TOSHIBA

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

Scanning Guide

e-STUDIO2010AC/2510AC
e-STUDIO2515AC/3015AC/3515AC/4515AC/5015AC
e-STUDIO2018A/2518A/3018A/3518A/4518A/5018A
e-STUDIO5516AC/6516AC/7516AC
e-STUDIO5518A/6518A/7518A/8518A

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Preface

Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems.
This manual provides instructions on how to use the equipment for scanning.
Read this manual before using the functions.

Note

Some models provide the scanning function as an option.

■ 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.

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

❑ Model and series names in this manual

In this manual, each model name is replaced with a series name as shown below.

Model name	Series name
e-STUDIO2010AC/2510AC	e-STUDIO5015AC Series
e-STUDIO2515AC/3015AC/3515AC/4515AC/5015AC	
e-STUDIO2018A/2518A/3018A/3518A/4518A/5018A	e-STUDIO5018A Series
e-STUDIO5516AC/6516AC/7516AC	e-STUDIO7516AC Series
e-STUDIO5518A/6518A/7518A/8518A	e-STUDIO8518A Series

❑ Optional equipment

For the available options, refer to the ***Quick Start Guide***.

❑ Screens in this manual

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

❑ Abbreviations in this manual

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

❑ Trademarks

For trademarks, refer to the ***Safety Information***.

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1

OVERVIEW

This chapter provides an overview of the scan features.

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Scan Features

With the equipment, originals placed in the ADF or on the original glass can easily be scanned as image data. The image data can then be stored in the e-Filing boxes and/or the shared folder of the equipment and/or sent to e-mail addresses.

■ Scan functions

This equipment has a “Simple Scan” function, with which you can scan images using only the minimum steps and a “Scan” function, with which you can specify a saving destination and a file format. The “Scan” function supports 5 saving destinations; “Scan to e-Filing”, “Scan to File”, “Scan to E-mail”, “Scan to USB” and “Web Service Scan”. You can save a scanned image as a PDF, XPS, TIFF, or JPEG file.

Note

Some models provide the scanning function as an option.

Tip

- If the forced encryption setting is enabled, PDF is the only available file format. To learn more about the forced encryption setting, refer to the ***MFP Management Guide***.
- XPS files are supported only by the following operating systems:
  - Windows 7 Service Pack 1 or later
  - Windows Server 2008 Service Pack 2 or later

❑ OCR Enabler

When OCR Enabler is supported, you can use the Optical Character Reader (OCR). This function can recognize the characters written on your original and output them as text data. When you enable OCR, you can save the text data as a PDF, XPS, DOCX, XLSX or PPTX file.

Tip

- Depending on the conditions of your originals and the requirements for reading, OCR may not recognize characters and figures properly.
- When you select a PDF file as a saving format, data scanned with OCR is stored as transparent text data piled up on your scans (Searchable PDF).
- When you select a DOCX, XLSX or PPTX file, intricate layouts may not be recreated.
- Accuracy of reading characters depends on reading resolution of scans. When your original includes fine prints, increase the resolution. Recommended resolutions and font sizes are as follows:

Language and size Resolution	Languages in Europe and the United States etc.	Japanese	Chinese (simplified Chinese and traditional Chinese)
200 dpi	14 pt or larger	16 pt or larger	18 pt or larger
300 dpi	9 pt or larger	10.5 pt or larger	12 pt or larger
400 dpi	7 pt or larger	8 pt or larger	9 pt or larger
600 dpi	6 pt or larger	6 pt or larger	6 pt or larger

* For each language and resolution, the maximum recognizable font size is 60 pt.

❑ Meta Scan Enabler

When the Meta Scan Enabler is supported, you can attach meta data (XML files) to your scans and e-mail them and/or store them in the equipment’s shared folder.

❑ Simple Scan

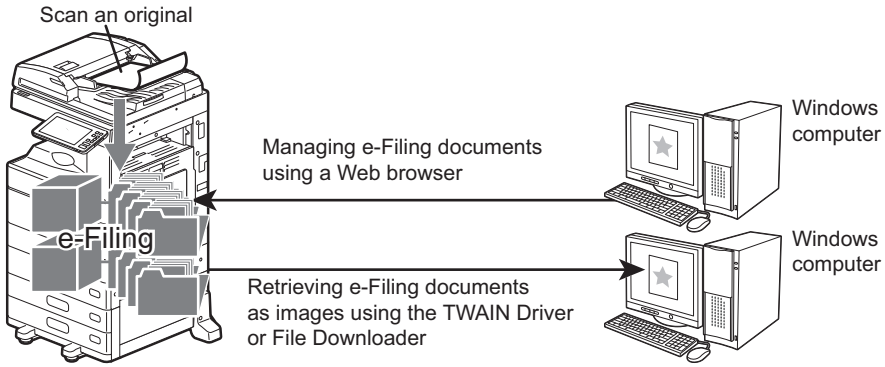
With this equipment, “Simple Scan”, which is an exclusive operation screen, is prepared so that you can scan images using only the minimum steps.
To learn more about “Simple Scan”, refer to the ***Quick Start Guide***.

❑ Scan to e-Filing

Scan to e-Filing allows you to store your scans as e-Filing documents in the equipment. The stored e-Filing documents can be managed by creating boxes and folders. With the e-Filing Web utility, you can print the e-Filing documents or merge them to create a new document. With the TWAIN Driver / File Downloader, you can retrieve this data and load it to your computer.

Note

- The maximum capacity in e-Filing differs depending on your model or operating environment. The total available space in e-Filing and the shared folder can be checked on the [Device] tab in TopAccess.
- Delete documents stored in e-Filing when they are no longer needed.
- The e-Filing boxes can be accessed from a client computer running Windows OS.



To learn more about Scan to e-Filing, see the following section:
📖 P.17 “Saving Data in e-Filing Boxes”

Tip

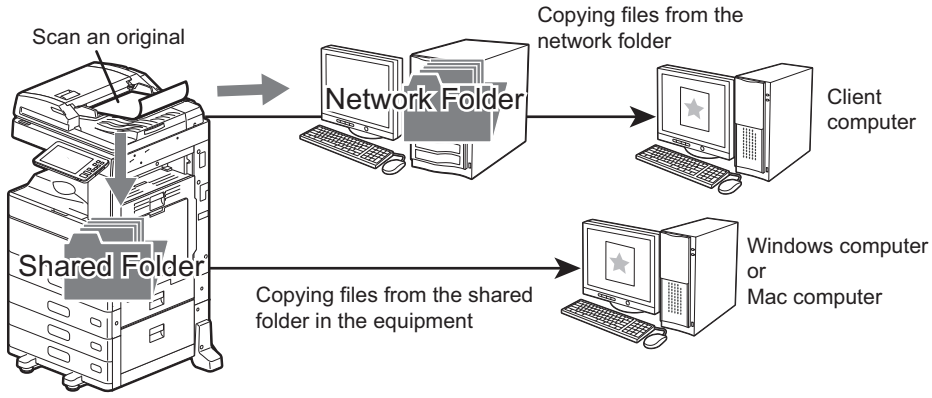
To learn more about e-Filing, refer to the ***e-Filing Guide***.

❑ Scan to File

Scan to File allows you to store scans as PDF, XPS, TIFF or JPEG files in the shared folder in the equipment or in a network folder. From these folders, you can copy the saved data and use it on your computer.
If you choose to store your scans in the network folder, the type of operating system, such as Windows or Mac OS, does not matter; you can save the data in any network folder accessible by FTP, SMB, NetWareIPX, NetWareIP, or FTPS.

Note

- Delete documents stored in the shared folder when they are no longer needed.
- The maximum capacity in the shared folder differs depending on your model or operating environment. The total available space in the shared folder and e-Filing can be checked on the [Device] tab in TopAccess.



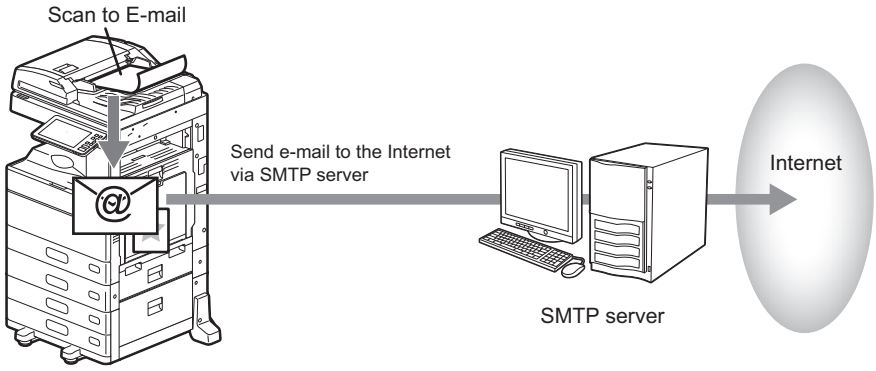
To learn more about Scan to File, see the following section:
📖 P.18 “Saving Data in the Shared Folder”

Tip

You can use copy and file function, with which you can copy and store files at the same time. For details, refer to the ***Copying Guide***.

❑ Scan to E-mail

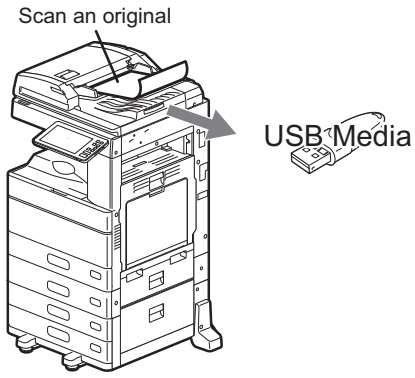
Scan to E-mail allows you to send your scans to specified e-mail addresses. The scanned image is converted to a PDF, XPS, TIFF, or JPEG file and sent as an e-mail attachment.



To learn more about Scan to E-mail, see the following section:
📖 P.25 “Sending Data to an E-mail Address”

❑ Scan to USB

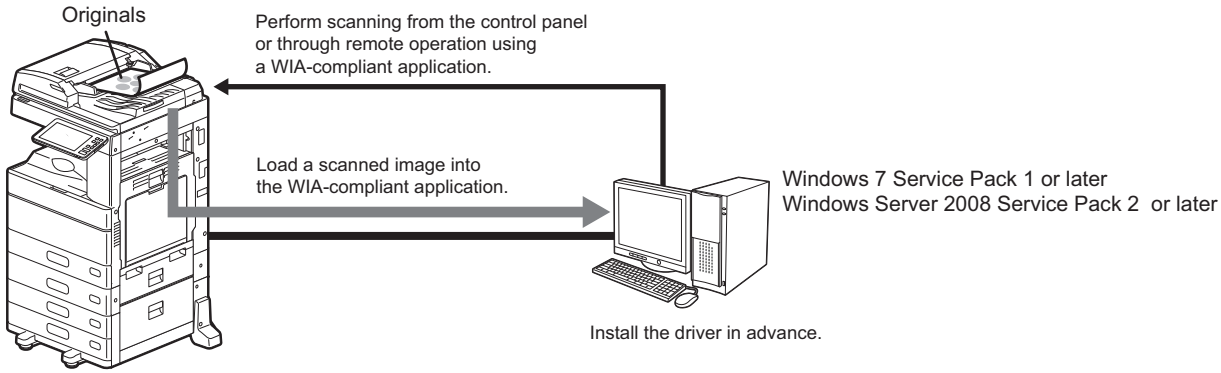
Scan to USB allows you to save scanned images as PDF, XPS, TIFF, or JPEG files in a USB storage device.



To learn more about Scan to USB, see the following section:
📖 P.30 “Saving Data to a USB Storage Device”

❑ Web Service (WS) Scan

Web Service (WS) Scan uses the functions of Windows 7 Service Pack 1 or later / Windows Server 2008 Service Pack 2 or later to scan images from a client computer through the network. The images scanned on the equipment can be loaded to your client computer and viewed via an application supporting the Windows Imaging Acquisition (WIA) Scan Driver.



To learn more about WS Scan, see the following section:
📖 P.33 “Scanning with Web Service Scan (WS Scan)”

■ Templates

Once you register a template, you can easily perform scan operations by recalling pre-set scan settings. When the Meta Scan Enabler is supported, you can register meta scan settings with a template and use the registered meta scan template.
For instructions on how to register and use templates, refer to the ***Template Guide***.

2

SCANNING (BASIC OPERATION)

This chapter describes the basic scanning operations.

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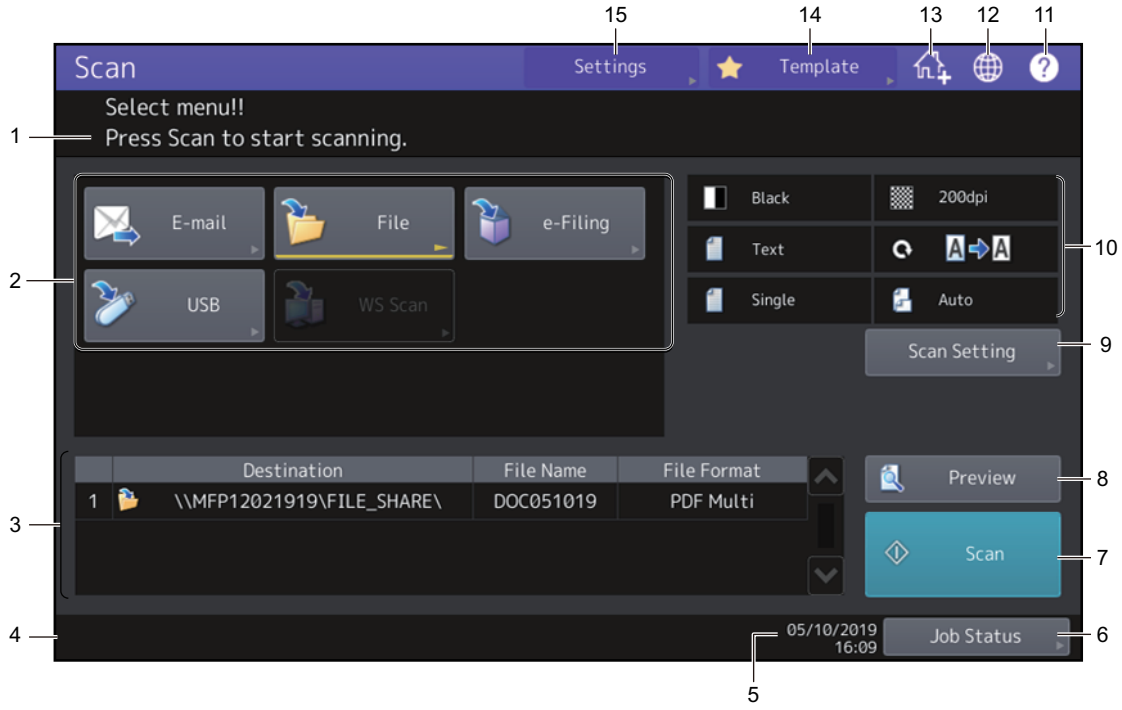
Viewing the Scan Menu on the Touch Panel

When you press [Scan] on the home screen, the Scan menu is displayed.

Note

- If the equipment is managed by the Department Management or User Management features, you need to enter a department code or the user information, such as the user name and password.
- You need to select the original size by yourself when placing the following originals whose sizes cannot be detected correctly:
  - Highly transparent originals (e.g. overhead transparencies, tracing paper)
  - Totally dark originals or originals with dark borders
  - Non-standard size originals (e.g. newspapers, magazines)

  For details, refer to the ***Paper Preparation Guide***.



1. **Message Display Area**
   Operational instructions and the status of the equipment are displayed.

2. **Function buttons**
   Press one of these buttons when you select the scan function. Pressing one of these buttons displays the set-up screen specific to the selected scan function.

3. **Destination Display Area**
   The scan jobs are displayed before their performance in the saving destinations or addresses.

4. **Alert Message Display Area**
   Alert messages are displayed when the equipment needs a toner cartridge replacement, the waste toner box needs cleaning, etc. For details on these messages, refer to the ***Hardware Troubleshooting Guide***.

5. **Date and Time**

6. **[Job Status]**
   Press this button when you want to monitor your copy, fax, scan, and/or print jobs or view the job logs. Pressing [Job Status] > [Jobs] > [Scan] displays the list of scan job statuses. You can delete jobs from the list as required.
   To learn more about how to view job statuses, refer to the ***Software Troubleshooting Guide***.

7. **[Scan]**
   Press this button to perform scanning.

