

MULTIFUNCTIONAL DIGITAL SYSTEMS Setup Guide for Scanning Functions



Software License Agreement

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

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

Grant of License

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

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

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

Term

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

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

Disclaimer of Warranty

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

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

Limitation of Liability

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

U.S. Government Restricted Rights

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

General

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

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

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

Preface

Thank you for purchasing the TOSHIBA multifunctional digital system e-STUDIO165/205. This **Setup Guide for Scanning Functions** is a manual for the e-STUDIO165/205 when the following option is installed:

- Network Printer Kit
- Scanner Upgrade Kit
- External Keyboard

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

This Setup Guide for Scanning Functions describes the following:

- · Scan-related settings using the control panel of this equipment
- · Settings and management of this equipment from a computer using TopAccess

Be sure to read this manual before using the e-STUDIO165/205 to fully understand and utilize its functions. Keep this manual handy and retain it for future reference.

These manuals are provided for the operation of the e-STUDIO165/205. Select and read the manual best suited to your needs.

TOSHIBA multifunctional digital system e-STUDIO165/205



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

Network Printer Kit (optional, GA-1190)



Quick Start Guide for Printing Functions This manual describes the operation of the equipment when the Network Printer Kit (optional) is installed on it. This also explains about th

work Printer Kit (optional) is installed on it. This also explains about the accessories, conditions required for network systems, connecting method of the network, general description of network settings and troubleshooting.



Network Administration Guide for Printing Functions (PDF)

This manual is only for the equipment on which the Network Printer Kit (optional) is installed. This provides you with setup procedures by the type of platforms or networks you are utilizing, and also setup procedures for network servers to enable various network services.



C-STUDIO165/205

STUDIO165/205

Setup Guide for Printing Functions (PDF)

This manual is only for the equipment on which the Network Printer Kit (optional) is installed. The manual consists of the following 2 parts: Settings Using Control Panel:

This part describes the printer-related settings using the [PRINTER] and [USER FUNCTIONS] buttons on the control panel of this equipment.

Settings Using TopAccess:

This part describes how to set up this equipment from your computer through a network using a web-based utility TopAccess. This also explains about functions to check the current status of this equipment.



Printing Guide (PDF)

This manual is only for the equipment on which the Network Printer Kit (optional) is installed. This describes how to install client software for printing data to your computer. This also describes how to print data sent from your computer to this equipment.

Network Fax Guide (PDF)

NUCTFUNCTIONAL DIDITAL SYSTEMS Network Fax Guide

TOSHIBA

This manual is only for the equipment on which the Fax Kit (optional), the External Keyboard (optional) and the Network Printer Kit (optional) are installed. This explains about the network Fax functions, which enable Fax transmissions from a client computer through a network.

Scanner Upgrade Kit (optional, GA-1200)



Quick Start Guide for Scanning Functions (PDF) This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. This also explains about the accessories, general description of the scanner-related settings and troubleshooting.

NULTIFUNCTIONAL DIGITAL SYSTEMS Network Administration Guide for Scanning Functions

C-STUDIO165/205

TOSHIBA

Network Administration Guide for Scanning Functions (PDF) This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. This provides you with the setup proce

board (optional) are installed. This provides you with the setup procedures of this equipment by the type of functions you are utilizing.



TOSHIBA MULTPUNCTONAL INGTAL SYSTEMS Scanning Guide P-studko165/205 **Setup Guide for Scanning Functions (PDF)** (This manual) This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. The manual consists of the following 2 parts:

Settings Using Control Panel:

This part describes the scanner-related settings using the [USER FUNCTIONS] button on the control panel of this equipment. Settings Using TopAccess:

This part describes how to set up this equipment from your computer through a network using the web-based utility TopAccess. This also explains about functions to check the current status of this equipment.

Scanning Guide (PDF)

This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. This describes how to install the TWAIN driver or how to utilize various scanning functions.

To read manuals of PDF (Portable Document Format) files

Viewing and printing this operator's manual of PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Signal in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.

You should fully understand the meaning and importance of these items before reading this manual.

- Warning Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
- Caution Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

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 signal:



Note

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.

Trademarks

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

©2006 TOSHIBA TEC CORPORATION All rights reserved

This manual is protected by copyright laws. No part of this manual shall be duplicated or reproduced without the permission of TOSHIBA TEC CORPORATION. TOSHIBA TEC CORPORA-TION shall not be liable in terms of granting patents for any use of information contained in this manual by third parties.

