

# MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS / MULTIFUNCTIONAL DIGITAL SYSTEMS Network Fax Guide

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# Preface

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

To use this function, the scanning function (Internet Fax) and printing function (Network Fax) are required.

# How to read this manual

# **Symbols in this manual**

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



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

Note

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

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

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

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

```
Tip
```

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 the series name as shown below.

Model name	Series name in this manual
e-STUDIO5540C/6540C/6550C	e-STUDIO6550C Series
e-STUDIO2040C/2540C/3040C/3540C/4540C	e-STUDIO4540C Series
e-STUDIO206L/256/306/356/456/506 e-STUDIO256SE/306SE/356SE/456SE/506SE	e-STUDIO456 Series
e-STUDIO556/656/756/856 e-STUDIO556SE/656SE/756SE/856SE	e-STUDIO856 Series
e-STUDIO2050C/2550C	e-STUDIO2550C Series
e-STUDIO2051C/2551C	e-STUDIO2551C Series

# **Options**

For the available options, refer to "Options" in the Quick Start Guide for your equipment.

# □ Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 7. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- If you use Windows Server 2008 R2, refer to the operation procedure for Windows 7, though the screens or the menu names, etc. may differ.
- 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.
- In this manual, the initial values of the setting items are underlined.

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

This chapter provides an overview of the Network Fax features.
Features and Functions8

# **Features and Functions**

This equipment provides the network fax features, which simplify and facilitate your office facsimile needs and enables you to send fax or Internet Fax digital documents directly from your desktop.

# Notes

- Fax transmission using the N/W-Fax driver is available only when the optional Fax unit is installed.
- Please enable the SNMP setting on TopAccess to use the N/W-Fax functions. In addition, the N/W-Fax driver does
  not work if the SNMP setting on TopAccess is disabled when the optional Fax unit is installed.

The highly intuitive, network N/W-Fax driver software enables you to select the fax printer driver to electronically fax or Internet Fax from your computer to one or more recipients. You can easily define fax job properties from the send list to fax resolutions. The N/W-Fax driver is complimented with the AddressBook Viewer. The combination of applications enables you easily to manage a selection of fax recipients and access to the address book.

The N/W-Fax driver enables you to set up send lists and send electronic documents from your PC to one or more destinations. You send to the fax in much the same way you would choose to print to a designated printer that makes using the N/W-Fax driver quick and simple. You can select the fax properties. Fax properties are the attributes you can set to define sender and recipient information for processing fax jobs such as dialing options, sender information, fax resolution and page layout.

Other features include an easy-to-use fax scheduler that allows you to set up a date and time to transmit your fax. Cover page options are also provided. You can include a customized cover page with your fax transmission that can contain sender and recipient fax information and a detailed message. You can easily maintain sender and contact information that can be printed on the cover pages.

# Note

Faxing hard-copy documents must be performed from the touch panel display.

Tips

- The image quality of the originals that are sent by the N/W-Fax driver is different from the originals that are sent by the general fax operation.
- If you specify the Email addresses as the recipients using the N/W-Fax driver, the document will be sent as an
  Internet Fax. The Internet Fax feature allows users to send originals the same as the fax features. However, an
  Internet Fax is sent through the Internet, although a fax is sent through the public switched telephone line. In order
  to send an Internet Fax, the remote device also must support the Internet Fax feature.
  For more details about the Internet Fax, refer to the Scanning Guide.

# 2

# **SENDING A FAX**

This chapter describes how to send a fax using a N/W-Fax driver.

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Entering recipients from the keyboard		
Selecting recipients from the address book	16	
Selecting recipients from the address book (Search option)	18	
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# **Basic Procedure**

The basic procedure for sending a fax (Network Fax / Internet Fax) is as follows.

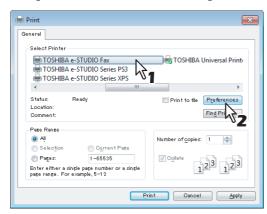
You can use standard functions or set optional functions as well as the basic ones described in this section. For these operations, see the following section.

P.23 "SETTING OPTIONS"

- **1** Start the application software and prepare the document to be sent.
- **2** Select [Print] from the [File] menu in the application software.
  - Tip

The procedure for displaying the print dialog box may differ from the above depending on the application software.

# **3** Select [TOSHIBA e-STUDIO Fax] for the printer and click [Preferences].



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

### Tip

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

**△** Click the [Send] tab and specify the recipients.

ayout Send		
Send to Address Book		Remove
Display Name	Fax Number / Address	
•		
📲 🔵 Fax <u>N</u> umber		SUB/PWD
000		
📧 💿 Internet Fa <u>x</u> A	ddress	
Resolution:		Department <u>C</u> ode:
D 11		Department <u>C</u> ode: <b>2</b>
Resolution: Standard (200 x		V Hide Department Code Server Name:
Resolution: Standard (200 x 1	100 dpi) •	✓ Z ✓ Hide Department Code Server Name: Select from
Resolution: Standard (200 x		V Hide Department Code Server Name:
Resolution: Standard (200 x	100 dpi) •	✓ Z ✓ Hide Department Code Server Name: Select from
Resolution: Standard (200 x Cover Sheet: None	100 dpi)	Hide Department Code Server Name:     Select from     SNMP Settings
Resolution: Standard (200 x ) Cgver Sheet: None Delayed Eax	100 dpi)	Y Z     Hide Department Code     Server Name:     SNMP Settings     Edit

- To specify recipients, enter them with the keyboard or select them from the address book.
   P.14 "Specifying Recipients"
- On the [Send] tab, you can set the resolution of a fax cover sheet, etc. as well as specifying the recipients.
   P.26 "Setting up the [Send] tab"
- On the [Layout] tab, you can set the size and the orientation of the paper.
   P.25 "Setting up the [Layout] tab"
- On the [Cover Sheet] and [Sender Information Properties] tab, the sender information for adding a fax cover sheet can be set.

P.28 "Setting up the Cover Sheet"

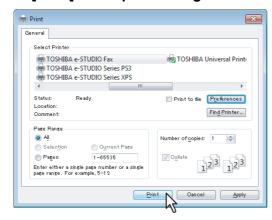
P.29 "Setting up the SNMP"

# 5 Click [OK].

Printing Preferences		
Layout Send		
Send to		
Address Book		
<u>I</u> o:		Remove
Display Name	Fax Number / Address	
User 001 User 002 User 003	012-3456-7890 123-4567-8901 234-5678-9012	
•		•
	<b>↑</b>	
) 🗐 💿 Fax <u>N</u> umber 💽 🔘 Internet Fa <u>x</u> A	ddress	SUB/ <u>P</u> wD
		SUB/ <u>P</u> wD
Internet Fa <u>x</u> A      Resolution:		Desertment Code
Cover Sheet		Department <u>C</u> ode:
Resolution: Standard (200 x		Department <u>C</u> ode:
Pesolution:     Standard (200 x		Department Code:
Pesolution:     Standard (200 x	100 dpi) •	Department <u>C</u> ode:
Internet Fag A     Resolution:     Standard (200 x     Cover Sheet:     None	100 dpi) ▼ <u>E</u> dk	Department <u>C</u> ode:
		Department <u>C</u> ode:

The transmission settings are determined and the N/W-Fax driver properties dialog box is closed.