8. **[Preview]**
   Press this button when you want to preview your scans.
   📖 P.50 “Previewing Scans”

9. **[Scan Setting]**
   Press this button to change scan settings applicable to “Scan to e-Filing”, “Scan to File”, “Scan to E-mail” and “Scan to USB”.
   📖 P.38 “Changing Scan Settings”

10. **Scan Settings Display Area**
    The selected scan settings are displayed. Pressing one of these buttons displays the set-up screen. For details on the settings, see the following page.
    📖 P.38 “Changing Scan Settings”

11. **[?] (Help) button**
    Press this button for descriptions on each function or button on the touch panel.

12. **Language button**
    Press this button to switch languages. For details, refer to the ***MFP Management Guide***.

13. **Adding to Home screen button**
    Press this button to register job settings onto the home screen. For details, refer to the ***Template Guide***.

14. **[Template]**
    Press this button when you want to use a template. To learn more about the template features, refer to the ***Template Guide***.

15. **[Settings]**
    Press this button to display a list of the selected options for scan settings.

Default Settings

A default refers to a setting selected automatically when you turn on the equipment, when the equipment wakes up from Sleep Mode, or when the [FUNCTION CLEAR] button is pressed on the control panel. To scan your document, the default settings can be used as they are whereas pressing [Scan Setting] during the scan operation allows you to select the preferred settings for each scan job.
P.38 “Changing Scan Settings”

The available settings in the scan mode and their factory defaults are listed in the table below.

Settings	Factory Defaults
Color Mode	Black
Resolution	200dpi
Original Mode	Text
Rotation	0 (degrees)
Single/2-Side Scan	Single
Original Size	Auto
Compress	Mid
Omit Blank Page	Off
Outside Erase	Off
Range Adjustment	±0
Exposure	Auto
Contrast	±0
Background Adjustment	±0
Drop Out Color	OFF
Sharpness	±0
Saturation	±0
RGB Adjustment	
Red (R)	±0
Green (G)	±0
Blue (B)	±0
ADF Scan Noise Reduction	None
OCR Setting - Language	1st English 2nd None
OCR Setting - Auto Rotation	On

Tip

- To display a list of the selected options for scan settings, press [Settings].
  P.14 “Viewing the Scan Menu on the Touch Panel”
- The default settings can be changed on the screen which is opened by pressing [User Functions -user-] on the home screen. For details, refer to the ***MFP Management Guide***.

Saving Data in e-Filing Boxes

Scan originals and store the scans in e-Filing boxes. You can scan 200 pages per job.

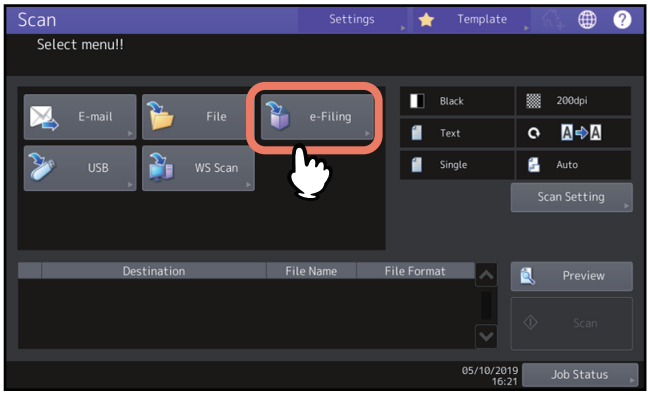
When saving your scans, you can specify a public box or one of the user boxes. The public box is a pre-defined box and is used to store documents that any users of the equipment may need to work with. A user box is one created by the user. If a password has been set for a user box, you need to enter the correct password to access it.

The stored data can be printed out any time from the touch panel. You can also manage the data using the e-Filing web utility. With the e-Filing web utility, you can create user boxes and folders, print documents, and even merge several documents to create a new one.

Note

- The maximum capacity in the e-Filing box differs depending on your model or operating environment. The total available space in the e-Filing box and shared folder can be checked on the [Device] tab in TopAccess.
- Before saving your scans in a user box, you need to set up the user box.
- To prevent loss of data, we recommend that you back up the data saved in the equipment's internal storage device. You can back up the data with the computer using File Downloader or e-Filing Backup/Restore Utility.
- Delete documents stored in e-Filing when they are no longer needed.

1 Place the original(s) and press [e-Filing] on the Scan menu.



- For help, refer to the ***Paper Preparation Guide***.
- For details on the Scan menu, see the following section:
  P.14 "Viewing the Scan Menu on the Touch Panel"
- For instructions on how to store your scans with Scan to e-Filing, create user boxes, and print e-Filing documents, refer to the ***e-Filing Guide***.

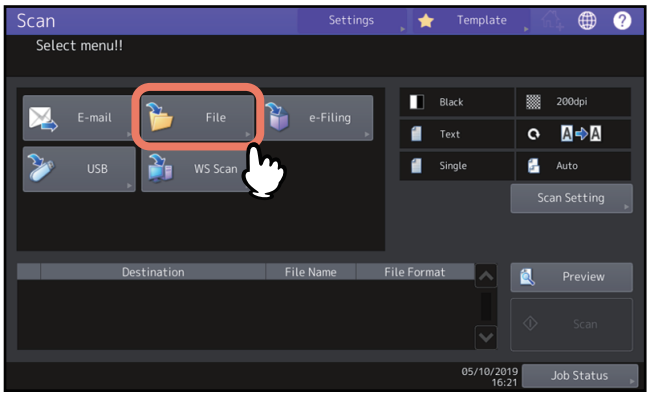
Saving Data in the Shared Folder

Send and store scans to a shared folder in the equipment's internal storage device or a specified network folder. The data stored in the shared folder can be accessed directly from the computer via a network.
You can scan up to 1000 pages per job until the equipment's memory is full.
Approx. 300 pages (Color or Auto color mode) or approx. 1500 pages (Black) can be scanned and saved in the internal memory.

Note

- The maximum capacity in the shared folder differs depending on your model or operating environment. The total available space in the shared folder and e-Filing can be checked on the [Device] tab in TopAccess.
- The shared folder in the equipment's internal storage device can contain a maximum of 2000 files.
- The network administrator has to make settings for storing the scanned data to the client computers. For details, refer to the ***TopAccess Guide***.
- We recommend that you back up the data stored in the shared folder.
- Delete documents stored in the shared folder when they are no longer needed.

1 Place the original(s) and press [File] on the Scan menu.

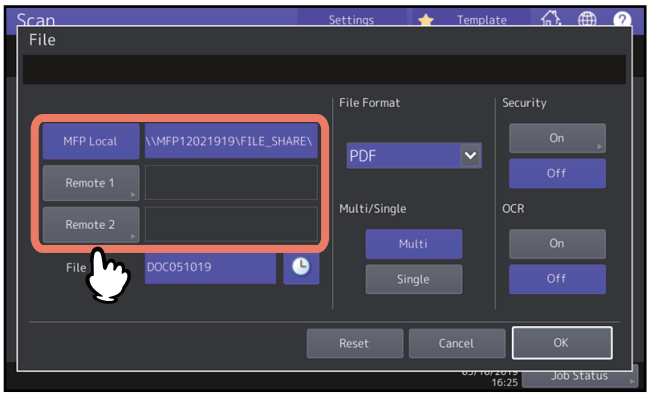


- For help, refer to the ***Paper Preparation Guide***.
- For details on the Scan menu, see the following section:
P.14 "Viewing the Scan Menu on the Touch Panel"

Tip

- To scan 2-sided documents or change settings such as Color Mode and Resolution, press [Scan Setting].
P.38 "Changing Scan Settings"
- To preview your scans, press [Preview] and then scan.
P.50 "Previewing Scans"
- You can select and set [e-Filing], [E-mail] or [USB] as another scan function. (Dual Agents)
P.58 "Scanning With Dual Functions (Dual Agents)"

2 Select a file destination.



- **[MFP Local]** — Press this button to store files in a shared folder of this equipment.
- **[Remote 1]**, **[Remote 2]** — Press this button to store files in a network folder, which is the shared folder of a computer connected with this equipment by network.

Note

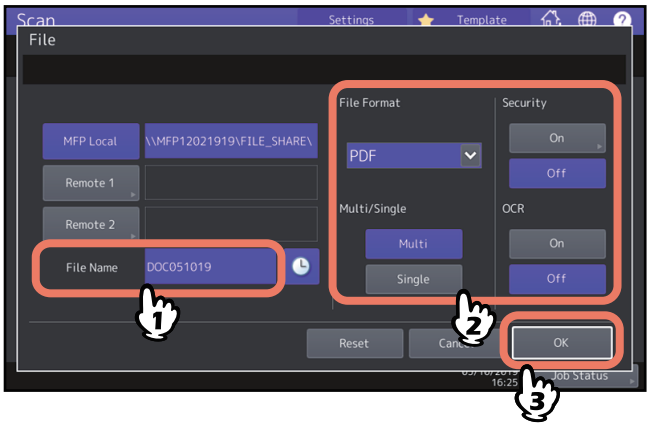
Storing data in a network folder requires the administrator to set the equipment configuration. For details, refer to the ***TopAccess Guide***.

Tip

- If saving data in a network folder is enabled by the administrator and if the file destination is specified by the administrator, the network path for the destination is displayed on the right side of [Remote 1] or [Remote 2]. If the network path is not displayed, you need to specify a file destination. For details, see the following page.
P.22 “Specifying the network folder”
- If saving data in a network folder is enabled by the administrator, you can select 2 file destinations from [MFP Local], [Remote 1] and [Remote 2].

3 Define the settings for the new file.

Select an option for each of the [File Name], [File Format], [Multi/Single], [Security] and/or [OCR] settings. Finally, press [OK].



- **File Name**
  The file name can consist of a maximum of 128 characters. The trailing characters in a file name (maximum 74) may be deleted depending on the type of letters used.
- **File Format**
  Select a file format. If the forced encryption setting is enabled, PDF is the only available file format. To learn more about the forced encryption setting, refer to the ***MFP Management Guide***.
  - **[PDF]** — Press this button to store your scan as a PDF file.
  - **[TIFF]**— Press this button to store your scan as a TIFF file. The OCR function cannot be used in this file format.
  - **[XPS]** — Press this button to store your scan as an XPS file. The OCR function cannot be used in this file format.

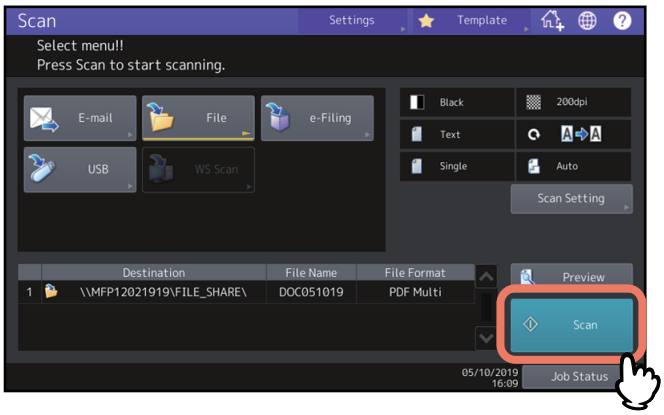
- **[Slim PDF]** — Press this button to store your scan as a slim PDF file. This option is suitable when minimizing the file size is more important than the image quality. This option is available only when [Full Color] or [Gray Scale] is selected for the color mode setting.
- **[JPEG]** — Press this button to store your scan as a JPEG file. This option is available only when [Full Color] or [Gray Scale] is selected for the color mode setting. The OCR function cannot be used in this file format.
- **[PDF/A]** — Press this button to store your scan as a PDF/A file.
- **[DOCX]** — Press this button to store your scan as a DOCX file. You can select it only when the OCR function is enabled.
- **[XLSX]** — Press this button to store your scan as an XLSX file. You can select it only when the OCR function is enabled.
- **[PPTX]** — Press this button to store your scan as a PPTX file. You can select it only when the OCR function is enabled.

- **Multi/Single**
  - **[Multi]** — Press this button to store your scan as a multiple page file. When you scan several pages, the equipment stores all the pages as a single file.
  - **[Single]** — Press this button to store your scan as a single file for each page. When you scan several pages, the equipment stores each page as a separate file.
- **Security**
  When PDF is selected for the file format, you can decide whether or not to encrypt the PDF file. To encrypt the PDF file, press [On].
  P.60 “Encrypting Data When Saving It”
- **OCR**
  Decide whether or not to enable OCR.

Tip

- To clear the settings, press [Reset].
- Pressing next to [File Name] adds a meaningful number, such as date and time, to the file name. The number is assigned according to the format set by the administrator. For details, refer to the ***TopAccess Guide***.
- To use the OCR function, you need to support the OCR Enabler.
  P.8 “OCR Enabler”
- When you want to enable OCR and your original includes fine prints, increase the resolution.
  P.39 “Specifying the resolution”

4 Press [Scan].

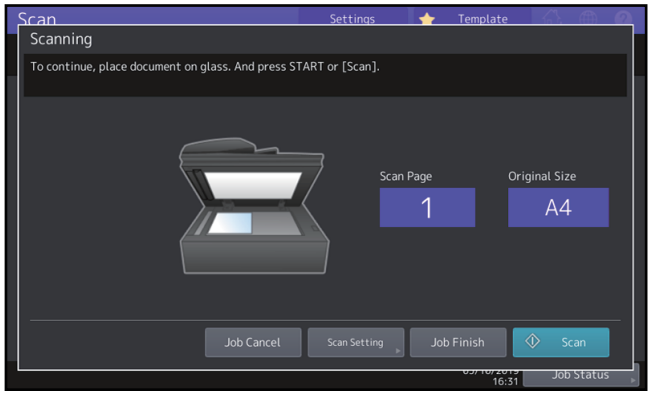


Note

- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limit. Do you want to save stored originals?” message appears. If you want to save the scans, press [Yes].
- When the temporary workspace is full on the equipment’s internal storage device, a message appears and the job is canceled. The available workspace can be viewed on the [Device] tab on TopAccess.
- If the number of jobs waiting to store scans in the equipment’s internal storage device exceeds 20, a message appears to indicate that its memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [Job Status].
  To learn more about viewing job statuses, refer to the ***Software Troubleshooting Guide***.

Scanning the next original

When the original is set on the glass or [Continue] is pressed during scanning on the ADF, the confirmation screen for the next original will be displayed. In either case, when you set the next original and press [Scan], it will be scanned. Follow this procedure as many times as necessary. When all of the scanning is finished, press [Job Finish].



- To cancel the operation, press [Job Cancel].
- To change the scan settings, press [Scan Setting].
  📖 P.38 “Changing Scan Settings”

■ Specifying the network folder

When you are authorized to specify a file destination for the network folder, follow the procedure below.

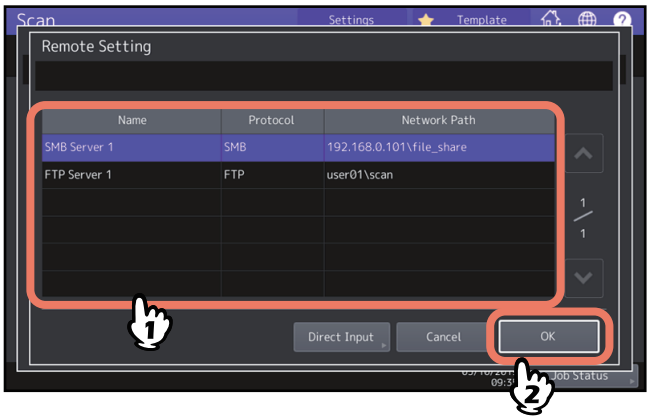
Note

Storing data in a network folder requires the administrator to set the equipment configuration. For details, refer to the ***TopAccess Guide***.

Tip

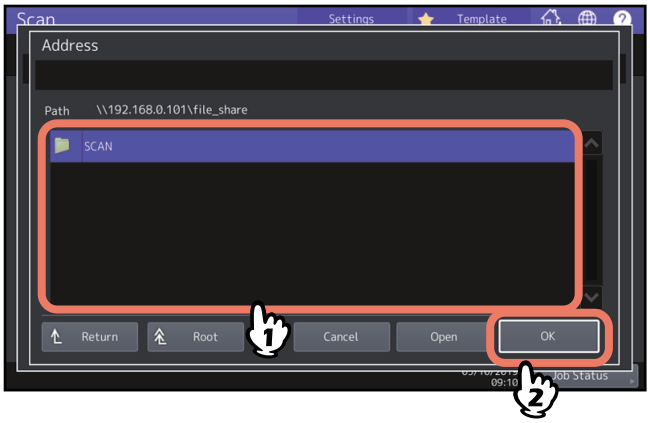
If saving data in a network folder is enabled by the administrator, you can select 2 file destinations from [MFP Local], [Remote 1] and [Remote 2].

