necessary for sending a Fax from a computer via a network, such as the installation of the client software, use of the N/W-Fax driver and the co-packed application software "AddressBook Viewer".

Scanning functions

The Scanner Upgrade Kit GA-1201 (optional) is necessary for using the scanning functions.

Quick Start Guide for Scanning Functions (PDF file)

This manual gives the basic information regarding the scanning functions, such as the GA-1201 accessories, necessary environmental conditions and outline of network connections as well as troubleshooting. Be sure to read this before using the scanning functions.

Network Administration Guide for Scanning Functions (PDF file)

This manual describes the operation necessary for configuring a network and using the scanning functions, such as connecting to a network and setting components.

Setup Guide for Scanning Functions (PDF file)

This manual consists of the following two parts.

- Control panel:** This part describes how to configure the scanner-related settings using the control panel of the equipment.
- TopAccess:** This part describes how to use the co-packed utility "TopAccess". The settings and management of the equipment can be done using a Web browser.

Scanning Guide (PDF file, This manual)

This manual describes the operation necessary for using the scanning functions, such as the installation and the use of the TWAIN driver.

To read manuals in the PDF file format

The operator's manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

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.

Note

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

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.

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- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
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OVERVIEW

This section describes the overview of the scanning functions.

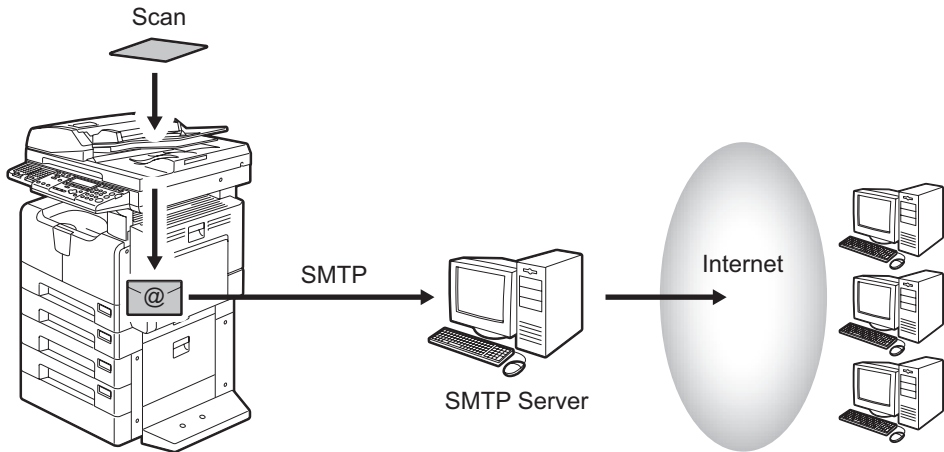
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About Scanning Functions

This section describes the overview of the scanning functions.

Scan to Email

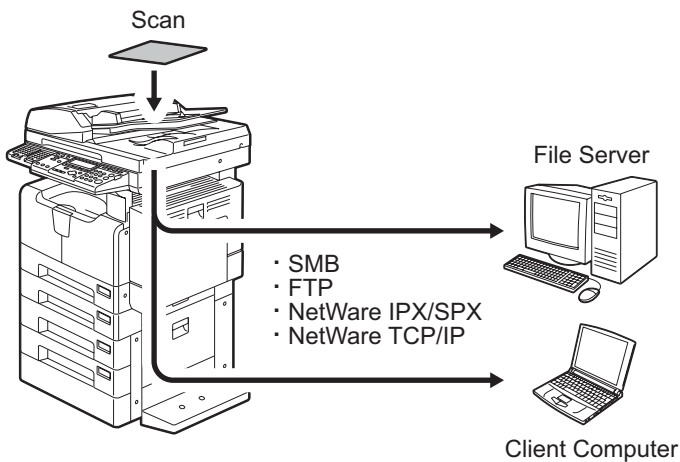
You can Email the scanned images to the previously specified addresses. In this function the scanned images are converted to TIFF files or PDF files so that they can be attached to the Email.



For the operation of Scan to Email, see P.25 "SCAN TO Email".

Scan to File

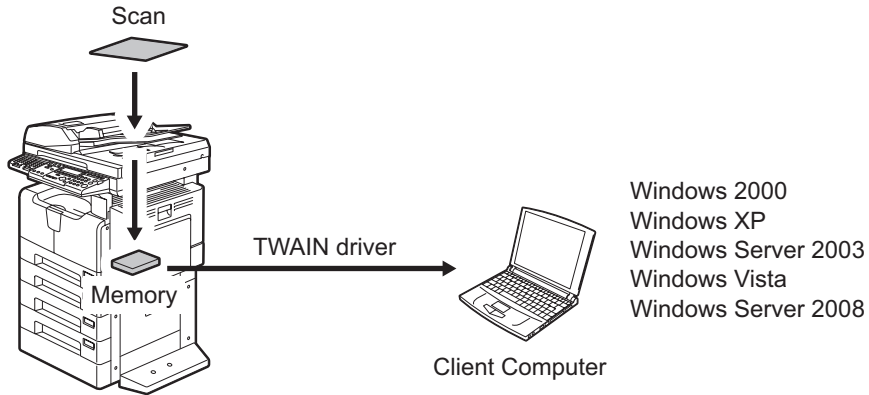
You can save the scanned images as TIFF files or PDF files into client computers or FTP servers.



For the operation of Scan to File, see P.31 "SCAN TO FILE".

Scan to TWAIN

You can retrieve the images scanned in this equipment to your computer using the TWAIN-compliant application software. To utilize this function, the installation of the attached TWAIN driver is required.



For the operation of Scan to TWAIN, see P.37 "SCAN TO TWAIN".

Notes

- When you want to perform scanning from Windows 98/Windows Me/Windows NT using e-STUDIO165/205 or e-STUDIO167/207/237, contact your service technician or representative.
- In Macintosh computers and UNIX workstations, the storing function of TWAIN data cannot be used.

About Scan Speed

The scan speed varies depending on the resolution and the content of the originals (scan data capacity).

The following table describes the scan speed for each resolution. Note that these values should be used as a guide for scanning images, as they may increase or decrease according to the content of the originals.

Resolution	Scan Speed
150 dpi 200 dpi 300 dpi 400 dpi	Approx. 20 page/minute
600 dpi	Approx. 14 page/minute

About Scanning Functions Requiring Fax

When the Fax Kit (optional) is installed, more advanced functions will be available.

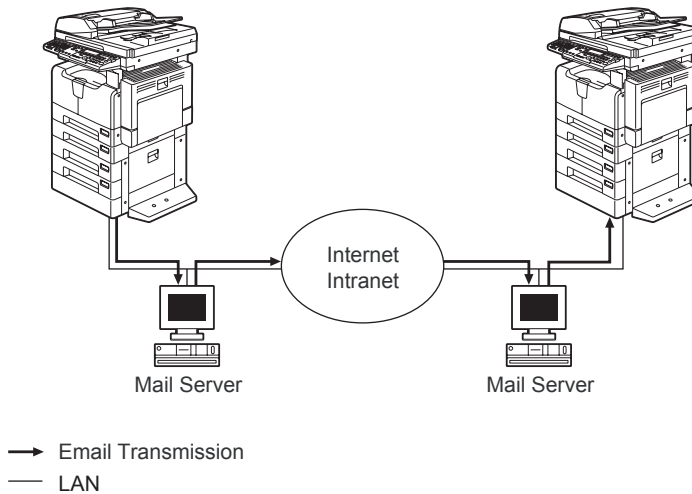
Tip

To utilize these functions, the Fax Kit (optional) are required.

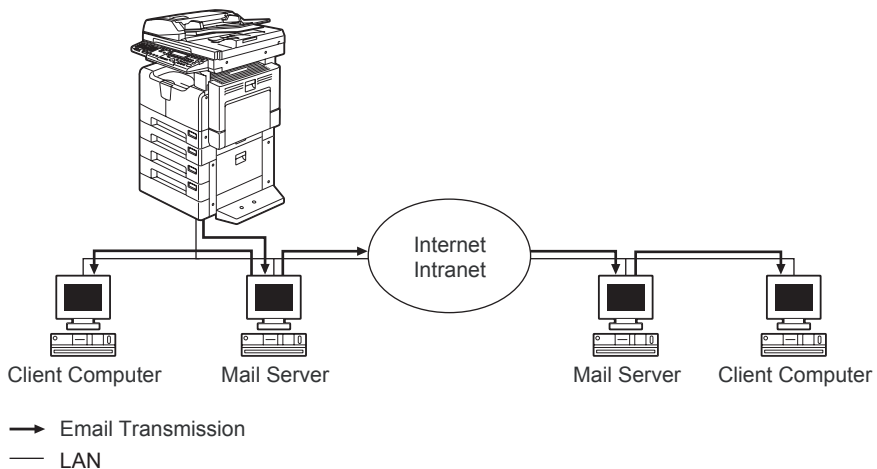
InternetFax


You can send or receive the scanned images as attachment of Emails by converting them into a TIFF-FX (Profile S) format. This function reduces communication fees because it does not require public switched telephone networks. In this function either an InternetFax machine or a client computer can be the recipient.

- InternetFax machine -> InternetFax machine



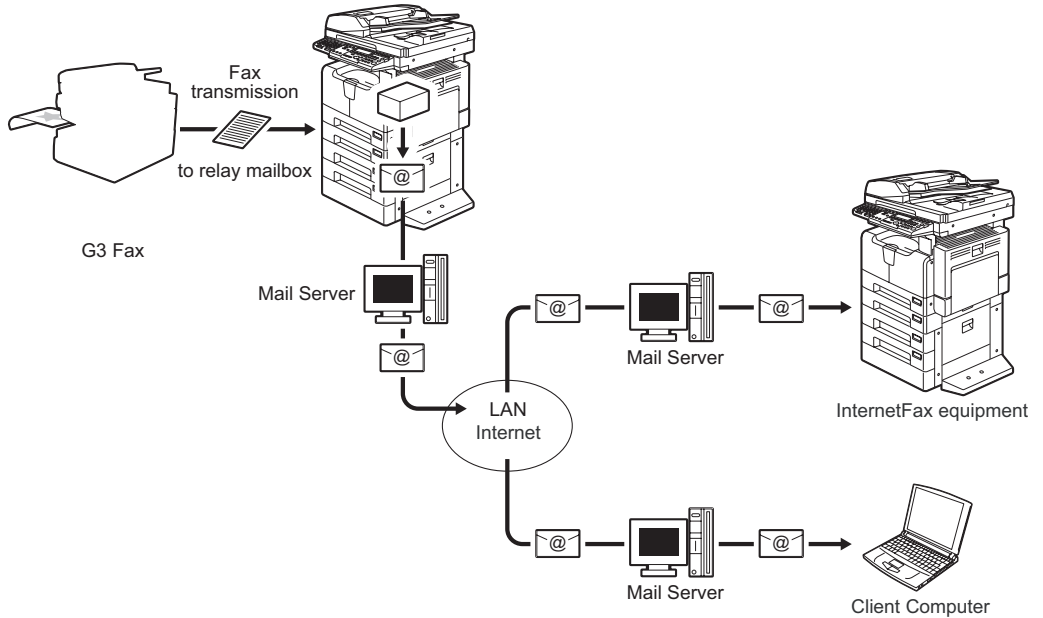
- InternetFax machine -> Client computer



For the operation of the InternetFax, see  P.65 "INTERNETFAX".

Onramp gateway

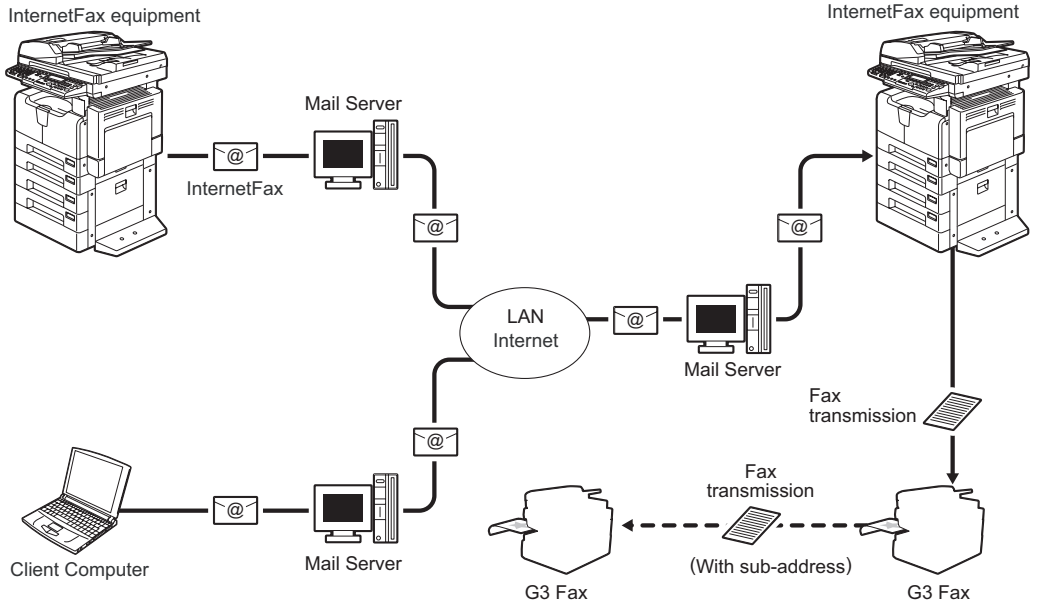
You can send fax data from a G3 mode-compliant Fax machine through a relay mailbox of this equipment using InternetFax to Email addresses registered in this relay mailbox. To utilize this function, the setup of a relay mailbox is required.



For the operation of onramp gateway, see [P.73 "ONRAMP GATEWAY"](#).

Offramp gateway

You can send InternetFax data received by this equipment to other Fax machines. This function reduces communication fees when the terminal recipient is a non-InternetFax machine because in this procedure the distance requiring public switched telephone networks is shorter.



For the operation of offramp gateway, see P.75 "OFFRAMP GATEWAY".

About the Scan Utilities CD-ROM

The contents of the Scan Utilities CD-ROM are as follows:

Client software installer

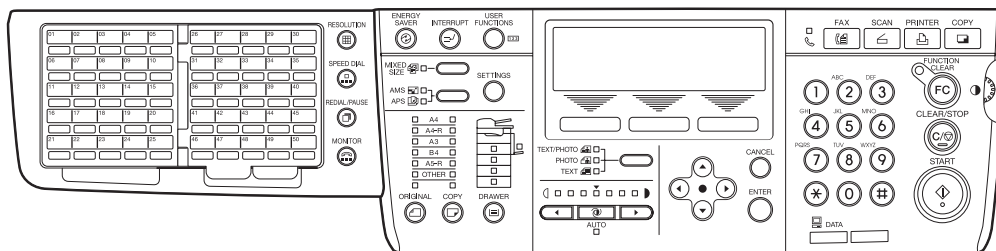
[Scan Utilities CD-ROM]: \setup.exe

The above is a setup program to install TWAIN driver on your computer.

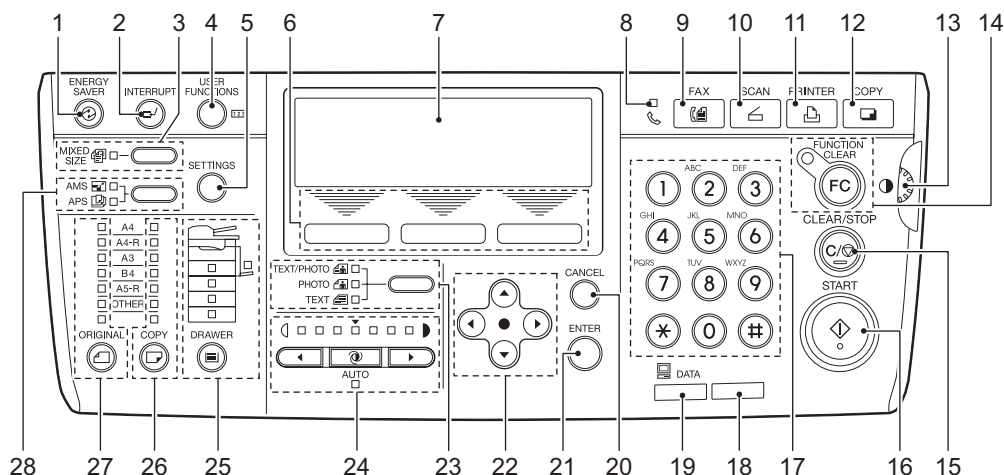
TWAIN driver

[Scan Utilities CD-ROM]: \TWAIN\<language>

Description of Control Panel



Control panel



1. [ENERGY SAVER] button

Use this to let the equipment enter into the energy saving mode when the equipment is not used. Pressing this button again releases the energy saving mode.

Also, the energy saving mode is released and the equipment returns to the normal mode in following cases:

Receiving printing data

Performing RX printing of an InternetFax or Email

Receiving a Fax document (The optional Fax Kit is needed.)

2. [INTERRUPT] button

Use this to interrupt the copy job in process and perform another one (= interrupt copying).

* This button is not used in the Scan mode.

3. [MIXED SIZE] button

Use this to copy originals whose sizes are different.

* This button is not used in the Scan mode.

4. [USER FUNCTIONS] button

Use this to change the equipment's default settings.

5. [SETTINGS] button

Use this to confirm the copying functions currently set.

* This button is not used in the Scan mode.

6. **Selecting button**

Use them to select items or operation in each copy menu. Items or operation corresponding to each button appears at the lower section of the LCD screen. For details, see the ***Operator's Manual for Copying Functions***.

* This button is not used in the Scan mode.

7. **LCD screen**

This screen displays the status of the equipment, operation procedure and various instructions for users (operation menu, operation status, time, telephone numbers, Fax numbers and ID numbers) with letters and icons.

8. **FAX communication lamp**

This lamp blinks at the transmission and reception of Fax data.

The Fax Kit (optional, GD-1221) is required.

9. **[FAX] button**

Press this button to utilize the InternetFax functions.

The Fax Kit (optional, GD-1221) is required.

10. **[SCAN] button**

Press this button to utilize the scanning functions.

11. **[PRINTER] button**

Use this to stop the print job. For details, see the ***Setup Guide for Printing Functions***.

* This button is not used in the Scan mode.

12. **[COPY] button**

Press this button to utilize the copy functions.

* This button is not used in the Scan mode.

13. **Contrast adjustment volume**

Use this to adjust the brightness level of the LCD screen.

14. **[FUNCTION CLEAR] button**

Use this button to clear all the menus such as "COMM. OPTION" to the default setting. It can also be used to clear the error messages.

Tip

Automatic function clear:

This function works when a specified period of time has passed since the last Scan operation or the last entry of any button. This function returns all the function settings to default without the need to press the [FUNCTION CLEAR] button. When the department management function is being used, the display returns to the department code input menu. When this function is not being used, the display returns to the basic menu of the Copy function. For details, see the ***Operator's Manual for Copying Functions***.

15. **[CLEAR/STOP] button**

Use this to stop the direct TX Fax job which is being transmitted or clear error message in the LCD screen.

16. **[START] button**

Use this to start transmitting and receiving a document manually or start a Scan operation.

17. Digital keys

Use these keys to enter the telephone and Fax numbers, ID numbers and password.

18. Alarm lamp

This lamp blinks when an error such as paper jams or running out of toner has occurred.

19. [DATA] lamp

This lamp blinks when print data are being sent or received through a network.

20. [CANCEL] button

Use this to cancel the current setting and return to the previous menu.

21. [ENTER] button

Use this to determine items or operation selected in each menu.


22.  /  /  /  (UP/DOWN/LEFT/RIGHT) buttons

Use them to select items you want to set in each menu. The selected item is highlighted.

23. Original mode button

Use this button to set the image quality of scanning according to that of an original. The lamp corresponding to the selected original mode lights in green.

24. Density adjustment buttons

Use this button to adjust the density of scan image. The  (automatic copy density mode) button lamp lights in green when the density is being automatically adjusted.

25. [DRAWER] button

Use this button to select a drawer or the bypass tray to be used as a paper source. The lamp of the paper source currently selected is lit. The lamp blinks when the selected drawer or tray is running out of paper.

* This button is not used in the Scan mode.

26. [COPY] button

Use this button to select the size of paper to be used. The lamp of the paper size currently selected blinks when this size of paper is not placed in the drawer or on the bypass tray.

* This button is not used in the Scan mode.

27. [ORIGINAL] button

Use this button to specify the size of an original.

* This button is not used in the Scan mode.

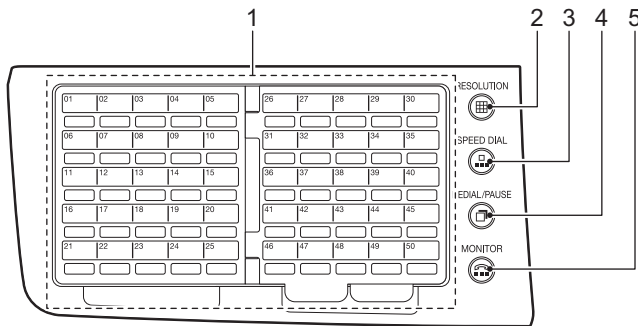
28. APS/AMS selecting button

Automatic paper selection (APS): The equipment detects the size of original and automatically selects the same size of copy paper.

Automatic magnification selection (AMS): Set the size of copy paper to be used in advance. The equipment then detects the size of original and automatically selects the most suitable reproduction ratio to the copy paper.

* This button is not used in the Scan mode.

External keyboard (optional)



- 1. Flip Panel (P.22 “Flip panel”)**
- 2. [RESOLUTION] button**
Use this key to change the scanning resolution.
- 3. [SPEED DIAL] button**
Use to specify a destination by Abbreviated, Alphabet, or Group dialing telephone directories.
- 4. [REDIAL/PAUSE] button**
Jobs (max. 100 telephone numbers), which are ready to be resent in the transmission memory appear on the message display panel. You can refax each by selecting a telephone number. Or, use this key to enter a pause between telephone digits when entering a remote Fax number.
The Fax Kit (optional, GD-1221) is required.
* This button is not used in the Scan mode.
- 5. [MONITOR] button**
Used to enable the speaker monitor, for monitoring call progress during non-memory transmission.
The Fax Kit (optional, GD-1221) is required.
* This button is not used in the Scan mode.