CONTENTS

Software License Agreement	2
Preface	5
Lineup of Our Manuals	6
To read manuals of PDF (Portable Document Format) files	8
Before Reading This Manual	9
Signal in this manual	9
Trademarks	

Chapter 1 OVERVIEW

Overview	16
Contents	16
Use environments of TopAccess	17

Chapter 2 BASIC OPERATIONS ON SCREENS (EQUIPMENT)

Various Screens	
Basic Operations on Each Screen	22
To select mode main screen	22
To select each menu	23
To key in digits	25

Chapter 3 SETTING TEMPLATES (EQUIPMENT)

To Enable Templates	28
---------------------	----

Chapter 4 PRINTING LISTS (EQUIPMENT)

To Print Lists	
Configuration Page	
Menu List	

Chapter 5 The mode of TopAccess

The mode of TopAccess	
End User Mode	
Administrator Mode	35

Chapter 6 TopAccess REGISTRATION TAB PAGE

Checking Public Templates	38
Checking public templates from the "Panel View"	
Checking public templates from the "List View"	
Managing Address Book	40
Managing contacts in the address book	40
Managing groups in the address book	44
Managing Mailboxes	47
Managing Mailboxes	
	48
Setting up an Open Mailbox	48 55
Setting up an Open Mailbox Deleting an Open Mailbox	48 55 57

Chapter 7 TopAccess COUNTER TAB PAGE

Viewing Counters	70
Displaying the total counter	70
Displaying the department counter	71

Chapter 8 TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Scanning Function)

Setting up the SMTP Client 76 Setting up the SMTP Server 77 Setting up the POP3 Network Service 78 Setting up the FTP Client 79 Setting up Save As File Settings 80 Setting up Remote 1 and Remote 2 81 Setting up Email Settings 83 Email Settings 84 Setting up InternetFax Settings 86 InternetFax Setting 87 Setting up the Email Print 90 Displaying Version Information 92	Setting up Network Settings (Scanning Function)	
Setting up the POP3 Network Service.78Setting up the FTP Client79Setting up Save As File Settings.80Setting up Remote 1 and Remote 281Setting up Email Settings.83Email Settings.83Email Settings.84Setting up InternetFax Settings86InternetFax Setting87Setting up Print Service Settings (Scanning Function)89Setting up the Email Print90		
Setting up the FTP Client 79 Setting up Save As File Settings 80 Setting up Remote 1 and Remote 2 81 Setting up Email Settings 83 Email Settings 84 Setting up InternetFax Settings 86 InternetFax Setting 87 Setting up Print Service Settings (Scanning Function) 89 Setting up the Email Print 90		
Setting up Remote 1 and Remote 2 81 Setting up Email Settings 83 Email Settings 84 Setting up InternetFax Settings 86 InternetFax Setting 87 Setting up Print Service Settings (Scanning Function) 89 Setting up the Email Print 90		
Setting up Email Settings 83 Email Settings 84 Setting up InternetFax Settings 86 InternetFax Setting 87 Setting up Print Service Settings (Scanning Function) 89 Setting up the Email Print 90	Setting up Save As File Settings	80
Email Settings 84 Setting up InternetFax Settings 86 InternetFax Setting 87 Setting up Print Service Settings (Scanning Function) 89 Setting up the Email Print 90	Setting up Remote 1 and Remote 2	81
Setting up InternetFax Settings 86 InternetFax Setting 87 Setting up Print Service Settings (Scanning Function) 89 Setting up the Email Print 90	Setting up Email Settings	83
InternetFax Setting	Email Settings	84
Setting up Print Service Settings (Scanning Function)	Setting up InternetFax Settings	86
Setting up the Email Print90	InternetFax Setting	87
	Setting up Print Service Settings (Scanning Function)	89
Displaying Version Information92	Setting up the Email Print	90
	Displaying Version Information	92

Chapter 9 TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU

About the Maintenance Functions	94
Switching Languages	95
Backing up Data	97
Restoring Data from Backup File	100
Setting up Notification Functions	103
Importing Address Book Data	105
Exporting Address Book Data	108
Exporting Department Code Data	110

Chapter 10 TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU

About Registration Functions	114
Registering Public Templates	115
Panel Setting	
Destination Setting (Public Template)	
Email Setting (Public Template)	
Save As File Setting (Public Template)	
TWAIN Setting	
Scan Setting	
Resetting Public Templates	
Registering Fax and InternetFax Received Forward	
Destination Setting (Fax/InternetFax Received Forward)	
Email Setting (Fax/InternetFax Received Forward)	
Save As File Setting (Fax/InternetFax Received Forward)	

Chapter 11 MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)

Managing Department Codes (For Administrators)140

Chapter 12 APPENDIX

List Print Format......142

1

OVERVIEW

This chapter describes the contents of this manual and the required use environments of TopAccess.