1 Select the desired file destination from the list and press [OK].



- If FTP, NetWareIPX, NetWareIP or FTPS is selected for a protocol, you do not need to proceed to the next step. The network path you select on the screen in the step 2 of “Saving Data in the Shared Folder” is displayed.
- If SMB is selected for a protocol, proceed to Step 2.
- If your desired file destination has not been registered in the equipment, press [Direct Input] and proceed to Step 3.

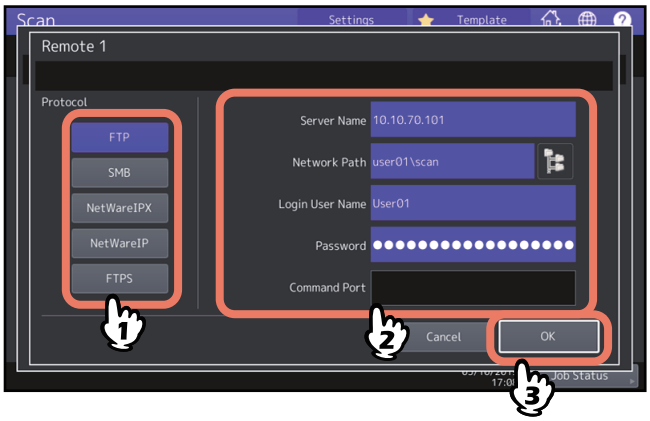
2 If SMB is selected, select the folder to be stored and press [OK].



The network path you select on the screen in the step 2 of “Saving Data in the Shared Folder”is displayed.

3 To manually specify the remote file destination, set each option.

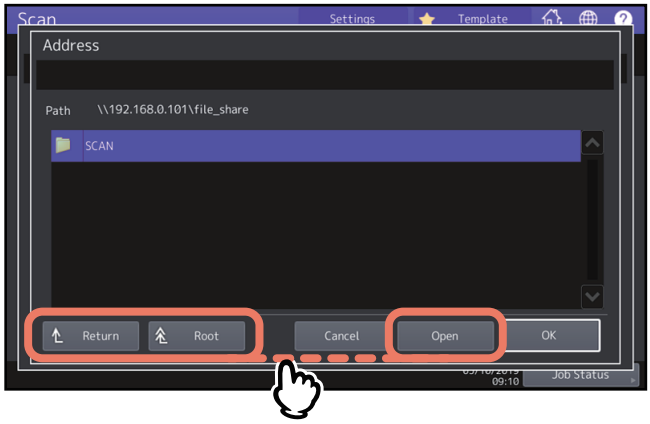
Select FTP, SMB, NetWareIPX, NetWareIP, or FTPS as a protocol to transfer the file.
Enter a file destination to [Server Name], [Network Path], [Login User Name], [Password] and/or [Command Port] to specify it.
Finally, press [OK].



- **[Server Name] (FTP, NetWareIPX, NetWareIP, and FTPS only)**
  - **When you select [FTP] or [FTPS]:**
    Enter the IP address of the FTP server. For example, to transfer the scanned data to “ftp://10.10.70.101/user01/scan/,” enter “10.10.70.101” in this box.
  - **When you select [NetWareIPX]:**
    Enter the name of the NetWare file server or the Tree/Context (when NDS is available).
  - **When you select [NetWareIP]:**
    Enter the IP address of the NetWare file server.
- **[Network Path]**
  - **When you select [FTP] or [FTPS]:**
    Enter the path to a folder in the FTP server where you want to store the scanned data. For example, to transfer the scanned data to “ftp://10.10.70.101/user01/scan/,” enter “user01\scan” in this box.
  - **When you select [SMB]:**
    Enter the network path to the folder where you want to store the scanned data.
  - **When you select [NetWareIPX] or [NetWareIP]:**
    Enter the path to a folder in the NetWare file server where you want to store the scanned data. For example, to transfer the scanned data to the “sys\scan” folder in the NetWare file server, enter “\sys\scan” in this box.
- **[Login User Name]**
  - **When you select [FTP] or [FTPS]:**
    Enter the log-in user name for the FTP server if required.
  - **When you select [SMB]:**
    Enter the user name to access the network folder if required.
  - **When you select [NetWareIPX] or [NetWareIP]:**
    Enter the log-in user name for the NetWare file server if required.
- **[Password]**
  - **When you select [FTP] or [FTPS]:**
    Enter the log-in password for the FTP server if required.
  - **When you select [SMB]:**
    Enter the password for accessing the network folder if required.
  - **When you select [NetWareIPX] or [NetWareIP]:**
    Enter the log-in password for the NetWare file server if required.
- **[Command Port] (FTP and FTPS only)**
  Enter the port number to be used for command execution. By default, a hyphen “-” is entered in this box, and the port number set by the administrator is used. Change the entry in this box only when you want to use another port number.

Tip

- When you select [SMB] for a protocol, enter the network path, login user name and password then press , so that you can select the folder.
- When you select [SMB] for a protocol, enter the login user name and password then press , so that you can search all the servers and client computers connected to the equipment.



  - [Open]: Press this button to expand the selected folder and move down to the next lower layer.
  - [Return]: Press this button to move up to the next higher layer.
  - [Root]: Press this button to move up to the top of the search result screen of all the servers and client computers connected to the equipment.

Note

- Searching of all folders on network is performed for 5 minutes. Searching is finished if target folders are not found.
  When a target folder is not listed in the search result, enter the path of a folder to store the scanned data to [Network Path].
- Searching of all files on network is performed by using the SMB1.0 protocol. Therefore, servers and client computers whose SMB1.0 protocol is disabled may not be found.

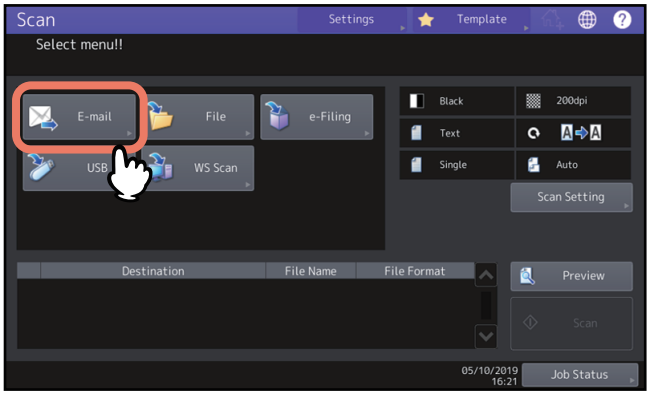
Sending Data to an E-mail Address

You can send your scans to a specified e-mail address as an attached file.

Note

The Scan to E-mail function requires the network administrator to set the equipment configuration.

1 Place the original(s) and press [E-mail] on the Scan menu.

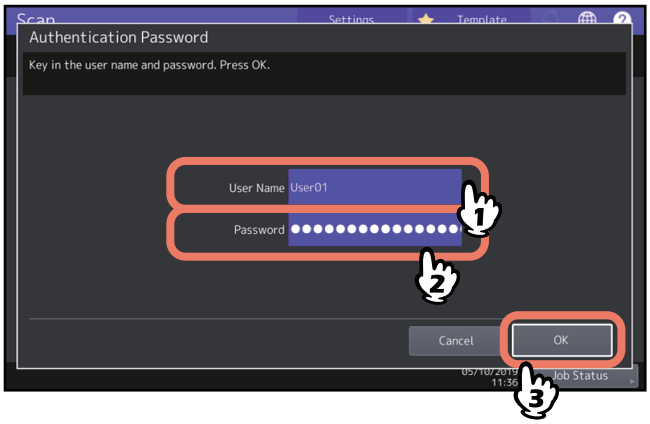


- To learn about how to place originals, refer to the ***Paper Preparation Guide***.
- For details on the Scan menu, see the following section:
  P.14 “Viewing the Scan Menu on the Touch Panel”
- If the User Authentication for Scan to E-mail setting is enabled by the administrator on TopAccess, the Authentication screen is displayed. In this case, proceed to step 2.
- If the User Authentication for the Scan to E-mail setting is disabled by the administrator, proceed to step 3.

Tip

- To scan 2-sided documents or change settings such as Color Mode and Resolution, press [Scan Setting].
  P.38 “Changing Scan Settings”
- To preview your scans, press [Preview] and then scan.
  P.50 “Previewing Scans”
- You can select and set [e-Filing], [E-mail] or [USB] as another scan function. (Dual Agents)
  P.58 “Scanning With Dual Functions (Dual Agents)”

2 When the Authentication screen appears, complete the user authentication.

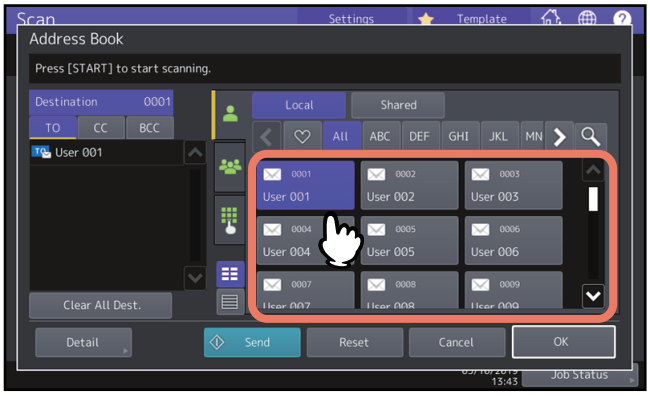


Note

The above screen is displayed only when the User Authentication for Scan to E-mail setting is enabled on TopAccess by the administrator. If this screen is displayed, you must enter your user name and password to log in to the Scan to E-mail screen. For the user name and password, ask your network administrator.

3 Specify the e-mail address(es) that you want to send to.

When you select a contact from the address book on the right side, the selected contact is added to the destination list on the left side. After adding all contacts, press [OK].

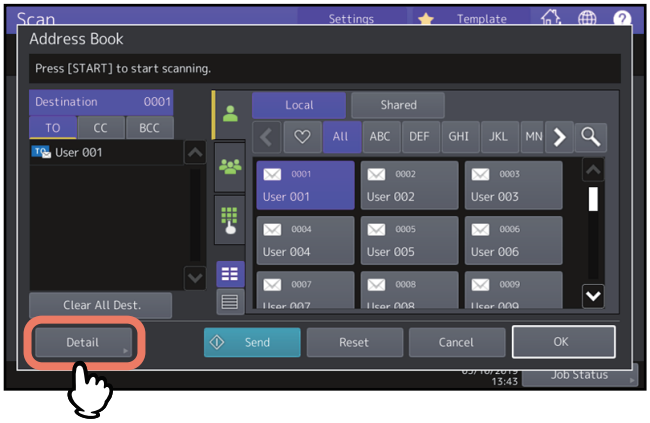


You can specify e-mail addresses in various ways. For details, see the following section:
P.52 “Specifying E-mail Addresses”

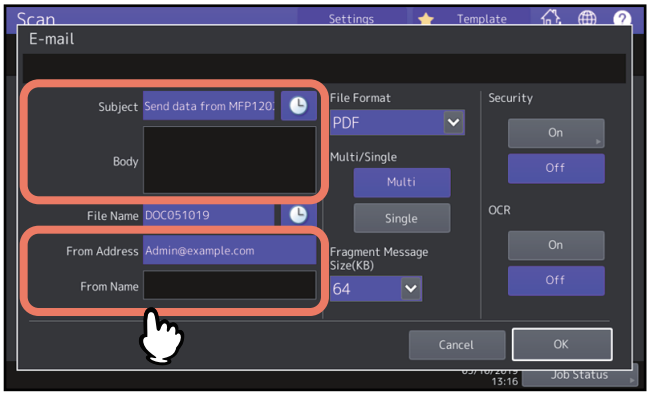
Tip

The entry in the From Address box may already be set by the administrator on TopAccess. (Refer to the ***TopAccess Guide*** for descriptions of the E-mail Setting and/or the User Authentication for Scan to E-mail setting.) In this case, you can start sending your scans by specifying the e-mail address(es) and then pressing [Send] or the [START] button.

4 Press [Detail].



5 Enter each item needed for your e-mail.



- **Subject**
  Edit the subject for your e-mail. You can enter up to 128 characters.
- **Body**
  Edit the body text for your e-mail. You can enter up to 1000 characters.

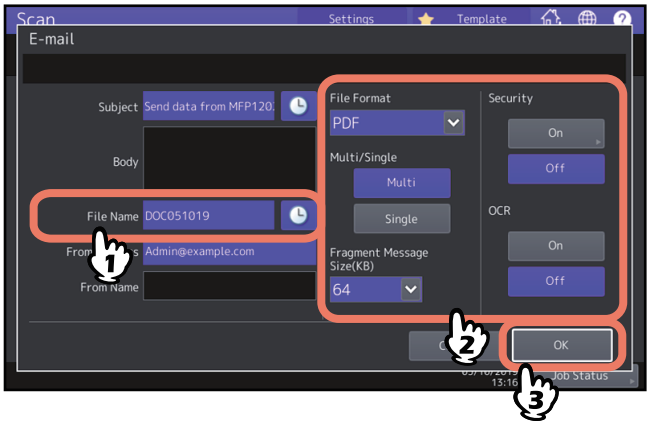
- **[From Address]**
  Press this button to edit the sender's e-mail address. You cannot edit the box if the administrator sets the sender's e-mail address so that it cannot be edited.
- **[From Name]**
  Press this button to edit the sender's name.

Tip

- To clear the settings, press [Reset].
- The administrator can change the default body text. For details, refer to the ***MFP Management Guide*** or the ***TopAccess Guide***.
- Pressing next to the subject adds a meaningful number, such as date and time, to the subject. For details, refer to the ***TopAccess Guide***.

6 Make the following settings for the attached file.

Select an option for each of the [File Name], [File Format], [Multi/Single], [Fragment Message Size(KB)], [Security] and/or [OCR] settings.
Finally, press [OK].



- **[File Name]**
  The file name can consist of a maximum of 128 characters. The trailing characters in a file name (maximum 74) may be deleted depending on the type of letters used.
- **File Format**
  Select a file format. If the forced encryption setting is enabled, PDF is the only available file format. To learn more about the forced encryption setting, refer to the ***MFP Management Guide***.
  - **[PDF]** — Press this button to store your scan as a PDF file.
  - **[TIFF]** — Press this button to store your scan as a TIFF file. The OCR function cannot be used in this file format.
  - **[XPS]** — Press this button to store your scan as an XPS file. The OCR function cannot be used in this file format.
  - **[Slim PDF]** — Press this button to store your scan as a slim PDF file. This option is suitable when minimizing the file size is more important than the image quality. This option is available only when [Full Color] or [Gray Scale] is selected for the color mode setting.
  - **[JPEG]** — Press this button to store your scan as a JPEG file. This option is available only when [Full Color] or [Gray Scale] is selected for the color mode setting. The OCR function cannot be used in this file format.
  - **[PDF/A]** — Press this button to store your scan as a PDF/A file.
  - **[DOCX]** — Press this button to store your scan as a DOCX file. You can select it only when the OCR function is enabled.
  - **[XLSX]** — Press this button to store your scan as an XLSX file. You can select it only when the OCR function is enabled.
  - **[PPTX]** — Press this button to store your scan as a PPTX file. You can select it only when the OCR function is enabled.

- **Multi/Single**
  - **[Multi]** — Press this button to store your scan as a multiple page file. When you scan several pages, the equipment stores all the pages as a single file.
  - **[Single]** — Press this button to store your scan as a single file for each page. When you scan several pages, the equipment stores each page as a separate file.
- **Fragment Message Size (KB)**
  Select the size of message fragmentation. If the size of the attached file exceeds that selected here, the equipment transmits the file by dividing the data into smaller blocks.
- **Security**
  When PDF is selected for the file format, you can decide whether or not to encrypt the PDF file. To encrypt the PDF file, press [On].
  P.60 “Encrypting Data When Saving It”
- **OCR**
  Decide whether or not to enable OCR.