4. DIRECT TX

Allows transmission direct from the document glass or the document feeder without the use of memory.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

5. LOW SPEED TX

Used to select a lower transmission speed to transmit a document when poor line conditions are expected, such as when transmitting to an overseas location that can only accept low speed data.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

6. ITU MAILBOX

Used for Mailbox Communications or Relay, Transmission with remote Faxes that support the ITU-T functions.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

7. COVER SHEET

Used to attach a cover sheet to a document to be transmitted.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

8. PRIORITY TX


Sends pages set on the document glass or in the document feeder ahead of all previously scheduled transmissions.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

9. MULTI

Used to create a manual grouping for multi-address transmission.

 P.93 "Multi-address transmission"

10. RECOVERY TX

Recovers from memory and sends incomplete transmissions.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

11. SEND AFTER SCAN

Used to select whether the dialing starts while the equipment is scanning the documents or after the equipment has scanned all documents to memory.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

12. POLLING

Designates polling communication.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

13. SUB ADDRESS COMM

Adds sub-address digits to the remote Fax number for routing or security.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

14. JOB STATUS

Used to confirm the status of the job or canceling a job.
The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

15. JOURNAL

Used to print a communication journal.

16. PREV. TX RPT

Displays and prints the result of latest 150 transmission jobs.

17. RESERVATION LIST

Prints a Job Reservation List.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

18. SECURE RX

Enables or disables Secure RX.

The Fax Kit (optional, GD-1221) is required.

* This button is not used in the Scan mode.

19. CHECK E-MAIL

Used to confirm InternetFax (Email) reception.

The Fax Kit (optional, GD-1221) is required.

📖 P.71 “Receiving InternetFax”

20. TX REPORT

Prints a transmission report for one job.

The Fax Kit (optional, GD-1221) is required.

21. TEL LIST ENTRY

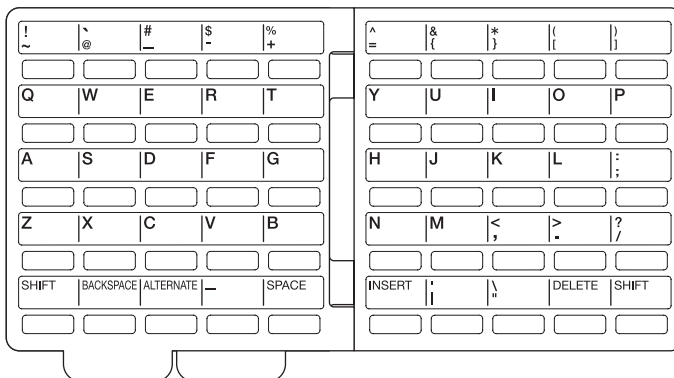
Used to register Abbreviated, One Touch, Group Dialing numbers.

📖 P.100 “Registering in Address Book”

22. TEL LIST PRINT

Prints desired telephone/Fax lists.

📖 P.124 “Destination lists”

Keyboard

This keyboard is used to enter letters for terminal ID name. It is also used to enter Email address when you use the Email function.

📖 P.100 “Registering in Address Book”

2

SCAN TO Email


This section explains how to send an Email with scanned images attached.

Scan to Email	26
Procedure for Scan to Email.....	27

Scan to Email

Scanned images can be attached to an Email and sent as a multi-page TIFF file or PDF file. The image density and resolution can be changed when the images are scanned. A file with a maximum of 30 MB can be sent. A file with a large amount of data can be sent by having the data divided into several blocks. The files sent with the divided data will be merged into one file when they are received. An Email can be sent to a maximum of 375 addresses in one go.

Tips

- The network settings for sending Emails are required. For the network settings relating to scanning, see the **Setup Guide for Scanning Functions**. For other network settings, see the **Setup Guide for Printing Functions**.
- The message fragmentation settings and contents of the Email can be changed in TopAccess. See the **Setup Guide for Scanning Functions** for details.
- The attached file name and the date and time sent are automatically added to the title of the Email.
- The result of Scan to Email can be confirmed. See  P.129 “Confirming scanning results”.

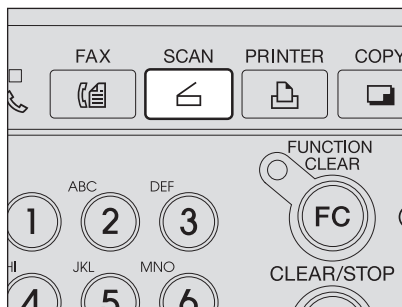
Procedure for Scan to Email

1 Place the original(s).

Tips

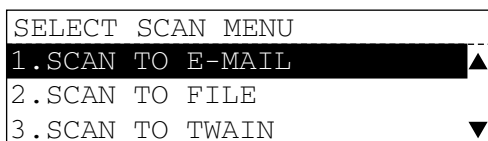
- For placing the originals, see the **Operator's Manual for Copying Functions**.
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.
- Mixed sized originals of the same width can be scanned using the Reversing Automatic Document Feeder (optional).
📖 P.81 "Scanning mixed sized originals"

2 Press the [SCAN] button.

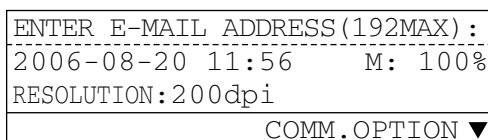


3 Select "SCAN TO E-MAIL" using the ▲ or ▼ button and then press the [ENTER] button.

The SCAN TO E-MAIL menu is displayed.



4 Set the scanning condition by pressing the ▼ button and press the [CANCEL] button.



Skip to Step 5 without pressing the ▼ button if no scanning conditions need to be changed.



Tips

- The settings available for Scan to Email and the default settings are as follows:

Items	Default	Settings selectable	Ref.
RESOLUTION		150dpi	P.78 "Changing resolution level"
	Selected	200dpi	
		300dpi	
		400dpi	
		600dpi	
FILE FORMAT	Selected	PDF	P.79 "Changing file format"
		Multi-page TIFF	
		Single-page TIFF	
DUPLEX*1	Selected	OFF	P.81 "Scanning 2-sided originals"
		BOOK	
		TABLET	
MIXED ORIGINALS*1	Selected	OFF	P.81 "Scanning mixed sized originals"
		ON	
ROTATION	Selected	OFF	P.82 "Rotating images"
		ON	

*1 Available only when the Reversing Automatic Document Feeder (optional) is installed

- The image mode and density can be changed. See the **Operator's Manual for Copying Functions** for details.
- If the [CANCEL] button is pressed, the screen returns to the SCAN TO E-MAIL menu.

5 Specify the address.

Specify the destinations.

ENTER E-MAIL ADDRESS (192MAX):
2006-08-20 11:56 M: 100%
RESOLUTION: 200dpi
COMM. OPTION ▼

- For the direct entry, see P.84 "Direct entry with digital keys and QWERTY Keyboard".
- For the one-touch entry, see P.86 "Entry with one touch key".
- For the abbreviated number entry, see P.87 "Entry with abbreviated number".
- For the search letter entry, see P.88 "Alphabet search".
- For the group number entry, see P.89 "Entry with group number".
- For the entry from sent history, see P.90 "Entry from sent history".
- For the entry from reception history, see P.91 "Entry from reception history".
- For the multi-address transmission, see P.93 "Multi-address transmission".

Tips

- The destination with the Email address not registered cannot be specified.
- Originals are scanned and stored if they are placed on the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional).
- If originals are placed on the original glass, perform the procedure from Step 6.
- When the equipment cannot detect the original size, the original size selecting screen appears. Select the original size using the ▲ or ▼ button and then press the [ENTER] button.

Select original size
1. LT  ▲
2. LD  ▼
3. LT-R  ▼

- A/B series of the paper sizes are displayed depending on the original size.

Select original size	
1.A4	▲
2.A3	▼
3.B5	▼

- Scanning of the originals will start.

Processing	
JOB NUMBER	:029
SCANNING PAGE	:001

6 If there are more originals, place the next one on the original glass. Select "YES" using the ▲ or ▼ button and press the [ENTER] button.

SCAN NEXT ORIGINAL?	
1.YES	▲
2.NO	▼

Tip

Repeat Step 6 until all the originals are finished being scanned.

7 If there are no more originals, select "NO" using the ▲ or ▼ button. Transmission of the originals is started by pressing the [ENTER] button.

ENTER E-MAIL ADDRESS (192MAX):	
2006-08-20 11:56	M: 099%
RESOLUTION: 200dpi	
COMM. OPTION ▼	

Tip

If the data size of the scanned images exceeds 30 MB, "Memory overflow" appears on the control panel and the scanning of the images stops. The data already scanned are processed automatically. To start the scanning of the remaining images, press the [FUNCTION CLEAR] button and then perform the operation again.

SCAN TO FILE


This section explains how to save scanned images as a PDF or TIFF file.

Scan to File	32
Procedure for Scan to File	33

Scan to File

Scanned images can be stored in a computer or an FTP server as a PDF or TIFF file. The image density and resolution can be changed when images are scanned. Up to two locations can be registered for saving scanned images. Select one of the two locations registered when you are performing the Scan to File.

Tips

- To enable this function, you need to set the location where data are to be stored. For the settings of the location such as a computer or FTP server, see the **Setup Guide for Scanning Functions**.
- The result of Scan to File can be confirmed. See  P.129 "Confirming scanning results".
- If you create a template for the Scan to File, you can save the images into a location other than the two locations registered.

Procedure for Scan to File

1 Place the original(s).

Tips

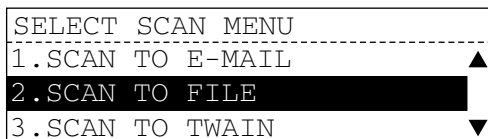
- For placing the originals, see the **Operator's Manual for Copying Functions**.
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.
- Mixed sized originals of the same width can be scanned using the Reversing Automatic Document Feeder (optional).
📖 P.81 "Scanning mixed sized originals"

2 Press the [SCAN] button

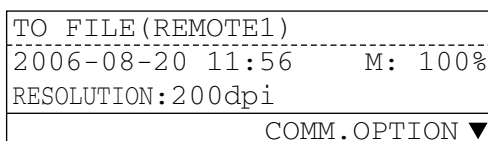


3 Select "SCAN TO FILE" using the ▲ or ▼ button and then press the [ENTER] button.

SCAN TO FILE menu is displayed.



4 Set the scanning condition by pressing the ▼ button and press the [CANCEL] button.



Skip to Step 5 without pressing the ▼ button if no scanning conditions need to be changed.



Tips

- The settings available for Scan to File and the default settings are as follows:

Items	Default	Settings selectable	Ref.
RESOLUTION		150dpi	P.78 "Changing resolution level"
	Selected	200dpi	
		300dpi	
		400dpi	
		600dpi	
FILE NAME	An initial file name can be changed		P.79 "Entering file names"
FILE FORMAT	Selected	PDF	P.79 "Changing file format"
		Multi-page TIFF	
		Single-page TIFF	
DESTINATION*2		REMOTE 1	P.80 "Changing destination to store files"
		REMOTE 2	
DUPLEX*1	Selected	OFF	P.81 "Scanning 2-sided originals"
		BOOK	
		TABLET	
MIXED ORIGINALS*1	Selected	OFF	P.81 "Scanning mixed sized originals"
		ON	
ROTATION	Selected	OFF	P.82 "Rotating images"
		ON	



*1 Available only when the Reversing Automatic Document Feeder (optional) is installed.

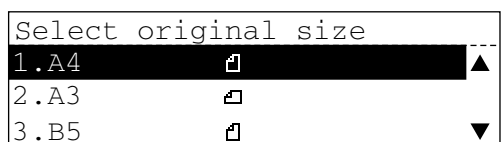
*2 If only one location is set by the administrator, it will be the default setting.



- The image mode and density can be changed. See the **Operator's Manual for Copying Functions** for details.
- If the [CANCEL] button is pressed, the screen returns to the SCAN TO FILE menu.

5 Press the [START] button.

Tips

- Originals are scanned and stored if they are placed on the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional).
- If originals are placed on the original glass, perform the procedure from Step 6.
- When the equipment cannot detect the original size, the original size selecting screen appears. Select the original size using the  or  button and then press the [ENTER] button.
- A/B series of the paper sizes are displayed depending on the original size.
- Scanning of the originals will start.





-
- 6** If there are more originals, place the next one on the original glass. Select "YES" using the  or  button and press the [ENTER] button.



SCAN NEXT ORIGINAL?	
1. YES	
2. NO	

Tip

Repeat Step 6 until all the originals have finished being scanned.

- 7** If there are no more originals, select "NO" using the  or  button. The originals are stored by pressing the [ENTER] button.

Tip

If the data size of the scanned images exceeds 30 MB, "Memory overflow" appears on the control panel and the scanning of the images stops. The data already scanned are processed automatically. To start the scanning of the remaining images, press the [FUNCTION CLEAR] button and then perform the operation again.

4

SCAN TO TWAIN

This section describes how to retrieve images to your computer using TWAIN driver.

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Scan to TWAIN

You can retrieve the images stored in the memory of the equipment using the TWAIN-compliant application software if the attached TWAIN driver is installed in the equipment.

The Scan to TWAIN operational procedure is as follows. The installation of a TWAIN driver is required only once at the first stage. Perform steps 2 and 3 to retrieve images.

1. Install the TWAIN driver in the equipment.
2. Scan the image using the control panel of the equipment. (The scanned image file is stored in the memory of the equipment.)
3. Retrieve the image stored in the memory of the equipment to a client computer using the TWAIN-compliant application software.

Notes

- In Macintosh computers and UNIX workstations, the image cannot be retrieved with the TWAIN driver.
- Some TWAIN-compliant applications do not operate with TWAIN driver. In that case, see the manual or online help of the application.
- A TWAIN-compliant application is not attached on Windows XP, Windows Server 2003, Windows Vista, and Windows Server 2008. Purchase it individually for these systems.
- Some applications do not support the TWAIN scanning of originals whose colors, sizes, or resolution levels are not unified. When you scan this type of originals into these applications, try to scan one page by one.
- The image quality of the scanned image may differ depending on applications you are using. If you feel the image quality of the scanned image is not satisfactory, try other applications.
- The result of Scan to TWAIN can be confirmed. See  P.129 "Confirming scanning results".

Requirements for TWAIN driver

TWAIN driver can be operated under the following environments:

- Display resolution: 1024 x 768 dots or more
- Display color: 16 bits (high color) or more
- CPU: Pentium 133 MHz (Pentium 266 MHz or higher is recommended)
- OS:
 - Windows 2000 Service Pack 4
 - Windows XP Service Pack 1/ Service Pack 2/ Service Pack 3
 - Windows Server 2003 Service Pack 1 or later
 - Windows Vista Service Pack 1/ Service Pack 2
 - Windows Server 2008 Service Pack 1 or later
- Required software:
 - TWAIN-compliant application (when TWAIN driver is used)
 - Microsoft Internet Explorer 5.5 Service Pack 2 or later

Installing TWAIN Driver

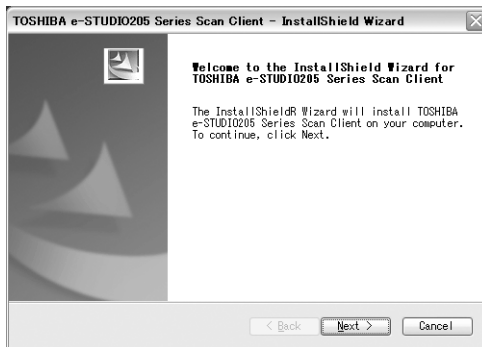
1 Insert the Scan Utilities CD-ROM into the CD-ROM drive of your computer.

When the installer does not automatically start, open the CD-ROM from the Explorer and double-click "Setup.exe" to start up the installer.

2 Select the language.

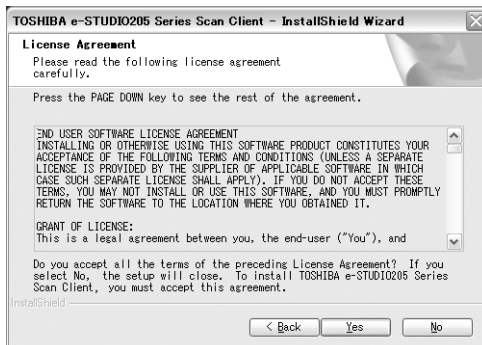


3 Click [Next].



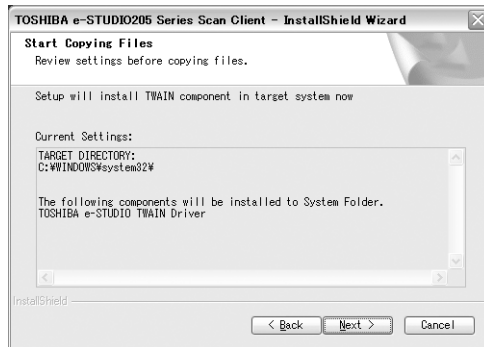
The License Agreement dialog box appears.

4 Read the Agreement carefully and click [Yes] if you accept.



The Start Copying Files dialog box appears.

5 Review the settings and click [Next].



Copying starts. When the copying is completed, the InstallShield Wizard Complete dialog box appears.

6 Click [Finish].

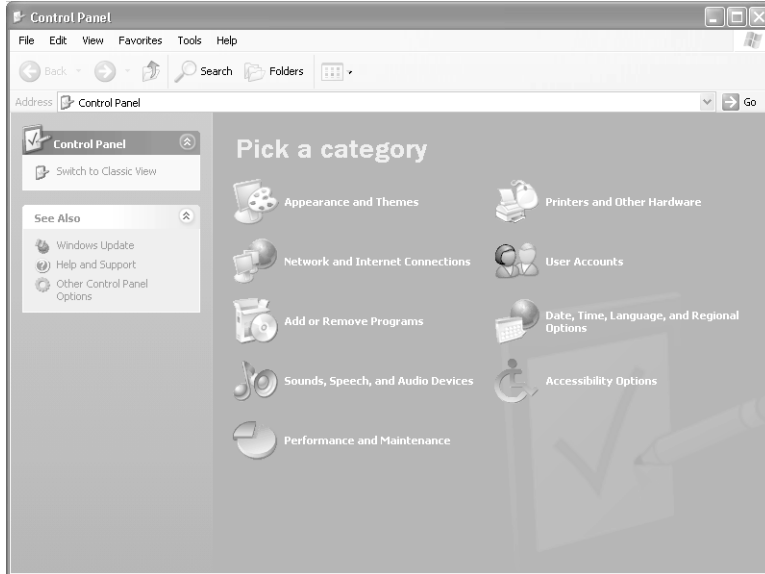
The Installer may ask you to restart your computer. If it does, select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

Uninstalling TWAIN Driver

This section describes how to uninstall only TWAIN driver.

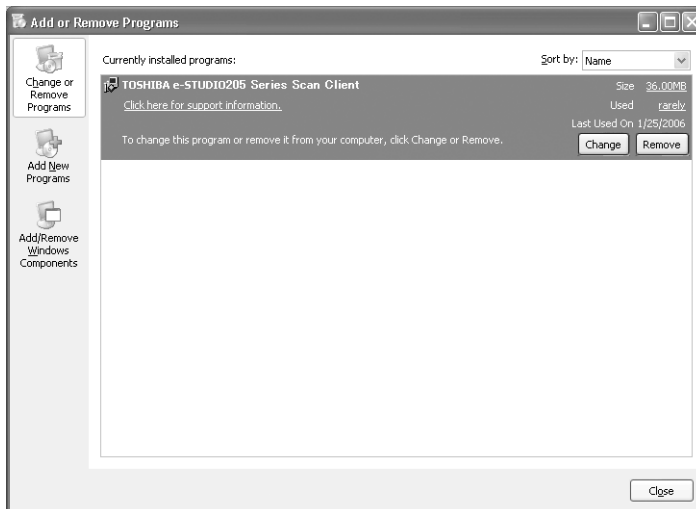
Figures below are for Windows XP but the procedure to uninstall TWAIN driver from other versions of Windows is the same.

1 Open the "Control Panel" window and double-click "Add or Remove Programs".



The Add or Remove Programs dialog box appears.

2 Select "TOSHIBA e-STUDIO205 Series Scan Client" in the list and then click [Change] or [Remove].



The InstallShield Wizard dialog box appears.

3 Select "Modify" and click [Next].

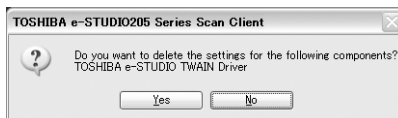


4 Uncheck the box for the TOSHIBA e-STUDIO TWAIN Driver and then click [Next].

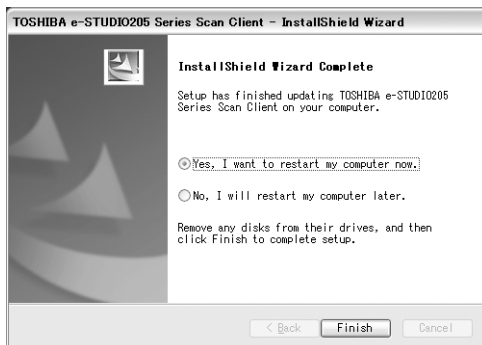


If "Remove" is selected in step 3, the confirmation dialog box appears. Click [OK].

5 Click [Yes].



6 Select "Yes, I want to restart my computer now" and then click [Finish] to restart it.



Some files will be removed after restarting the computer.

Operating with Control Panel of This Equipment

Before retrieving image files using TWAIN driver, these image files must be saved into the memory of this equipment using the control panel of this equipment.

1 Place the original(s).

Tips

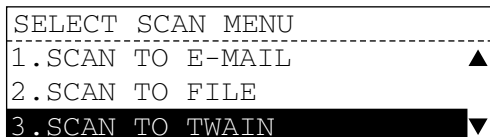
- For placing the originals, see the **Operator's Manual for Copying Functions**.
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.
- Mixed sized originals of the same width can be scanned using the Reversing Automatic Document Feeder (optional).
📖 P.81 "Scanning mixed sized originals"

2 Press the [SCAN] button.

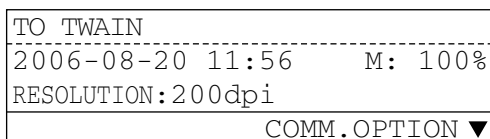


3 Select "SCAN TO TWAIN" using the ▲ or ▼ button and then press the [ENTER] button.

The TO TWAIN screen appears.



4 Select the scan modes using the ▼ button and press the [CANCEL] button.



If you do not change any scan modes, do not press the ▼ button. Go to step 5.



Notes

- Changeable items and their default values in the Scan to TWAIN function are shown below.