Overview	16
Contents	
Use environments of TopAccess	

Overview

Contents

This manual consists of the following 2 parts:

- Scan-related settings using the control panel of this equipment
- Settings and management of this equipment from a computer using TopAccess

Scan-related settings using the control panel of this equipment

The former part of this manual describes how to set up scan-related items and how to print lists using the PRINTER] and [USER FUNCTIONS] buttons of the control panel.

See the following chapters for your reference:

Chapter 2	BASIC OPERATIONS ON SCREENS (EQUIPMENT)
	Describes the basic operations on the control panel screens of this equip- ment.
	P.19 "BASIC OPERATIONS ON SCREENS (EQUIPMENT)"
Chapter 3	SETTING TEMPLATES (EQUIPMENT)
	Describes how to set a template using the control panel of this equipment.
	P.27 "SETTING TEMPLATES (EQUIPMENT)"
Chapter 4	PRINTING LISTS (EQUIPMENT)
	Describes how to print the scan-related lists from the control panel of this
	equipment.
	🛄 P.29 "PRINTING LISTS (EQUIPMENT)"
·	 P.19 "BASIC OPERATIONS ON SCREENS (EQUIPMENT)" SETTING TEMPLATES (EQUIPMENT) Describes how to set a template using the control panel of this equipme P.27 "SETTING TEMPLATES (EQUIPMENT)" PRINTING LISTS (EQUIPMENT) Describes how to print the scan-related lists from the control panel of the equipment.

Scan-related settings and management of this equipment using TopAccess

The latter part of this manual describes how to set up and manage this equipment from your computer through a network using a web-based utility TopAccess. TopAccess has 2 access levels; the end user level and administrator level. All the setting and maintenance functions of TopAccess can be utilized in the administrator level.

The following functions of this equipment are described:

- Scanning functions
- · Scanning functions with the Fax Kit (optional) installed

See the following pages for your reference:

	51 5 5
Chapter 5	The mode of TopAccess
	Describes the mode of TopAccess when the Scanner Upgrade Kit and the
	Extension Key Board are installed.
	P.33 "The mode of TopAccess"
Chapter 6	TopAccess REGISTRATION TAB PAGE
	Describes how to check the templates and manage the address book,
	Mailboxes and Fax receiving and forwarding on the TopAccess Registra-
	tion tab page.
	P.37 "TopAccess REGISTRATION TAB PAGE"
Chapter 7	TopAccess COUNTER TAB PAGE
•	Describes how to display total counters on the TopAccess Counter tab
	page.
	P.69 "TopAccess COUNTER TAB PAGE"
Chapter 8	TopAccess ADMINISTRATION TAB PAGE-SETUP MENU
•	Describes the scanning setup done by the TopAccess administrator.
	P.73 "TopAccess ADMINISTRATION TAB PAGE - SETUP MENU
	(Scanning Function)"
	(

Chapter 9	TopAccess ADMINISTRATION TAB PAGE-MAINTENANCE MENU Describes the maintenance of TopAccess performed by the TopAccess administrator. P.93 "TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU"
Chapter 10	TopAccess ADMINISTRATION TAB PAGE-REGISTRATION MENU Describes the registration of TopAccess performed by the TopAccess administrator. P.113 "TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU"
Chapter 11	MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRA- TORS) Describes management of department codes by an administrator. P.139 "MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)"

Tip

For the lists printed by this equipment, see "Appendix".

Use environments of TopAccess

To operate a web-based utility TopAccess, this equipment must be properly connected to a network and also TCP/IP protocol and HTTP network server service must be properly configured. When these configurations are completed, you can access the website of TopAccess using web browsers such as Netscape Navigator or Internet Explorer.