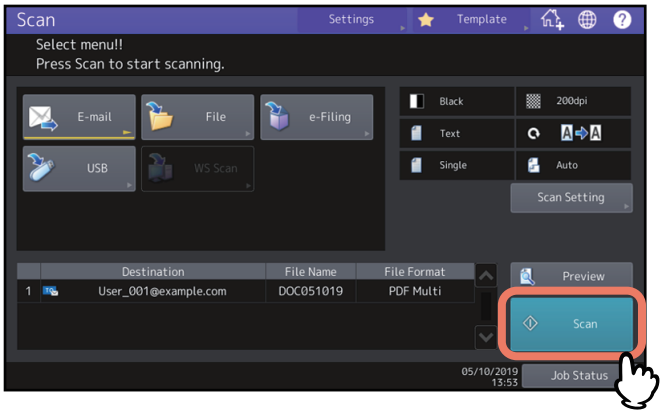
Note

If the data size of the e-mail exceeds the maximum allowed for transmission, the attached file will not be sent. The maximum data size for e-mail transmission can be set by the administrator on the TopAccess SMTP Client page.

Tip

- Pressing next to [File Name] adds a meaningful number, such as date and time, to the file name. The number is assigned according to the format set by the administrator. For details, refer to the ***TopAccess Guide***.
- To use the OCR function, you need to support the OCR Enabler.
  P.8 “OCR Enabler”
- When you want to enable OCR and your original includes fine prints, increase the resolution.
  P.39 “Specifying the resolution”

7 Press [Scan] or the [START] button.

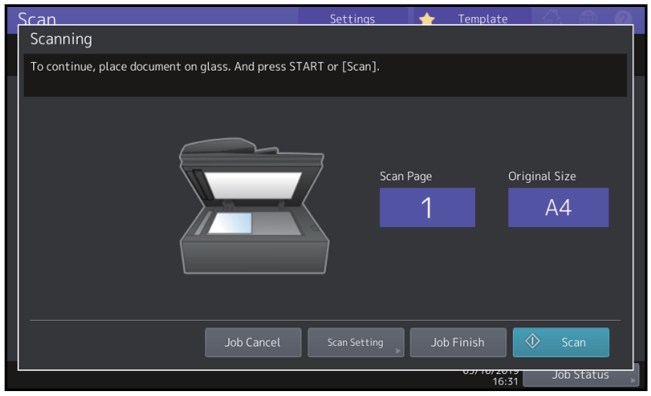


Note

- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limit. Do you want to save stored originals?” message appears. If you want to save the scans, press [Yes].
- When the temporary workspace is full on the equipment’s internal storage device, a message appears and the job is canceled. The available workspace can be viewed on the [Device] tab on TopAccess.

Scanning the next original

When the original is set on the glass or [Continue] is pressed during scanning on the ADF, the confirmation screen for the next original will be displayed. In either case, when you set the next original and press [Scan], it will be scanned. Follow this procedure as many times as necessary. When all of the scanning is finished, press [Job Finish].



- To cancel the operation, press [Job Cancel].
- To change the scan settings, press [Scan Setting].

📖 P.38 “Changing Scan Settings”

Saving Data to a USB Storage Device

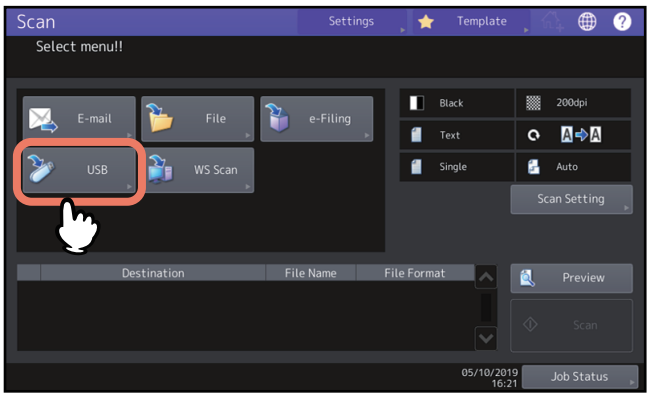
You can store scans to a USB storage device.

Note

- To store data in a USB storage device, the Save to USB Media setting must be enabled by the administrator. For details, refer to the ***TopAccess Guide***.
- USB storage devices must meet requirements below. However, some USB storage devices may not be used with this equipment even though the requirements below are met.
  - FAT16 or FAT32 format
  - Single-partition (USB storage devices with multiple partitions are not supported.)

1 Connect a USB storage device to the USB port of the equipment and wait a few seconds.
For the USB port position, refer to the ***Quick Start Guide***.

2 When "Found USB Device." message appears on the touch panel, place the original(s) and press [USB] on the Scan menu.



- To learn how to place originals, refer to the ***Paper Preparation Guide***.
- For details on the Scan menu screen, see the following section:
  P.14 "Viewing the Scan Menu on the Touch Panel"

Note

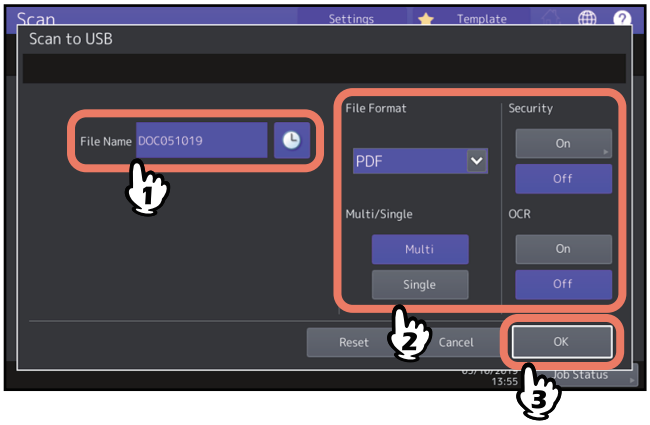
When you store scans in a USB storage device, never attempt to remove the device from the equipment until data transmission is completed. Removing the USB storage device during data transmission may corrupt the device.

Tip

- Storing scans to a USB storage device may take a long time depending on the volume of the scans.
- To scan 2-sided documents or set Color Mode or Resolution, etc., press [Scan Setting].
  P.38 "Changing Scan Settings"
- To preview your scans, press [Preview] and then scan.
  P.50 "Previewing Scans"
- You can select and set [e-Filing], [E-mail] or [USB] as another scan function. (Dual Agents)
  P.58 "Scanning With Dual Functions (Dual Agents)"

3 Define the settings for the new file as required.

Set each of the [File Name], [File Format], [Multi/Single], [Security] and [OCR] settings.
After the settings are done, press [OK].



Tip

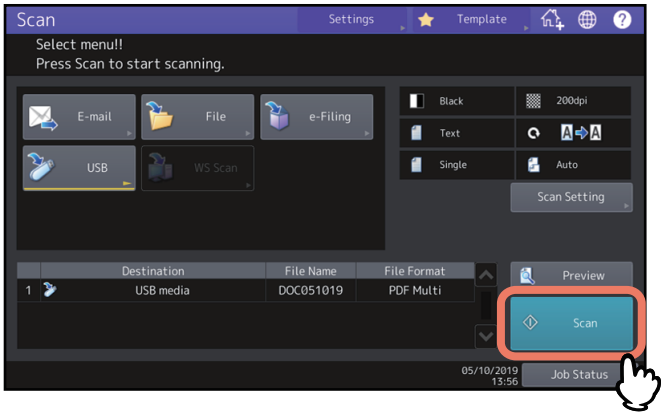
To clear the settings, press [Reset].

- **[File Name]**
  A maximum of 128 letters can be used for the file name.
- **File Format**
  Select a file format. If the forced encryption setting is enabled, PDF is the only available file format. To learn more about the forced encryption setting, refer to the ***MFP Management Guide***.
  - **[PDF]** – Press this button to store scans as a PDF file.
  - **[TIFF]** – Press this button to store scans as a TIFF file. The OCR function cannot be used in this file format.
  - **[XPS]** – Press this button to store scans as an XPS file. The OCR function cannot be used in this file format.
  - **[Slim PDF]** – Press this button to store scans as a slim PDF file. This option is suitable when minimizing the file size is more important than the image quality. This option is available only when [Full Color] or [Gray Scale] is selected for the color mode setting.
  - **[JPEG]** – Press this button to store scans as a JPEG file. This option is available only when [Full Color] or [Gray Scale] is selected for the color mode setting. The OCR function cannot be used in this file format.
  - **[PDF/A]** — Press this button to store your scan as a PDF/A file.
  - **[DOCX]** — Press this button to store your scan as a DOCX file. You can select it only when the OCR function is enabled.
  - **[XLSX]** — Press this button to store your scan as an XLSX file. You can select it only when the OCR function is enabled.
  - **[PPTX]** — Press this button to store your scan as a PPTX file. You can select it only when the OCR function is enabled.
- **Multi/Single**
  - **[Multi]** – Press this button to store scans as a multiple page file. When you scan several pages, the equipment stores all the pages as a single file.
  - **[Single]** – Press this button to store scans as a single file for each page. When you scan several pages, the equipment stores each page as a separate file.
- **Security**
  When PDF is selected for the file format, you can decide whether or not to encrypt the PDF file. To encrypt the PDF file, press [On].
  P.60 “Encrypting Data When Saving It”
- **OCR**
  Decide whether or not to enable OCR.

Tip

- Pressing next to [File Name] adds some numbers such as date and time to the file name. These numbers can be set by the administrator. For details, refer to the ***TopAccess Guide***.
- To use the OCR function, you need to support the OCR Enabler.
  P.8 “OCR Enabler”
- When you want to enable OCR and your original includes fine prints, increase the resolution.
  P.39 “Specifying the resolution”

4 Press [Scan] to scan data.

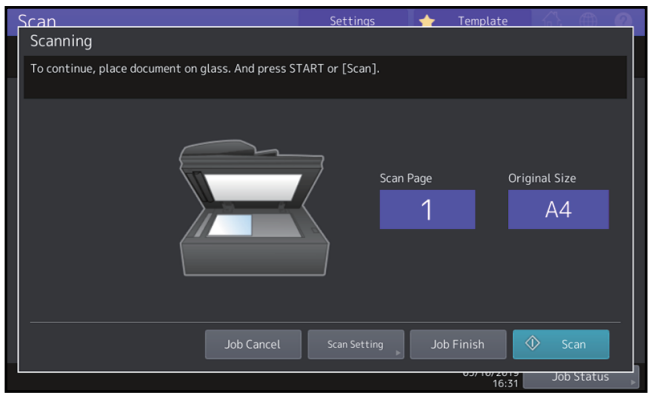


Note

- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limit. Do you want to save stored originals?” message appears. If you want to save the scans, press [Yes].
- When the temporary workspace is full on the equipment’s internal storage device, a message appears and the job is canceled. The available workspace can be viewed on the [Device] tab on TopAccess.
- If the number of jobs waiting to store scans in the equipment’s internal storage device exceeds 20, a message appears to indicate that its memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [Job Status].
  To learn more about viewing job statuses, refer to the ***Software Troubleshooting Guide***.

Scanning the next original

When the original is set on the glass or [Continue] is pressed during scanning on the ADF, the confirmation screen for the next original will be displayed. In either case, when you set the next original and press [Scan], it will be scanned. Follow this procedure as many times as necessary. When all of the scanning is finished, press [Job Finish].



- To cancel the operation, press [Job Cancel].
- To change the scan settings, press [Scan Setting].
  P.38 “Changing Scan Settings”

Scanning with Web Service Scan (WS Scan)

Web Service (WS) Scan uses the functions of Windows 7 Service Pack 1 or later / Windows Server 2008 Service Pack 2 or later to scan images from a client computer through the network. Scanning can be performed through the touch panel operation or from a client computer. The images scanned on the equipment can be loaded to your client computer and viewed on an application supporting the Windows Imaging Acquisition (WIA) Scan Driver.

System Requirements

The WS Scan function is available under the following environments:

- OS
  Windows 7 Service Pack 1 or later / Windows Server 2008 Service Pack 2
- Software
  Windows Imaging Acquisition (WIA)-compliant applications

Scan Driver Installation

WS Scan uses the WIA Scan Driver included with Windows operating systems Windows 7 Service Pack 1 or later / Windows Server 2008 Service Pack 2 or later. The WIA Scan Driver is automatically installed to your client computer when you install client software for Web Service Printing. For help, refer to the ***Software Installation Guide***.

Note

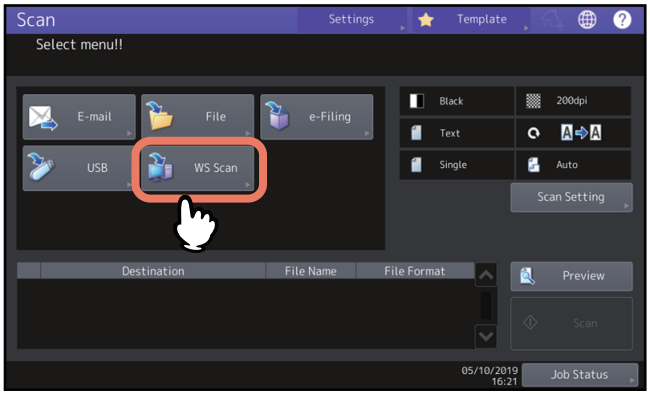
To install the WIA Scan Driver on a client computer, the Web Service Scan setting must be enabled by the administrator on TopAccess. For details, refer to the ***TopAccess Guide***.

Tip

The Client Utilities/User Documentation DVD includes the TOSHIBA e-STUDIO WIA Driver for users of Windows 7 Service Pack 1 or later / Windows Server 2008 Service Pack 2 or later. This driver can be used together with a WIA-compliant application, such as Microsoft Paint supported by Windows 7 Service Pack 1 or later / Windows Server 2008 Service Pack 2 or later, to scan images on the equipment and load them to your client computer.
📖 P.65 “Scanning Images Using the TOSHIBA e-STUDIO WIA Driver”

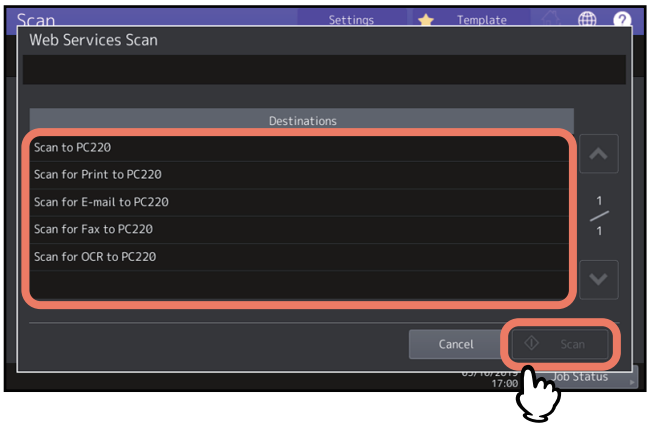
This guide provides instructions for using the touch panel to scan images on the equipment. For operational instructions on the client computers, refer to the documentation that comes with your WIA-compliant application.

1 Place the original(s) and press [WS Scan] on the Scan menu.



- To learn how to place originals, refer to the ***Paper Preparation Guide***.
- For details on the Scan menu, see the following section:
  📖 P.14 “Viewing the Scan Menu on the Touch Panel”

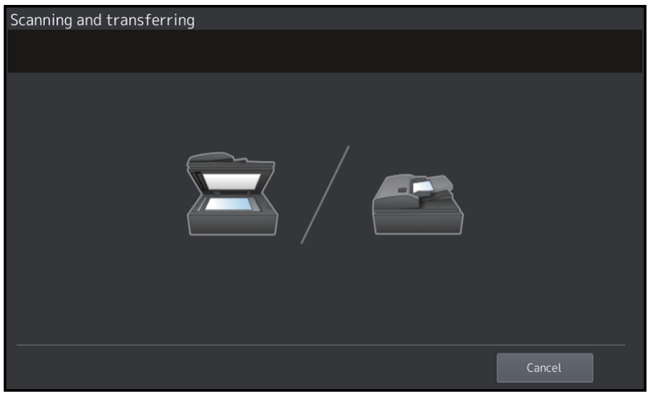
2 Select the client that fits your needs, and then press [Scan].



Tip

If the desired client name is not shown on the screen, use ^ and v to switch between pages.

The following screen is displayed.



Note

If the above screen does not appear, make sure that the selected client is running.

■ Using scan data saved as e-Filing documents

You can display a list of the scan data stored in e-Filing and use it in various ways from the touch panel or with the e-Filing web utility. For instructions on how to use the data stored in e-Filing, refer to the ***e-Filing Guide***.