**6** Click [Print] in the print dialog box on the application software.



A fax starts being sent.

Tips

- Note that the command name to print a document (send a fax) may differ from [Print] depending on the application software.
- A waiting fax job can be checked or deleted through the managing jobs function in TopAccess. A sent fax job can also be checked through the displaying job logs function in TopAccess. For details, refer to the TopAccess Guide.

# Cautionary points when LDAP authentication is used

When LDAP authentication is enabled on this equipment, you must specify an LDAP server in the [Server Name] box on the [Send] tab before sending a fax.

Printing Preferences			<b>.</b>
Layout Send			
Send to			
Address <u>B</u> ook			
<u>I</u> o:			Remo <u>v</u> e
Display Name Fax Numb	ber / Address		
•	m		•
	- 1		
🔟 💿 Fax <u>N</u> umber		SUB	/ <u>P</u> WD
💽 🔘 Internet Fa <u>x</u> Address			
Resolution: Standard (200 x 100 dpi)	-	Bepartment <u>C</u> ode:	
Standard (200 x 100 dpl)	-		Code
Cover Sheet:		Server Name:	code
None	-	Select from	-
F	dit	Select from	
	Sht	LDAP01 LDAP02	
🕓 🔲 Delayed <u>F</u> ax	11/11/2011 5:50 PM	LDAP03	لر
🎽 🔲 Save as File	File Format:		
	TIFF(MULTI)	~	]
<u>R</u> estore Defaults			Help
		ОК	Cancel

If you attempt to send a fax without specifying an LDAP server, the [Specify LDAP Server] dialog box will appear to ask you to do so.



In this case, specify the desired LDAP server in the [Server Name] box and click [OK] to send the fax.

Specify LDAP Server	×
You have not selected any server for LDAP authentication. Please select a valid server.	
Server Name:	

You can make settings for LDAP authentication on the [Device Settings] tab.  $\square$  P.31 "Setting up the [Device Settings] tab"

# **Specifying Recipients**

Up to 400 recipients can be specified in a single operation. For equipment with no hard disk installed, up to 80 recipients can be specified in a single operation.

- To send a Network Fax, specify the fax number. To send an Internet Fax, specify the Email address.
- P.14 "Entering recipients from the keyboard"
- P.16 "Selecting recipients from the address book"
- P.18 "Selecting recipients from the address book (Search option)"
- P.22 "Removing recipients"

Tip

To use the address book, you need to register recipients in the address book of AddressBook Viewer in advance.

# Note

If more than one recipient is specified in a single transmission, and a cover sheet is set in the N/W-Fax driver or a header page is set to be printed on the recipient's device, all the recipient information may be printed. If you want to secure the recipient information, avoid sending a fax to multiple recipients at the same time.

# Entering recipients from the keyboard

You can enter a recipient with the keyboard.

**1** For the recipient of a Network Fax, click [Fax Number] and enter the fax number in the right-hand box. For one of an Internet Fax, click [Internet Fax Address] and enter the Email address in the right-hand box.

yout Send		
Address Book	]	
To:	J	Remove
Display Name Fax	Number / Address	
•		
	<b>↑</b>	
👔 💿 Fax Number	1234567890	SUB/PWD
Internet Fax Address		00012110
Resolution:	-	Department <u>C</u> ode:
Standard (200 x 100 dpi		
		📝 <u>H</u> ide Department Code
		a
Cover Sheet:	_	Server Name:
Cover Sheet: None		Select from
	▼. <u>E</u> dit	-
	Edit  11/11/2011 5:50 PM	Select from
None		SNMP Settings
None	11/11/2011 5:50 PM	SNMP Settings
None		SNMP Settings

### Tips

2

• When you enter a fax number, you can also enter a sub address and a password. Click [SUB/PWD] to enter them (within 20 digits each) in the dialog box. Entering them enables the document to be transferred from the recipient's device to that of the sub-address, as the communication is in compliance with ITU-T standard. However, in order to use this function, the recipient's device must be a model in compliance with the ITU-T standard.

SUB/PWD	<b>—</b>
<u>SUB:</u> 12345678901234567890	PWD: 12345678901234567890
	OK Cancel

• Use " - " (hyphen) if you send a Network Fax with pauses (approx. 3 seconds) inserted in the fax number.

Printing Preferences	
Layout Send	
Send to	
Address Book	
<u>I</u> o:	Remo <u>v</u> e
	Fax Number / Address
	1234567890
•	m
) 🗐 💿 Fax <u>N</u> umber	SUB/ <u>P</u> wD
💽 🔘 Internet Fa <u>x</u> Addre	ess
Resolution:	Department <u>C</u> ode:
Resolution: Standard (200 x 100	l dpi)
	✓ <u>H</u> ide Department Code
Cover Sheet:	Server Name:
None	Select from
	Edit SNMP Settings
🕓 🔲 Delayed <u>F</u> ax	11/11/2011 5:50 PM Edit
🗎 🔲 Save as File	File Format:
	TIFF(MULTI)
	Help
<u>R</u> estore Defaults	

The recipients selected for "To" are listed.

# Tip

When the fax transmission is completed, the recipients are automatically removed from the "To" list.

# Selecting recipients from the address book

Select a recipient from the address book in the AddressBook Viewer.

# 1 Click [Address Book].

Send to		
Address Book	]	Remove
Io: V Display Name Fax	Number / Address	
Display Hallio	Address	
•		*
📺 💿 Fax <u>N</u> umber		SUB/ <u>P</u> wD
📧 🔘 Internet Fa <u>x</u> Address		
Resolution:		Department <u>C</u> ode:
Standard (200 x 100 dp	i) 👻	
		☑ <u>H</u> ide Department Code
Cover Sheet:	•	Server Name: Select from
None None	E dit	SNMP Settings
None	<u>_</u> u	
None	11/11/2011 5:50 Pl	M E <u>d</u> it
[None		M Edit

The AddressBook Viewer runs.