Note

TCP/IP protocol and HTTP network server service must be configured on the equipment prior to using TopAccess.

TopAccess can be used under Windows, Macintosh and UNIX environments. Use the following browsers to view TopAccess website:

Windows

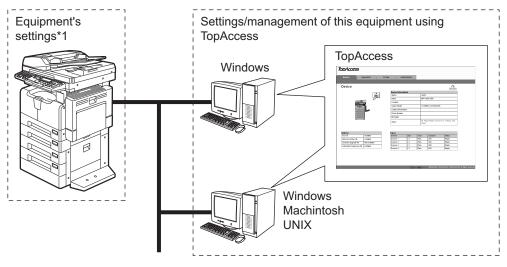
- Internet Explorer 5.5 or later
- Netscape Navigator 7.02 or later

Macintosh

Netscape Navigator 7.02 or later

Unix

• Netscape Navigator 7.02 or later



Settings on equipment side and settings/management of this equipment using TopAccess:

*1 TCP/IP and HTTP must be configured on the equipment prior to using TopAccess.

TopAccess is a web-based utility to set or manage the equipment on the screen of your computer using a web browser. TopAccess can be utilized in a network environment (Windows, Macintosh and UNIX) in which any web browser can run.

2

BASIC OPERATIONS ON SCREENS (EQUIPMENT)

This chapter describes the basic operations on the control panel screens of this equipment.

Various Screens	20
Basic Operations on Each Screen	
To select mode main screen	
To select each menu	
To key in digits	

Various Screens

Major screens appearing on the control panel LCD of this equipment are shown below.

Ready Screen ("Copy mode" main screen)

This screen appears a few tenths of a second after you turn the power of this equipment ON. The copying functions can be used.

This screen appears also when you have pressed the [COPY] button to switch the equipment into the copy mode from other modes.

READY		1
100%	SORT	
ZOOM	FINISHING	EDIT

Tip

If the ready screen is set for the Fax functions, the screen below appears after you turn the power ON.

Ready screen for Fax functions ("Fax mode" main screen):

```
ENTER TEL NUMBER(MAX128):
AUG 20-2006 11:56AM M:100%
RESOLUTION:STANDARD
COMM. OPTION ▼
```

Mode Main Screens

The mode selection main screens are 5 screens; the "copy mode" main screen, "printer mode" main screen, "scan mode" main screen, "user functions mode" main screen, and "Fax mode" main screen. In these main screens, menus selectable in the subject mode appear. To select and operate the mode selection main screen for the printer mode, see the following pages:

P.22 "To select mode main screen" Example of "scan mode" main screen:

SELECT	SCA	AN MENU	
1.SCAN	ТО	E-MAIL	
2.SCAN	ТО	FILE	
3.SCAN	ТО	TWAIN	▼

Menu Selection Screen

This screen appears when you select desired menus or items. The name of the menus, submenus or items are displayed in this screen. Example of "ON/OFF" selection screen:

TEMPLATE	
1.ON	
2.OFF	
	▼

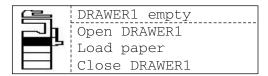
Digit Entry Screen

This screen appears when you key in any digits. Enter digits using the digital keys on the control panel.

DEPARTMENT CODE	
ENTER DEPARTMENT NUMBER(1-99)	:
6	

Error Message Screen

This screen appears when an error has occurred.

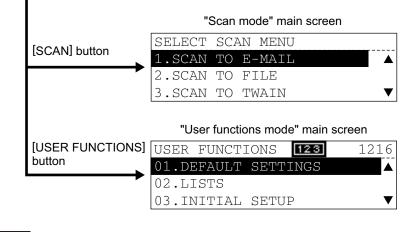


Basic Operations on Each Screen

To select mode main screen

When you press the mode selection button (= [SCAN] or [USER FUNCTIONS]) in the ready screen displayed after power-ON, the main screen for each mode appears.

Ready scre	en ("Copy mode" r	main screen)
READY		1
100%	SORT	
ZOOM	FINISHING	EDIT



Tip

If the ready screen is set for the Fax functions, the "Fax mode" main screen appears as the ready screen.

[USER FUNCTIONS] button and screen transition:

- When you press the [USER FUNCTIONS] button while you are operating the copy or scan menu, the screen shifts to the "user function" main screen.
- When you press the [USER FUNCTIONS] button while you are operating the user functions menu, the screen returns to the previously selected main screen, i.e. the ready screen ("copy mode" main screen) or "scan mode" main screen.
 Also, if you press the [CANCEL] button when the "user function" main screen is displayed, the screen returns to the previously selected main screen.