■ Using scan data saved as files

To access your scans stored in the equipment's shared folder, a USB storage device, or a network folder, use the Windows Explorer search function or the Mac Finder.

❑ Using scans saved in MFP Local

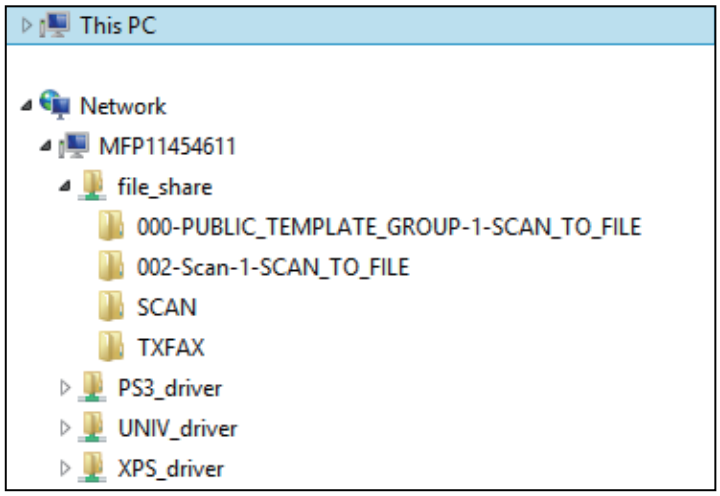
When you select [MFP Local] to save your scans, they are stored in the equipment's shared folder named "file_share." You can access this folder from a computer running a Windows OS or Mac OS X 10.6.8 or later.

Tip

If you access the equipment's shared folder from Mac OS X 10.6.8 or later, connecting to the network from the Finder displays the SMB/CIFS File dialog box. Enter your user name and password in the dialog box as required.

Whether your scans are stored directly in the shared folder or in a sub-folder is controlled by the Local Storage Path setting on TopAccess. The administrator can change this setting from the Setup page by clicking the "Save as file" submenu. For details, refer to the ***TopAccess Guide***.

When scans are sent to a sub-folder:
When the Local Storage Path setting is set to send the scans to a sub-folder in the path, the equipment automatically creates a sub-folder. The name of the sub folder depends on how you operate the Scan to File function.



The sub-folders created under "file_share" are as follows:

- **"SCAN"** — This sub-folder contains files created by the Scan to File function.
- **"000-PUBLIC_TEMPLATE_GROUP-[Template Name]"**— This sub-folder contains files created using a scan template in the Public Template group.
- **"[Group No.]-[Group Name]-[Template Name]"**— This sub-folder contains files created using a scan template in the User Template group.

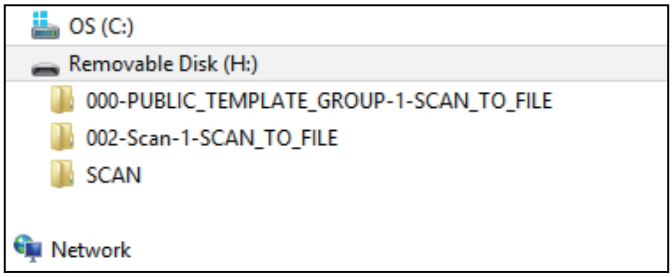
The sub-folders are automatically deleted when the folder becomes empty.

When scans are sent directly to the shared folder:
When the Local Storage Path setting is set to send the scan data directly to storage, they are stored in the equipment under the "file_share" folder.

❑ Using scans saved in USB storage device

When you select [USB] to save your scans, they are stored in the USB storage device connected to the equipment.

When you save your scans in the USB storage device, a sub-folder is automatically created. The name of the sub-folder depends on how you operate the Scan to USB function.



- **"SCAN"**— This sub-folder contains files created by the Scan to USB function.
- **"000-PUBLIC_TEMPLATE_GROUP-[Template Name]"**— This sub-folder contains files created using a scan template in the Public Template group.
- **"[Group No.]-[Group Name]-[Template Name]"**— This sub-folder contains files created using a scan template in the User Template group.

❑ Using scans saved in network folders (Remote 1/2)

When you select [Remote 1] or [Remote 2] to store data, they are stored in the Scan folder automatically created in the specified network folder. When these data contain a template, they are stored in a folder that has been specified in the template setting.

3

USEFUL FUNCTIONS

This chapter describes how to scan documents using various advanced settings.

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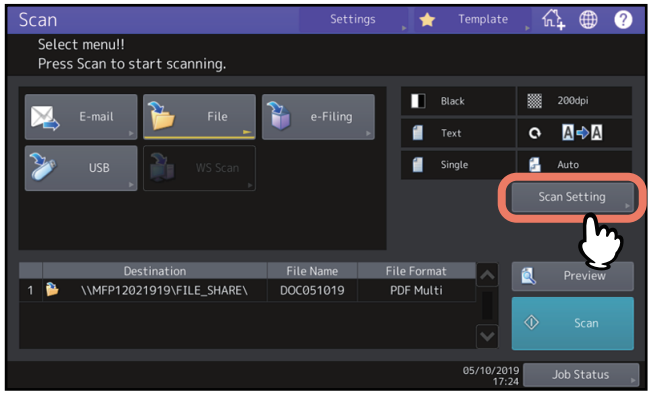
Changing Scan Settings

“Scan settings” are settings applied commonly when scanning to any location with this equipment.
To change the settings for a particular job, press [Scan Setting] from the Scan menu or each scan screen and set each option.



Scan setting screens are divided into different pages. If you finish changing the desired settings, press [OK] to set your selections and continue the scan operation.

The following pages describe how to change the settings according to each purpose. Which setting is changed varies depending on which option you change. In the following pages, the factory default settings are underlined.

🕮 P.39 “Specifying the color mode”
🕮 P.39 “Specifying the resolution”
🕮 P.40 “Selecting the original mode”
🕮 P.41 “Changing the orientation”
🕮 P.41 “Scanning 2-Sided originals”
🕮 P.42 “Specifying the original size”
🕮 P.43 “Changing the compression ratio”
🕮 P.44 “Removing blank pages”
🕮 P.45 “Erasing black frames around images”
🕮 P.46 “Adjusting the exposure”
🕮 P.46 “Adjusting the contrast”
🕮 P.46 “Adjusting the background density”
🕮 P.47 “Adjusting the sharpness”
🕮 P.47 “Adjusting the color balance”
🕮 P.48 “Reducing the ADF scan noise”
🕮 P.48 “Settings for reading out original characters (OCR)”

Note

The settings described in this section are not applied to the WS scan function.
When performing a WS scan, install the WIA driver to your client computer and configure the driver settings.

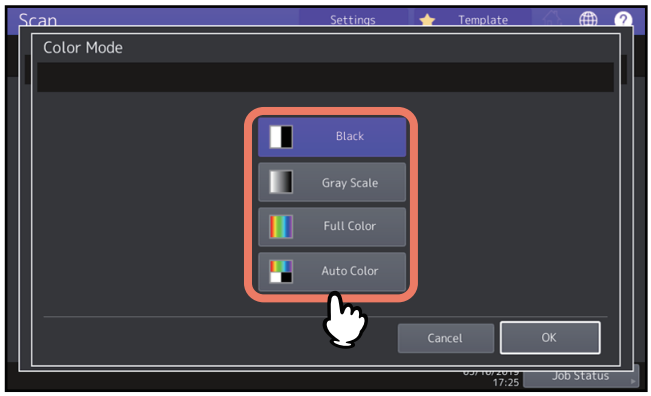
Tip

If you do not change the settings for a particular job, the scan settings registered by default settings are applied.

🕮 P.16 “Default Settings”

■ Specifying the color mode

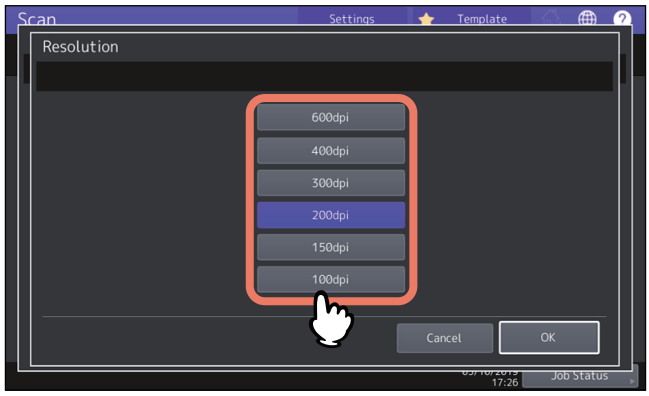
Press [Scan Setting] > [Color Mode] and then select the color mode best suited to your scan job.



- **[Black]** — Select this option to scan images in black and white.
- **[Gray Scale]** — Select this option to scan images containing both text and photos and when you want to enhance the photo quality.
- **[Full Color]** — Select this option to scan color images.
- **[Auto Color]** — Select this option to scan monochrome images in black and white and color images in color by automatically detecting the color type of each document page. The level for determining color or monochrome can be set with the home screen > [User Functions -user-] > the ACS Adjustment setting. For details, refer to the ***MFP Management Guide***.

■ Specifying the resolution

Press [Scan Setting] > [Resolution] and then select a resolution.



- **[600dpi]** — Select this option to scan originals at 600 dpi.
- **[400dpi]** — Select this option to scan originals at 400 dpi.
- **[300dpi]** — Select this option to scan originals at 300 dpi.
- **[200dpi]**— Select this option to scan originals at 200 dpi.
- **[150dpi]**— Select this option to scan originals at 150 dpi.
- **[100dpi]**— Select this option to scan originals at 100 dpi.

Note

- With “Scan to File” or “Scan to USB”, A5, A6, ST-R, 8K or 16K size originals scanned at 100 dpi may be handled as non-standard size depending on applications. If you want to print your scans, use the resolutions other than 100 dpi.
- With “Scan to File”, “Scan to E-mail” or “Scan to USB”, the resolution setting is not available if [Slim PDF] is selected for the file format setting.

Tip

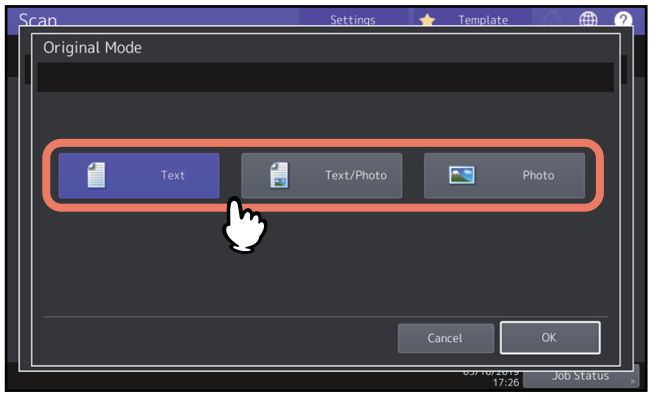
When you enable OCR, you cannot use 100 dpi or 150 dpi. Set 200 dpi or more.

■ Selecting the original mode

Select the original mode for the image quality best suited to your originals. Press [Scan Setting] > [Original Mode] and then select an original mode.

Note

The Original Mode setting is not available when [Gray Scale] is selected for the color mode setting.



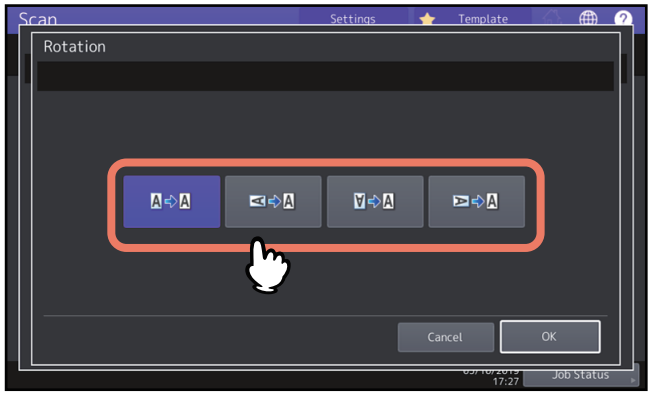
- **[Text]** — Select this option to scan text originals.
- **[Text/Photo]** — Select this option to scan originals containing text and photos.
- **[Photo]** — Select this option to scan originals containing photos printed on photographic paper.

Tip

When you enable OCR, you cannot use [Photo].

■ Changing the orientation

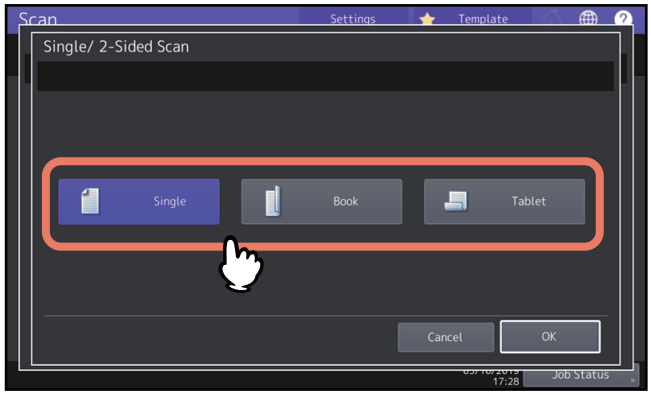
You can change the orientation of your scans. Press [Scan Setting] > [Rotation] and then select the desired rotation pattern if necessary.



-  (Default) — Select this option to scan originals without a change in orientation.
-  — Select this option to rotate your scans 90 degrees to the right.
-  — Select this option to rotate your scans 180 degrees.
-  — Select this option to rotate your scans 90 degrees to the left.

■ Scanning 2-Sided originals

With the Single/2-Sided Scan setting, you can choose whether to scan your originals on both sides. Press [Scan Setting] > [Single/2-Sided Scan] and then select a surface pattern if necessary.



- **[Single]**— Select this option to scan only the front of the originals.
- **[Book]**— Select this option to scan both sides of the originals in the same direction.
- **[Tablet]** — Select this option to scan the front in one direction and the back rotated by 180 degrees.

■ Specifying the original size

Press [Scan Setting] > [Original Size] and then select an original size.

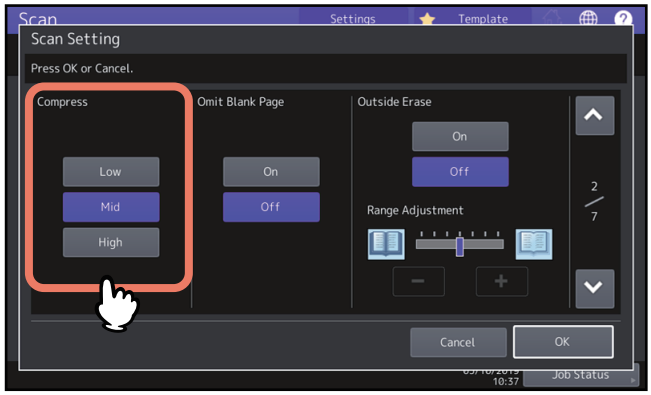


- **[Auto]** — Select this option to have the equipment automatically detect the size of your originals.
- **[Mixed Original Sizes]** — Select this option when placing originals of different sizes in the ADF.
- **[Registered Size]** *1, *2, *3, *4 — Select this to scan an original by a certain registered size.
- **[Auto Cut of Print Area]** *1, *2, *4 — Select this to clip images by automatically detecting a print area. The areas other than white are automatically detected in order to clip images.
- **[Expand Size]** — Select this to clip images while their size is made larger by a specified value than the outer circumference of the detected one, when [Auto Cut of Print Area] is chosen.
- **[Auto Detected]** *1, *2, *4 — Select this to clip images with the size of the original to be scanned.
  This function is available only when the original cover or the ADF (Automatic Document Feeder) is installed. Perform scanning while the original cover or the ADF remains open or while placing a sheet of black paper, which covers whole of the original glass, on the original.
- **[Skew Correction]** *5 — This can be set when [Registered Size], [Auto Cut of Print Area] and [Auto Detected] are selected. Selects [On] in order to correct an image skew which has occurred during the transport of a small size original by placing it on the ADF (Auto Document Feeder).
  The setting of [Skew Correction] becomes [OFF] when scanning originals placed on Original glass.

*1 Images sometimes cannot be clipped depending on originals, settings and environment.
*2 The registerable minimum and maximum sizes are the original size which can perform clipping. For details, refer to the ***MFP Management Guide***.
*3 Registering the custom size by users requires the administrator to set the equipment configuration. For details, refer to the ***MFP Management Guide***.
*4 When scanning is attempted from the original glass, place an original by aligning it to the top left corner of the original glass. For details, refer to the ***Paper Preparation Guide***.
*5 Depending on the originals, skewing may not be corrected properly.