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

e-STUDIO AddressBook Viewer			
File Edit View Tools Help			
🖗 88 🛍 💼 💕 🗙 😫			
TOSHIBA Address Book	Display Name	Fax Number	Email Address
Private Address Book     Public Address Book	🗐 📧 User001	012-3456-7890	User001@example.com
	间 🕑 User002	123-4567-8901	User002@example.com
	间 🖲 User003 🗥 🎽	234-5678-9012	User003@example.com
LDAP Address Book	User004	345-6789-0123	User004@example.com
i 🔢 Import Address Book	III User005	456-7890-1234	User005@example.com +
	•	m	•
Selected Fax:		ted Email	
Display Name OTID Group Name F	Fax Number Display Na	ame OTID Grou	p Name Email Address
<	•	III	Þ
Remove	Remov	re	
	OK	Cancel	Help
	The	total number of the c	ontacts: 10/3000

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

# Note

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

You can select a recipient by the following operations:

### Selecting a contact by dragging and dropping

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

# Selecting a contact by double-clicking on it

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

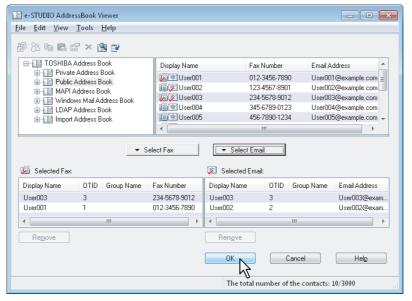
### Selecting a contact from a shortcut menu

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

# Removing a recipient

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

# 3 Click [OK].



The AddressBook Viewer is closed and the recipients selected for "To" are listed.

### Tip

When the fax transmission is completed, the recipients are automatically removed from the "To" list.

# Selecting recipients from the address book (Search option)

You can find and select a recipient from the address book in the AddressBook Viewer.

# 1 Click [Address Book].

Printing Preferences		
Layout Send		
Send to		
Address Book		
Io:		Remove
Display Name Fax Nu	mber / Address	
•		4
🚛 💿 Fax <u>N</u> umber		SUB/ <u>P</u> wD
💽 🔘 Internet Fa <u>x</u> Address		
Resolution:	_	Department Code:
Standard (200 x 100 dpi)	<b>-</b>	Department Lode:
		📝 <u>H</u> ide Department Code
Cover Sheet:		Server Name:
None	•	Select from 💌
	<u>E</u> dit	SNMP Settings
🕓 🔲 Delayed <u>F</u> ax	11/11/2011 5:50 PI	M E <u>d</u> it
🍅 🔲 Save as File	File Format:	
	TIFF(MULTI)	<b>~</b>
Restore Defaults		Help
		OK Cancel

The AddressBook Viewer runs.

2

Select [Find] from the [Edit] menu.

### e-STUDIO AddressBook Viewer - • • File Edit View Tools Help Сору Ctrl+C F Paste Ctrl+V Display Name Fax Number Email Address Select All Ctrl+A 🔲 🖭 User001 012-3456-7890 User001@example.com = Find Wir Wis Mail Address Book LDAP Address Book Find Import Address Book 间 🖭 User002 123-4567-8901 User002@example.com User003@example.com 🔲 💌 User003 234-5678-9012 1 User004 User004@example.com 345-6789-0123 间 🖭 User005 456-7890-1234 User005@example.com • • Select Fax ▼ Select Email 😺 Selected Fax: 💹 Selected Email: Display Name OTID Group Name Fax Number Display Name OTID Group Name Email Address • • Þ Remove Remove OK Cancel Help Search for contacts The total number of the contacts: 10/3000

The [Find Contact] dialog box appears.

# **3** Select a registered directory service in [Data Source].

Fi	nd Contact						×
	Person Detail Se Pr M. W	rivate Address Book ivate Address Book Jblic Address Book API Address Book findows Mail Address Bo Iport Address Book	ok 🕻	5			
	Group Name	Display Name	Fax N	umber	Email Address		earch Stop Dep
	•						▶
	😡 Selected Fax:			河 Selecti	ed Email:		
	Display Name	OTID Group Name	Fax Nu	Display Nar	me OTID	Group Name	Email A
	✓ Remove		Þ	< Remove			4
				OK	Cano	cel H	elp

Tip

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

# **<u>A</u>** Display the [Person] tab and enter search strings in the following boxes.

Find Contact								×
Data Source: Person Detail Si	Public Add	Iress Book					•	
Display Name: Fax Number: Email:	Use	f					]	
								Stop
Group Name	Displ	ay Name	Fax N	lumber	Email A	ddress		Dep
•		m						4
😺 Selected Fax	5			💓 Select	ed Email:			
Display Name	OTID	Group Name	Fax Nu	Display Na	me	OTID	Group Name	Email A
•			۶.	•				+
Remove				Remove	,			
				OK		Cance		Help

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

If you perform searching in the above conditions, proceed to step 6. If you want to set more detailed search conditions, proceed to step 5 and set the [Detail Setting] tab. Note that even if you enter the search conditions in both the [Person] and [Detail Setting] tabs, you cannot perform searching in this combination.

Tip

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

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

earch string:		
User		
137	Add	
_		<u>S</u> earch
	<u>R</u> emove	B <u>Stop</u>
Fax Number	Remove K	
Fax Number		Stop
Fax Number		Stop
Fax Number		Stop
		Stop
	Email Address cted Email:	Stop
🔊 Sele	Email Address cted Email:	Stop
🔊 Sele	Email Address cted Email:	Stop
🔊 Sele	Email Address cted Email:	Stop
	earch string: User	

### Field Select — Select an item to be searched.

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

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

# 6 Click [Search].

Find Contact	
Data Source: Person Detail S Define Conditi Field Select: Display Name Condition list: Display Name	
Group Name	Display Name Fax Number Email Address Dep
•	
🈡 Selected Fa	🔀 Selected Email:
Display Name	OTID Group Name Fax Nui Display Name OTID Group Name Email A
Remove	Remove
	OK Cancel Help

- It starts searching contacts in the selected address book. When the search is complete, the contacts matching
  the search conditions are listed.
- To stop searching, click [Stop].