[SCAN] button and screen transition:

When you press the [SCAN] button while you are operating each menu, the screen shifts to the "scan mode" main screen.

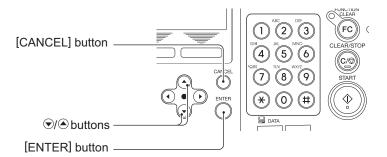
For example, when you press it while you are operating the user functions menu, the "scan mode" main screen appears.

To return to main screen for each mode:

If you press the [FUNCTION CLEAR] button while you are operating each menu, the screen returns to the main screen for the current mode.

To select each menu

You can select the desired menu or item in the menu selection screen.



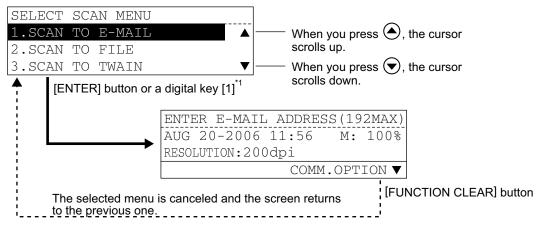
Button	Function
	Press these buttons to select menus or items. The cursor moves to the menu or item selected. The selected menu or item is highlighted. When you press (), the cursor scrolls up. When you press (), it scrolls down.
[ENTER]	Press this button to execute the selected menu or item.
[CANCEL]	Press this button to cancel the selected operation. The screen returns to the previous one. (If you press this several times, the screen returns to the main screen for the current mode.)

Note

The menus displayed in the screen differ depending on which options are installed. Some menus displayed in the menu selection screen shown in this manual may not be displayed in the actual screen, if the corresponding option is not installed.

Example of menu selection

The menu selection procedure to cancel a scan job in the "scan mode" main screen is shown below.

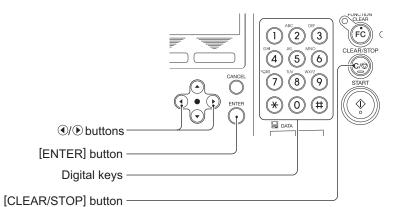


*1 Each menu in this equipment has a serial number. When you key in the first 1 or 2 digits of the serial number, you can immediately select this menu. (In other words, this procedure

substitutes for the entry by pressing \land / \checkmark and the [ENTER] button.) With this function, you can select a menu located at the bottom of the hierarchical menu-tree structure by entering a series of numbers (e.g. "03" "03" "02").

To key in digits

You can enter digits using the digital keys.



Button /Digital key	Function
Digital Keys	Press these keys to enter digits when the digit entry screen is displayed.
[ENTER]	Press this button to determine the digits keyed in.
	Press these buttons to move the cursor to the right or left. When you press (), the cursor moves to the left. When you press (), it moves to the right. When you want to correct a digit already keyed in, move the cursor to the digit and then key in a new digit. The digit is replaced with a new one.
[CLEAR/STOP]	Digits keyed in are all cleared.

3

SETTING TEMPLATES (EQUIPMENT)

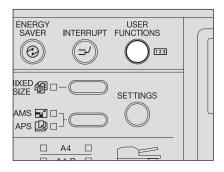
This chapter describes how to set a template using the control panel of this equipment

o Enable Templates

To Enable Templates

You can set the use of templates.

1 Press the [USER FUNCTIONS] button.



USER FUNCTI	ONS	123	00001	216
01.DEFAULT	SETTI	NGS		
02.LISTS				
03.INITIAL	SETUP)		▼

INITIAL SETUP	
04.DIAL IN	
05.NETWORK	
06.TEMPLATE	▼

TEMPLATE	
1.ON	
2.OFF	
	\mathbf{T}

5 Press the [CANCEL] or [FUNCTION CLEAR] button to return to the "user function mode" main screen.

4

PRINTING LISTS (EQUIPMENT)

This chapter describes how to print scan-related lists from the control panel of this equipment.

To Print Lists	30
Configuration Page	
Menu List	

To Print Lists

You can print the scan-related lists shown below in the "user functions mode".