■ Changing the compression ratio

You can select the compression ratio for the scanned image data. In general, the higher the compression ratio, the lower the image quality. Press [Scan Setting] and then select a compression ratio in [Compress].



- **[Low]** — Select this option to apply a low compression ratio and enhance the image quality.
- **[Mid]** — Select this option to compress the data with a moderate compression ratio and obtain an average image quality.
- **[High]**— Select this option for a high compression ratio. This option is suitable when you want to minimize the data size rather than enhance the image quality.

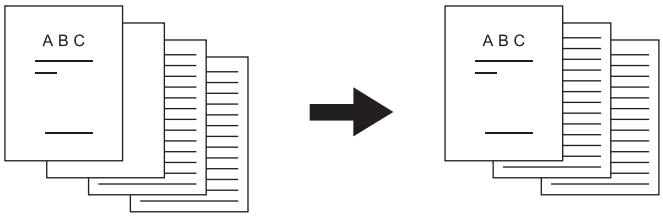
Note

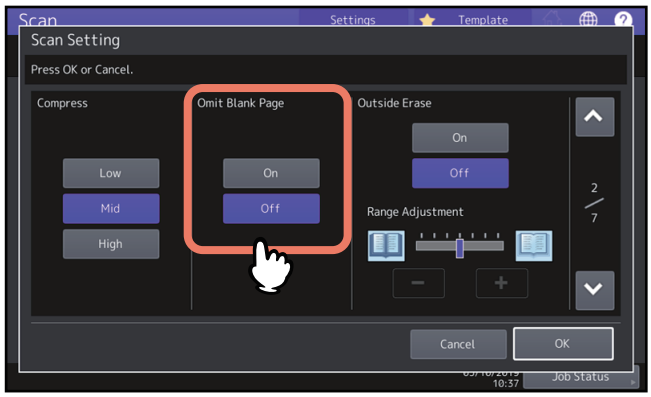
The compression ratio setting is not available in either of the following conditions:

- [Slim PDF] is selected as the file format setting.
- [Black] is selected as the color mode setting.

■ Removing blank pages

If your original contains blank pages, you can remove them from the scan result. To take advantage of this feature, press [Scan Setting] and then enable the Omit Blank Page setting in [Omit Blank Page].





- **[On]** — Select this option when you want to enable the feature and remove blank pages from the scan result.
- **[Off]** — Select this option when you want to disable the feature and include blank pages in your scans.

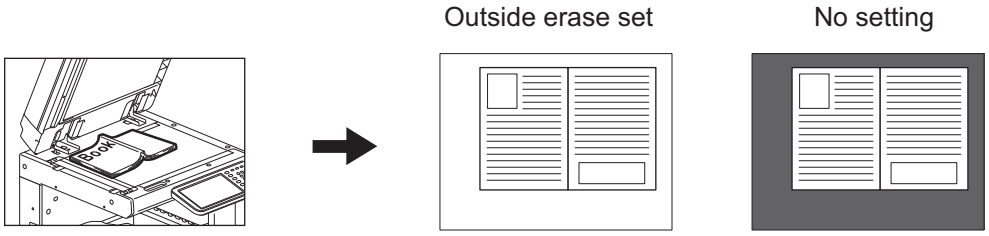
Note

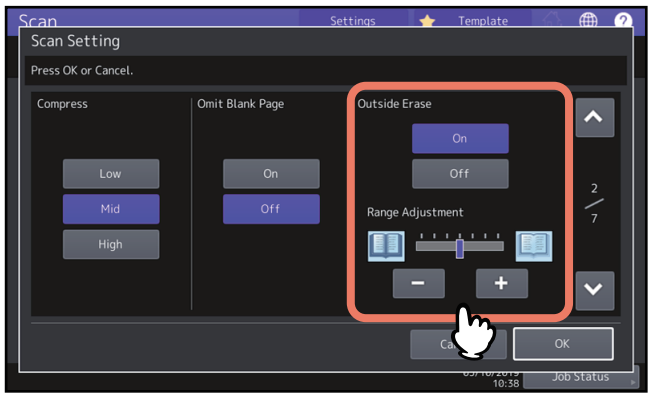
The equipment may not detect blank pages correctly in the following cases:

- The original consists of half-tone pages.
- Pages contain small text/images, such as a page number printed on a blank page.

■ Erasing black frames around images

You may want to scan originals with the original cover left open especially when they are as small as a drivers license or as thick a book as a dictionary. In this case, the open cover admits light to the Original Glass surface, producing a scan image with a black outer frame. This black frame can be erased using the Outside Erase feature. Press [Scan Setting], choose either On/Off in [Outside Erase] and make the [Range Adjustment] setting if necessary.





- **[On]** — Select this option to enable the Outside Erase feature. Pressing the button makes the Range Adjustment slider available.
- **[Off]**— Select this option to disable the Outside Erase feature.
- **Range Adjustment**— Use − and + to select the appropriate sensitivity from 7 levels to detect the boundary between the image and outer frame. The higher the level, the more area is erased.

Note

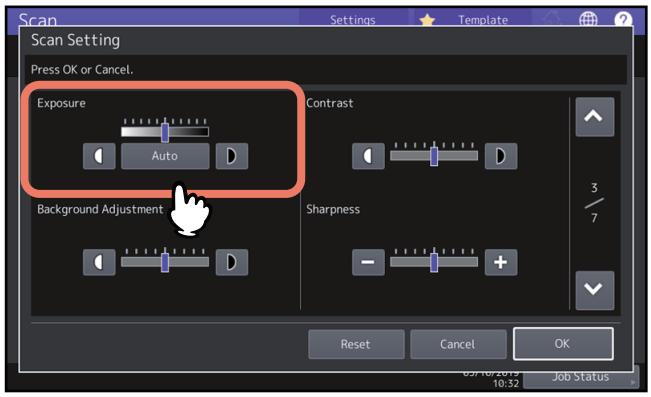
- Regardless of the settings, this feature is disabled under the following conditions:
  - The Document Cover is closed at the time of scanning.
  - The originals are scanned from the ADF.
- Set the appropriate exposure manually. Enabling Outside Erase cancels the automatic exposure adjustment feature.
  📖 P.46 “Adjusting the exposure”
- When your original has a cutout and an intricate shape or has a darker image on its edge, the border of the original may not be properly detected.
- The margins may not be erased correctly under the following conditions:
  - Light intrudes into the margin area of the original placed on the Original Glass.
  - Hands or fingers holding the original on the Original Glass are scanned.

Tip

The sensitivity level for detecting images and the outer frame can be changed for each job using the control panel.

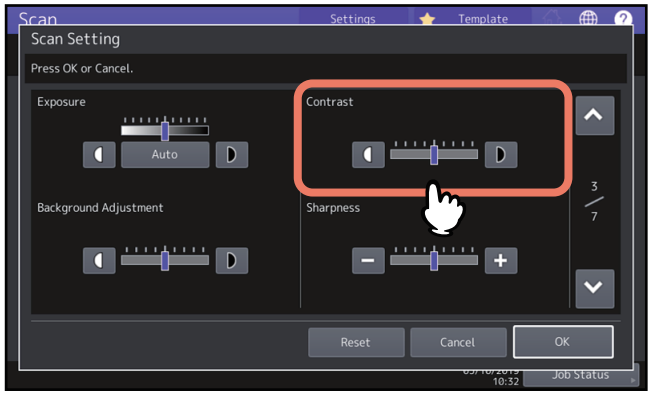
■ Adjusting the exposure

Press [Scan Setting] and then use ◐ and ◑ in [Exposure] to select the preferable exposure setting from 11 levels. If [Auto] is selected, the automatic exposure adjustment feature is enabled, automatically setting the exposure best suited to your originals.



■ Adjusting the contrast

Press [Scan Setting] and then use ◐ and ◑ in [Contrast] to select the preferable contrast setting from 9 levels.

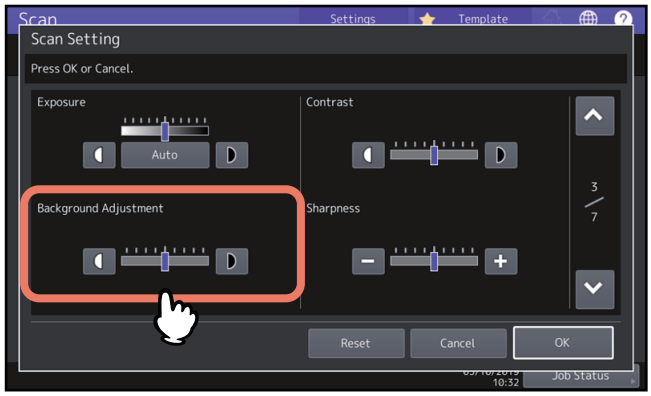


Note

The contrast setting is available only when [Full Color] or [Auto Color] is selected for the color mode setting.

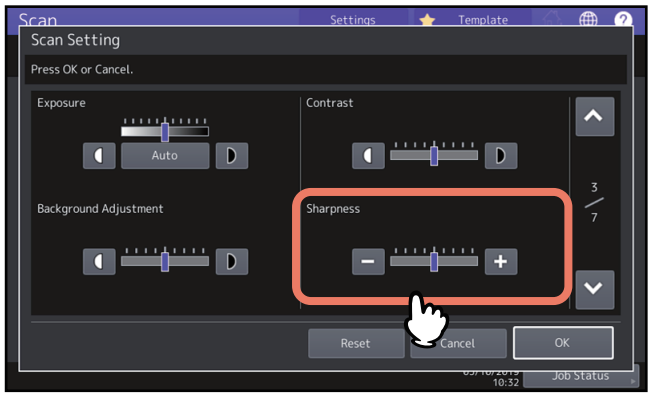
■ Adjusting the background density

After pressing [Scan Setting], you can lighten or darken the background of your scans in [Background Adjustment]. Use ◐ and ◑ to select the preferable background density from 9 levels.



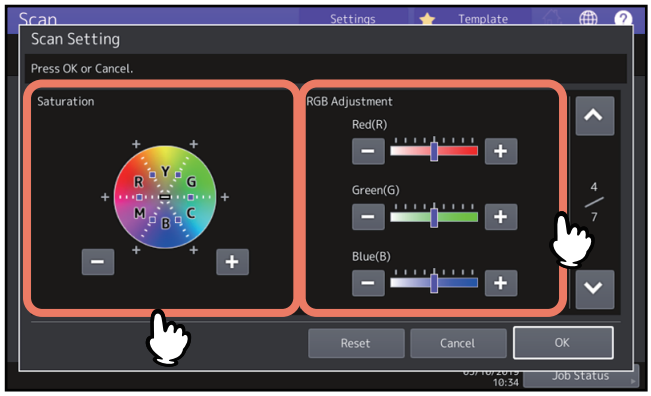
■ Adjusting the sharpness

After pressing [Scan Setting], you can determine whether your scans look clear or blurry in [Sharpness]. Use − and + to select the preferable setting from 9 levels.



■ Adjusting the color balance

Press [Scan Setting] and then adjust the color balance of your scans in [Saturation] and [RGB Adjustment].



Note

The page shown in the above figure is available only when [Full Color] or [Auto Color] is selected for the color mode setting.

❑ Saturation

Use − and + to manually specify the saturation level.

❑ RGB adjustment

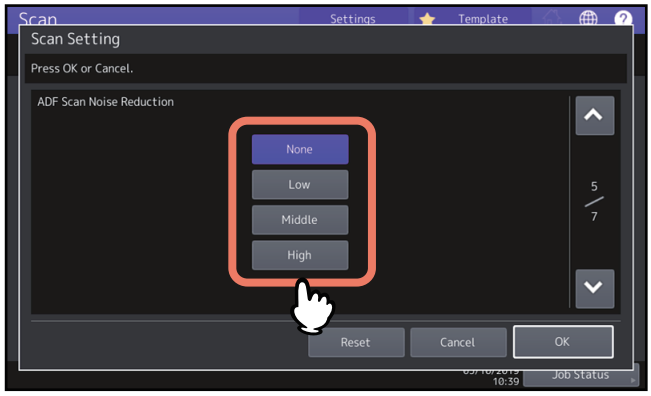
Use − and + to manually specify the density level for each color: red (R), green (G), and blue (B).

Tip

To reset all of the color balance settings back to the defaults, press [Reset].

■ Reducing the ADF scan noise

You can set the noise reduction level for scanning originals with the ADF. Press [Scan Setting] and then set the noise reduction level in [ADF Scan Noise Reduction]. Use this function if scan noise is conspicuous due to fine dust at scanning.



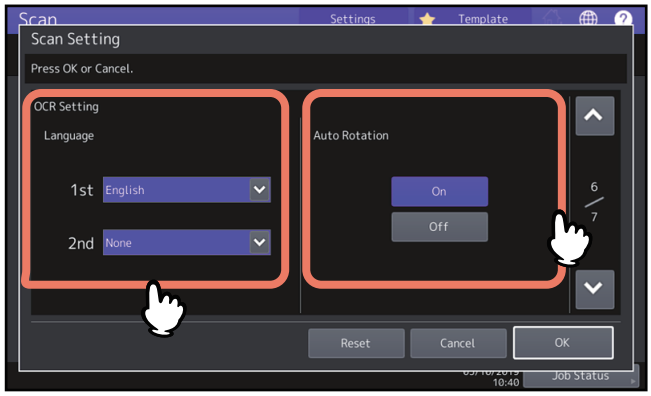
- **[None]** — Select this option to disable the reduction function.
- **[Low, Middle, High]** — Select this option to use the reduction function.

Tip

Fine lines other than scan noise may become faint if you set the scan noise reduction level higher.

■ Settings for reading out original characters (OCR)

Set the languages and auto rotation when you enable OCR.



Note

This screen is displayed only when the OCR Enabler is supported.

❑ Set the languages for OCR

Set the languages for the characters OCR reads out. Press [Scan Setting] and then make the following settings in [Language].

- **[1st]** — Set the language for the characters OCR reads out.
- **[2nd]** — If the original characters are written in multiple kinds of languages, set the second language for the characters OCR reads out.

❑ Set auto rotation for OCR

Decide whether or not to correct the orientation of your scans. Press [Scan Setting] and then set [Auto Rotation].

- **[On]**— Enable auto rotation for OCR.
- **[Off]** — Disable auto rotation for OCR. If you disable it, OCR may not be able to read out characters correctly.

■ Copying black images only

This function enables you to carry out scanning of only the black images in an original, while those images with other colors are removed.

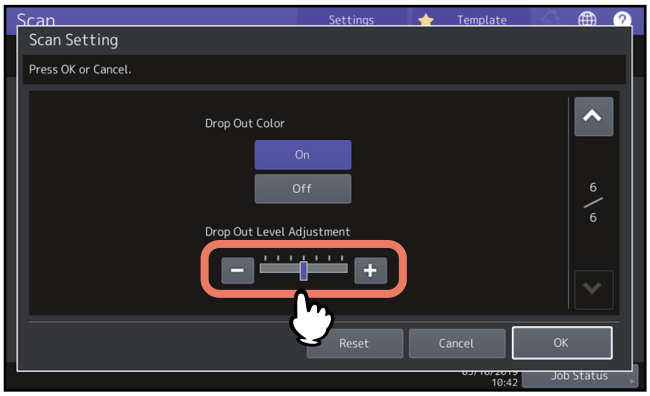
Tip

Depending on the colors used in an original, they are sometimes not able to be removed properly.

1 **Select [Black] in the color mode.**

2 **Select [On] for [Drop Out Color].**

3 **If necessary, adjust the remove range by sliding the bar of [Drop Out Level Adjustment].**



- "+": Makes the remove range larger. (Colors which are close to black will become easier to remove.)
- "-": Makes the remove range smaller. (Colors which are close to black will become easier to remain.)