### Note

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

7 Drag and drop the contacts to "Selected Fax" or "Selected Email" from the list of the search results.

ind Contact				<b>.</b>
Data Source:	Public Address Book		•	
Person Detail Se	etting			
Define Conditio	n:			
Field Select:	Condition of :	search string:		
Display Name	▼ Contains	•		
Condition list:				
Display Name S	5tarts with User		Add	Court
			Remove	<u>S</u> earch
				Stop
Group Name	Display Name	Fax Number	Email Address	[ _
	User001 User002	012-3456-7890 123-4567-8901	User001@example.com	
	User003	234-5° JU12	User003@example. <b>\S</b> m	٤ .
•	III			Þ
🧓 Selected Fax:	:	😿 Selec	sted Email:	
Display Name	OTID Group Name	Fax Nui Display N	ame OTID Group	Name Email.
•	III	▶ ∢		•
Remove		Remov	/e	
		OK	Cancel	Help

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

### Note

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

You can select a recipient by the following operations:

# Selecting a contact by double-clicking on it

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

# Selecting a contact from a shortcut menu

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

### **Removing a recipient**

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

# 8 Click [OK].

ind Contact				×
Data Source:	Public Address Book		•	
Person Detail Se	etting			
Define Condition	n:			
Field Select:	Condition of :	search string:		
Display Name	▼ Contains	<b>-</b>		
Condition list:				
Display Name S	Starts with User		Add	
			Remove	<u>S</u> earch
				Stop
Group Name	Display Name	Fax Number	Email Address	[ ^
	User001	012-3456-7890	User001@example.com	[
	User002 User003	123-4567-8901 234-5678-9012	User002@example.com User003@example.com	[ r
•				•
_				
🧓 Selected Fax:		🔀 Sele	cted Email:	
Display Name	OTID Group Name		lame OTID Group Nam	
User001		012-345 User002		UserOC
•	III	• •		Þ
		Remo		
Remove				
Remove		Hello	¥6	

The AddressBook Viewer is closed and the recipients selected for "To" are displayed on the list.

# Tip

When the fax transmission is completed, the recipients are automatically removed from the "To" list.

# Removing recipients

You can remove a recipient from the "To" list in the N/W-Fax driver properties.

Layou	ting Preferences Send					l
Ser	nd to					
	Address <u>B</u> ook	_				
	Address Book					Remove N
<u>I</u> o:						N
	splay Name	Fax Numbe				4
		012-3456-7				
	er 002 er 003	123-4567-8				
	er UU3	234-5678-9	1012			
•						Þ
	Fax <u>N</u> umber				SL	JB/ <u>P</u> WD
10	💿 Internet Fa <u>x</u> Add	ress				
	<b>B</b> 1.5					
	Resolution:	0.1.0		Depa	artment <u>C</u> ode:	
	Standard (200 x 10	u apıj	•			
					ide Departmer	nt Code
	Cover Sheet:			_	er Name:	
	None		•	S	elect from	
		Ed	it		SN <u>M</u> P	Settings
-						
<b>S</b>	Delayed <u>F</u> ax		11/11/2011 5:50	PM		E <u>d</u> it
2	🔲 Save as File		File Format:			
			TIFF(MULTI)			-
			<u> </u>			
	<u>R</u> estore Defaults					<u>H</u> elp
						K Cance

# **1** Select a recipient and click [Remove].

# 3

# **SETTING OPTIONS**

This chapter describes how to set up options for the N/W-Fax driver.

How To Setup	24
Setting Initial Values of the N/W-Fax driver options	
Setting print options for each print job	
Setting up the N/W-Fax Driver Options	25
Setting up the [Send] tab	
Setting up the Cover Sheet	
Setting up the SNMP	29
Setting up the [Device Settings] tab	
Setting up LDAP servers	
Sending With Extended Fax Functionality	
Saving a fax as a file	
Delaved transmission	
Sending with a cover sheet	

# How To Setup

There are two ways to set the N/W-Fax driver options: One is to set the initial values of the options and the other is to set each option for each individual job.

P.24 "Setting Initial Values of the N/W-Fax driver options"

P.24 "Setting print options for each print job"

# Setting Initial Values of the N/W-Fax driver options

Setting the N/W-Fax options by displaying the N/W-Fax driver properties from the Printers folder on the Windows [Start] menu will establish the initial values of the options.

# ◀ Click the Start button and then select [Devices and Printers].

When using Windows XP / Windows Server 2003, click [Start] and select [Printers and Faxes]. When using Windows Vista / Windows Server 2008, click [Start] and select [Control Panel], [Hardware and Sound] and then [Printers].

# **2** Right-click [TOSHIBA e-STUDIO Fax], and then select [Printing preferences] or [Printer properties] from a shortcut menu.

- When using Windows XP / Windows Vista / Windows Server 2003 / Windows Server 2008, select [TOSHIBA e-STUDIO Fax], click the [File] menu and then select [Printing Preferences] or [Properties].
- If [File] menu is not displayed, press [Alt].

# Setting print options for each print job

Setting the N/W-Fax driver options by displaying the printer properties from the Print dialog box within an application will establish the values for the current N/W-Fax job. The N/W-Fax driver option settings specific to each N/W-Fax job are set using this method.

Click the [File] menu and select [Print] on an application.

9 Select [TOSHIBA e-STUDIO Fax] and click [Properties] or [Preferences].

# Setting up the N/W-Fax Driver Options

N/W-Fax driver options are the attributes to define the way a fax job is transmitted. For example, you can specify the recipients, resolution, and paper size.

- P.25 "Setting up the [Layout] tab"
- P.26 "Setting up the [Send] tab"
- P.28 "Setting up the Cover Sheet"
- P.29 "Setting up the SNMP"
- P.31 "Setting up the [Device Settings] tab"
- P.32 "Setting up LDAP servers"

# Setting up the [Layout] tab

On the [Layout] tab, you can set the size and the orientation of the paper.

Layout Send				
Orientation:	-			
			ì	
			Ad <u>v</u> ance	d

### 1) Orientation

Set the printing orientation of the document.

- **<u>Portrait</u>** Data are printed vertically to the paper.
- Landscape Data are printed horizontally to the paper.

### 2) [Advanced]

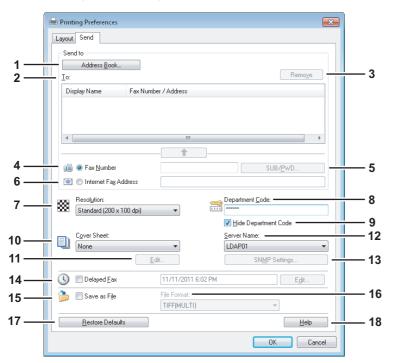
Click this to display the [Advanced Option] dialog box. You can select the paper size of the document.

TOSHIBA e-STUDIO Fax Advanced Options	3
TOSHIBA e-STUDIO Fax Advanced Document Settings	1
Paper/Output Paper Size: Letter	
OK Cancel	

3

# Setting up the [Send] tab

In the [Send] tab, you can specify the recipients and how the fax will be sent.