Items	Default	Settings selectable	Ref.
RESOLUTION		150dpi	P.78 "Changing resolution level"
	Selected	200dpi	
		300dpi	
		400dpi	
		600dpi	
DUPLEX* ¹	Selected	OFF	P.81 "Scanning 2-sided originals"
		BOOK	
		TABLET	
MIXED ORIGINALS* ¹	Selected	OFF	P.81 "Scanning mixed sized originals"
		ON	
ROTATION	Selected	OFF	P.82 "Rotating images"
		ON	

*1 This item is available only when the Reversing Automatic Document Feeder (optional) is installed.

- The image mode and density can be changed. See the *Operator's Manual for Coping Functions* for details.
- If the [CANCEL] button is pressed, the screen returns to the SCAN TO TWAIN menu.

5 Press the [START] button.

Tips

- When originals are placed on the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional), the originals are scanned first and the scanned images are then saved.
- When an original is placed on the original glass, go to step 6.
- When the equipment cannot detect the original size, the original size selecting screen appears. Select the original size using the ▲ or ▼ button and then press the [ENTER] button.
- A/B series of the paper sizes are displayed depending on the original size.
- Scanning starts.

6 Place the next original on the original glass if any. Select "1. YES" using the ▲ or ▼ button and then press the [ENTER] button.



Tip

Repeat step 6 until all the originals are scanned.

7 If you do not scan the next original, select "2. NO" using the ▲ or ▼ button and then press the [ENTER] button. Saving starts.

Tip

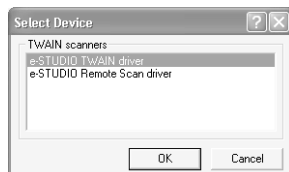
If the data size of the scanned images exceeds 30 MB, "Memory overflow" appears on the control panel and the scanning of the images stops. The data already scanned are stored as an image file in a memory of the equipment automatically. To scan the remaining images, retrieve the image file and store it in a client computer, delete the image file in the memory and then perform the operation again.

📖 P.46 "Retrieving Images with TWAIN Driver"

Retrieving Images with TWAIN Driver

You can retrieve images saved in the memory of this equipment using a TWAIN-compliant application such as Imaging for Windows 2000.

- 1 Start a TWAIN-compliant application.**
- 2 Open the File menu and select "Select Device (or the same functional command)".**
- 3 The dialog box shown below may appear depending on your operational environment. Select "e-STUDIO TWAIN driver" and click [OK].**



- 4 Select "Acquire image (or the same functional command)" from the File menu.**

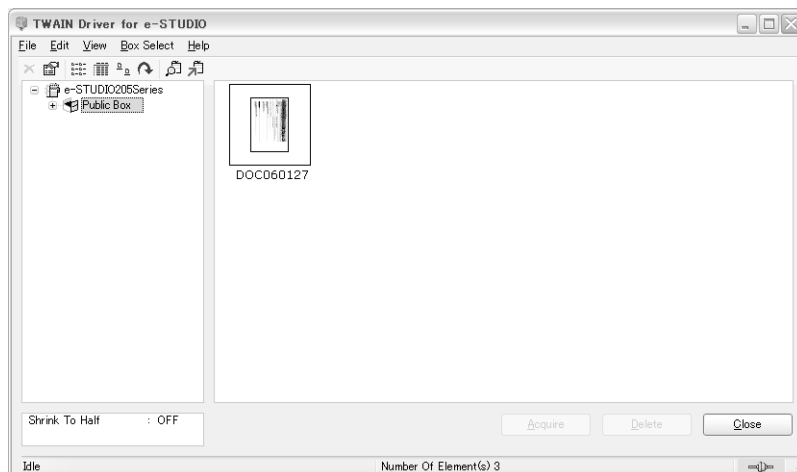
The TWAIN Driver for e-STUDIO dialog box appears.

Tip

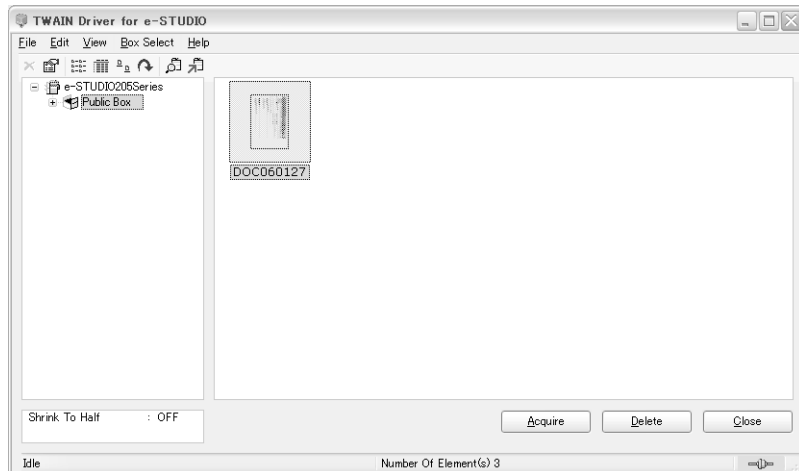
If you use TWAIN driver to retrieve images for the first time, the Local Discovery dialog box appears. If it appears, search this equipment over a network and set up the connection.

P.48 "Using TWAIN Driver for the First Time"

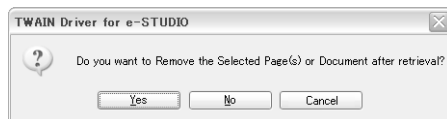
- 5 Select "Public Box" in a tree window.**



6 Select a file to retrieve, and then click [Acquire].



7 If you want to remove the files in the memory of this equipment after scanning, click [YES]. If you retain them in the memory, click [NO].



Click [CANCEL] to cancel scanning documents.

8 A dialog box indicating downloading status appears. When the downloading is completed, the retrieved image files appear on the screen of the TWAIN-compliant application.

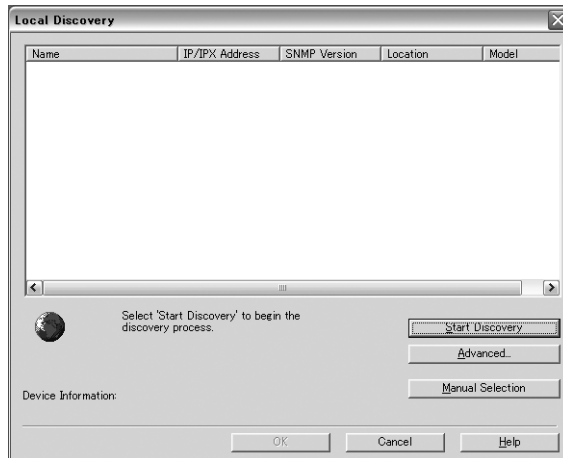
Using TWAIN Driver for the First Time

If you are using TWAIN driver for the first time to access this equipment, the Local Discovery dialog box appears. If it appears, set up the connection with this equipment in this dialog box. Set up the connection by either searching this equipment over a network or directly entering the network address of this equipment.

Connection by searching over network

You can set up the connection by searching this equipment over a network.

1 Click [Start Discovery] in the Local Discovery dialog box.

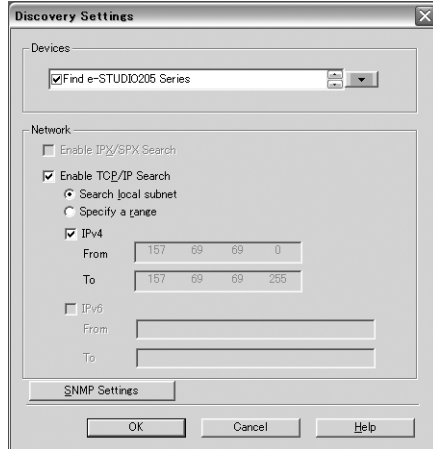


All TWAIN-compliant devices on the network are searched.

2 When searching is completed, the searched devices are listed.

Tip

If many clients exist on the network, searching may take a long time. In this case, click [Advanced...] in the Discovery Settings dialog box to change the search conditions.



Devices

Specify the device series to search. When search this equipment, select “Find e-STUDIO205 Series”.

Network - Enable IPX/SPX Search

This item is unselectable because TWAIN driver does not support IPX/SPX connection.

Network - Enable TCP/IP Search

Check this to search devices connected with a TCP/IP network. This method is available only when a TCP/IP protocol is installed on your computer.

In this case check “IPv4” and enter the desired range of IP addresses in the “From” and “To” fields. “IPv6” is unselectable.

Search local subnet

Check this to search devices on a local subnet.

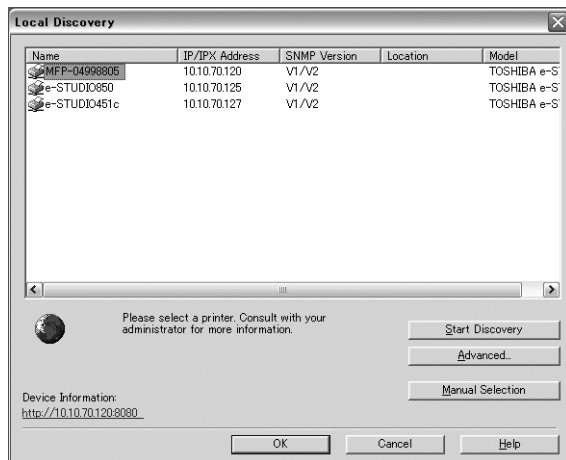
Specify a range

Check this to narrow the search range for IP addresses. If this item is checked, key in IP addresses in the From and To fields to specify the search range.

[SNMP Settings]

This is not supported by this equipment.

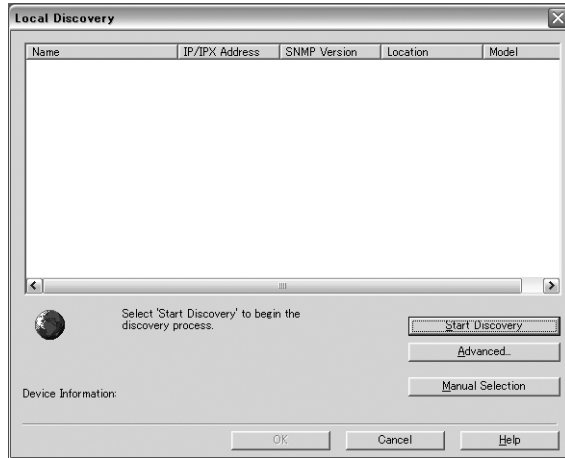
3 Select this equipment in the list and then click [OK].



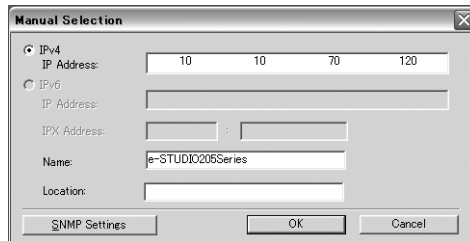
Connect with this equipment. A window for TWAIN driver appears.

Connection by setting up manually

- 1 Click [Manual Selection] in the Local Discovery dialog box.



- 2 Enter the items below.



IP address

Enter the IP address of this equipment. "IPv6" is unselectable.

IPX Address

This item is unselectable because TWAIN driver does not support IPX connection.

Name

Enter the device name of this equipment.

Location

Enter the installation location of this equipment.

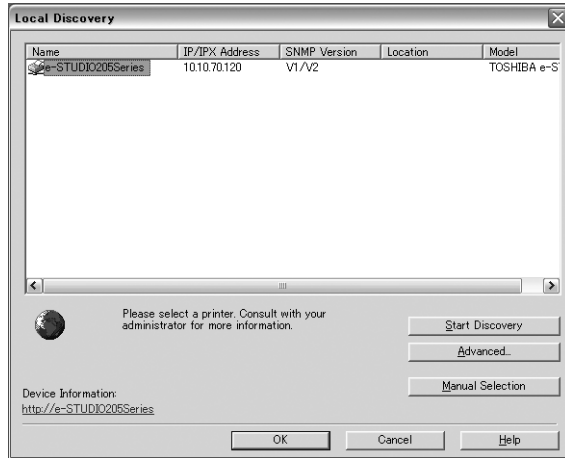
[SNMP Settings]

This is not supported by this equipment.

- 3 Click [OK].

The entered device name is added to the list in the Local Discovery dialog box.

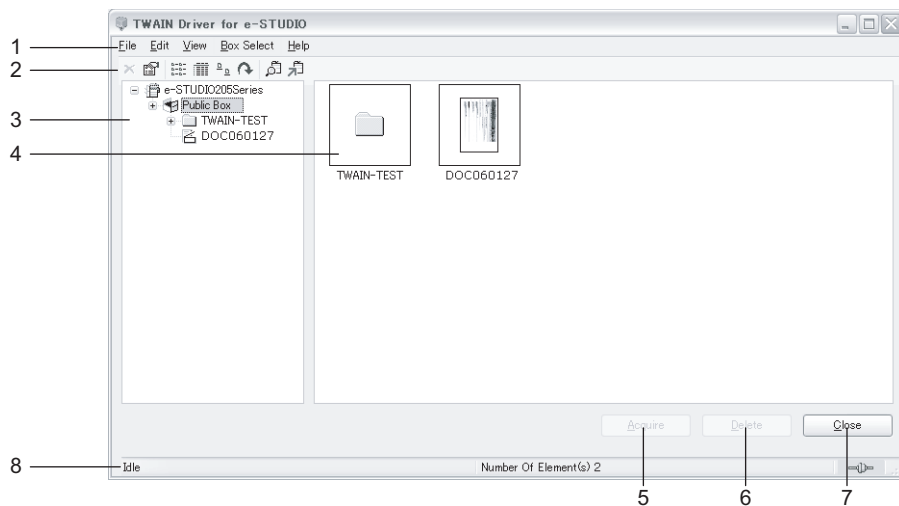
4 Select this equipment and then click [OK].



Connect with this equipment. A window for TWAIN driver appears.

How to Use the Main Window

When you access the TWAIN driver, the Main window for the TWAIN driver appears and lets you perform various functions more than retrieving Box documents in the Main window.



1) Menu Bar

You can select various functions from the menu.

File menu:

- **Acquire** — Click this menu to download a document, or pages of a document, into an application.
- **Delete** — Click this menu to delete selected pages or documents.
📖 P.54 “Deleting Box documents”
- **Properties** — Click this menu to display the properties of a selected page or document.
📖 P.55 “Displaying the Box, Folder, Document and Page Properties”
- **Close** — Click this menu to close the TWAIN driver Main window.

Edit menu:

- **Select All** — Click this menu to select all pages displayed in the Content window. This is available only when you select a document in the Tree window.
- **Shrink To Half *** — Click this menu to change resolution of the e-Filing documents to 300x300 dpi that are originally stored in 600x600 dpi. This feature is only available for the documents that are originally stored to the e-Filing by the Copy to e-Filing or Print to e-Filing feature. When the check mark is displayed in this menu, all documents will be retrieved in 300x300 dpi. You can cancel shrinking to half by clicking on this menu again.
* This function is not available for this equipment.

View menu:

- **List** — Click this menu to display the List view in the Content window.
- **Details** — Click this menu to display the Details view in the Content window.
- **Thumbnail Size** — Click a desired thumbnail size from “Small”, “Medium”, and “Large”. This menu is only available when you display the Thumbnail view.
- **Arrange Icons** — Click a desired arrangement for the view from “By Name”, “By Date”, “By Type”, and “By Size”.
- **Refresh** — Click this menu to update the information in the Content window.

Box Select menu:

- **Device Discovery** — Click this menu to add a new connection to the equipment in a network and display the Local Discovery dialog box.
📖 P.59 “Adding a new device using network discovery”

- **Select e-STUDIO** — Click this menu to change the target device when retrieving Box documents.

 P.59 “Changing the target device for retrieving Box documents”

Help

- **Help** — Click this menu to display Online Help.
- **About** — Click this menu to display the version information.

2) Tool Bar

The tool bar displays icons for performing “Delete”, “Properties”, “List”, “Details”, “Thumbnail”, “Refresh”, “Device Discovery”, and “Select e-STUDIO”.

3) Tree window

This displays the boxes, folders, and documents in tree view. The contents of boxes, folders and documents are displayed in the contents window when they are clicked and opened.

4) Contents windows

This displays the contents such as folders, documents, and pages of the object you select in the tree window.

5) [Acquire]

Click this to import the selected document or pages into the TWAIN compliant application.

6) [Delete]

Click this to delete the selected documents or pages.

7) [Close]

Click this to exit the TWAIN driver.

8) Status Bar

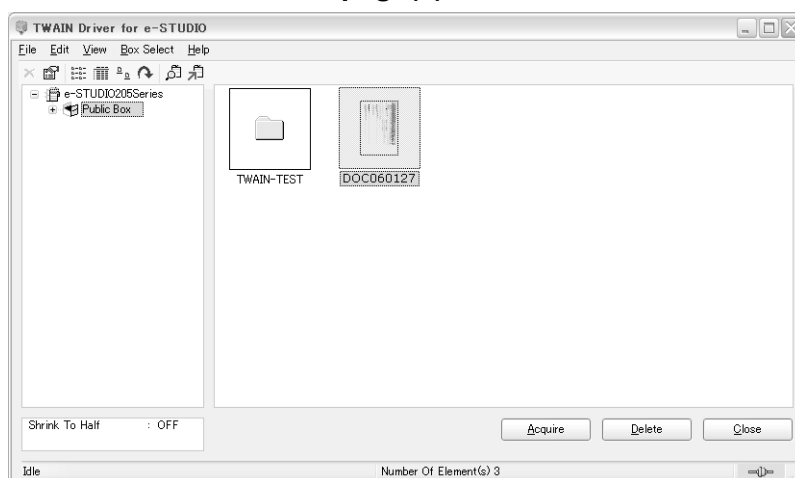
This displays the communication status, number of pages or the document that you selected, and the IP address of the equipment to be connected.

Deleting Box documents

You can delete a document or page(s) in a document from Box using the TWAIN driver Main window.

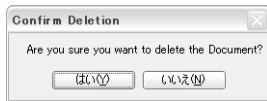
Deleting documents from the Box

1 Select the document or page(s) to be deleted and click the [Delete].



The Confirm Deletion dialog box appears.

2 Click [Yes].



The selected document or page(s) is deleted.

Note

If documents are not deleted manually, they remain in memory for 7 days and then deleted automatically.

Folders cannot be deleted manually. Only when there is no file in the folder, it will be deleted automatically in the following conditions:

- When 7 days have passed since the creation of the folder (After this first deletion, the equipment checks every 7 days if there is any folder.)
- When the template for creating the folder is deleted

Displaying the Box, Folder, Document and Page Properties

The Box, Folder, Document, and Page Information dialog box can be displayed by selecting a box, folder, document or page and click [Properties] in the [File] menu.

P.55 “Box properties”

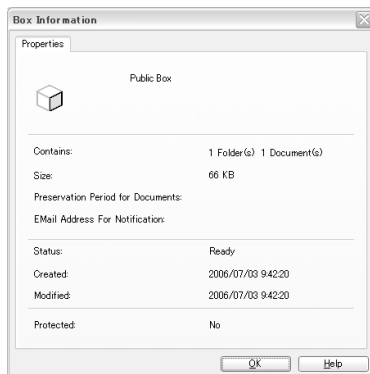
P.56 “Folder properties”

P.57 “Document and Page properties”

P.58 “Page properties”

Box properties

In the Box Information dialog box, you can see the following information about the selected box.



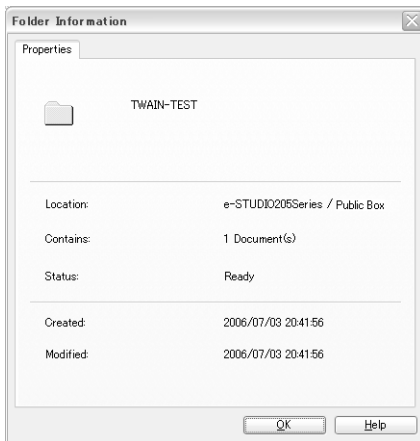
- Contains — Number and type of contents in the box.
- Size — Total size of contents in the box.
- Preservation Period for Documents — The number of days to retain the document before deleting it automatically. This function is not available for this equipment.
- EMail Address For Notification — Email address that the notification will be sent to. This function is not available for this equipment.
- Status — “Ready” means a box is ready to edit or to be deleted. “Busy” means a box cannot be modified or deleted.
- Created — Date the box was created.
- Modified — Date the box was previously modified.
- Protected — “Yes” means this box is protected by a password. This function is not available for this equipment.

Folder properties

In the Folder Information dialog box, you can see the following information about the selected folder.

Tip

A Folder can be created when performing Scan to TWAIN using a Template. To create folders, see "TWAIN Setting" in the *Setup Guide for Scanning Functions*.



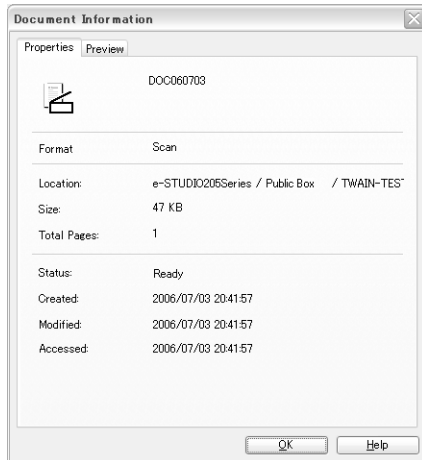
- Location — Path to the folder.
- Contains — Number of documents in the folder.
- Status — "Ready" means a folder is ready to edit or to be deleted. "Busy" means a folder cannot be modified or deleted.
- Created — Date the folder was created.
- Modified — Date the folder was previously modified.

Document and Page properties

In the Document Information or Page Information dialog box, you can see the following information about the selected document.

Property tab

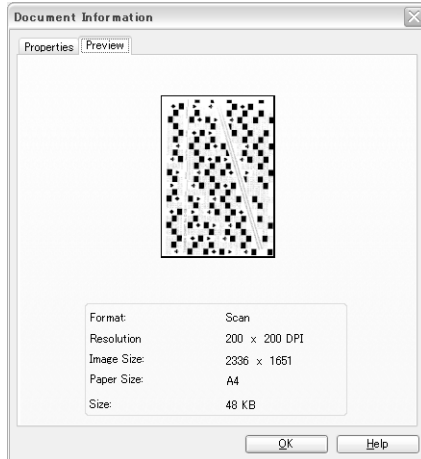
The Property tab is only displayed for the Document Information dialog box.