4 **Press [OK].**

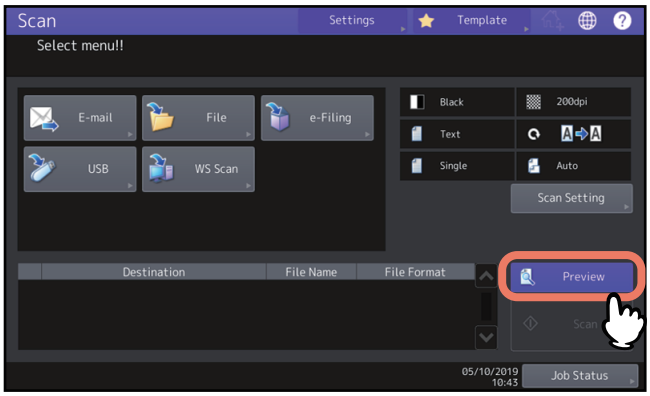
Previewing Scans

With the preview feature, you can view your scans on the touch panel before saving or e-mailing them. Follow the procedure below.

Note

The preview feature is not available with the WS Scan function.

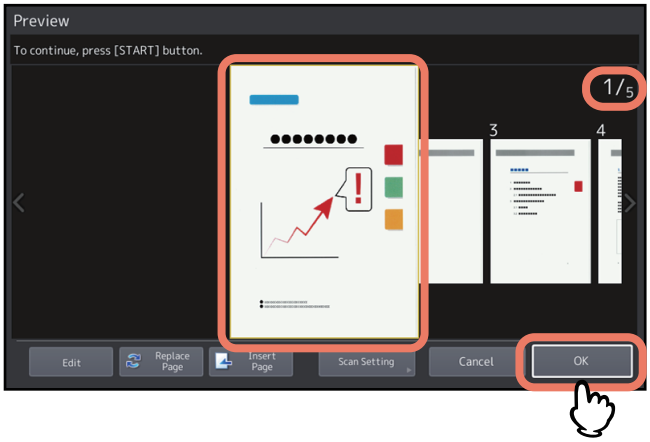
1 **On the Scan menu screen, press [Preview].**



2 **See the following sections to select the desired function before scanning originals:**

P.18 “Saving Data in the Shared Folder”
P.25 “Sending Data to an E-mail Address”
P.30 “Saving Data to a USB Storage Device”
P.17 “Saving Data in e-Filing Boxes”

3 **Carefully check the displayed preview of your scans and the number of pages. To save or e-mail your scans, press [OK].**



- The number of pages of your scanned original is displayed in the upper right of the screen.
- If you want to scan another original, place it on the original glass or in the ADF, and then press [START] button.
- When a page to confirm is selected, it is enlarged and the preview operation, such as the enlargement/reduction of the display or the replacement/insertion of a page, becomes possible.
- To replace the page being previewed with another page, place another original and press [Replace Page].
- To insert another scan before the page being previewed, place another original and press [Insert Page].
- To delete the page being previewed, press [Edit] and then ✕ on the page to be deleted. However, ✕ is not displayed if only one page is being previewed.
- To change the order of the pages being previewed, press [Edit] and then ‹ or ›.
  When a PDF file is being previewed, its page can be rotated.
  Press [Edit] and then ↻ on the page to be rotated. The page is rotated by 90 degrees by each time ↻ is pressed.

- To change scan settings, press [Scan Setting] on the Scan menu, or press [Option] on the Fax menu.
  P.38 “Changing Scan Settings”
  To learn how to send a fax or internet fax, refer to the ***GD-1370 Fax Guide***.

Specifying E-mail Addresses

To specify e-mail addresses for the Scan to E-mail function, you have the following options.

P.52 “Selecting from the address book”
P.53 “Selecting groups”
P.54 “Selecting from the address book with search conditions”
P.56 “Entering an e-mail address”
P.57 “Viewing/Deleting e-mail addresses in the destination list”

To learn how to send an internet fax, refer to the ***GD-1370 Fax Guide***.

Note

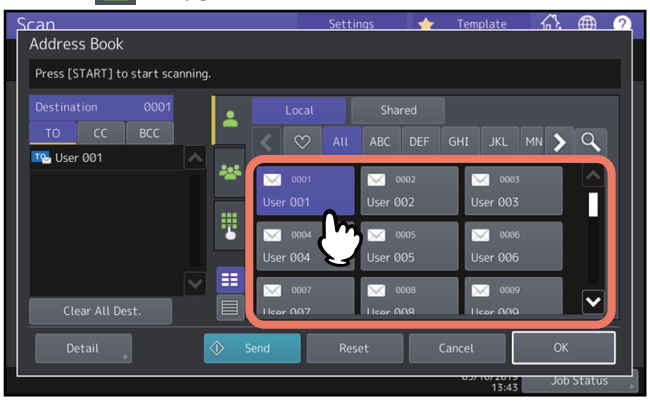
- The screen displays in the following procedures are examples of the Scan to E-mail function.
- When an individual recipient is selected from the address book, confirm that the selected one is displayed on the recipient list on the left side of the screen.

Tip

Up to 400 addresses can be specified.

■ Selecting from the address book

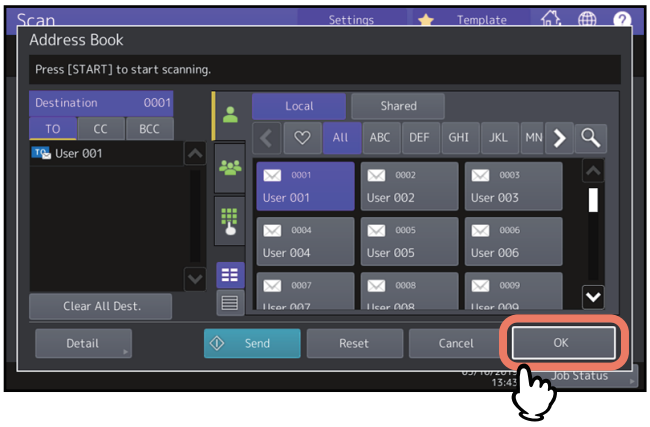
1 On the tab, press for the desired contacts.



Tip

- You can select multiple contacts.
- Pressing already selected contacts again cancels the selections.
- If you want to use Cc or Bcc for the contacts instead of TO, press [CC] or [BCC].
- When you set your favorite or index items in the address book in the registration, the corresponding recipients appear on the (favorite) tab or index tab.

2 Press [OK].

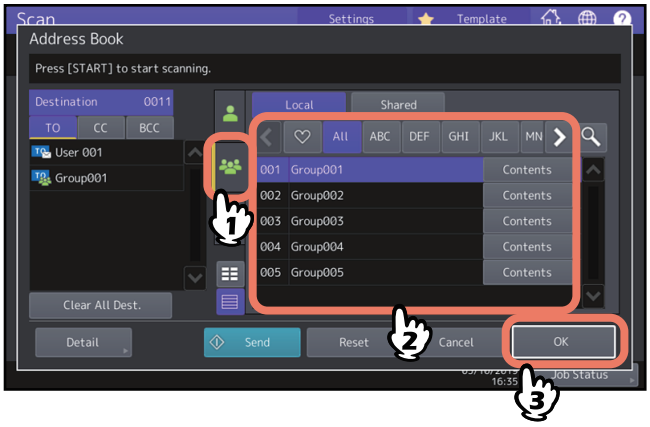


Tip

If you want to view or delete the specified e-mail addresses, work in the destination list.
P.57 “Viewing/Deleting e-mail addresses in the destination list”

■ Selecting groups

1 Press and then select the desired group(s).

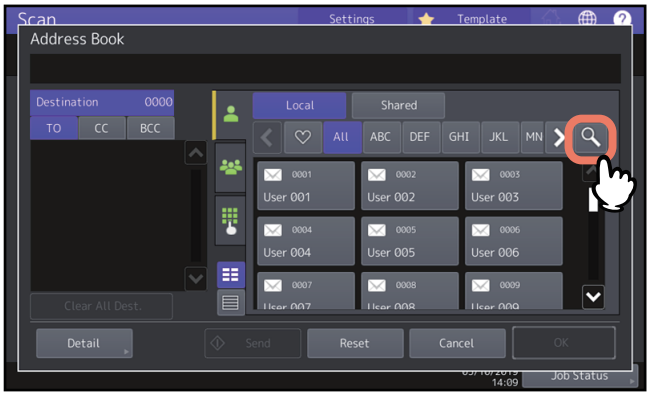


Tip

- To view e-mail addresses registered in a group, press [Contents].
- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, work in the destination list.
  P.57 “Viewing/Deleting e-mail addresses in the destination list”

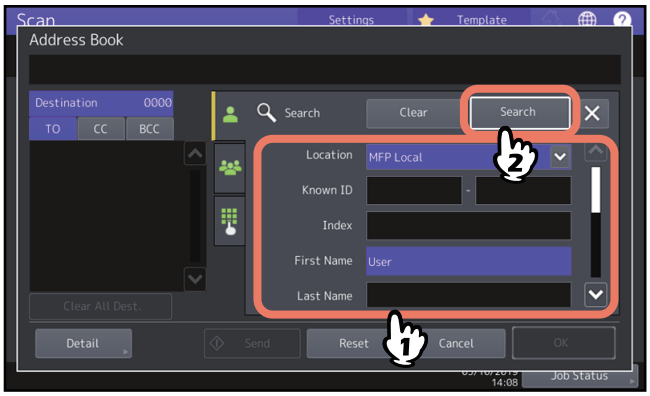
■ Selecting from the address book with search conditions

1 **Press .**



The Search screen appears.

2 **Enter search conditions and then press [Search].**



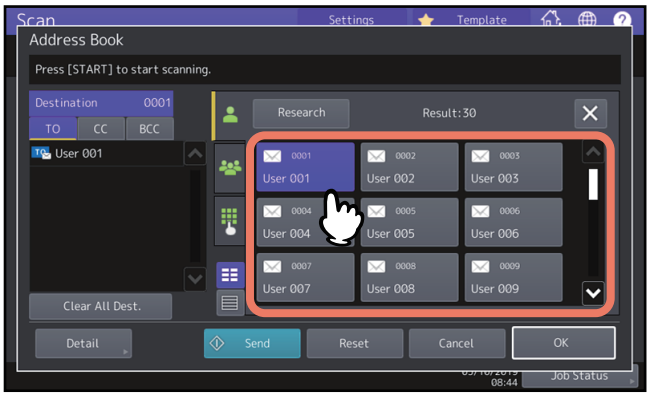
You can search for contacts even if you do not enter strings in all the search conditions. If you enter multiple search conditions, only the contacts which meet all the entered conditions are displayed as the search results.

- **Location**
  Select a location where searched address book is stored. If you use the address book of this equipment, select MFP Local. If you use a shared address book, select MFP Shared.
- **Known ID**
  Use it when you want to search with the Known IDs registered with the address book. You can specify the range of the ID numbers.
- **Index**
  Use it when you want to search with the index registered with the address book.
- **First Name**
  Use it when you want to search with the first name registered with the address book.
- **Last Name**
  Use it when you want to search with the last name registered with the address book.
- **Corp.**
  Use it when you want to search with the corporate name registered with the address book.
- **Dept.**
  Use it when you want to search with the department registered with the address book.
- **Keyword**
  Use it when you want to search with the characters written in the Keyword which are registered with the address book.
- **E-mail**
  Use it when you want to search with the e-mail address registered with the address book.

Tip

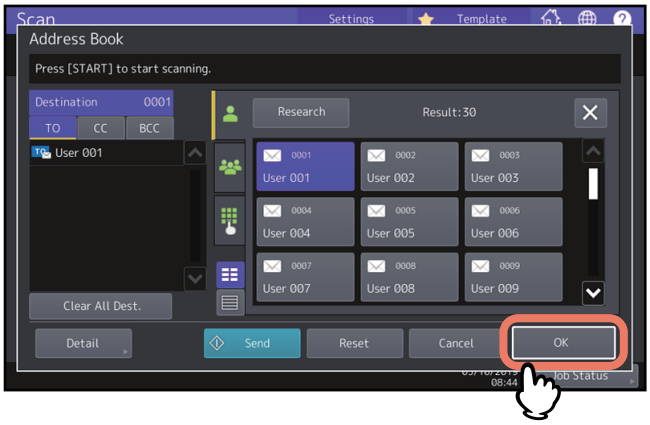
When you search for contacts from the data registered with LDAP servers, select a LDAP server in [Location].

3 Press ✉ for the desired contacts and then press [OK].



To specify additional e-mail addresses, repeat the above steps.

4 Press [OK].

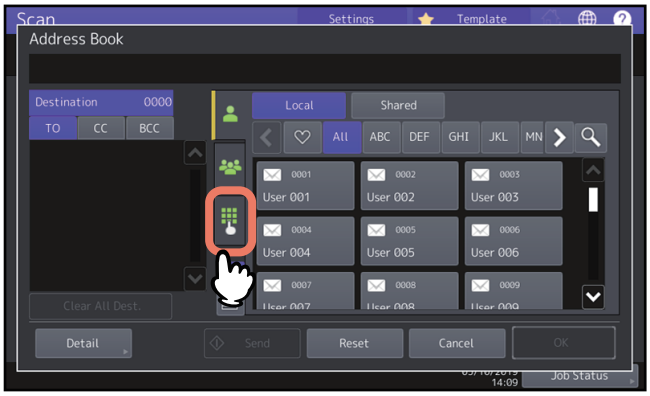


Tip

If you want to view or delete the specified e-mail addresses, work in the destination list.
📖 P.57 “Viewing/Deleting e-mail addresses in the destination list”

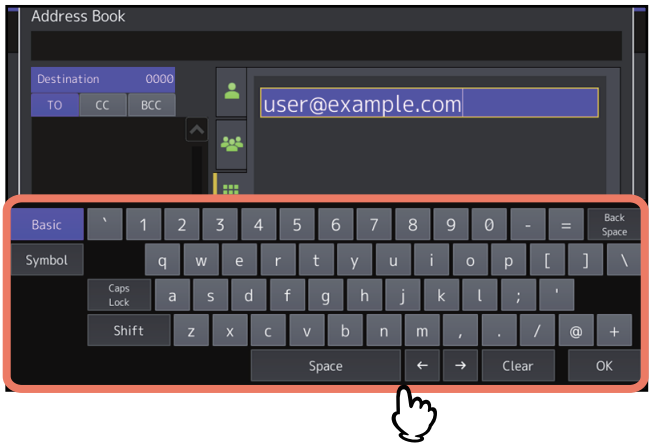
■ Entering an e-mail address

1 **Press** .

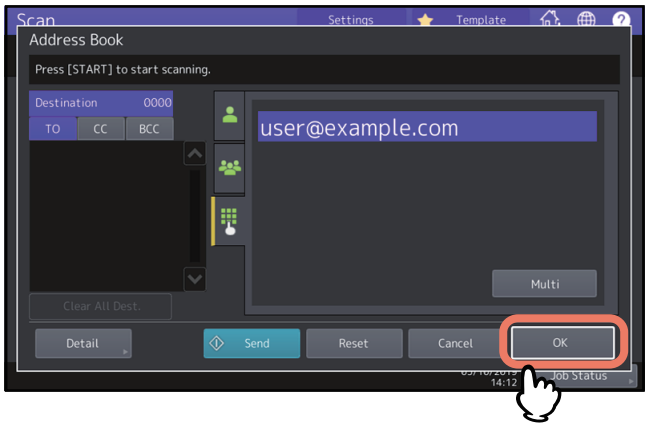


The on-screen keyboard appears.

2 **Enter an e-mail address, and then press [Close].**



3 **Press [OK].**



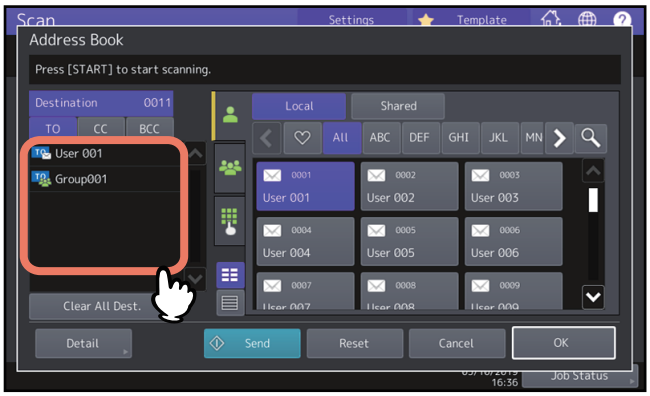
Tip

- Pressing [Multi] adds the entered e-mail address to the destination list on the left of the screen. After that, you can add additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, work in the destination list.
📖 P.57 “Viewing/Deleting e-mail addresses in the destination list”

■ Viewing/Deleting e-mail addresses in the destination list

You can view the specified contacts and groups, and change and delete TO/CC/BCC if necessary.