# 1) [Address Book]

Click to launch the AddressBook Viewer. You can select recipients from the address book. P.16 "Selecting recipients from the address book"

# 2) To

This displays the specified recipients list. P.14 "Specifying Recipients"

### 3) [Remove]

Select a recipient in the [To] list and click this to remove the recipient from the list. P.22 "Removing recipients"

# 4) Fax Number

Enter the recipient's fax number directly.

### 5) [SUB/PWD]

Click this to display the [SUB/PWD] dialog box. You can add a sub address and a password to the entered fax number.

# 6) Internet Fax Address

Enter the recipient's Internet Fax number directly. P.14 "Entering recipients from the keyboard"

# 7) Resolution

- Select the resolution for the fax.
- Standard (200 x 100 dpi) Select this to send a document in Standard mode (200 x 100 dpi).
- Fine (200 x 200 dpi) Select this to send a document in Fine mode (200 x 200 dpi).
- Super Fine (200 x 400 dpi) Select this to send a document in Super Fine mode (200 x 400 dpi).
- Ultra Fine (400 x 400 dpi) Select this to send a document in Ultra Fine mode (400 x 400 dpi).

### 8) Department Code

Enter a department code of 1 to 63 characters if required. When the department code is enabled on this equipment, you must enter it to send a fax.



- If you do not enter a department code when it is enabled on the equipment and the Invalid Department Code Print Job is set to "Store to invalid job list" in TopAccess, the job will be stored in the Invalid job list without being transmitted. You can print or delete a stored job from the [JOB STATUS] on the touch panel. For instructions on how to print or delete a job in the Invalid job list, refer to the *Printing Guide*.
- If you do not enter the department code when the department code is enabled on the equipment and the Invalid Department Code Print Job is set to PRINT in TopAccess, the job will be sent.
- If you do not enter the department code when the department code is enabled on the equipment and the Invalid Department Code Print Job is set to DELETE in TopAccess, the job will be deleted automatically.

### 9) Hide Department Code

Select this check box to display a department code in the blank symbols.

### 10) Cover Sheet

Select a cover sheet type among [Standard Cover Page], [Business Cover Page] and [Professional Cover Page] if you want to attach a cover sheet to the first page of the document.

P.35 "Sending with a cover sheet"

P.42 "Cover Sheet Samples"

### 11) [Edit]

Click this to display the [Cover Sheet Settings] dialog box. You can perform various kinds of editing on the cover sheet selected in the Cover Sheet setting, such as entering a subject or a message, or changing the type or size of the fonts. P.28 "Setting up the Cover Sheet"

### 12) Server Name

Select the desired LDAP server in the [Server Name] box if needed.

Tip

You can make settings for the LDAP server on the [Device Settings] tab. P.31 "Setting up the [Device Settings] tab"

### 13) [SNMP Settings]

Click this to check or change the SNMP settings. P.29 "Setting up the SNMP"

### 14) Delayed Fax

Select this to send a document on a specified date and time. When this is selected, click [Edit] to display the [Scheduled Time] dialog box and specify date and time the job will be transmitted. The job sent to this equipment will be stored in the Fax queue until the specified date and time.

### 15) Save as File

Select this to save up to 10 GB of documents in the "FILE\_SHARE" folder in the equipment as well as send the document as a fax and Internet Fax.

P.33 "Saving a fax as a file"

### Note

Your scans can be saved in the equipment's shared folder (MFP LOCAL) only when the hard disk is installed in the equipment.

Tip

When the cover sheet is set, the cover sheet and the original will be stored in the "FILE\_SHARE" folder.

### 16) File Format

Select the file format of the document that will be saved. This option can be selected only when the [Save as File] check box is selected.

### 17) [Restore Defaults]

Click this to restore the default setting values.

18) [Help]

Click this to browse Help for the N/W-Fax driver.

# Setting up the Cover Sheet

You can set the content of the cover sheet to be attached to a fax. P.35 "Sending with a cover sheet"

	Cover Sheet Settings		
	FACSIMILE TRANSMITTAL	Cover Sheet Name: Standard Cover Page	
		Header Text	
		FACSIMILE TRANSMITTAL	- 4
4		Text Area Details	
1-		Reference Number	5
		Recipients Information	6
			0
		Department Name Fax Number	
		Sender Information	7
2 —	Fonts		
	Font for: Header   Edit		
3 —	Footer		
•	Image File:	Subject	8
	Browse	Message -	9
	Delete		Ŭ
	Position:		
10—	Restore De <u>f</u> aults	Ŧ	
		OK Cancel Help	

### 1) Preview

The image of the cover sheet can be previewed. You can check the layout of the character strings and images.

# Notes

- Depending on the line feed positions, the preview may not duplicate the actual print result of the cover sheet, but is used for checking its layout.
- If the contents are on more than one page, such as the many line feeds included in "Sender Information" or "Message", only the first one page is displayed in the preview.

# 2) Fonts

Select the font to be used for the cover sheet. Select the section for which the font is used, and then click [Edit] to select the type, style and size of the font.

- Header Set the font to be used for the header of the cover sheet.
- Title Set the font to be used for the title such as Reference Number, Recipients Information, Sender Information, Subject or Message.
- Body Set the font to be used for the body of each title.

### 3) Footer

Select an image file to be attached to the footer of the cover sheet.

- [Browse] Click this to select an image file to be attached to the footer within 1 MB.
- [Delete] Click this to delete the attached image file.
- -**Position** — Select the position of the image file from the left, center and right.

# 4) Header Text

Enter a title to be displayed on the header of the cover sheet; it can be up to 63 characters.

### 5) Reference Number

Check this to have a reference number identifying the fax to appear on the cover sheet. Enter the reference number in the text box.

### 6) Recipient's Information

Check this to have the recipient's information appear on the cover sheet. Select the desired information among the options below.

- Name Check this to have the recipient name appear on the cover sheet.
- **Company** Check this to have the recipient company name appear on the cover sheet.
- Department Name Check this to have the recipient department name appear on the cover sheet.
- Fax Number Check this to have the recipient fax number or Email address appear on the cover sheet.

### 7) Sender Information

Check this to have the sender's information appear on the cover sheet. You can enter the information in up to 500 characters.

# 8) Subject

Check this to have a subject appear on the cover sheet. You can enter the subject in up to 40 characters.

### 9) Message

Check this to have a message appear on the cover sheet. You can enter the message in up to 500 characters.

### 10) [Restore Defaults]

Click this to restore the default setting values.

# Setting up the SNMP

If the recipient's TOSHIBA MFP is not found over the Internet and the fax job is not sent normally, the SNMP settings may be the cause. Check that the SNMP settings are correct in the [SNMP Settings] dialog box, and if not, change them.