- **Format** — How the document is saved.
- **Location** — Path to the Box where the document is saved.
- **Size** — Size of the document.
- **Total Pages** — Number of pages in the document.
- **Status** — “Ready” means a document is ready to download. “Busy” means a document cannot be downloaded or deleted.
- **Created** — Date and time a document is created.
- **Modified** — Date and time a document is previously modified.
- **Accessed** — Date and time a document is previously accessed.

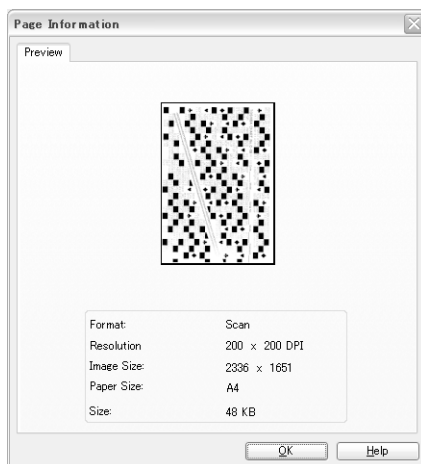
Preview tab

The Preview tab displays the thumbnail of a selected page. When you are displaying the document properties, it displays the thumbnail of the first page of the document. The information in the Preview tab of the Document Information dialog box and Page Information dialog box is the same.



- Format — How the document is saved.
- Resolution — Resolution of the first page.
- Image Size — Pixel size of the first page.
- Paper Size — Paper size of the first page.
- Size — Data size of the first page.

Page properties



- Format — How the document is saved.
- Resolution — Resolution of the page.
- Image Size — Pixel size of the page.
- Paper Size — Paper size of the page.
- Size — Data size of the page.

Adding a new device using network discovery

You can add a new connection to other equipment by searching the equipment in your network. This enables you to add several devices that you can connect using the TWAIN driver. To add a new connection, click the [Box Select] menu and select [Device Discovery]. The Local Discovery dialog box appears and discovers the devices in your network to add a new connection. For further instruction on how to discover the devices using the Local Discovery dialog box, see the following section.

 P.48 “Using TWAIN Driver for the First Time”

Tip

After you add other devices in the connection list, you can change the target equipment by selecting the [Select e-STUDIO] command under the [Box Select] menu.

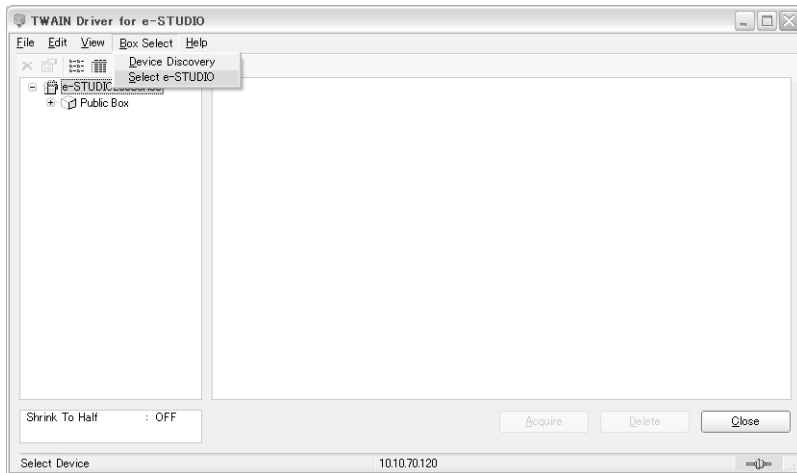
 P.59 “Changing the target device for retrieving Box documents”

Changing the target device for retrieving Box documents

If you have added more than one device to connect, you can change the target device for retrieving Box documents using the TWAIN driver.

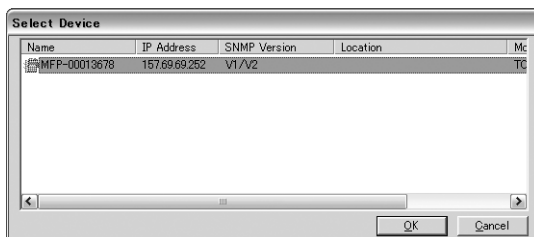
Selecting the target device for retrieving Box documents

1 Click the [Box Select] menu and select [Select e-STUDIO].



The Select Device dialog box appears.

2 Select the name of the equipment that you want to connect to, and click [OK].



The target device has been changed to the selected equipment.

5

TEMPLATE

This section explains the template function. You can register the scanning settings, which are frequently used, to a one touch key and recall the settings by pressing one button.

Template	62
Procedure for Operating Templates	63

Template

A template in which image density, resolution, rotation and file format are set to the scanning functions can be registered to a one touch key.

You can perform desired scanning operation by placing an original on the original glass, Automatic Document Feeder (Optional) or Reversing Automatic Document Feeder (Optional) and pressing a one touch key to which the template is registered.

Tips

- To enable the template function, you need to set the template setting in the equipment to ON. See the **Setup Guide for Scanning Functions** for details.
- Templates can be created in TopAccess. (e.g.: Scan to Email in which the address is specified) See the **Setup Guide for Scanning Functions** for details.
- Up to 10 templates can be created and registered to one touch keys from 66 to 75.
- When the template function is set to ON, only 65 one touch keys from 1 to 65 can be registered for the address.

Procedure for Operating Templates

1 Place the original(s).

Tips

- For placing the originals, see the **Operator's Manual for Copying Functions**.
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.

2 Press the [SCAN] button



3 Press the one touch key to which the template to be used is registered and press the [START] button.

P.22 “One touch keys 1 to 75”

When the one touch key is pressed, the screen for confirming the template name is displayed for approx. 2 seconds.

While this screen appears, the operation does not start even though the [START] button has been pressed.

If the template is not registered in the corresponding one touch key, the message for notifying this state will appear for approx. 2 seconds.

TEMPLATE NUMBER

TEMPLATE 1
1:SCAN TO Email
2:

Tips

- Templates can be registered to one touch keys from 66 (template 1) to 75 (template 10).
- Originals are scanned with the settings registered to a template if they are placed on the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional).
- If originals are placed on the original glass, perform the procedure from Step 4.
- When the equipment cannot detect the original size, the original size selecting screen appears. Select the original size using the or button and then press the [ENTER] button.

Select original size
1.LT
2.LD
3.LT-R

- A/B series of the paper sizes are displayed depending on the original size.

Select original size	
1.A4	▲
2.A3	▢
3.B5	▼

- Scanning of the originals will start.

Processing	
JOB NUMBER	:029
SCANNING PAGE	:001

- 4** If there are more originals, place the next one on the original glass. Select "YES" using the ▲ or ▼ button and press the [ENTER] button.

SCAN NEXT ORIGINAL?	
1.YES	▲
2.NO	▼

Tip

Repeat Step 4 until all the originals have finished being scanned.

- 5** If there are no more originals, select "NO" using the ▲ or ▼ button.

6

INTERNETFAX

This section describes about how to transmit the InternetFax, and how to receive an InternetFax and Email with an attached file.

About InternetFax	66
Precaution for Internet Transmission	67
Transmitting InternetFax	68
Receiving InternetFax.....	71
Receiving automatically	71
Receiving manually	72

About InternetFAX


You can perform the InternetFAX function that provides the ability to transmit a scanned original as an Email, with an attached TIFF-FX (Profile S) file. Since an Internet line is used instead of the public switched telephone networks, the communication cost can be reduced.

In this function, an Email address is specified in place of a phone number to transmit a scanned original to the InternetFAX equipment or the client computers.

When the InternetFAX is received, it is automatically output like regular Fax.

This equipment can transmit a file of up to 5MB. In addition, you can split a large file into pieces and send them separately. The InternetFAX can be sent to up to 375 destinations at the same time.

Tips

- The Fax Kit (optional) is needed for the InternetFAX to function.
- It is necessary to configure the network settings for the Email transmission in order to use the InternetFAX functions. For the details about the scanning related network settings, see the **Setup Guide for Scanning Functions**. For other network settings, see the **Setup Guide for Printing Functions**.
- You can change the file fragmentation setting and text data of the InternetFAX using TopAccess. For details, see the **Setup Guide for Scanning Functions**.
- You can confirm the result of InternetFAX and other reports shown below. For the details, see  P.129 “Confirming scanning results”.
- In the tables below, the names of reports or lists displayed on the LCD screen are written first, and their names on the actual reports or lists are written next in parentheses.

Communication Report
<ul style="list-style-type: none"> • MEMORY TX REPORT (MEMORY TRANSMISSION REPORT) • MULTI-ADD REPORT (MULTI TRANSMISSION REPORT)

Precaution for Internet Transmission

Transmissions using the InternetFax function are the same as Email transmissions. Various functions to support data communications are available for the Internet communications. Also, there are various Internet specific troubles.

Before you start to use the InternetFax function, it is recommended that you read this section and understand the precautions for Internet transmission.

- The InternetFax sends a document to the Email server of Internet and it does not send via the PSTN* alike regular facsimile transmissions. Therefore, the transmission is considered to be completed when the document has been sent to the Email sever successfully.
- Internet transmission has low security. It is recommended that you use regular facsimile transmission when a confidential document is sent.
- It may take a considerable amount of time for the recipient to receive the document because of the line traffic in the Internet.
- If the document being transmitted has a large amount of data, it may not be successfully sent due to the configuration of the Email server.
- If the InternetFax is sent to multiple recipients at the same time and the header page is set to be printed on the recipient's devices, all recipient's addresses will be printed on the header page. If you want to secure the recipient information, send the InternetFax separately to each recipient rather than sending to multiple recipients at the same time.

* PSTN (Public Switched Telephone Network) is a global telephone system enables to communicate in worldwide using copper wires to transmit analog data.

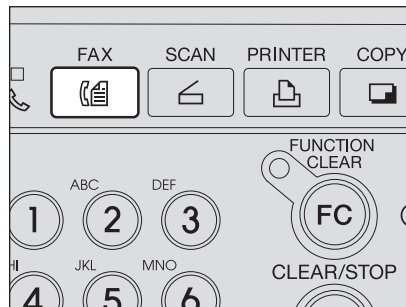
Transmitting InternetFax

1 Place the original.

Tips

- For placing the originals, see the *Operator's Manual for Copying Functions*.
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.
- Mixed originals cannot be transmitted.


2 Press the [FAX] button twice.



The InternetFax menu appears.

ENTER E-MAIL ADDRESS (192MAX) :
2006-08-20 11:56 M: 100%
RESOLUTION: 200dpi
COMM. OPTION ▼

3 Press the button to set the scanning conditions and press the [CANCEL] button.

If you do not change the scanning conditions, proceed to step 4 without pressing the  button.

1. DUPLEX SENDING : OFF ▲
▼

Tips

- The items that can be set with InternetFax and their default values are shown below.

Items	Default	Settings selectable
DUPLEX SENDING*1	Selected	OFF
		ON

*1 Enabled only when the Reversing Automatic Document Feeder (optional) is installed.

- The image mode and density can be changed. See the *Operator's Manual for Copying Functions* for details.

4 Specifying Destinations.



You can specify Email addresses for InternetFax by following methods:

```
ENTER E-MAIL ADDRESS (192MAX) :  
-----  
2006-08-20 11:56 M: 100%  
RESOLUTION: 200dpi  
-----  
COMM. OPTION ▼
```

- For the direct entry, see [P.84](#) “Direct entry with digital keys and QWERTY Keyboard”.
- For the one-touch entry, see [P.86](#) “Entry with one touch key”.
- For the abbreviated number entry, see [P.87](#) “Entry with abbreviated number”.
- For the search letter entry, see [P.88](#) “Alphabet search”.
- For the group number entry, see [P.89](#) “Entry with group number”.
- For the entry from sent history, see [P.90](#) “Entry from sent history”.
- For the entry from reception history, see [P.91](#) “Entry from reception history”.
- For the multi-address transmission, see [P.93](#) “Multi-address transmission”.

Tips

- The destination with the Email address not registered cannot be specified.
- When the original is placed in the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional), the equipment starts scanning and transmits it.
- If the original is placed on the original glass, perform the procedure from step 5.

- When the equipment cannot detect the original size, the original size selecting screen appears. Select the original size using the  or  button and then press the [ENTER] button.

```
Select original size  
-----  
1.LT  ▲  
2.LD    
3.LT-R  ▼
```

- A/B series of the paper sizes are displayed depending on the original size.

```
Select original size  
-----  
1.A4  ▲  
2.A3    
3.B5  ▼
```

- Scanning starts.

```
SCANNING TO MEMORY  
-----  
JOB NUMBER :029  
SCANNING PAGE :001  
RESIDUAL MEMORY :099%
```

- 5** If there are multiple originals, place the next one on the original glass, use the ▲ or ▼ button to select "YES", and then press the [OK] button.

SCAN NEXT ORIGINAL?	
1 . YES	▲
2 . NO	▼

Tip

Repeat step 5 until all the originals are scanned.

- 6** When there is no other original to be scanned, use the ▲ or ▼ button to select "NO", and then press the [OK] button to start the transmission.

ENTER E-MAIL ADDRESS (192MAX):	
2006-08-20 11:56	M: 099%
RESOLUTION: 200dpi	
COMM. OPTION ▼	

Tip

If the data size of the scanned images exceeds 5 MB, "Memory overflow" appears on the control panel and the scanning of the images stops. The data already scanned are processed automatically. To start the scanning of the remaining images, press the [FUNCTION CLEAR] button and then perform the operation again.

Receiving InternetFax

The equipment accesses the Email server at specified intervals to check whether any InternetFax/Email has been delivered. If an InternetFax/Email has been delivered, the equipment will automatically retrieve and print out the InternetFax/Email. The text data as well as attached files can be printed. Also, the InternetFax with the header can be printed.

When the [CHECK E-MAIL] button in the InternetFax mode is pressed, the equipment manually accesses the Email server to check whether any InternetFax/Email has been delivered. If an InternetFax/Email has been delivered, the equipment receives and prints out the InternetFax/Email.

When the large image file has been split and sent, the equipment will automatically restore the multiple files into the original state and print out.

The InternetFax with a header can also be received.

Images in the TIFF Profile S, TIFF Profile F or TIFF Profile J format can be received and printed. The resolution of the images must be either of 200 x 100, 150 x 150, 200 x 200, 200 x 400, 300 x 300 or 400 x 400 (dpi).

Tip

You can also set to forward the InternetFax/Email to another Email address when an error occurs.

For details, see the **Setup Guide for Scanning Functions**.

Note

An error occurs when an attached image file to be sent is larger than 6MB, or an image file attached to a received Email is in a format that cannot be printed with the equipment. You can set to print the report with the error message when an error occurs for Email printing. For details, see the **Setup Guide for Scanning Functions**.

In case when the split Email has been received and the data size after the restoration exceeds 30 MB, an error occurs and the first page will be printed out as an error log.

If the above error occurs, the received data are automatically deleted. Ask the sender to perform the transmission again with the size reduced.

Receiving automatically

The equipment can be set to check whether any InternetFax/Email has been delivered to the Email server at specified intervals automatically. (Default setting: every 5 minutes)

For setting the intervals to access the server (polling rate), see the **Setup Guide for Scanning Functions**.

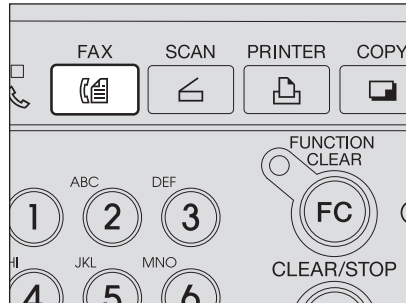
Tip

To automatically receive the InternetFax from the Email server, it is necessary to make the POP3 server settings. For details, see the **Setup Guide for Scanning Functions**.

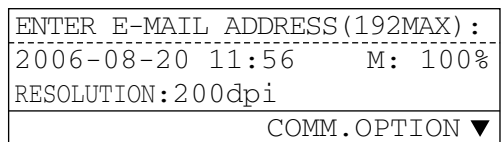
Receiving manually

Use this to manually access the Email server to check whether any InternetFax/Email has been delivered.

1 Press the [FAX] button twice.

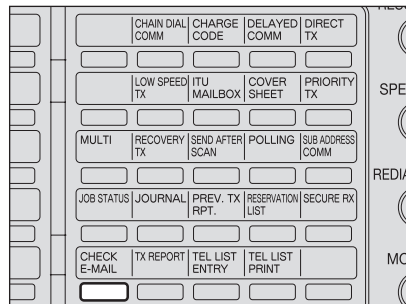


The InternetFax screen appears.



2 Press the [CHECK E-MAIL] button.

"Searching..." appears on the screen.



3 When an InternetFax/Email is received, "Printing" appears on the screen and the printing of the InternetFax/Email is started. When no InternetFax/Email is received, "No e-mail exist" appears on the screen for two seconds and the screen returns to the InternetFax screen.

Acceptable sizes of paper for InternetFax/Email RX printing are as follows: A3, A4, A5-R, B4, B5 and Folio (LG, LD, LT, ST-R and COMP)

If the acceptable size of paper is not set in the drawer when the InternetFax/Email is received, place paper of appropriate size on the bypass tray, and then print.

7

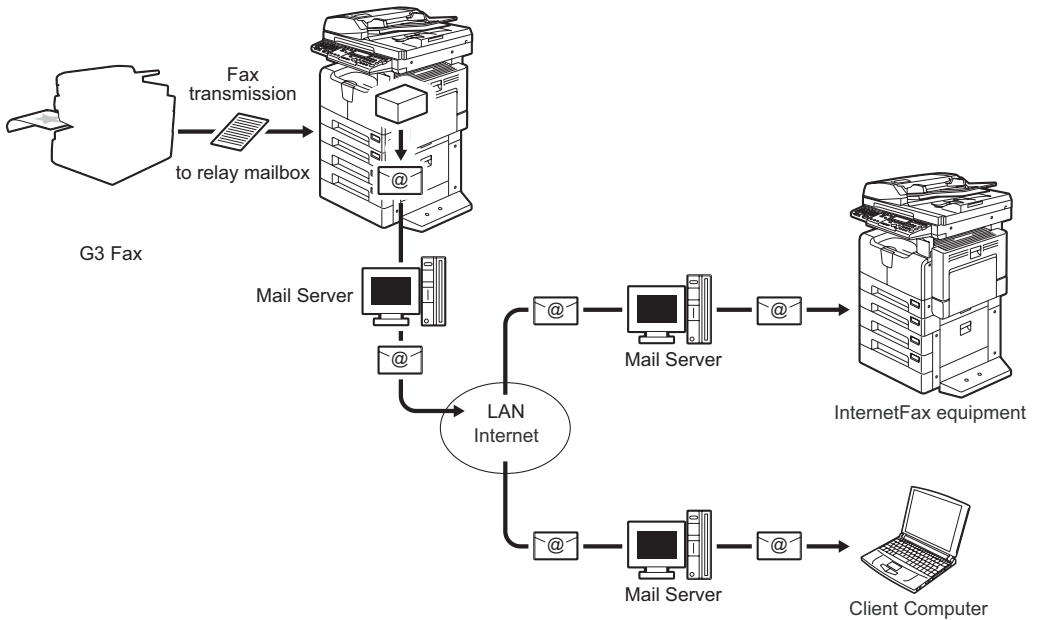
ONRAMP GATEWAY

This section describes the onramp gateway.

Onramp Gateway	74
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Onramp Gateway

This is a function to send received Fax data through a relay box in the equipment to an Email address, which is registered in this relay box, as an InternetFax.



This function enables you to send an InternetFax from a machine, which does not support the InternetFax function, to an address set in a machine which can receive only an InternetFax such as a computer without the modem installed.

To use the onramp gateway, either of the following settings is required.

1. The relay box for the transfer is set in the equipment.
The Fax is received on the condition that the sub address of the relay box is added to the Fax number of the equipment.
2. The InternetFax reception/transfer function is set in the equipment.
See the **Operator's Manual for Facsimile Function** and **Setup Guide for Scanning Functions** for details.

Tips

- The Fax Kit (optional) is required.
- InternetFax settings are required. See the **Setup Guide for Scanning Functions** for details.
- You can confirm the result of Onramp Gateway transmission/reception by printing journals and other lists and reports shown below. For the details, see P.129 "Confirmation with the communication journal".

Reception List	Communication Report
<ul style="list-style-type: none"> • LOCAL MAILBOX LIST • REMOTE MAILBOX LIST • RELAY RECEPTION LIST (RELAY STATION REPORT) 	<ul style="list-style-type: none"> • MEMORY TX REPORT (MEMORY TRANSMISSION REPORT) • MULTI-ADD REPORT (MULTI TRANSMISSION REPORT) • RELAY ORIGINATOR REPORT (RELAY TX ORIG. TERMINAL REPORT) • RELAY STATION REPORT (RELAY SEND RELAY STATION REPORT) • RELAY END REPORT (RELAY TX END STATION REPORT)

8

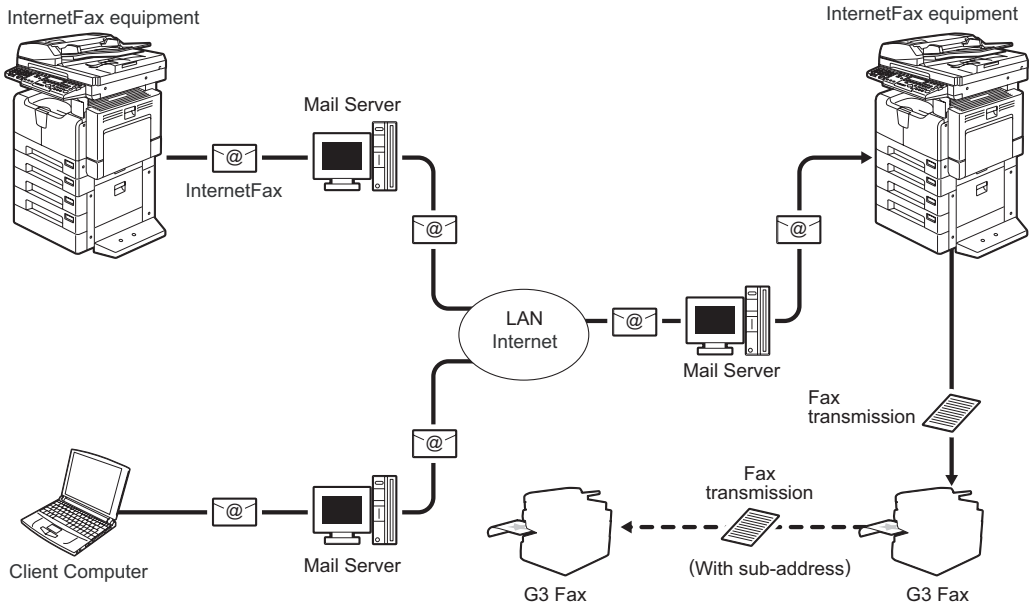
OFFRAMP GATEWAY

This section describes the offramp gateway.