1 Select the desired contacts from the destination list on the left of the screen.

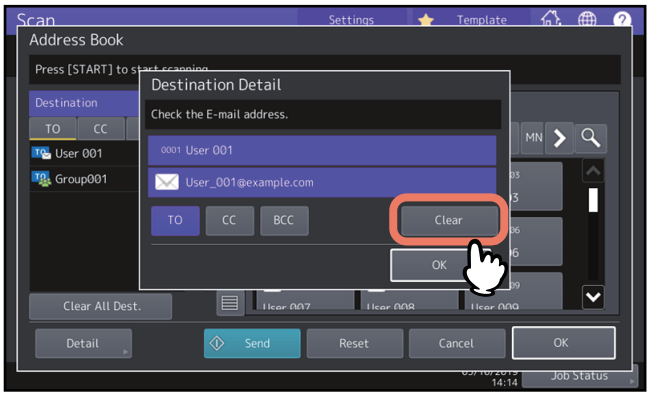


The details on the selected contacts are displayed.

Tip

- In this step, you cannot check the details on the members in the group. To check them, press [Contents] when you select groups.
  P.53 “Selecting groups”
- After pressing [Clear All Dest.], you can delete all addresses in the list.

2 Check the contacts on the screen. To delete a contact or a group from the destination list, press [Clear].



Tip

If you select [TO], [CC] or [BCC] in the above screen and press [OK], you can change the contact for e-mail to TO/CC/BCC.

3 When you press [Clear], a confirmation message is displayed. After that, press [OK].

The selected contacts are deleted from the destination list.

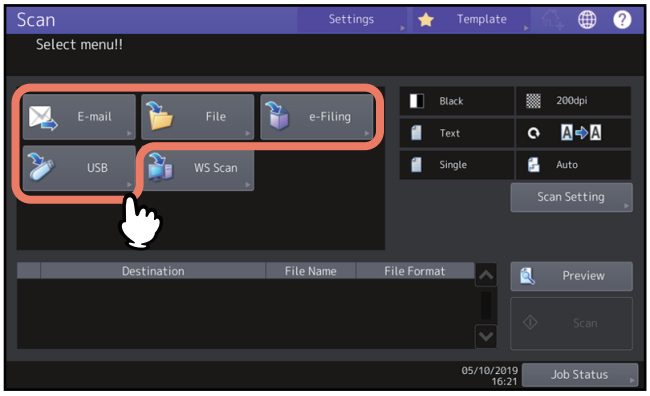
Scanning With Dual Functions (Dual Agents)

When performing a scan operation, you can select 2 of the scan functions at one time.

Note

- You can set 2 scan functions at one time. Selecting 3 scan functions at one time is not allowed.
- The WS Scan function cannot be selected together with other scan functions.

1 On the Scan menu, select a scan function that you want to use.



- **[e-Filing]**— Your scans are saved in the e-Filing boxes.
- **[File]**— Your scans are saved as files in the equipment's shared folder or a network folder.
- **[E-mail]** — Your scans are sent to specified e-mail addresses.
- **[USB]** — Press this button to store scans to a USB storage device.

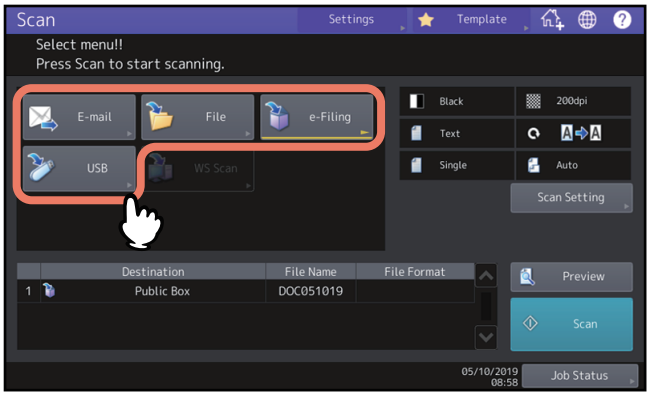
2 Make the settings required for the selected scan function, and then press [OK].

- The required settings vary depending on the selected scan function. For instructions on how to perform settings for each scan function, see the following sections:

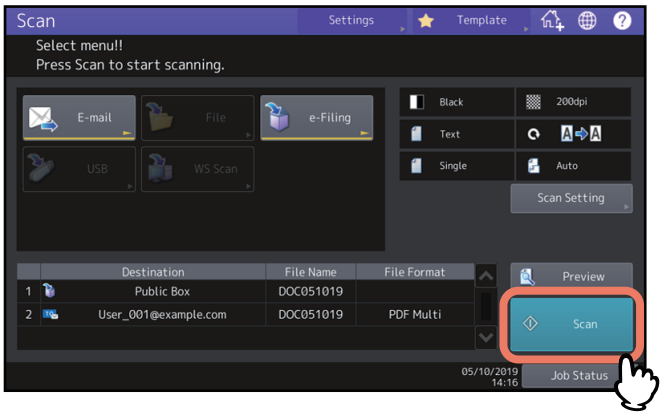
  P.17 "Saving Data in e-Filing Boxes"
  P.18 "Saving Data in the Shared Folder"
  P.25 "Sending Data to an E-mail Address"
  P.30 "Saving Data to a USB Storage Device"

- Pressing [OK] on the screen for each scan function takes you back to the basic scan menu with the selected function button marked with an orange line.

3 On the Scan menu, select the second scan function that you want to use, and repeat step 2.



4 On the Scan menu, press [Scan].



Tip

To clear the scan functions, select one and press [Reset]. The screen on the touch panel returns to the basic scan menu and the selected button is cleared.

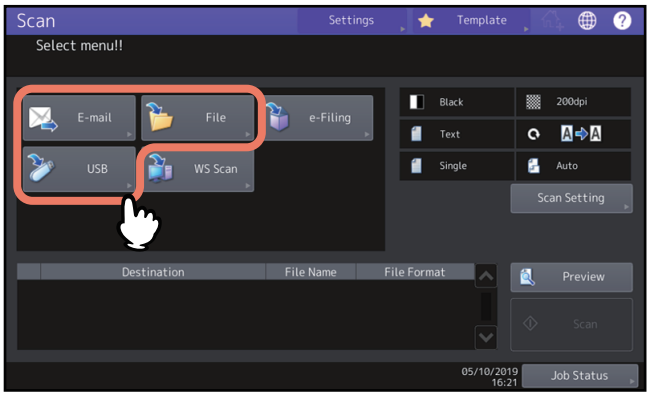
Note

- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limit. Do you want to save stored originals?” message appears. If you want to save the scans, press [Yes].
- When the temporary workspace is full on the equipment’s internal storage device, a message appears and the job is canceled. The available workspace can be viewed on the [Device] tab on TopAccess.
- If the number of jobs waiting to store scans in the equipment’s internal storage device exceeds 20, a message appears to indicate that its memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [Job Status].
  To learn more about viewing job statuses, refer to the ***Software Troubleshooting Guide***.

Encrypting Data When Saving It

With “Scan to File”, “Scan to E-mail” or “Scan to USB”, you can encrypt PDF files when you select [PDF] for the file format.

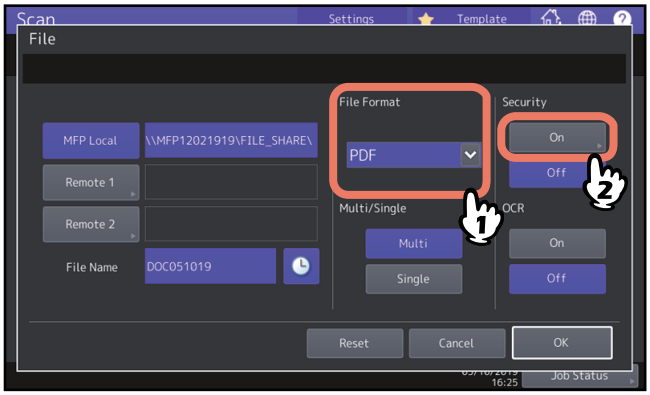
1 On the Scan menu, press [File], [E-mail] or [USB] for the desired scan function.



For help, see the following sections:

P.18 “Saving Data in the Shared Folder”
P.25 “Sending Data to an E-mail Address”
P.30 “Saving Data to a USB Storage Device”

2 Select [PDF] for the file format and then [On] for the security setting.

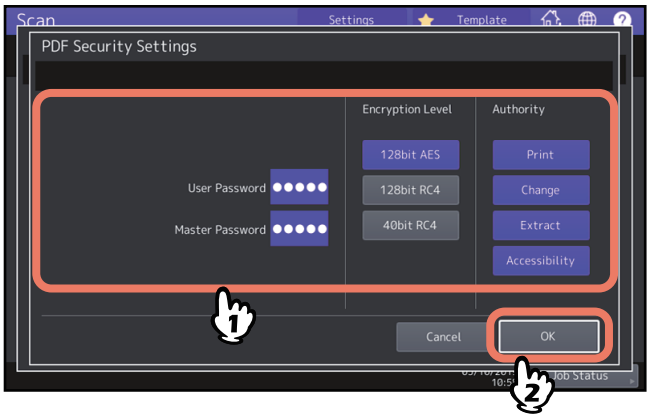


The PDF Security Settings screen appears.

Tip

If the forced encryption setting is enabled, [On] is always selected for the security setting. To learn more about the forced encryption setting, refer to the ***MFP Management Guide***.

3 Key in or select the following items, and then press [OK].



- **[User Password]**
  Press this button to set a password for the encrypted PDF file(s). The password is asked for when you open the file.
- **[Master Password]**
  Press this button to set a password for changing the encryption level and authority settings.

- **Encryption Level**
  - **[128bit AES]** — Press this button to set to an encryption level compatible with Acrobat 7.0 (PDF Version 1.6).
  - **[128bit RC4]** — Press this button to set to an encryption level compatible with Acrobat 5.0 (PDF Version 1.4).
  - **[40bit RC4]**— Press this button to set to an encryption level compatible with Acrobat 3.0 (PDF Version 1.1).
- **Authority**
  - **[Print]** — Press this button to authorize users to print PDF files.
  - **[Change]** — Press this button to authorize users to edit and convert PDF files.
  - **[Extract]** — Press this button to authorize users to copy and extract the contents of PDF files.
  - **[Accessibility]**— Press this button to enable the accessibility feature.

Note

- In this equipment, only ASCII characters are supported as available for a password for the encrypted PDF files. If any characters other than ASCII ones are used in the user name and when [Use Authentication Code as Password] is selected in [Secure PDF], the encrypted PDF files cannot be opened since the password becomes incorrect. To learn more about the Secure PDF menu, refer to the ***MFP Management Guide***.
- Depending on the Security Setting by the Administrator, the user and master passwords can be changed. If you are unauthorized to change the master password, you cannot change the encryption level or authorization settings described below. The setting of the encryption will become available when either the user password or the master password is entered. To reset these passwords, ask your network administrator.

Tip

- The user password and the master password are not set at the factory shipment. If the master password is to be set, ask your network administrator.
- Passwords can consist of between 1 and 32 one-byte alphanumerical characters.
- You cannot set the same password for the user and master passwords.

4

SCANNING USING UTILITY TOOLS

This chapter provides a brief introduction to the scan drivers included with the Client Utilities/User Documentation DVD.

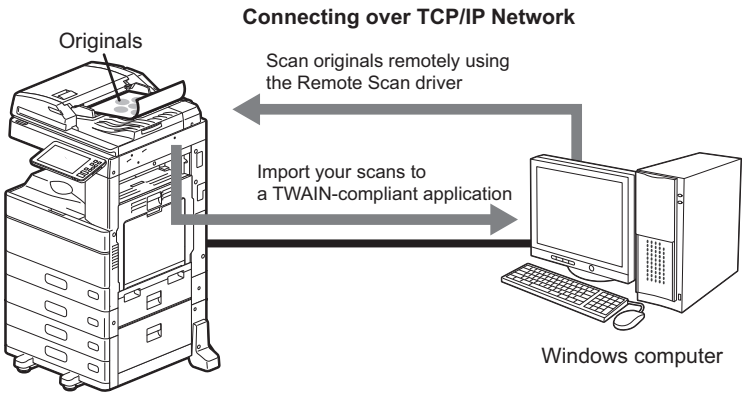
Scanning Images Using the TOSHIBA e-STUDIO Remote Scan Driver 64

Scanning Images Using the TOSHIBA e-STUDIO WIA Driver 65

Loading Images Using the TOSHIBA Office Scan Add-In in Microsoft Office 2013 or later 66

Scanning Images Using the TOSHIBA e-STUDIO Remote Scan Driver

One of the scan drivers included with the Client Utilities/User Documentation DVD is the TOSHIBA e-STUDIO Remote Scan driver. With this driver, you can perform scanning operations remotely from your Windows computer over the TCP/IP network. Your scans can be loaded to your Windows computer running a TWAIN-compliant application.



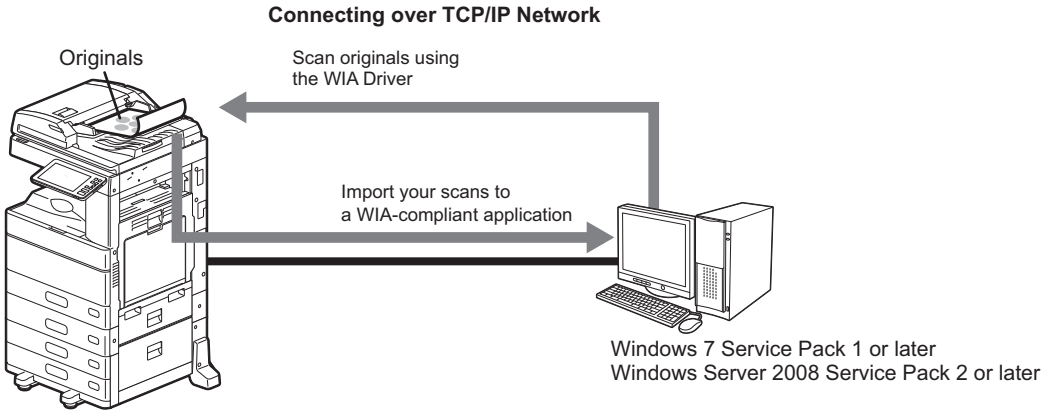
For instructions on how to install the driver, refer to the ***Software Installation Guide***.

Scanning Images Using the TOSHIBA e-STUDIO WIA Driver

The Client Utilities/User Documentation DVD includes the TOSHIBA e-STUDIO WIA Driver for users of Windows 7 Service Pack 1 or later / Windows Server 2008 Service Pack 2 or later. This driver can be used together with a WIA-compliant application, such as Microsoft Paint supported by Windows 10, to scan images on the equipment and load them to your client computer.

Note

If only the Department Management features are enabled, the department code needs to be entered.



For instructions on how to install the driver, refer to the ***Software Installation Guide***. For instructions on how to scan and acquire images to your computer, refer to the documentation that comes with your WIA-compliant application.

Loading Images Using the TOSHIBA Office Scan Add-In in Microsoft Office 2013 or later

When all or any of the Remote Scan driver, TWAIN driver or WIA driver is installed in your computer in which Microsoft Office 2013 or later is installed, TOSHIBA Office Scan Add-In is installed automatically.
You can load images scanned from each application after Microsoft Office 2013 or ones stored in e-Filing to your client computer using the TOSHIBA Office Scan Add-In.

Using the TOSHIBA Office Scan Add-In

1 Start an application of Microsoft Office 2013 or later.

2 Click the [ADD-INS] tab.
The TOSHIBA Office Scan Add-In menu appears.

e-Filing 	Press this button to load the images in e-Filing.
Scan 	Press this button to scan the images with the Remote Scan driver and load them.
Select Driver 	Press this button to select a driver for using the TOSHIBA Office Scan Add-In.
About 	Press this button to display the version information of the TOSHIBA Office Scan Add-In

3 Select either [e-Filing] or [Scan].
The screen for loading images appears.

4 Load the images.

e-Filing 	Select the images to be loaded and click [Acquire].
Scan 	Make the image load setting and click [Scan].

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FC-5516AC/6516AC/7516AC
DP-5518A/6518A/7518A/8518A
OME170066A0

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

Scanning Guide

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e-STUDIO2018A/2518A/3018A/3518A/4518A/5018A
e-STUDIO5516AC/6516AC/7516AC
e-STUDIO5518A/6518A/7518A/8518A

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QUALITY SERVICE

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