Note

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

	SNMP Settings
1—	Version
	● V1/V2 ○ V3 ○ V1/V2/V3
2 —	SNMP V1/V2 Community Name: private
3 —	SNMP V3 (a) User ID File: Browse
	O User Name/Password: User Name:
	Authentication Protocol:
	HMAC-MD5
	Authentication Password:
	Privacy Protocol:
	None
	Privacy Password:
4 —	Restore Default OK Cancel

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

# 2) SNMP V1/V2

Community Name — If a community name other than "private" (default) is set for the SNMP community name for your TOSHIBA MFP, enter its community name.

# Notes

- To send fax jobs normally under an SNMP V1/V2 environment, the SNMP community names must be the same in the 3 settings shown below. For help, ask your administrator.
  - Your TOSHIBA MFP
  - [SNMP Settings] dialog box of the [Sender Information] tab

NMP Settings			3
Version			
V1/V2	🔘 V3	V1/V2/V3	
SNMP V1/V2			
Community N	ame:		
private			
SNMP V3			
DIVINIP V3			

- TCP/IP port of the [Ports] tab in the N/W-Fax driver

Configure Standard TCP/IP Po	Configure Standard TCP/IP Port Monitor				
Port Settings					
Port Name:	IP_157.69.73.252				
Printer Name or IP <u>A</u> ddress	:: 157.69.73.252				
Protocol					
<u> </u>	© <u>L</u> PR				
Raw Settings					
Port <u>N</u> umber:	9100				
LPR Settings					
<u>Q</u> ueue Name:					
LPR Byte Counting En	abled				
SNMP Status Enabled					
<u>C</u> ommunity Name:	private				
SNMP <u>D</u> evice Index	1				
	OK Cancel				

- To change the community name, the administrator privilege is necessary. You must log in with the "Administrator" privilege and open the printer driver properties.
- Up to 31 characters including the following symbols can be entered for the Community Name. ! " # \$ % & ' ( ) \* + , - / : ; < = > ? @ [ \ ] ^ ` { | } ~

# 3) SNMP V3

If SNMP V3 is enabled, select one of the following items to set how users are authenticated.

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

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

# Notes

- If you select to enable SNMP V3, consult your network administrator for preliminary advice on how to authenticate users.
- Up to 31 characters including the following symbols can be entered for each of the User Name, Authentication Password and Privacy Password. !\$%&'()-,<>@[]^\_`{}~

### 4) [Restore Default]

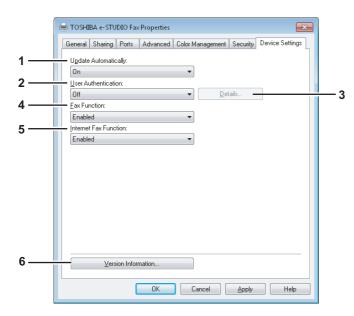
Click this button when you want to reset all the settings back to the defaults.

# Setting up the [Device Settings] tab

On the [Device Settings] tab, you can change a setting for N/W-Fax driver update or display the software version of the driver.

# Note

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



### 1) Update Automatically

Select whether or not the setting information of each item on the [Device Settings] tab of the N/W-Fax driver is to be obtained by automatically communicating with your TOSHIBA MFP every time this tab is opened.

- On Select this to obtain the setting information automatically.
- Off Select this not to obtain the setting information automatically. Set each item manually.

### 2) User Authentication

Select the authentication method which is to be used. Set it to correspond to that of your TOSHIBA MFP.

- **Off** Select this not to perform user authentication.
- MFP Local Authentication Select this to perform MFP Local Authentication.
- Windows Domain Authentication Select this to perform Windows Domain Authentication.
- LDAP Authentication Select this to perform LDAP Authentication.

### 3) [Details]

When you click this button, the [LDAP Server Settings] dialog box will appear. This option can be selected only when [LDAP Authentication] is selected in the [User Authentication] box.

P.32 "Setting up LDAP servers"

# 4) Fax Function

Select whether or not the fax function is enabled. Set it to correspond to that of your TOSHIBA MFP.

- **Enabled** Select this to enable the fax function.
- Disabled Select this to disable the fax function.

5) Internet Fax Function

- Select whether or not the Internet Fax function is enabled. Set it to correspond to that of your TOSHIBA MFP.
- **Enabled** Select this to enable the Internet Fax function.
- Disabled Select this to disable the Internet Fax function.

# 6) [Version Information]

Click this to display the software version information of the N/W-Fax driver.

Version Information		×
TOSHIBA		
TOSHIBA e-STUDIO Fa	< Driver	
Version: Localize version:	2.1.17.1 100.000	
	HIBA TEC CORPORATION All Rights Reserved. 5 Jochen Katz, Frank Fock ett-Packard Company	
		ОК

# Setting up LDAP servers

The [LDAP Server Settings] dialog box allows you to register LDAP servers.

	LDAP Server Settings
1 —	Update <u>N</u> ow
2 —	Server Name:
	LDAP03
3 —	Add
4—	Server Name List:
	LDAP01 LDAP02
5 —	Delete
	OK Cancel

# 1) [Update Now]

Click this button to obtain LDAP server information automatically from your TOSHIBA MFP, and register it in [Server Name List].

### 2) Server Name

Enter the desired LDAP server in this box if needed.

Tip

Up to 64 characters (excluding #; \ =) can be entered for the [Server Name] box.

# 3) [Add]

Click this button to register the LDAP server in the [Server Name List], which has been entered in the [Server Name] box.

### 4) Server Name List

The registered LDAP servers are displayed in this list. Up to 8 LDAP servers can be registered.

# 5) [Delete]

Click this button to delete an LDAP server in [Server Name List]. Select the LDAP server that you want to delete in the list, and click this button.

# Sending With Extended Fax Functionality

The N/W-Fax driver allows users to perform the following features.

- P.33 "Saving a fax as a file"
- P.34 "Delayed transmission"
- P.35 "Sending with a cover sheet"

# Saving a fax as a file

You can save a document in the "TXFAX" folder in the "FILE\_SHARE" folder in this equipment as well as sending the document to fax numbers and Email addresses.

### Note

Your scans can be saved in the equipment's shared folder (MFP LOCAL) only when the hard disk is installed in the equipment.