Offramp Gateway	76
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Offramp Gateway

This is a function to send received InternetFax data to other Facsimiles as a Fax. The use of the public switched telephone networks can be minimized by means of this function, if the machines which receive the Fax do not support the InternetFax function.



Tips

- The Fax Kit (optional) is required.
- The network settings of the equipment are required. See the **Network Administration Guide for Scanning Functions** and the **Setup Guide for Scanning Functions** for details.
- When the host name of the equipment is "host1.toshibatec-ifax.com" on the DNS server, the address of the InternetFax to be sent needs to be in the following format.
 FAX=XXXXXXXXXXXX@host1.toshibatec-ifax.com
 * XXXXXXXXXXXX Telephone number to which a Fax is sent.
 See the **Operator's Manual for Facsimile Function**.
- You can confirm the result of Offramp Gateway transmission/reception by printing journals and other reports shown below. For the details, see P.129 "Confirmation with the communication journal".

Communication Report

- MEMORY-TX REPORT
(MEMORY TRANSMISSION REPORT)
- MULTI-ADD REPORT
(MULTI TRANSMISSION REPORT)


SCANNING FUNCTIONS SETUPS

This section describes how to change the various settings of the scanning functions.

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Rotating images	82

About Scanning Functions Settings

In the scanning functions, you can change each setting item such as resolution level.

When you have selected the desired scanning function, press a button for each item or the  button while "COMM. OPTION" appears on the screen.

Selectable items or their default settings may differ depending on the type of the scanning function you select. For the details, see the table below. After scanning is performed, the changed setting value returns to the default one.

Item name	SCAN TO E-MAIL	SCAN TO FILE	SCAN TO TWAIN
RESOLUTION	(200 dpi)	(200 dpi)	(200 dpi)
FILE NAME	-	(Initial file name)	-
FILE FORMAT	(PDF)	(PDF)	-
DESTINATION	-	*2	-
DUPLEX *1	(OFF)	(OFF)	(OFF)
MIXED ORIGINALS*1	(OFF)	(OFF)	(OFF)
ROTATION	(OFF)	(OFF)	(OFF)

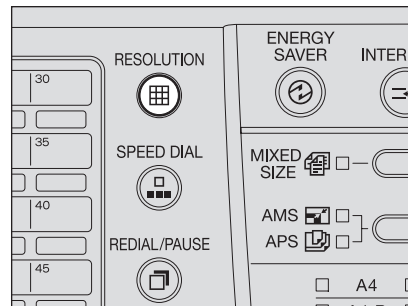
(): Default settings



*1 Available only when the Reversing Automatic Document Feeder (optional) is installed

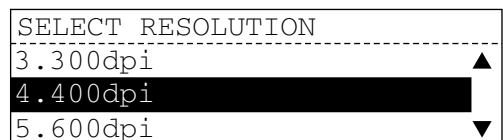
*2 A destination to store the files will be selected from either "REMOTE 1" or "REMOTE 2".

Changing resolution level

- 1 Press the [RESOLUTION] button.



- 2 Select the desired resolution level using the  or  button and then press the [ENTER] button.



Entering file names

- 1 Press the  button.
Items selectable appear.


```
TO FILE (REMOTE1)
-----
2006-08-20 11:56      M: 100%
RESOLUTION:200dpi
COMM.OPTION ▼
```

- 2 Select "FILE NAME" using the  or  button and then press the [ENTER] button.

```
1.FILE NAME ▲
2.FILE FORMAT      :PDF
3.DESTINATION      :REMOTE1
4.DUPLEX           :OFF ▼
```

- 3 Enter a file name and press the [ENTER] button.

Up to 64 letters can be entered. The procedure for entering file names is the same as the one for entering Email addresses.

 P.100 "Entering Email addresses"

```
FILE NAME
-----
ENTER FILE NAME (MAX64) :
DOC060820
```

Tips

- When the file name entry screen is displayed, "DOCYMMDD.xxx" (YMMDD is the date) normally appears by default, and at the time of using a template, the file name set in advance appears. If the file name is not changed, press the [ENTER] button. If the same file name exists in the folder specified, a three-digit number will be added to the end of the name in order. (E.g.: DOCYMMDD-001.xxx)
- The following symbols cannot be entered. Also, spaces cannot be added before the file name.
[] * ? / \ " | < > , ; = +

Changing file format

- 1 Press the  button.
Items selectable appear.

```
ENTER E-MAIL ADDRESS(192MAX) :
-----
2006-08-20 11:56      M: 100%
RESOLUTION:200dpi
COMM.OPTION ▼
```

- 2 Select "FILE FORMAT" using the  or  button and then press the [ENTER] button.

```
1.FILE FORMAT      :PDF ▲
2.DUPLEX           :OFF
3.MIXED ORIGINALS :OFF
4.ROTATION         :OFF ▼
```

- 3** Select "PDF", "MULTI PAGE TIFF" or "SINGLE PAGE TIFF" using the ▲ or ▼ button and then press the [ENTER] button.

When "PDF" or "MULTI PAGE TIFF" is selected, the scanned images will be stored as a file with multiple pages.

When "SINGLE PAGE TIFF" is selected, the scanned images will be stored as a file with a page in the folder created automatically.

FILE FORMAT
1. PDF ▲
2. MULTI PAGE TIFF
3. SINGLE PAGE TIFF ▼

Changing destination to store files

- 1** Press the ▼ button.
Items selectable appear.

TO FILE (REMOTE1)
2006-08-20 11:56 M: 100%
RESOLUTION: 200dpi
COMM. OPTION ▼

- 2** Select "DESTINATION" using the ▲ or ▼ button and then press the [ENTER] button.

1. FILE NAME ▲
2. FILE FORMAT : PDF
3. DESTINATION : REMOTE1
4. DUPLEX : OFF ▼

- 3** Select "REMOTE 1" or "REMOTE 2" using the ▲ or ▼ button and then press the [ENTER] button.

For instructions for setting a folder to store files in "REMOTE 1" or "REMOTE 2", see the *Setup Guide for Scanning Functions*.

DESTINATION
1. REMOTE1 ▲
2. REMOTE2 ▼



Scanning 2-sided originals

- 1** Press the  button.
Items selectable appear.

ENTER E-MAIL ADDRESS(192MAX): ----- 2006-08-20 11:56 M: 100% RESOLUTION:200dpi ----- COMM.OPTION ▼

- 2** Select "DUPLEX" using the  or  button and then press the [ENTER] button.

1.FILE FORMAT :PDF ▲
2.DUPLEX :OFF
3.MIXED ORIGINALS :OFF
4.ROTATION :OFF ▼



- 3** Select "BOOK" or "TABLET" using the  or  button and then press the [ENTER] button.

DUPLEX
1.OFF ▲
2.BOOK
3.TABLET ▼



Scanning mixed sized originals

- 1** Press the  button.
Items selectable appear.

ENTER E-MAIL ADDRESS(192MAX): ----- 2006-08-20 11:56 M: 100% RESOLUTION:200dpi ----- COMM.OPTION ▼

- 2** Select "MIXED ORIGINALS" using the  or  button and then press the [ENTER] button.

1.FILE FORMAT :PDF ▲
2.DUPLEX :OFF
3.MIXED ORIGINALS :OFF
4.ROTATION :OFF ▼

- 3** Select "ON" using the  or  button and then press the [ENTER] button.
Select "OFF" to disable the mixed sized original option.

MIXED ORIGINALS
1.OFF ▲
2.ON

4 Place the originals of the same width and then perform the transmission operation.

The following combinations of originals are possible for the mixed sized original function:

- A3 and A4
- B4 and B5
- A4-R and FOLIO
- LD and LT
- LG and LT-R

Tip

For how to place the originals, see the *Operator's Manual for Copying Functions*.

Notes

- The mixed sized originals function is valid only when the Reversing Automatic Document Feeder (optional) has been installed.
- Originals of different width cannot be placed.

Rotating images

1 Press the button.

Items selectable appear.

ENTER E-MAIL ADDRESS(192MAX):	
2006-08-20 11:56	M: 100%
RESOLUTION:200dpi	
COMM.OPTION ▼	

2 Select "ROTATION" using the or button and then press the [ENTER] button.

1.FILE FORMAT	:PDF	▲
2.DUPLEX	:OFF	
3.MIXED ORIGINALS	:OFF	
4.ROTATION	:OFF	▼

3 Select "ON" or "OFF" using the or button and then press the [ENTER] button.

When you select "ON", an image on the original placed in the A4-R direction will be rotated to the A4 direction.

ROTATION		
1.  → 	OFF	▲
2.  → 	ON	▼

10

SPECIFYING DESTINATIONS


This section describes how to specify destinations in the Scan to Email and InternetFax functions.

About Specifying Procedure of Destinations.....	84
Direct entry with digital keys and QWERTY Keyboard	84
Entry with one touch key	86
Entry with abbreviated number	87
Alphabet search	88
Entry with group number	89
Multi-address transmission	93
Confirming Destinations Specified	95
Confirming destinations specified	95
Deleting destinations specified.....	95
Modifying destinations specified	96

About Specifying Procedure of Destinations

In the Scan to Email and InternetFax functions, you need to specify the desired destinations of the data. Select the entry method best suited to your use for specifying.

Tips

- You can enter up to 192 letters.
- When you specify them with one touch keys, abbreviated numbers, or alphabet search or group numbers, you need to previously register the information of destinations in the address book of this equipment, because these methods require the address book function. For registering the information in the address book, see  P.100 "Registering in Address Book".


Direct entry with digital keys and QWERTY Keyboard

This method allows you to enter the Email addresses of destinations directly at the time of Email or InternetFax transmission.

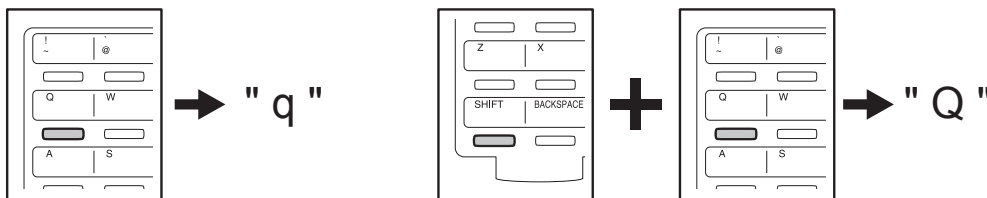
You can enter Email addresses by pressing buttons on the flip panel while "ENTER E-MAIL ADDRESS (192MAX)" is displayed on the screen.

Turn both of the two tab pages of the flip panel on the External Keyboard (optional) to enter letters of the alphabet and symbols. Enter digits with the digital keys.

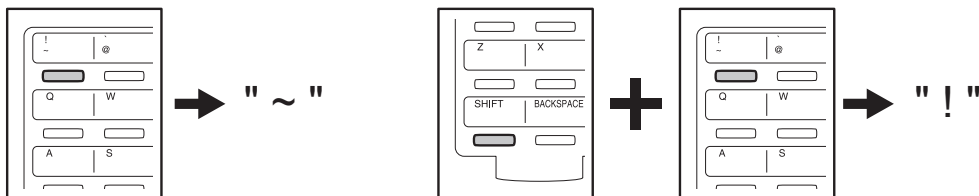
 P.18 "Control panel"

 P.24 "Keyboard"

If you press a button with a letter of the alphabet on it, a small letter is entered. If you press a button with a letter of the alphabet on it while holding down the [SHIFT] button, a capital letter is entered.



Symbols are displayed in upper and lower cases. If you press a button with symbols on it, a symbol displayed in the lower case is entered. If you press a button with symbols on it while holding down the [SHIFT] button, a symbol displayed in the upper case is entered.



1 Enter the Email address with digital keys and QWERTY keyboard.

✉ user01@toshibatec.com
2006-08-20 11:56 M: 100%
RESOLUTION:200dpi

2 Press the [START] button.

Tip

When you want to enter more than one Email address, or when the multiple destinations contains an Email address that has been entered directly, press the [MULTI] button, and then enter an Email address.

📖 P.93 "Multi-address transmission"

Entry with one touch key

This method allows you to send an Email or an InternetFax by pressing only one key to Email addresses previously registered on one touch keys from 1 to 75.

 P.22 "One touch keys 1 to 75"

Press the desired one touch key while "ENTER E-MAIL ADDRESS (192MAX)" is displayed on the screen.

ONE TOUCH NUMBER	


ONE TOUCH:	01
L.A Office	

The one touch key number and the name registered on this number are displayed for approx. two seconds on the message LCD screen.

Tips

- You can specify only one destination.
- To specify the destination with a one touch key, the Email address of the destination and the one touch key number must be previously registered in the address book. Select the desired one touch key from 1 to 75. *1


*1 When the template function is enabled, select the desired one touch key from 1 to 65.

 P.100 "Registering in Address Book"

- If the pressed one touch key has no destination registered, an alarm buzzer sounds and "Number not listed" appears on the message LCD screen. In this case, the screen returns to the one with "ENTER E-MAIL ADDRESS (192MAX)" after approx. two seconds. Then press the correct one touch key on which the destination is registered.

ONE TOUCH NUMBER	

ONE TOUCH:	15
Number not listed	

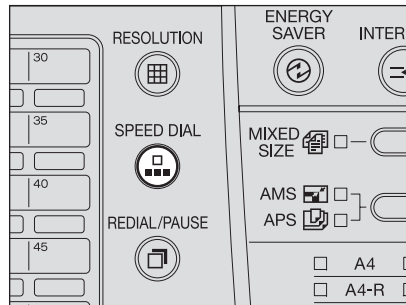
- You can confirm destinations registered on the one touch keys by printing the ONE TOUCH NUMBER INFORMATION list.
-  P.124 "Destination lists"

Entry with abbreviated number

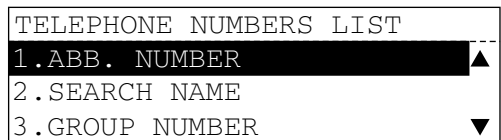
This method allows you to send an Email or an InternetFax by using a 3-digit abbreviated number to an Email address previously registered on the abbreviated number.

Specify the destination with the abbreviated number while "ENTER E-MAIL ADDRESS (192MAX)" is displayed on the screen.

1 Press the [SPEED DIAL] button.

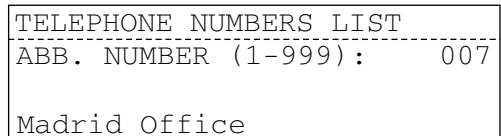


2 Select "1. ABB. NUMBER" using the \uparrow or \downarrow button and then press the [ENTER] button.



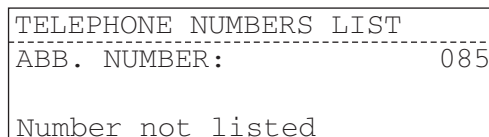
3 Key in the desired abbreviated number and then press the [ENTER] or [START] button.

The abbreviated number and the name registered on this number are displayed for approx. two seconds on the message LCD screen.



Tips

- You can specify only one destination.
- To specify the destination with an abbreviated number, the Email address of the destination and the abbreviated number must be previously registered in the address book. Select the desired 3-digit abbreviated number from 1 to 999. Up to 300 abbreviated numbers can be registered.
[P.100 "Registering in Address Book"](#)
- If the abbreviated number keyed in has no destination registered, an alarm buzzer sounds and "Number not listed" appears on the message LCD screen. In this case, the screen returns to the abbreviated number entry screen after approx. two seconds. Then key in the correct abbreviated number on which the destination is registered.



- You can confirm destinations registered on the abbreviated numbers by printing the ABBREVIATED TEL NUMBER list.

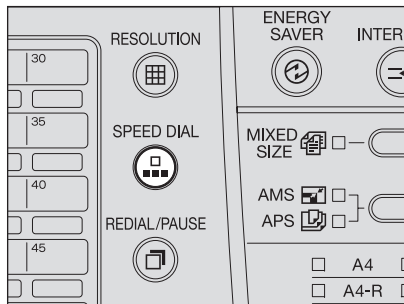
[P.124 "Destination lists"](#)

Alphabet search

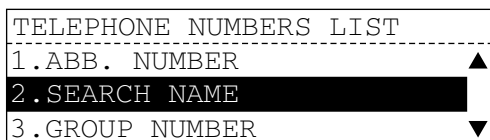
This method allows you to send an Email or an InternetFax by searching the name of the destination.

Search and specify the destination while "ENTER E-MAIL ADDRESS (192MAX)" is displayed on the screen.

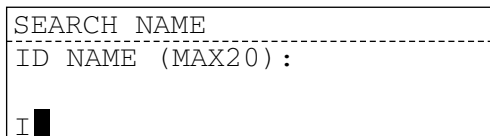
- 1 Press the [SPEED DIAL] button.



- 2 Select "2. SEARCH NAME" using the ▲ or ▼ button and then press the [ENTER] button.

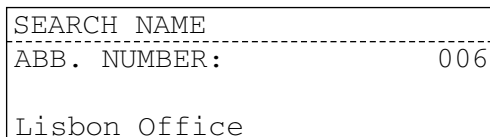
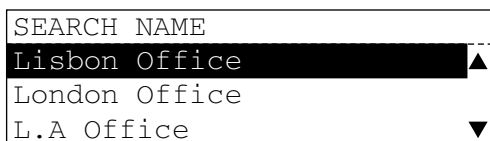


- 3 Enter the search letter of the search name and then press the [ENTER] button.



- 4 Select the desired destination using the ▲ or ▼ button and then press the [ENTER] or [START] button.

The abbreviated number and the name registered on this number are displayed for approx. two seconds on the message LCD screen.



Tips

- You can specify only one destination.
- If no destinations with the entered search letter registered are found, an alarm buzzer sounds and "Name not found" appears on the message LCD screen. In this case, the screen returns to the search letter entry screen after approx. two seconds. Then enter the correct search letter of the destination.

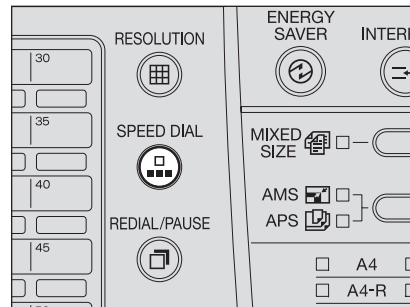
SEARCH NAME
p
Name not found

Entry with group number

This method allows you to send an Email or an InternetFax by specifying a group number in which more than one destination is previously registered. Use this when you send the same original to more than one destination.

Specify the destination by keying in its group number while "ENTER E-MAIL ADDRESS (192MAX)" is displayed on the screen.

- 1 Press the [SPEED DIAL] button.**



- 2 Select "3. GROUP NUMBER" using the ▲ or ▼ button and then press the [ENTER] button.**

TELEPHONE NUMBERS LIST	
1.ABB. NUMBER	▲
2.SEARCH NAME	
3.GROUP NUMBER	▼

Tip

Select "1. SEARCH NAME" if you are registering the Email address into the one touch key or abbreviated number.

ABB. NUMBER	001
1. SEARCH NAME	▲
2.SENT HISTORY	
3.RECEPTION HISTORY	▼

ONE TOUCH KEY	05
1. SEARCH NAME	▲
2.SENT HISTORY	
3.RECEPTION HISTORY	▼

3 Key in the group number and then press the [ENTER] or [START] button.

The group number and the name registered on this number are displayed for approx. two seconds on the message LCD screen.

```
TELEPHONE NUMBERS LIST
-----
GROUP NUMBER:          0001

U.S. Division
```

Tips

- When the Fax Kit (optional) has been installed, specify a group whose type is "E-MAIL ADDRESS" for the destination.
- You can specify only one group per transmission but up to 375 destinations can be registered in one group.
 📖 P.100 "Registering in Address Book"
- If the group number keyed in is not registered, an alarm buzzer sounds and "Number not listed" appears on the message LCD screen. In this case, the screen returns to the group number entry screen after approx. two seconds. Then key in the correct group number registered.

```
TELEPHONE NUMBERS LIST
-----
GROUP NUMBER:          0088

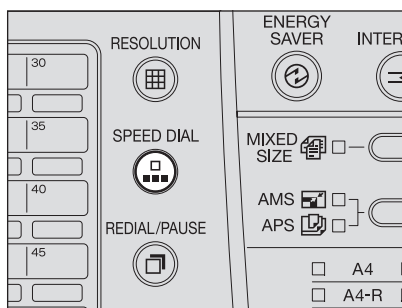
Number not listed
```

- You can confirm destinations registered in each group by printing the GROUP NUMBER INFORMATION list.
 📖 P.124 "Destination lists"

Entry from sent history

This method allows you to select the desired destination from the list of destinations you have ever sent from this equipment. Up to 20 destinations are displayed at once.

1 Press the [SPEED DIAL] button.



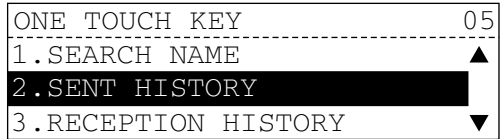
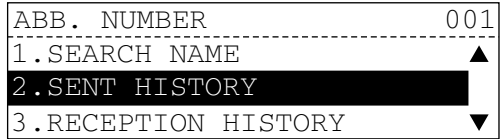
2 Select "4. SENT HISTORY" using the ▲ or ▼ button and then press the [ENTER] button.

The transmission history will be displayed.

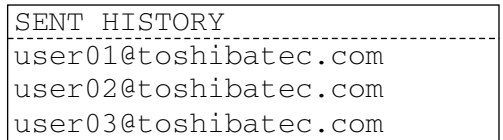
```
TELEPHONE NUMBERS LIST
-----
3.GROUP NUMBER          ▲
4.SENT HISTORY          ██████████
5.RECEPTION HISTORY     ▼
```

Tip

Select "2. SENT HISTORY" if you are registering the destination into the one touch key or the abbreviated number.

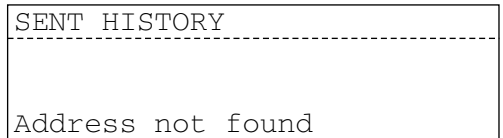


3 Select the destination using the ▲ or ▼ button and then press the [ENTER] or [START] button.



Tips

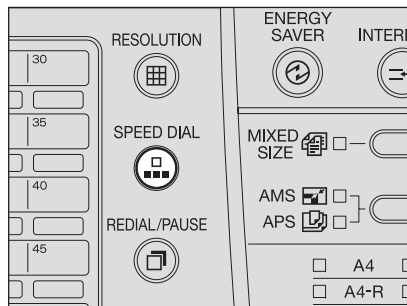
- If the transmission history includes no Email or InternetFax destinations, an alarm buzzer sounds and "Address not found" appears on the message LCD screen. In this case, the screen returns to the TELEPHONE NUMBERS list screen after approx. two seconds. Select the destination in other methods.
- Transmission cannot be performed by selecting the abbreviated number.



Entry from reception history

This method allows you to select the desired destination from the list of destinations you have ever received at this equipment. Up to 20 destinations are displayed at once.

1 Press the [SPEED DIAL] button.



2 Select “5. RECEPTION HISTORY” using the ▲ or ▼ button and then press the [ENTER] button.

The reception history will be displayed.

```
TELEPHONE NUMBERS LIST
-----
3.GROUP NUMBER      ▲
4.SENT HISTORY
5.RECEPTION HISTORY ▼
```

Tip

Select “3. RECEPTION HISTORY” if you are registering the destination into the one touch key or abbreviated number.

```
ABB. NUMBER 001
-----
1.SEARCH NAME      ▲
2.SENT HISTORY
3.RECEPTION HISTORY ▼
```

```
ONE TOUCH KEY 05
-----
1.SEARCH NAME      ▲
2.SENT HISTORY
3.RECEPTION HISTORY ▼
```

3 Select the destination using the ▲ or ▼ button and then press the [ENTER] or [START] button.

```
RECEPTION HISTORY
-----
user01@toshibatec.com
user02@toshibatec.com
user03@toshibatec.com
```

Tip

If the reception history includes no Email or InternetFax destinations, an alarm buzzer sounds and “Address not found” appears on the message LCD screen. In this case, the screen returns to the TELEPHONE NUMBERS LIST screen after approx. two seconds. Select the destination in other methods.

```
RECEPTION HISTORY
-----

Address not found
```

Multi-address transmission

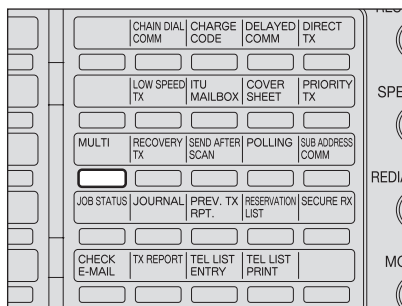
This method allows you to send an Email or an InternetFax to more than one destination per transmission. You can select any of one-touch entry, abbreviated number entry, search letter entry or group number entry in combination, or enter the desired Email addresses directly. In this method you can specify up to 375 destinations per transmission.

Specify the destinations while "ENTER E-MAIL ADDRESS (192MAX)" is displayed on the screen.

Tip

Destinations to which only telephone numbers are registered cannot be specified.

1 Press the [MULTI] button.



The multi-address destination selecting screen appears.

MULTI GROUP	000


ENTER E-MAIL ADDRESS OR, PRESS SPEED DIAL OR ONE TOUCH KEY	

2 Specify the destinations.

- For the direct entry, see [P.84](#) "Direct entry with digital keys and QWERTY Keyboard".
- For the one-touch entry, see [P.86](#) "Entry with one touch key".
- For the abbreviated number entry, see [P.87](#) "Entry with abbreviated number".
- For the search letter entry, see [P.88](#) "Alphabet search".
- For the group number entry, see [P.89](#) "Entry with group number".
- For the entry from sent history, see [P.90](#) "Entry from sent history".
- For the entry from reception history, see [P.91](#) "Entry from reception history".

3 When the destination has been specified, the multi-address destination confirmation screen appears. To add more destinations, select "NEXT DESTINATION" using the ▲ or ▼ button and then press the [ENTER] button.

MULTI GROUP	001
NEXT DESTINATION	▲
REVIEW LIST	
COMPLETE	▼

- Repeat steps 2 and 3 to specify all destinations. When you finish specifying all destinations, go to step 4.
- To modify or delete the destination already specified, see  P.115 "Confirming destinations specified".

4 When you finish specifying all destinations, select "COMPLETE" using the ▲ or ▼ button and then press the [ENTER] or [START] button.

Confirming Destinations Specified

Use this to confirm, delete and correct the specified destination for Multi-address Transmission (Broadcasting). Select an item to be performed in the "MULTI GROUP" screen.

Confirming destinations specified

- 1 Select "REVIEW LIST" using the ▲ or ▼ button in the multi-address destination confirmation screen, and then press the [ENTER] button.

MULTI GROUP	003

NEXT DESTINATION	▲
REVIEW LIST	▼
COMPLETE	▼

- 2 All the destinations specified appear. Confirm them one by one using the ▲ or ▼ button.

Press the [CANCEL] button to return to the multi-address destination confirmation screen.

001. L.A Office	▲
002. New York Office	
003. Miami Office	▼

DELETE	◀ ▶
MODIFY	

Deleting destinations specified

- 1 Select "REVIEW LIST" using the ▲ or ▼ button in the multi-address destination confirmation screen, and then press the [ENTER] button.

MULTI GROUP	003

NEXT DESTINATION	▲
REVIEW LIST	▼
COMPLETE	▼

- 2 All the destinations specified appear. Select the destination you want to delete using the ▲ or ▼ button, and then press the ◀ button.

001. L.A Office	▲
002. New York Office	▼
003. Miami Office	▼

DELETE	◀ ▶
MODIFY	

- 3 Select "1. YES" using the ▲ or ▼ button and then press the [ENTER] button.

To cancel the deletion, select "2. NO" and then press the [ENTER] button.

DELETE?	

ONE TOUCH	02
1. YES	▲
2. NO	▼

- 4** A screen for confirming the deleted destination is displayed for approx. two seconds, and then the screen returns to the multi-address destination selecting screen.

```
MULTI GROUP 002
-----
ONE TOUCH: 02
New York Office
Deleted
```

```
001. L.A Office ▲
002. Miami Office ▼
-----
DELETE ◀▶ MODIFY
```

To continue the deletion, repeat the procedure from step 2.
To finish the deletion, press the [CANCEL] button. The screen returns to the multi-address destination confirmation screen.

Modifying destinations specified

- 1** Select "REVIEW LIST" using the ▲ or ▼ button in the multi-address destination confirmation screen, and then press the [ENTER] button.
- 2** All the destinations specified appear. Select the destination you want to modify using the ▲ or ▼ button, and then press the ▶ button.
- 3** A screen for confirming the destination you want to modify is displayed for approx. two seconds, and then the multi-address destination entry screen appears.

```
MULTI GROUP 003
-----
NEXT DESTINATION ▲
REVIEW LIST
COMPLETE ▼
```








```
001. L.A Office ▲
002. New York Office
003. Chicago Office ▼
-----
DELETE ◀▶ MODIFY
```

```
MULTI GROUP 003
-----
ONE TOUCH: 04
Chicago Office
```

```
MULTI GROUP 003
-----
ABB. NUMBER (1-999):
```

If you specify a directly entered destination, which has not been registered in the one touch key/abbreviated number, the confirmation screen is not displayed, but the multi-address destination entry screen immediately appears.

4 Specify the destination.

- For the direct entry, see  P.84 “Direct entry with digital keys and QWERTY Keyboard”.
- For the one-touch entry, see  P.86 “Entry with one touch key”.
- For the abbreviated number entry, see  P.87 “Entry with abbreviated number”.
- For the search letter entry, see  P.88 “Alphabet search”.
- For the group number entry, see  P.89 “Entry with group number”.
- For the entry from sent history, see  P.90 “Entry from sent history”.
- For the entry from reception history, see  P.91 “Entry from reception history”.

5 To continue the modification, repeat the procedure from step 2.

To finish the modification, press the [CANCEL] button. The screen returns to the multi-address destination confirmation screen.



REGISTERING IN ADDRESS BOOK

This section explains how to register an Email address in the address book from the control panel of the equipment.

Registering in Address Book.....	100
Entering Email addresses	100
Abbreviation number registration	102
One touch number registration.....	106
Group number registration	111
Confirming destinations specified	115


Registering in Address Book

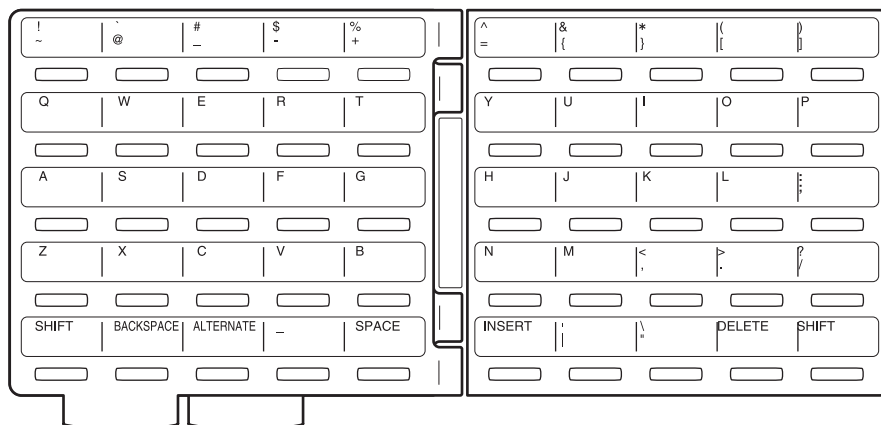
You can register an Email address in the address book either using the control panel of the equipment or using TopAccess. This section describes how an ID name or an Email address is registered in the address book from the control panel.

For registering it from TopAccess, see the **Setup Guide for Scanning Functions**.

Entering Email addresses

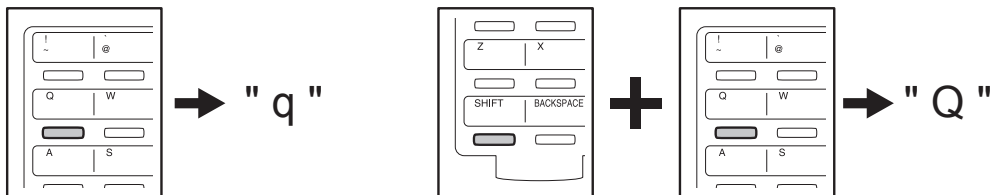
Turn both of the two tab pages of the flip panel on the External Keyboard (optional) to enter Email addresses. Enter digits with the digital keys.

 P.24 "Keyboard"

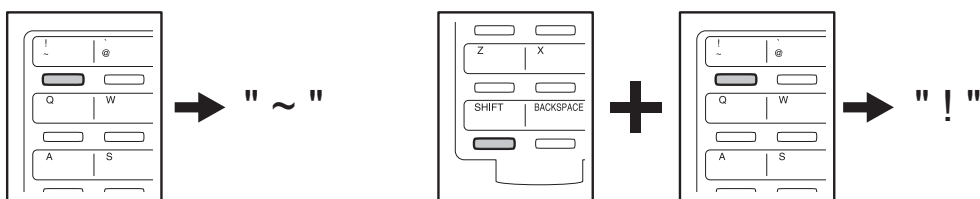


1. **[SHIFT]**
Use this to enter a capital letter of the alphabet or symbols in the upper case.
2. **[BACKSPACE]**
Use this to delete the letter immediately before the cursor.
3. **[SPACE]**
Use this to enter one space immediately before the cursor.
4. **[INSERT]**
Use this to insert the letter immediately before the cursor.
5. **[DELETE]**
Use this to delete the letter on which the cursor has stopped.

If you press a button with a letter of the alphabet on it, a small letter is entered. If you press a button with a letter of the alphabet on it while holding down the [SHIFT] button, a capital letter is entered.



Symbols are displayed in upper and lower cases. If you press a button with symbols on it, a symbol displayed in the lower case is entered. If you press a button with symbols on it while holding down the [SHIFT] button, a symbol displayed in the upper case is entered.




Abbreviation number registration

When you register a destination in the address book of this equipment, you must also register its abbreviation number or one touch number. Up to 300 abbreviation numbers and up to 75 one touch numbers can be registered in the address book, and both the abbreviation number and the one touch number can be registered to one destination.

Select the desired (3-digit) abbreviation number from 1 to 999, and select the desired one touch number from 1 to 75.

Tips

- Abbreviation numbers can also be registered from the TopAccess. For details, see the **Setup Guide for Scanning Functions**.
- When the template function is enabled, select the desired one touch key from 1 to 65.
- You can confirm destinations registered on the abbreviated numbers by printing the "ABBREVIATED TEL NUMBER LIST".
 P.124 "Destination lists"

Registering abbreviation numbers

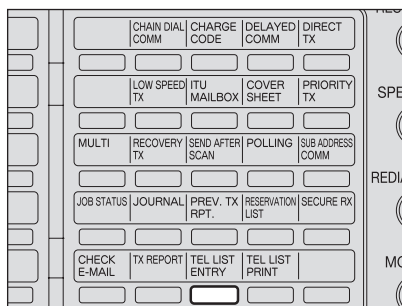
- 1 Press the [SCAN] button on the control panel to switch to the scan mode. Select "SCAN TO E-MAIL" using the ▲ or ▼ button and then press the [ENTER] button.

Note

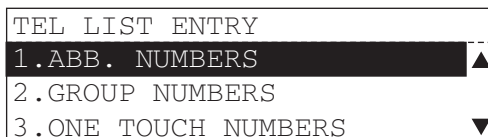
When the Fax Kit (optional) is installed, the registration is available in the following two methods:

- Press the [FAX] button on the control panel once to switch to the Fax mode.
- Press the [FAX] button on the control panel twice to switch to the InternetFax mode.

- 2 Press the function button  on the flip panel.



The "TEL LIST ENTRY" screen appears.



3 Select "1. ABB. NUMBERS" using the ▲ or ▼ button and then press the [ENTER] button.

The abbreviation number registration selecting screen appears.

TEL LIST ENTRY	
1.ABB. NUMBERS	▲
2.GROUP NUMBERS	
3.ONE TOUCH NUMBERS	▼

4 Key in the abbreviation number (from 1 to 999) and then press the [ENTER] button.

You can add "00" before the abbreviation number.

ABB. NUMBER	
ENTER ABB. NUMBER (1-999):	
	1

Tip

If the abbreviation number keyed in is already registered, "Already assigned" is displayed for approx. two seconds. Then the screen turns to the abbreviation number modification screen.

ABB. NUMBER	001

L.A Office	
Already assigned	

Select the item using the ▲ or ▼ button and then press the [ENTER] button.

ABB. NUMBER	001

1.DELETE	▲
2.MODIFY	
3.RETAIN	▼

1. DELETE

Deletes all the information of the destination registered. Start the procedure from step 4.

2. MODIFY

Modifies the information of the destination registered. Start the procedure from step 5.

3. RETAIN

Retains the information of the destination registered. Start the procedure from step 4.

5 Select "2. NAME" using the ▲ or ▼ button and then press the [ENTER] button.

The NAME entry screen appears.

ABB. NUMBER	001

1.COMPLETE	▲
2.NAME	
3.TEL NUMBER	▼

6 Enter the name (up to 20 letters) of the destination using the digital keys or the buttons on the External Keyboard (optional), and then press the [ENTER] button.

See the *Operator's Manual for Facsimile Function*.

ABB. NUMBER	001

ENTER ID NAME (MAX20):	
Milan Office	

7 Select **"6. E-MAIL ADDRESS"** using the ▲ or ▼ button and then press the [ENTER] button.

The Email address enter screen appears.

ABB. NUMBER	001

4.2nd TEL NUMBER	▲
5.COMM. OPTIONS	
6.E-MAIL ADDRESS	▼

8 Enter the Email address (up to 192 letters) of the destination using the digital keys or the buttons on the External Keyboard (optional), and then press the [ENTER] button.

You can also enter Email addresses by selecting from any of the alphabet search, transmission history and reception history. Press the [SPEED DIAL] button and select the desired method.

- 📖 P.88 "Alphabet search"
- 📖 P.90 "Entry from sent history"
- 📖 P.91 "Entry from reception history"
- 📖 P.100 "Entering Email addresses"

ABB. NUMBER	001

ENTER E-MAIL ADDRESS OR	
PRESS SPEED DIAL KEY	

Tips

- If you do not print the TX REPORT (TRANSMISSION REPORT), go to step 15.
- The TX REPORT (TRANSMISSION REPORT) will be printed only when the Internet-Faxes are sent. To send the InternetFaxes, the Fax Kit (optional) is required.
- "TEL NUMBER", "2nd TEL NUMBER" and "COMM. OPTIONS" can be registered only when the Fax kit (optional) is installed. For details of each entry, see the *Operator's Manual for Facsimile Function*.

9 Select **"7. E-MAIL OPTION"** using the ▲ or ▼ button and then press the [ENTER] button.

ABB. NUMBER	001

5.COMM. OPTIONS	▲
6.E-MAIL ADDRESS	
7.E-MAIL OPTION	▼

10 Select **"2. ON"** using the ▲ or ▼ button and then press the [ENTER] button.

E-MAIL OPTIONS	

1.OFF	▲
2.ON	▼

11 Select **"2. TX REPORT"** using the ▲ or ▼ button and then press the [ENTER] button.

E-MAIL OPTIONS	

1.COMPLETE	▲
2.TX REPORT	▼

- 12** Select "2. ON" using the ▲ or ▼ button and then press the [ENTER] button.

```
TX REPORT
-----
1.OFF
2.ON
-----
```

Tip

The setting for printing the first page image of the InternetFax document on TX report is the same as that of "MEMORY TX REPORT" of the Fax functions. For details, see the *Operator's Manual for Facsimile Function*.

- 13** Select "1. COMPLETE" using the ▲ or ▼ button and then press the [ENTER] button.

```
E-MAIL OPTIONS
-----
1.COMPLETE
2.TX REPORT
-----
```

- 14** Select "1. COMPLETE" using the ▲ or ▼ button and then press the [ENTER] button.

```
ABB. NUMBER 001
-----
1.COMPLETE
2.NAME
3.TEL NUMBER
-----
```

Note

Be sure to enter the destination name and Email address. If you perform step 14 while they are not entered, an alarm buzzer sounds and "No destination" is displayed. In this case, the screen returns to the abbreviation number registration screen after approx. two seconds. Then repeat the procedure from step 4.

```
ABB. NUMBER 001
-----
No destination
-----
```

- 15** If you want to register this destination also on a one touch number, press the desired one touch key.

📖 P.22 "One touch keys 1 to 75"

If you do not want to register this destination on a one touch number, press the [ENTER] button. "Operation completed" is displayed for approx. two seconds. Then the screen returns to the abbreviation number registration screen. If you want to register another abbreviation number, repeat the procedure from step 4 to 14.

```
ABB. NUMBER 001
-----
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
-----
```

```
ABB. NUMBER 001
-----
Operation completed
-----
```

```
ABB. NUMBER
-----
ENTER ABB. NUMBER (1-999):
-----
```

Tip

If the one touch number keyed in is already registered, "Already assigned" is displayed for approx. two seconds. Then the screen turns to the one touch number modification screen.

ABB. NUMBER	001
ONE TOUCH:	02
NEW York Office	
Already assigned	

Select the item using the ▲ or ▼ button and then press the [ENTER] button.

ONE TOUCH KEY	001
1 .DELETE	▲
2 .RETAIN	▼

1. DELETE

Deletes all the information of the destination registered. Start the procedure from step 15.

2. RETAIN

Retains the information of the destination registered. Start the procedure from step 15.


16 Press the [FUNCTION CLEAR] button on the control panel to return to the basic screen.

One touch number registration

Up to 75 one touch numbers can be registered in the address book, and both the one touch number and the abbreviation number can be registered to one destination.

Select the desired one touch number from 1 to 75, and select the desired (3-digit) abbreviation number from 1 to 999.

Tips

- Abbreviation numbers can also be registered from the TopAccess. For details, see the **Setup Guide for Scanning Functions**.
- When the template function is enabled, select the desired one touch key from 1 to 65.
- You can confirm destinations registered on the abbreviated numbers by printing the ONE TOUCH NUMBER INFORMATION list.
 P.124 "Destination lists"

Registering one touch numbers

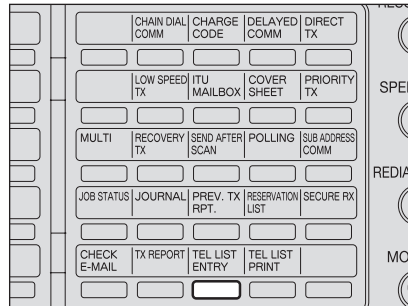
- 1 Press the [SCAN] button on the control panel to switch to the scan mode. Select "SCAN TO E-MAIL" using the ▲ or ▼ button and then press the [ENTER] button.

Note

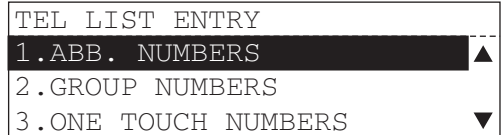
When the Fax Kit (optional) is installed, the registration is available in the following two methods:

- Press the [FAX] button on the control panel once to switch to the Fax mode.
- Press the [FAX] button on the control panel twice to switch to the InternetFax mode.

- 2 Press the function button  on the flip panel.

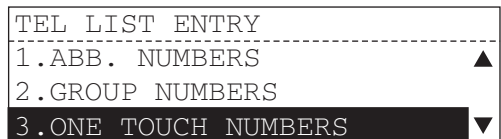


The "TEL LIST ENTRY" screen appears.

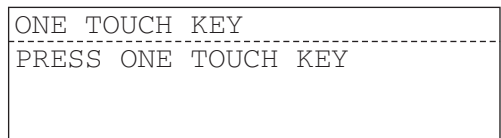


- 3 Select "3. ONE TOUCH NUMBERS" using the ▲ or ▼ button and then press the [ENTER] button.

The one touch number registration selecting screen appears.

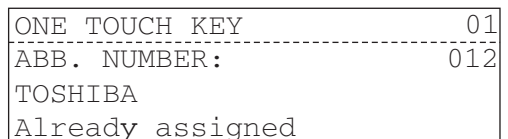


- 4 Press the one touch key (from 1 to 75) to register.



Tip

If the one touch key pressed is already registered, "Already assigned" is displayed for approx. two seconds. Then the screen turns to the one touch number modification screen.



Select the item using the ▲ or ▼ button and then press the [ENTER] button.

ONE TOUCH KEY	

1 .DELETE	▲
2 .MODIFY	▼
3 .RETAIN	

1. DELETE

Deletes all the information of the destination registered and starts a new registration. Start the procedure from step 4.

2. MODIFY

Modifies the information of the destination registered. Start the procedure from step 5.