# **1** Display the [Send] tab and select the [Save as File] check box.

Printing Preferences			(
ayout Send			
Send to			
Address Book			
<u>I</u> o:		Remove	
Display Name Fax Nur	mber / Address		
•	III		Þ.
	<b></b>		
🔟 💿 Fax <u>N</u> umber		SUB/PwD	-
💽 🔘 Internet Fax Address			
Resolution: Standard (200 x 100 dpi)	-	Department <u>C</u> ode:	
Standard (200 x 100 dpi)			
		✓ <u>H</u> ide Department Code	
Cover Sheet:		Server Name: Select from	
		(	
	<u>E</u> dit	SNMP Settings	
🕓 🔲 Delayed <u>F</u> ax	11/11/2011 6:11 PM	E <u>d</u> it	
🍋 🔽 Save as File	File Format:		
	TIFF(MULTI)	•	
			_
2: Defaults		<u>H</u> elp	_

**9** Select the file format in the [File Format] box.

🕔 🔲 Delayed <u>F</u> ax	5/10/2011 9:11 PM	E <u>d</u> it
Save as File	File Format: TIFF(MULTI) TIFF(MULTI) TIFF(SINGLE) PDF(MULTI) PDF(SINGLE)	

3 Specify the other options to send a document and click [OK].

### Click [OK] (or [Print]) to send a document to this equipment.

The document is saved in the "TXFAX" folder in the "FILE\_SHARE" folder in this equipment.

Tips

- The saved file contains the cover sheet when the cover sheet is set.
- Since the image smoothing function does not work for the image stored in the "FILE\_SHARE" folder, its printing image quality differs from the normal fax image quality.

# Delayed transmission

When the delayed transmission is specified, the fax is stored in the fax queue in this equipment and will be sent at the specified date and time.

# I Display the [Send] tab and select the [Delayed Fax] check box.

🖶 Printing Preferences		×
Layout Send		
Send to		
Address Busk		
<u>I</u> o:		Remove
Display Name Fax Numb	er / Address	
•	III	4
	<b></b>	
🗐 💿 Fax <u>N</u> umber		SUB/ <u>P</u> wD
📧 🔘 Internet Fax Address		
Resolution: Standard (200 x 100 dpi)		Department <u>C</u> ode:
Standard (200 x 100 dpi)	•	✓ Hide Department Code
Cover Sheet:		Mide Department Lode Server Name:
None	•	Server Name:
	dit	SNMP Settings
Oelayed Fax	11/11/2011 6:12 PM	E <u>d</u> it
as File	File Format:	
	TIFF(MULTI)	~
Restore Defaults		Help
		<u></u>
		OK Cancel

# 2 Click [Edit].

The [Scheduled Time] dialog box appears.

3 Select the date and time and click [OK].

Scheduled Time		×
Date: 2/10/2011	<u>I</u> ime: 9:28 PM	×
	ок	Cancel

- You can click the Date arrow to display a calendar that allows you to select a date.
- Enter the time to commence the fax transmission. You can use the up and down arrows to assist with setting the time in the proper format.

# Note

The scheduled date cannot be more than one month from the current date. If the current month does not have a date like the current one, then the date will be set at the last day of the following month. For example, if the current date is March 31st, then the maximum date that can be selected for the scheduled fax is April 30th.

4 Specify the other options to send a document and click [OK].
5 Click [OK] (or [Print]) to send a document to this equipment.

#### Sending with a cover sheet

You can choose to send a cover sheet with your fax transmission. The cover sheet is merged with the recipient [To] list data to create a fax cover sheet. You can select what to include on the cover sheet such as sender or recipient information.

#### Note

When a printer driver whose name consists of 54 letters or more is specified for the default printer and an attempt is made to send a fax with a cover sheet added from Microsoft Excel using a N/W-Fax driver with an IPP port, an XL error may occur and fax transmission may be impossible. (This error does not occur in application software other than Microsoft Excel.)

If this error occurs, perform one of the following and start sending a fax again.

- Use 30 letters or less for the N/W Fax driver name.
- Do not attach any cover sheet.
- 1 Display the [Send] tab, select the cover sheet type in the [Cover Sheet] box and then click [Edit].

Printing Preferences		
Layout Send		
Send to		
Address Buok		
<u>I</u> o:		Remove
Display Name Fax Numl	per / Address	
•		۴.
	<b></b>	
📺 💿 Fax <u>N</u> umber		SUB/ <u>P</u> WD
		300/ <u>_</u> wb
📧 🔘 Internet Fa <u>x</u> Address		
Resolution: Standard (200 x 100 doi)	-	Department <u>C</u> ode:
Standard (200 x 100 dpi)	-	
		Hide Department Code
Cover Sheet:		Server Name:
Standard Lover Page	<b></b>	Select from 🔻
K7	dit	SNMP Settings
🕔 🔲 Delayed Eax	11/1 31 6:12 PM	E <u>d</u> it
🐣 🔲 Save as File	File Format:	
📁 🔲 pave as rije	TIFF(MULTI)	~
	,	
<u>R</u> estore Defaults		<u>H</u> elp
		OK Cancel

The [Cover Sheet Settings] dialog box appears.

3

2

over Sheet Setti	ngs	
		Cover Sheet Name:
FAC	SIMILE TRANSMITTAL	Standard Cover Page
		Header Text
		FACSIMILE TRANSMITTAL
		Text Area Details
		Reference Number
		Recipients Information
		Name Company
		Department Name Fa <u>x</u> Number
		Sender Information
Fonts F <u>o</u> nt for: Header	▼ Edi <u>t</u>	
Footer		Subject
Image File:		
	Browse	Message
Delete		
Position:		

You can enter up to 63 characters for the header text.

**3** If you want a reference number identifying the document to appear on the cover sheet, select the [Reference Number] check box and then enter the reference number in the text box.

over Sheet Settings		
	Cover Sheet Name:	
FACSIMILE TRANSMITTAL	Standard Cover Page	
	Header Text	
	FACSIMILE TRANSMITTAL	
	Text Area Details	
	Reference Number	
	000000001	
	Reuplencs Information	
	Name	Company
	Department Name	Fax Number

You can enter up to 20 characters for the reference number.

4 If you want the recipient's information to appear on the cover sheet, select the [Recipient Information] check box and then select the options required for the recipient information.

	Cover Sheet Name:	
FACSIMILE TRANSMITTAL	Standard Cover Page	
The second secon	Header Text	
	FACSIMILE TRANSMITTAL	
	Text Area Details	
	Reference Number	
	000000001	
	Recipients Information	
	✓ Name	🔽 <u>C</u> ompany
	Department Name	📝 Fa <u>x</u> Number

Name — Check this to have the name of the recipient appear on the cover sheet.
 Company — Check this to have the company name of the recipient appear on the cover sheet.
 Department Name — Check this to have the department name of the recipient appear on the cover sheet.
 Fax Number — Check this to have the fax number or Email address of the recipient appear on the cover sheet.

#### Notes

- Recipient information is obtained from the address book. If the recipient is added manually, this information
  does not appear on the cover sheet except for the fax number or Email address.
- · The recipient information for all recipients will appear on the cover sheet.

**5** If you want sender information to appear on the cover sheet, select the [Sender Information] check box and then enter the sender information in the text box.

	Recipients Information	
	✓ Name	🔽 <u>C</u> ompany
	Department Name	V Fax Number
	Sender Information	
Fonts	Sponsored: OOOOO CORPORATION Supported: ABCD CORPORATION	*
Font for: Header		
Footer		
Image File:	- Papter	
Browse	Message	
Delete Position:		*
Restore De <u>f</u> aults		Ŧ
	ОК	Cancel <u>H</u> elp

You can enter up to 500 characters for the sender information.

6 If you want a subject to appear on the cover sheet, select the [Subject] check box and then enter the subject in the text box.

Fonts Font for: Header T Edit	Sponsored: OOOOO CORPORATION Supported: ABCD CORPORATION
Footer Image File: Delete Position:	Subject Information
Restore Defaults	OK Cancel Help

You can enter up to 40 characters for the subject.

7 If you want a message to appear on the cover sheet, select the [Message] check box and then enter the message in the text box.

Fonts Font for: Header	Sender Information Sponsored: 00000 CORPORATION Supported: ABCD CORPORATION
Footer Image File:  Delete Position:  Restore Defaults	▼ Subject Information ▼ Message Please refer to the attached information.
	OK Cancel Help

You can enter up to 500 characters for the message.

8 If you want to change the font of the characters on the cover sheet, select the corresponding section in the [Font for] box, and then click [Edit].

	Sender Information	
Fonts	Sponsored: 00000 CORPORATION Supported: ABCD CORPORATION	*
Font for:		
Header Edit		-
Title	✓ Subject	
Browse	Information	
	Message	
Delete	Please refer to the attached information.	~
Position:		
Restore De <u>f</u> aults		Ŧ
	OK Cancel <u>H</u> elp	

The [Font] dialog box appears.

If you do not change the font, proceed to step 10.

**9** Select the desired one from each of the [Font], [Font style], [Size] and [Script] boxes, and then click [OK].



The [Font] dialog box is closed and the font settings are determined for the selected section.

Tip

If you want to change the font of other sections, repeat the procedure from step 8.

# **10** If you want to attach an image file on the footer, click [Browse] of Image File.

Fonts Fgnt for: Header V Edit	Sonsored: 00000 CORPORATION Supported: ABCD CORPORATION
Footer Inage File: Dejete Position:	Subject Information  Message Please refer to the attached information.
Restore Defaults	

The [Open] dialog box appears.

If you do not attach an image file, proceed to step 13.

Open	
G O ▼ 🎉 → fax_logo	✓ Search fax_logo
Organize 👻 New folder	E • [] ()
Favorites     Desktop     Downloads     Recent Places	FAX_logo-02 FAX_logo-03
<ul> <li>□ Libraries</li> <li>□ Documents</li> <li>□ Music</li> <li>□ Pictures</li> <li>■ Pictures</li> <li>■ Videos</li> </ul>	
Mucos	
🗣 Network	
File <u>n</u> ame: FAX_logo-01	• *.bmp •
	Open Cancel

**11** Select an image file to be attached and then click [Open].

Note

Attach the image file in a bitmap format (.bmp) within 1 MB.

# **12** Select the position of the image file.

Cover Sheet Settings		×
	Cover Sheet Name:	
FACSIMILE TRANSMITTAL	Standard Cover Page	
To: From: Tamward cococi-com/controls Secure 4000 COM/CALO	Header Text	
P 1920 more disconcerezzationen in expension disconcerezzationen familiaria di Manageria di Manageria di Prossione di a fra attache direttationi Prossione di attache di	FACSIMILE TRANSMITTAL	
	Text Area Details	
	Reference Number	
	000000001	
	Recipients Information	
	✓ Name ✓ Company	
	V Department Name V Fax Number	
( BEBEE CORPORATION )	Sender Information	
Fonts Font for: Header Trader	Sponsored: 00000 CORPORATION Supported: ABCD CORPORATION	×
Footer	Subject	
Image File:	Information	
FAX_logo-01.bmp Browse	Message	
Delete	Please refer to the attached information.	
		÷
Restore De <u>f</u> aults		
	OK Cancel	Help

- 💽 Select this to align the image to the left.
- 🕒 Select this to align the image to the center.
- I Select this to align the image to the right.
- **13** Specify the other options to send a document and click [OK].
- **14** Click [Print] to send a document to this equipment.

# 4

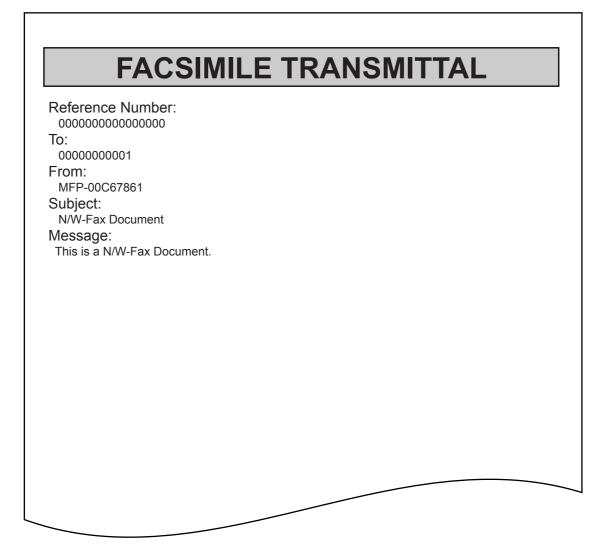
# **APPENDIX**

This chapter shows the cover sheet samples.

Cover Sheet Samples	
Standard cover page	
Business cover page	
Professional cover page	
······································	

## **Cover Sheet Samples**

#### Standard cover page



#### Business cover page

#### FACSIMILE TRANSMITTAL SHEET

# Professional cover page

FACSI	MILE TRA	NSMITTAL	SHEET
Reference Number:			
000000000000000			
Го: 00000000001			
From:			
MFP-00C67861			
Subject: N/W-Fax Document			
Aessage:			
This is a N/W-Fax Documen	t.		

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Subject	
-	

# T

To (recipient)	

# U

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#### V

Version	
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FC-5540C/6540C/6550C FC-2040C/2540C/3040C/3540C/4540C DP-2095/2530/3020/3590/4590/5010 DP-5560/6560/7560/8560 FC-2050C/2550C FC-2051C/2551C OME100064C0

#### MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS / MULTIFUNCTIONAL DIGITAL SYSTEMS Network Fax Guide

# **TOSHIBA TEC CORPORATION**

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN



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http://golfingnear.com Email search by domain

http://emailbydomain.com Auto manuals search

http://auto.somanuals.com TV manuals search

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