3. RETAIN

Retains the information of the destination registered and the screen returns to the one touch number registration screen. Start the procedure from step 4.

5 Select "2. NAME" using the ▲ or ▼ button and then press the [ENTER] button.

The NAME entry screen appears.

ONE TOUCH KEY	001

1 .COMPLETE	▲
2 .NAME	▼
3 .TEL NUMBER	

6 Enter the name (up to 20 letters) of the destination using the digital keys or the buttons on the External Keyboard (optional), and then press the [ENTER] button.

See the *Operator's Manual for Facsimile Function*.

ONE TOUCH KEY	05

ENTER ID NAME (MAX20) :	
LONDON OFFICE	

7 Select "6. E-MAIL ADDRESS" using the ▲ or ▼ button and then press the [ENTER] button.

The E-mail address entry screen appears.

ONE TOUCH KEY	05

4.2nd TEL NUMBER	▲
5.COMM. OPTIONS	▼
6.E-MAIL ADDRESS	

8 Enter the Email address (up to 192 letters) of the destination using the digital keys or the buttons on the External Keyboard (optional), and then press the [ENTER] button.

You can also enter Email addresses by selecting from any of the alphabet search, transmission history and reception history. Press the [SPEED DIAL] button and select the desired method.

📖 P.88 "Alphabet search"

📖 P.90 "Entry from sent history"

📖 P.91 "Entry from reception history"

📖 P.100 "Entering Email addresses"

ONE TOUCH KEY	05

ENTER E-MAIL ADDRESS OR PRESS SPEED DIAL KEY	

Tips

- If you do not print the TX REPORT (TRANSMISSION REPORT), go to step 14.
- The TX REPORT (TRANSMISSION REPORT) will be printed only when the InternetFaxes are sent. To send the InternetFaxes, the Fax Kit (optional) is required.
- Select other options or key in the phone number or the 2nd phone number as required. For details of each entry, see the *Operator's Manual for Facsimile Function*.

- 9** Select “7. E-MAIL OPTION” using the ▲ or ▼ button and then press the [ENTER] button.

ONE TOUCH KEY	05

5.COMM. OPTIONS	▲
6.E-MAIL ADDRESS	
7.E-MAIL OPTION	▼

- 10** Select “2. ON” using the ▲ or ▼ button and then press the [ENTER] button.

E-MAIL OPTIONS	

1.OFF	▲
2.ON	▼

- 11** Select “2. TX REPORT” using the ▲ or ▼ button and then press the [ENTER] button.

E-MAIL OPTIONS	

1.COMPLETE	▲
2.TX REPORT	▼

- 12** Select “2. ON” using the ▲ or ▼ button and then press the [ENTER] button.

TX REPORT	

1.OFF	▲
2.ON	▼

Tip

The setting for printing the first page image of the InternetFax document on TX report is the same as that of “MEMORY TX REPORT” of the Fax functions. For details, see the *Operator's Manual for Facsimile Function*.

- 13** Select “1. COMPLETE” using the ▲ or ▼ button and then press the [ENTER] button.

E-MAIL OPTIONS	

1.COMPLETE	▲
2.TX REPORT	▼

14 Select "1. COMPLETE" using the ▲ or ▼ button and then press the [ENTER] button.

ONE TOUCH KEY	05
1. COMPLETE	▲
2. NAME	
3. TEL NUMBER	▼

"Operation completed" is displayed for approx. two seconds. Then the screen returns to the one touch number selecting screen.

ONE TOUCH KEY	05

Operation completed	

ONE TOUCH KEY	

PRESS ONE TOUCH KEY	

If you want to register another one touch number, repeat the procedure from step 4 to 13.

Note

Be sure to enter the destination name and Email address. If you perform step 14 while they are not entered, an alarm buzzer sounds and "No destination" is displayed. In this case, the screen returns to the one touch number registration screen after approx. two seconds. Then repeat the procedure from step 4.

ONE TOUCH KEY	05

No destination	

15 Press the [FUNCTION CLEAR] button on the control panel to return to the basic screen.

Group number registration

If you frequently send an Email to the same multiple destinations, this method allows you to send them in one go by previously registering these destinations into one group.

Tips

- When the Fax Kit (optional) has been installed, create a group whose type is "E-MAIL ADDRESS".
- You can create up to 50 groups.
- You can register up to 375 destinations into one group.
- You can select the desired (4-digit) group number from 1 to 1999.
- You can register a group created to a one touch number.
- You can confirm destinations registered in each group by printing the GROUP NUMBER INFORMATION list.
📖 P.124 "Destination lists"

Registering group numbers

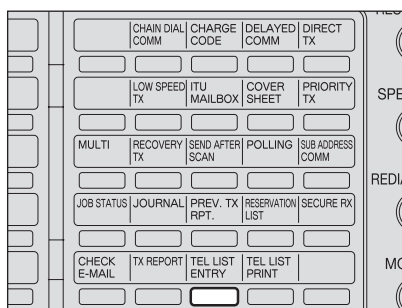
- 1 Press the [SCAN] button on the control panel to switch to the scan mode. Select "SCAN TO E-MAIL" using the ▲ or ▼ button and then press the [ENTER] button.**

Tip

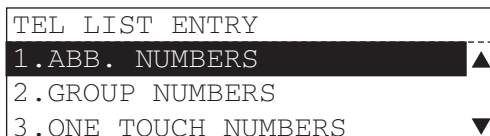
When the Fax Kit (optional) is installed, the registration is available in the following two methods:

- Press the [FAX] button on the control panel once to switch to the Fax mode.
- Press the [FAX] button on the control panel twice to switch to the InternetFax mode.

- 2 Press the function button  on the flip panel.**



The "TEL LIST ENTRY" screen appears.



3 Select "2. GROUP NUMBERS" using the ▲ or ▼ button and then press the [ENTER] button.

The group type selecting screen appears.

Tip

When the Fax Kit has been installed, select "E-MAIL ADDRESS SETUP" to create a group.

TEL LIST ENTRY
1.ABB. NUMBERS ▲
2.GROUP NUMBERS
3.ONE TOUCH NUMBERS ▼

GROUP NUMBER
1.FAX NUMBER SETUP ▲
2.E-MAIL ADDRESS SETUP

4 Key in the group number (from 1 to 1999) and then press the [ENTER] button.

You can add "000" before the group number.

GROUP NUMBER
ENTER GROUP NUMBER(1-1999)

GROUP NUMBER	01
TOSHIBA	
Already assigned	

Tip

If the group number keyed in is already registered, "Already assigned" is displayed for approx. two seconds. Then the screen turns to the group number modification screen.

Select the item using the ▲ or ▼ button and then press the [ENTER] button.

1. DELETE

Deletes all the information of the destination registered. Start the procedure from step 4.

2. MODIFY

Modifies the information of the destination registered. Start the procedure from step 5.

3. RETAIN

Retains the information of the destination registered and the screen returns to the group number registration selecting screen. Start the procedure from step 4.

GROUP NUMBER	05
1.DELETE ▲	
2.MODIFY	
3.RETAIN ▼	

5 Select "2. NAME" using the ▲ or ▼ button and then press the [ENTER] button.

The NAME entry screen appears.

GROUP NUMBER
1.COMPLETE ▲
2.NAME
3.DESTINATIONS ▼

- 6** Enter the name (up to 20 letters) of the destination using the digital keys or the buttons on the External Keyboard (optional), and then press the [ENTER] button.

P.100 "Entering Email addresses"

GROUP NUMBER	0001

ENTER ID NAME (MAX20) :	
ABC GROUP	

- 7** Select "DESTINATION" using the or button and then press the [ENTER] button.

The DESTINATION entry screen appears.

GROUP NUMBER	05

1. COMPLETE	
2. NAME	
3. DESTINATION	

- 8** Specify the destination (abbreviation number or one touch number) to register into this group.

GROUP NUMBER	

ENTER ABB. NUMBER	
OR ONE TOUCH KEY	

- Abbreviation number: Use the digital keys to enter the abbreviation number and then press the [ENTER] button.
- One touch number: Press the one touch key which includes the destination you want to register into this group.

The name of the destination specified is displayed for approx. two seconds. Then the group registration screen appears.

GROUP NUMBER	0001

ABB. NUMBER	03
CHICAGO OFFICE	

Tips



- If you try to register a destination without an Email address, an alarm buzzer sounds and "Number not listed" is displayed for approx. two seconds. Then the screen returns to the DESTINATION entry screen.
- If the specified abbreviation number or one touch number is already registered to other destination, an alarm buzzer sounds and "Already assigned" is displayed for approx. two seconds. Then the screen returns to the DESTINATION entry screen.

GROUP NUMBER	01

ABB. NUMBER:	005
Number not listed	

GROUP NUMBER	01

ABB. NUMBER:	001
TOSHIBA	
Already assigned	


- 9** Select the item using the  or  button and then press the [ENTER] button.

```
GROUP NUMBER 0001
-----
1.ADD NEXT NUMBER ▲
2.REVIEW LIST
3.COMPLETE ▼
```

1. ADD NEXT NUMBER



Adds another destination into this group. Start the procedure from step 8.

2. REVIEW LIST

Modifies or deletes the information of the destination registered into this group and lets you confirm that the registered information is correct. For the details, see  P.115 "Confirming destinations specified".

3. COMPLETE

Completes the registration. Start the procedure from step 10.

- 10** Select "1. COMPLETE" using the  or  button and then press the [ENTER] button.

```
GROUP NUMBER 0001
-----
1.COMPLETE
2.NAME
3.DESTINATIONS
```

- 11** Press the one touch key to which the new destination is registered.

If you do not register the new destination to the one touch key, press the [ENTER] button.

```
GROUP NUMBER 0001
-----
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
```

"Operation completed" is displayed for approx. two seconds. Then the screen returns to the group number registration selecting screen.

```
GROUP NUMBER 001
-----
Operation completed
```

```
GROUP NUMBER
-----
ENTER GROUP NUMBER (1-999) :
```

If you want to register another group number, repeat the procedure from step 4 to 11.

Tip

If the one touch number pressed is already registered, "Already assigned" is displayed for approx. two seconds. Then the screen turns to the one touch number deletion screen.

```
GROUP NUMBER 01
-----
ONE TOUCH: 001
TOSHIBA
Already assigned
```

Select the item using the ▲ or ▼ button and then press the [ENTER] button.

ONE TOUCH KEY
1.DELETE ▲
2.RETAIN ▼

1. DELETE

Deletes all the information of the destination registered and starts a new registration. Start the procedure from step 11.

2. RETAIN

Retains the information of the destination registered and the screen returns to the one touch number registration screen. Start the procedure from step 11.

Confirming destinations specified

Use this to confirm, delete and correct the specified destination for Multi-address Transmission (Broadcasting). Select an item to be performed in the "MULTI GROUP" screen


Confirming information registered

- 1** Select "2. REVIEW LIST" using the ▲ or ▼ button and then press the [ENTER] button.

GROUP NUMBER	0001

1.ADD NEXT NUMBER	▲
2.REVIEW LIST	▼
3.COMPLETE	▼

- 2** Select the destination to confirm its information using the ▲ or ▼ button.

Press the [CANCEL] button on the control panel. Start the procedure from  P.111 "Registering group numbers" step 10.

002. L.A Office	▲
003. New York Office	
004. Miami Office	▼

DELETE ◀▶	MODIFY

Deleting destination registered

- 1** Select "2. REVIEW LIST" using the ▲ or ▼ button and then press the [ENTER] button.

GROUP NUMBER	0001

1.ADD NEXT NUMBER	▲
2.REVIEW LIST	▼
3.COMPLETE	▼

- 2** Select the destination to be deleted using the **▲** or **▼** button and then press the **◀** button.

001.COLORADO OFFICE	▲
002.CHICAGO OFFICE	
003.L.A.OFFICE	▼

DELETE	◀ ▶ MODIFY

The information of the destination to be deleted is displayed for approx. two seconds.

GROUP NUMBER	0001
ABB. NUMBER	03


CHICAGO OFFICE	

- 3** Select "1. YES" using the **▲** or **▼** button and then press the [ENTER] button.

DELETE?	

CHICAGO OFFICE	
1.YES	
2.NO	

If you cancel the deletion, select "2. NO" and then press the [ENTER] button.

- If you modify the selected destination, start the procedure from "Modifying destination registered".
- If you neither delete nor modify the destination, press the [CANCEL] button on the control panel and then start the procedure from  P.111 "Registering group numbers" step 10.

Modifying destination registered

- 1** Select "2. REVIEW LIST" using the **▲** or **▼** button and then press the [ENTER] button.

GROUP NUMBER	0001

1.ADD NEXT NUMBER	▲
2.REVIEW LIST	
3.COMPLETE	▼

- 2** Select the destination to be modified using the **▲** or **▼** button and then press the **▶** button.

001.COLORADO OFFICE	▲
002.CHICAGO OFFICE	
003.L.A.OFFICE	▼

DELETE	◀ ▶ MODIFY

002. L.A Office	▲
003. New York Office	
004. Miami Office	▼

DELETE	◀ ▶ MODIFY

The information of the destination to be modified is displayed for approx. two seconds.

GROUP NUMBER	001
-----	-----
ABB. NUMBER:	001
Miami Office	

3 Specify a new destination.

GROUP NUMBER	001
-----	-----
ENTER ABB. NUMBER (1-999):	
	50


Tip

If the selected destination was registered to a group using a one touch number, also use the one touch number to register a new destination.

If the selected destination was registered to a group using an abbreviation number, also use the abbreviation number to register a new destination and then press the [ENTER] button.

The information of a new destination is displayed for approx. two seconds.

002. L.A Office
003. New York Office
004. Detroit Office
DELETE ◀ ▶ MODIFY

Press the [CANCEL] button on the control panel and then start the procedure from  P.111 "Registering group numbers" step 10.

12

TROUBLESHOOTING

This section describes the instructions on how to troubleshoot the scanning function.

TWAIN Driver Errors	120
TWAIN driver error condition.....	120

TWAIN Driver Errors






This chapter describes the most common TWAIN driver errors and provides steps to resolve the conditions. If the problem persists after you have followed all of the steps, make sure to note the name of the application you were using, what you were trying to do, and any error messages and then contact your service technician or service representative for further assistance.

Tip

Please refer to the README file for TWAIN driver about the problems that are not described here.

TWAIN driver error condition

Refer to the corrective action for the following error conditions.

-  P.120 "Cannot find the device"
-  P.120 "Cannot connect to the device found by discovery"
-  P.121 "Cannot acquire document"
-  P.121 "Image corrupt when acquiring color mixed document"
-  P.121 "Cannot acquire multi page document"

Cannot find the device

Problem description:

Cannot find this equipment using the Local Discovery or Network Discovery feature.

Corrective action:

Confirm the following statements:

- The equipment and your computer is correctly connected to the TCP/IP network.
- The default gateway setting is correctly set up if the equipment is connected to a different subnet.

Note

The TWAIN Driver does not support the GL-1010 or GL-1020 controller. These devices cannot be found by the Discovery function.

Cannot connect to the device found by discovery

Problem description:

The Local Discovery finds the device, but you cannot connect to it.

Corrective action:

1. Make sure Microsoft Internet Explorer 5.5 or later is installed.
2. Make sure the Proxy settings on the Microsoft Internet Explorer have been set correctly so that it can connect to the device.
3. Make sure Microsoft Internet Explorer is not in the off-line mode. If it is in off-line mode, change it to the on-line mode.

Note

It also fails to connect to the device when too many computers connect to the device at the same time. Please try again later.

Cannot acquire document

Problem description:

Cannot acquire a document using the TWAIN Driver.

Corrective action:

The TWAIN Driver is carefully tested with several TWAIN-compliant applications. However, some applications need settings to acquire a document from the device, and applications that have not been tested cannot connect to the device. See the readme file about the required settings in applications that have been tested. Also, you may be able to use an application that has not been tested by enabling the TWAIN Driver's Native UI, or changing the Data Transfer Mode. For more details about TWAIN settings on your application, see the user manual for your application.

Image corrupt when acquiring color mixed document

Problem description:

Image will be corrupt when acquiring the document that contains both color pages and black and white pages, using the TWAIN driver.

Corrective action:

Some applications do not support acquiring the color and black/white mixed document. In that case, acquire the color pages and black and white pages separately.

Cannot acquire multi page document

Problem description:

Cannot acquire a multipage document from an application.

Corrective action:

Some applications do not support multi page scan from TWAIN I/F, or need to be configured to acquire multi page documents. See the user documentation of an application that you use.

13

APPENDIX

This section describes the destination lists.

Destination lists	124
Alphabetical sort list	125
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Group number information list.....	127
One touch number information list	128
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Destination lists

Destination lists allow you to confirm destinations registered in the address book in a printed list. These are the ABBREVIATED TEL NUMBER LIST, the GROUP NUMBER INFORMATION LIST and the ONE TOUCH NUMBER INFORMATION LIST. You can print out the three of them at once. For details of each list, see the following pages:

- 📖 P.125 "Alphabetical sort list"
- 📖 P.126 "Abbreviated tel number list"
- 📖 P.127 "Group number information list"
- 📖 P.128 "One touch number information list"

- 1 Press the [SCAN] button on the control panel to switch to the scan mode. Select "SCAN TO E-MAIL" using the ▲ or ▼ button and then press the [ENTER] button.**

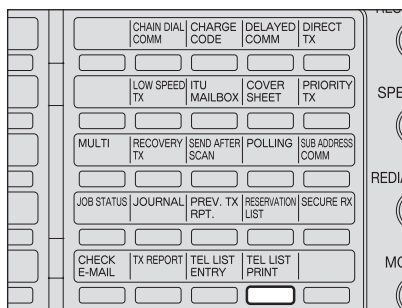
Tip

When the Fax Kit (optional) is installed, the registration is available in the following two methods:

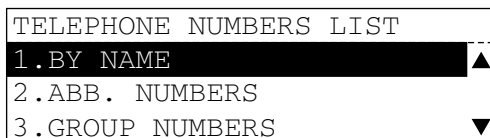
- Press the [FAX] button on the control panel once to switch to the Fax mode.
- Press the [FAX] button on the control panel twice to switch to the InternetFax mode.

- 2 Press the function button TEL LIST
PRINT on the flip panel.**

The destination lists selecting screen appears.



- 3 Select a list to print out using the ▲ or ▼ button and then press the [ENTER] button.**



You can print them out as follows:

1. Only the ABBREVIATED TEL NUMBER LIST
2. Only the GROUP NUMBER INFORMATION LIST
3. Only the ONE TOUCH NUMBER INFORMATION LIST
4. All of the above

Abbreviated tel number list

Displays the name, phone number or Email address of each destination registered in each abbreviation number in the address book of this equipment.

<Example>

```

ABBREVIATED TEL NUMBER LIST

PAGE      : 001
TIME      : JAN-15-2007  11:48AM
TEL NUMBER: 12345678901234567890
NAME      : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

ABB. NBR  NAME                TEL NUMBER/E-MAIL ADDRESS    TIME  MONI  BPS  REPORT
-----
001      ABCDEFGHIJKLMNOPQRST      123456789012345678901234567890  11:45AM  ON    48    ON
        1234567
        ◆123456789012345678901234567890
        123456789012345678901234567890
        123456789012345678901234567890
        1234567
        SUB: 12345678901234567890
        SEP: 12345678901234567890
        PWD: *****
        ABCDEFGHIJKLMNOPQRSTUVWXYZABCD
        ABCDEFGHIJKLMNOPQRSTUVWXYZABCD
        ABCDEFGHIJKLMNOPQRSTUVWXYZABCD
        ABCDEFGHIJKLMNOPQRSTUVWXYZ
        0559123456
        12:34PM
        ON
  
```

1	Number of pages										
2	Time of output of the list or report										
3	Fax/telephone number of this equipment (Max. 40 letters)										
4	Your station's ID name (Max. 40 letters)										
5	Abbreviated dial number (indicated in ascending order (001 to 999))										
6	Station's name (left-aligned and indicated in a max. of 20 digits)										
7	Facsimile/telephone number (indicated in a max of 128 digits) A sub-address dial is indicated on the next line. (The mark "◆" is added before the facsimile/telephone number.) If SUB/SEP/PWD is registered for the facsimile/telephone number, "SUB:", "SEP: ", or "PWD: " is added in the front of each line. (Each item has a max. of 20 digits.) The letters of the registered password are indicated by "*". If a group is assigned to the one touch number, the group number is indicated. The E-mail mark "✉" is placed before the Email address.										
8	Designated time of transmission by the timer When there is not a specified time, it is not indicated. (The specified times for the line and Email are indicated.)										
9	Line monitoring for each communication (indicated as a communication added function): ON/OFF When line monitoring is OFF, nothing is indicated.										
10	Transmission speed <table border="1"> <thead> <tr> <th>Transmission Speed</th> <th>Indication</th> </tr> </thead> <tbody> <tr> <td>144000 bps</td> <td>144</td> </tr> <tr> <td>9600 bps</td> <td>96</td> </tr> <tr> <td>4800 bps</td> <td>48</td> </tr> <tr> <td>Not specified</td> <td>Blank</td> </tr> </tbody> </table>	Transmission Speed	Indication	144000 bps	144	9600 bps	96	4800 bps	48	Not specified	Blank
Transmission Speed	Indication										
144000 bps	144										
9600 bps	96										
4800 bps	48										
Not specified	Blank										
11	Report (indicated as a communication added function): ON/OFF The settings for the line and Email are indicated.										

Group number information list

Displays the group names, and the abbreviation number or one touch number of each destination registered in each group in the address book of this equipment.

<Example>

GROUP NUMBER INFORMATION

PAGE : 001
 TIME : JAN-15-2007 11:48AM
 TEL NUMBER : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

GROUP NUMBER	NAME	OT/ABB. NUMBER
0001	ABCDEFGHIJKLMNQRST	OT
1234	COMPANY_GROUP	ABB.
		OT
		ABB.

•001 ABCDEFGHIJKLMNQRST
 002 AABCCDD
 003 EEFPPG
 •004 HHII
 111 ABCDEFGHIJKLMNQRST
 112 JKKLLMM
 •113 NNOOPP
 114 QRRR
 OT
 011 SSTTUUVV
 •011 SSTTUUVV
 012 WWXXYY
 •012 WWXXYY
 013 ZZ
 •121 aabbccdd
 122 eeffgg
 •122 eeffgg

1	Number of pages
2	Date and time of output of the list or report
3	Fax/telephone number of this equipment (Max. 40 letters)
4	Your station's ID name (Max. 40 letters)
5	Group number (indicated in 4 digits in the ascending order)
6	Group name (indicated in max. 20 letters)
7	Type: One touch number/Abbreviated dial number
8	One touch number/Abbreviated dial number (indicated in ascending order)
9	Station's name. The E-mail mark "✉" is placed before the Email address.

One touch number information list

Displays the abbreviation number or group number registered to each one touch number.

<Example>

ONE TOUCH NUMBER INFORMATION							
		PAGE : 001					
		TIME : JAN-15-2007 11:48AM					
		TEL NUMBER : 12345678901234567890					
		NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN					
OT NBR	NAME/FUNCTION	ABB./FAX NUMBER & E-MAIL	TIME	MONI	BPS	REPORT	
01	ABCDEFGHIJKLMNQRST	123456789012345678901234567890 1234567 ◆123456789012345678901234567890 123456789012345678901234567890 1234567 SUB: 12345678901234567890 SEP: 12345678901234567890 PWD: ***** ABCDEFGHIJKLMNQRSTUVWXYZABCD ABCDEFGHIJKLMNQRSTUVWXYZABCD ABCDEFGHIJKLMNQRSTUVWXYZABCD ABCDEFGHIJKLMNQRSTUVWXYZ 0759723288	11:45AM	ON	48	ON	
02	Tokyo Office		12:34PM			ON	

1	Number of pages
2	Date and time of output of the list or report
3	Fax/telephone number of this equipment (Max. 40 letters)
4	Your station's ID name (Max. 40 letters)
5	One touch number
6	Station's name/Type of registration
7	Abbreviated dial number/Group number/Facsimile telephone number The mark "◆" is added before the facsimile/telephone number when it is a sub-address dial. If SUB/SEP/PWD is registered for the facsimile/telephone number, "SUB: ", "SEP: ", or "PWD: " is added in the front of each line. (Each item has a max. of 20 digits.) The letters of the registered password are indicated by "*"s. If a group is assigned to the one touch number, the group number is indicated. The E-mail mark "✉" is placed before the Email address.
8	Designated time of transmission (indicated when there is a specified time) When there is no specified time, it is not indicated. (The specified times for the line and E-mail are indicated.)
9	Line monitoring for each communication (indicated as a communication added function): ON/OFF When line monitoring is OFF, nothing is indicated.
10	Transmission speed Transmission SpeedIndication 144000 bps 144 9600 bps 96 4800 bps 48 Not specified Blank
11	Report (indicated as a communication added function): ON/OFF The settings for the line and Email are indicated.

Confirming scanning results

Confirmation with the communication journal

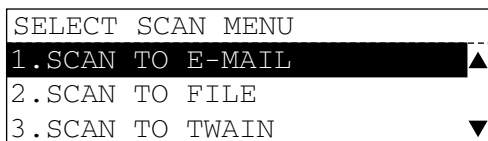
The histories of the transmission and reception of the scanning functions or the InternetFax are printed on the TX JOURNAL (TRANSMISSION JOURNAL) and the RX JOURNAL (RECEPTION JOURNAL). Histories related to the scanning functions are printed only on the TX JOURNAL.

To print them, press the [JOURNAL] button in any of the scan, Fax and InternetFax mode. For the details, see the *Operator's Manual for Facsimile Function*.

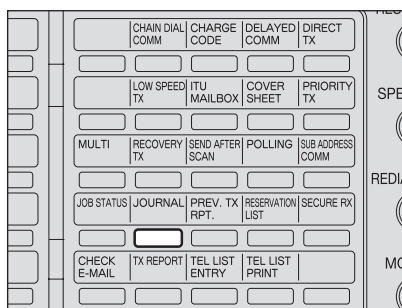
1 Press the [SCAN] button.



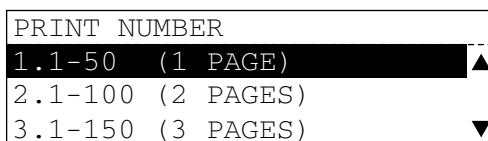
2 Select “1. SCAN TO E-MAIL”, “2. SCAN TO FILE” or “3. SCAN TO TWAIN” using the ▲ or ▼ button, and then press the [ENTER] button.

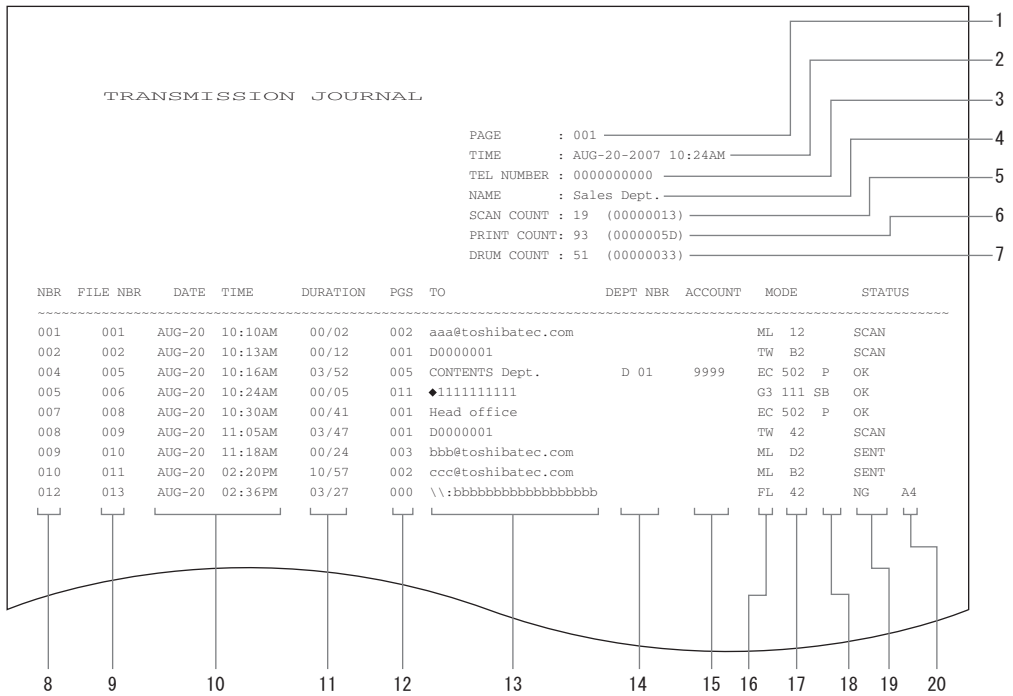


3 Press the [JOURNAL] button.



4 Select the number of sheets you want to print using the ▲ or ▼ button, and then press the [ENTER] button.





1	Number of pages
2	Date and time of output of the list or report
3	Fax/telephone number of this equipment (Max. 40 letters)
4	Your station's ID name (Max. 40 letters)
5	Scan count (indicates the number of scanned pages.)
6	Print count (indicates the number of printed pages.)
7	Drum count (indicates the number of pages that the drum was used for printing)
8	Serial No. (lists the transmissions in the order they took place. Indicated in 3 digits (001 to 999).)
9	File No. (assigned to the communication jobs and indicated in 3 digits)
10	Date and time when communication started
11	Length of each transmission: Minutes/Seconds (If it takes more than 1 hour, "59/59" is indicated.)
12	Number of pages (indicated in 3 digits (001 to 999). More than 1000 pages is indicated as "999")
13	Remote station's name and Fax/telephone number (When an abbreviated dial number or one touch number is used, the remote station's name is indicated.) The mark "?" indicates an alternate number or sub-address was used.
14	Department No. (indicates the department responsible for this transmission job; printed only when the department control option is ON)
15	Account code (indicated in 4 digits when the account number option is ON and used.)

16	<p>The communication mode</p> <table border="0"> <tr> <td>Communication Mode</td> <td>Indication</td> </tr> <tr> <td>G3</td> <td>G3</td> </tr> <tr> <td>ECM*</td> <td>EX</td> </tr> <tr> <td>ECM</td> <td>EC</td> </tr> <tr> <td>E-mail</td> <td>ML</td> </tr> <tr> <td>RDC communication</td> <td>HW, HR</td> </tr> <tr> <td>Scan to File</td> <td>FL</td> </tr> <tr> <td>Scan to TWAIN</td> <td>TW</td> </tr> </table> <p>* Toshiba shortened protocol version of the original mode is used.</p>	Communication Mode	Indication	G3	G3	ECM*	EX	ECM	EC	E-mail	ML	RDC communication	HW, HR	Scan to File	FL	Scan to TWAIN	TW					
Communication Mode	Indication																					
G3	G3																					
ECM*	EX																					
ECM	EC																					
E-mail	ML																					
RDC communication	HW, HR																					
Scan to File	FL																					
Scan to TWAIN	TW																					
17	<p>Transmission speed (bps)/ Resolution (pels/mm)/ Encoding method</p> <table border="0"> <tr> <td>0: 2400</td> <td>0: 8 x 3.85</td> <td>0: MH</td> </tr> <tr> <td>1: 4800</td> <td>1: 8 x 7.7</td> <td>1: MR</td> </tr> <tr> <td>2: 7200</td> <td>2: 8 x 15.4</td> <td>2: MMR</td> </tr> <tr> <td>3: 9600</td> <td>4: 16 x 15.4</td> <td>3: JBIG</td> </tr> <tr> <td>4: 12000</td> <td>8: 300 dpi</td> <td></td> </tr> <tr> <td>5: 14400</td> <td>B: 600 dpi</td> <td></td> </tr> <tr> <td>6: V.34</td> <td>D: 150 dpi</td> <td></td> </tr> </table>	0: 2400	0: 8 x 3.85	0: MH	1: 4800	1: 8 x 7.7	1: MR	2: 7200	2: 8 x 15.4	2: MMR	3: 9600	4: 16 x 15.4	3: JBIG	4: 12000	8: 300 dpi		5: 14400	B: 600 dpi		6: V.34	D: 150 dpi	
0: 2400	0: 8 x 3.85	0: MH																				
1: 4800	1: 8 x 7.7	1: MR																				
2: 7200	2: 8 x 15.4	2: MMR																				
3: 9600	4: 16 x 15.4	3: JBIG																				
4: 12000	8: 300 dpi																					
5: 14400	B: 600 dpi																					
6: V.34	D: 150 dpi																					
18	<p>Special communication mode</p> <p>P: Polling Communication</p> <p>SR, R: Relay Communication</p> <p>SB: ITU-T Mailbox Communication</p> <p>S: Sub Address Communication</p> <p>I: PC-FAX Communication</p> <p>F: Fax/InternetFax Relay Communication</p> <p>O: Offramp Gateway</p>																					
19	<p>Result: The result of the transmission is indicated.</p> <p>OK</p> <p>NG</p> <p>SCAN Scanning Job</p> <p>SENT InternetFax Transmission</p>																					
20	<p>If the transmission failed, an error code is indicated. When a transmission was completed normally, nothing is indicated.</p>																					

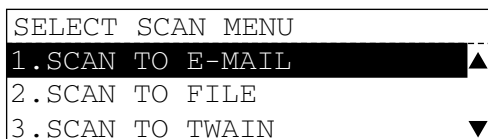
Confirmation with the LCD panel

Up to 150 results of the scanning transmission can be confirmed with the LCD panel.

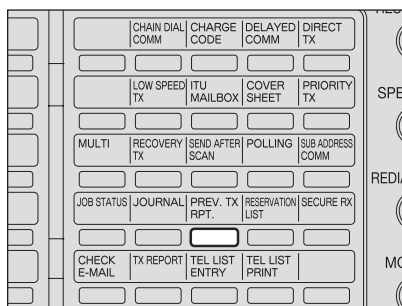
1 Press the [SCAN] button.



2 Select “1. SCAN TO E-MAIL”, “2. SCAN TO FILE” or “3. SCAN TO TWAIN” using the ▲ or ▼ button, and then press the [ENTER] button.

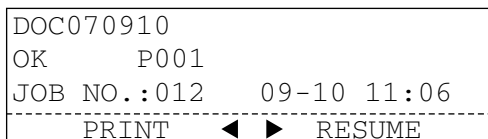


3 Press the [PREV. TX RPT.] button.




4 Select the desired result to be checked using the ▲ or ▼ button.


- Pressing the ◀ button prints out the result report.
- Pressing the ▶ button displays the detailed information of the selected communication. To continue to check other results, press the ▶ button again. The screen returns to the previous one.
- Pressing the [CANCEL] button returns to the basic screen.



TX Report

It will be printed when the InternetFax is sent.

 P.126 "Abbreviated tel number list"

 P.106 "One touch number registration"

MEMORY TRANSMISSION REPORT

PAGE : 001 1

TIME : AUG-20-2007 10:00AM 2

TEL NUMBER : 12345678901234567890 3

NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN 4

FILE NUMBER : 004 5

DATE : AUG-20 10:21AM 6

TO : ABCDEFGHIJKLMNOPQRST 7

DOCUMENT PAGES : 003 8

START TIME : AUG-20 10:00AM 9

END TIME : AUG-20 10:20AM 10

SEND PAGES : 000 11

STATUS : OK 12

FILE NUMBER : 004 *** SUCCESSFUL TX NOTICE ***

13


1	Number of pages
2	Date and time of output of the list or report
3	Fax/telephone number of this equipment (Max. 40 letters)
4	Your station's ID name (Max. 40 letters)
5	File number of the memory transmission job (indicated in 3 digits (001 to 999))
6	Date and time when the memory transmission job was accepted.
7	Remote party's name or facsimile/telephone number
8	Number of pages input in memory
9	Time when the transmission started
10	Time when the transmission was completed (When the recovery transmission option is ON, "(RECOVERY TIME: FEB-25 12:48PM)" is added. The data can be resent until the time indicated after "Resend until:" When the transmission is completed normally or the recovery transmission option is OFF, this information is not added.)
11	Number of pages which were transmitted normally (indicated in 3 digits (001to 999); more than 1000 pages is printed as "999".)
12	Result: (Result of communication: OK/NG)
13	The image data on page 1 is reduced and printed.


Error code table

If an error occurs during communications, an error code is indicated in the transmission journal, reception journal or memory transmission journal.
See the following table for the remedy.





Error Code	Cause	Countermeasure
10	Paper Empty	Replenish paper.
11	Paper Jam	Remove the jammed paper.
12	Document Jam	Remove the jammed document.
13	Cover Open	Firmly close all covers, then retry.
20	Power Failure	Confirm the Power Failure List.
E0	Error relating to memory	Please contact your service technician.
30	The [CLEAR/STOP] button was pressed during the communication.	Retry the transmission or ask the remote party to transmit the document again.
32	Page # Mismatch	Check the actual document count.
33	Password Mismatch	Confirm the remote party's password, and retry communications.
42	Memory Full	Make sure that there is sufficient memory before making the call again.
50	Line Busy	Send the document again.
53, B1	Security Mismatch in Relay or Mail Box transmission	Confirm the remote party's security code, password, and your setup.
B0, B2 to B5, D0 to D2, F0, F1, 84	Signal Error or Line Condition Error	Retry the communication. Frequent failures may indicate a phone line problem. If possible, move the unit to another line and try your communications again.

Transmission errors

Error Code	Cause	Countermeasure
60	An error occurred during image data processing.	Turn the power of this equipment OFF and then back ON. If the error still occurs, contact your service technician or service representative.
61	An error occurred during text data processing.	
62	Access to the network interface card was denied.	
63	A sequence error occurred on the USB interface.	
71	A time-out error occurred during communication with an SMTP server.	Check if the network cable is connected correctly and also the SMTP server is running correctly. Refer to the Setup Guide for Scanning Functions and set the SMTP client correctly.
72	The destination machine responded that the transmission was an error because the host name of this equipment (device name) was invalid.	Refer to the Setup Guide for Printing Functions and set the host name of this equipment correctly.
73	The Email address of this equipment ("From Address") is not assigned or includes an invalid letter.	Refer to the Setup Guide for Scanning Functions and set the Email address of this equipment correctly.
74	The SMTP server address is not assigned.	Refer to the Setup Guide for Scanning Functions and assign the SMTP server address correctly.
75	The IP address of this equipment is not assigned.	Refer to the Setup Guide for Printing Functions and assign the IP address of this equipment correctly.
76	The size of data being sent is over the maximum transmission size.	Refer to the Setup Guide for Scanning Functions and set the value of "Maximum Email / InternetFax Size" larger. Or reduce the size of the data by reducing the number of pages or such.
7C	For sending Emails: The Email address of the destination is invalid.	Refer to "Selecting destinations from address book" in the Setup Guide for Scanning Functions or "Direct Entry with Digital Keys" in the  P.84 "About Specifying Procedure of Destinations" and enter the Email address correctly.
	For saving as files: Invalid entry is found for any of the "Network Path", "Server Name", "Login User Name" and "Password".	Refer to "Configuring Save as file Settings" in the Setup Guide for Scanning Functions and set a folder to which the data are to be saved correctly.
7D	Data transmission failed due to insufficient memory space.	Wait until a job in process is completed, and then ensure sufficient space in the memory. If the error still occurs, turn the power of this equipment OFF and then back ON.
A0	A system error is detected. If a template is being used, it is incorrect.	Refer to the Setup Guide for Scanning Functions and set the corresponding template correctly. If the error still occurs, turn the power of this equipment OFF and then back ON.

Error Code	Cause	Countermeasure
A1	The address book data could not be retrieved.	Turn the power of this equipment OFF and then back ON. If the error still occurs, refer to the Setup Guide for Scanning Functions or the Operator's Manual for Facsimile Function and set the address book correctly.
A2	An SMTP authentication error occurred.	Refer to the Setup Guide for Scanning Functions and set the SMTP client correctly. Or check if the SMTP server is running correctly.
A4	A file could not be saved in a certain folder.	Check if the property of the folder is writable or it has sufficient space.
A5	The protocol (FTP or SMB) for saving files is invalid.	Refer to "Configuring Save as file Settings" in the Setup Guide for Scanning Functions and set the protocol correctly.
A6	The data scanned with TWAIN driver could not be saved for any of the following reasons: <ul style="list-style-type: none"> • The memory space is insufficient. • Any of the number of pages, documents or folders has reached the maximum value for saving. 	Reduce the size of the data by reducing the number of pages or such. Or refer to the  P.54 "Deleting Box documents" and delete unnecessary TWAIN data currently saved to ensure sufficient space in the memory.
AF	A system error is detected.	Turn the power of this equipment OFF and then back ON. If the error still occurs, contact your service technician or service representative.

Reception errors

Error code	Cause	Countermeasure
80	A sequence error occurred on the USB interface.	Turn the power of this equipment OFF and then back ON. If the error still occurs, contact your service technician or service representative.
90	The InternetFax or Email could not be received properly for any of the following reasons and thus it was forwarded to a designated address as an error: <ul style="list-style-type: none"> The data are corrupted. Any of the format, compression method, resolution and paper size of the data is not supported by this equipment. 	Check the forwarded data. Or refer to the  P.71 "Receiving InternetFax" and check the data specifications which this equipment can receive. Then ask the sender to retry the transmission in an acceptable format.
91	The InternetFax or Email could not be received properly for any of the following reasons: <ul style="list-style-type: none"> The data are corrupted. Any of the format, compression method, resolution and paper size of the data is not supported by this equipment. 	Refer to the  P.71 "Receiving InternetFax" and check the data specifications which this equipment can receive. Then ask the sender to retry the transmission in an acceptable format.
92	The InternetFax or Email could not be received properly for any of the following reasons and thus it was forwarded to a designated address as an error: <ul style="list-style-type: none"> The data are corrupted. Any of the format, attachment file format and letter set of the data is not supported by this equipment. 	Check the forwarded data. Or refer to the  P.71 "Receiving InternetFax" and check the data specifications which this equipment can receive. Then ask the sender to retry the transmission in an acceptable format.
93	The InternetFax or Email could not be received properly for any of the following reasons: <ul style="list-style-type: none"> The data are corrupted. Any of the format, attachment file format and letter set of the data is not supported by this equipment. 	Refer to the  P.71 "Receiving InternetFax" and check the data specifications which this equipment can receive. Then ask the sender to retry the transmission in an acceptable format.
94	The InternetFax or Email could not be received properly due to the insufficient memory space and thus it was forwarded to a designated address as an error.	Check the forwarded data. Or wait until a job in process is completed, and then ensure sufficient space in the memory. Then ask the sender to retry the transmission.
95	The InternetFax or Email could not be received properly due to the insufficient memory space.	Wait until a job in process is completed, and then ensure sufficient space in the memory. Then ask the sender to retry the transmission.
9A	In the offramp gateway function, the forwarding of the InternetFax or Email was stopped by the offramp security setting because the Fax number of the destination was not registered in the address book.	Check the Fax number in the RECEPTION JOURNAL, and then notify the sender that the forwarding was stopped. If necessary, refer to the Setup Guide for Scanning Functions or the Operator's Manual for Facsimile Function and register the Fax number into the address book.

Error code	Cause	Countermeasure
9B	In the offramp gateway function, the forwarding of the InternetFax or Email was stopped by the offramp security setting and forwarded to a designated address as an error because the Fax number of the destination was not registered in the address book.	Check the Fax number in the RECEPTION JOURNAL or on the forwarded data, and then notify the sender that the forwarding was stopped. If necessary, refer to the Setup Guide for Scanning Functions or the Operator's Manual for Facsimile Function and register the Fax number into the address book.
9C	In the offramp gateway function, the forwarding of the InternetFax or Email was stopped and forwarded to a designated address as an error because the Fax number of the destination includes an invalid letter or 41 or more destinations are specified.	Check the Fax number in the RECEPTION JOURNAL or on the forwarded data, and then correct it (if 41 or more destinations are specified, set them within 40). Then ask the sender to retry the transmission.
9D	In the offramp gateway function, the forwarding of the InternetFax or Email was stopped because the Fax number the destination includes an invalid letter or 41 or more destinations are specified.	Check the Fax number in the RECEPTION JOURNAL, and then correct it (if 41 or more destinations are specified, set them within 40).
9E	The divided InternetFax/Email could not be received properly for any of the following reasons: <ul style="list-style-type: none"> • The reception was not completed within the waiting period specified for receiving divided data. • A setting for receiving divided data turned disabled during the reception. • The divided data were sent in a format which this equipment does not support. 	Refer to the Setup Guide for Scanning Functions and set "Enable Partial Email" correctly. Then ask the sender to retry the transmission. If the divided data were sent in a format which this equipment does not support, contact your system administrator.
9F	Connection to a POP3 server failed.	Check if the network cable is connected correctly and also the POP3 server is running correctly. Or refer to the Setup Guide for Scanning Functions and set the POP3 correctly.

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MULTIFUNCTIONAL DIGITAL SYSTEMS

Scanning Guide

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