- Configuration page
- Menu List

Tips

- For each list mentioned above, see the following page:
 P.142 "List Print Format"
- For examples of the lists below, see the Setup Guide for Printing Functions.
 - NIC status page
 - PS font list
 - PCL font list

Note

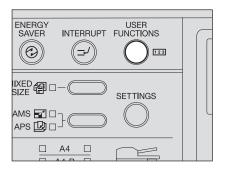
List printing is not possible when this equipment is actually printing a job. In this case, "Not allowed now" appears. Attempt list printing again after the completion of the print job.

Configuration Page

You can print out the setting status of the Network Printer Kit (optional) and the Scanner Upgrade Kit (optional).

1 Press the [USER FUNCTIONS] button.

The "user functions mode" main screen appears.



2 Press (a) or (r) to select LISTS, and then press the [ENTER] button.

USER FUNCTIONS 123	1216
01.DEFAULT SETTINGS	
02.LISTS	
03.INITIAL SETUP	▼

3 Press ▲ or ♥ to select CON-FIGURATION PAGE, and then press the [ENTER] button.

"Printing accepted" appears and the configuration page is printed out. The screen returns to the one shown in step 2.

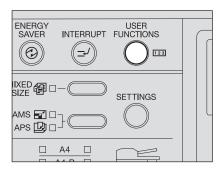
LISTS	
4.ITU MAILBOX	
5.CONFIGURATION PAGE	
6.NIC STATUS PAGE	

Menu List

You can print out the menu list in the setting status when the Scanner Upgrade Printer Kit (optional) is installed.

1 Press the [USER FUNCTIONS] button.

The "user functions mode" main screen is displayed.



2 Press ▲ or to select MENU LIST, and then press the [ENTER] button.

"Printing accepted" appears and the menu list is printed out.

USER FUNCTIONS 123	1216
02.LISTS	
03.INITIAL SETUP	
04.MENU LIST	▼

5

The mode of TopAccess

This chapter describes the mode of TopAccess when the Scanner Upgrade Kit and the Extension Key Board are installed.

The mode of TopAccess	34
End User Mode	
Administrator Mode	

The mode of TopAccess

TopAccess has two access levels: the end user level and the administrator level. The administrator can configure all settings available and can perform maintenance operations.

Tips

- For detailed explanation on TopAccess, see the following page:
- Display and setting items for Fax are available only when the Fax Kit (optional) is installed in this equipment.

Note

When the setting or operation given in this manual is performed, do not turn the power of the equipment OFF until the TopAccess screen is automatically updated.

End User Mode

The following settings and management are available in the end user mode:

- Managing address book (Registration tab page) On the Registration tab page, you can add or edit destinations (contact names) of the address book and you can confirm templates.
 P.37 "TopAccess REGISTRATION TAB PAGE"
- Managing counters (Counter tab page)
 On the Counter tab page, you can view the current values of the total counters.
 P.69 "TopAccess COUNTER TAB PAGE"

Administrator Mode

Only a person who has an administrator privilege can access this mode. To use the administrator mode, the administrator's password should be entered.

- Various settings and maintenance operations by the administrator (Administration tab) Setup menu:
 - General setting
 - Network setting
 - Copier setting
 - Fax setting
 - Save as file setting
 - Email setting
 - InternetFax setting
 - Printer setting
 - Print service setting

P.73 "TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Scanning Function)"

Maintenance menu:

- Installation of language
- Backup (Address book, Template)
- Restore (Address book, Template)
- Notification
- Import (Address book)
- Export (Address book, Department code data)

P.93 "TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU"

Registration menu:

- Public Templates
- Fax Received Forward
- InternetFax Received Forward

P.113 "TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU"

 Managing department codes (Counter tab page) The administrator can view all of the registered department codes. The total counter of each code is displayed in the department code list.

P.139 "MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)"

6

TopAccess REGISTRATION TAB PAGE

This chapter describes how to confirm the public templates and manage the address book, Mailboxes and Inbound FAX routing by TSI on the TopAccess Registration tab page.

Checking Public Templates	
Checking public templates from the "Panel View"	
Checking public templates from the "List View"	
Managing Address Book	40
Managing contacts in the address book	
Managing groups in the address book	
Managing Mailboxes	47
Managing Mailboxes	
Managing Mailboxes Setting up an Open Mailbox Deleting an Open Mailbox	48
Setting up an Open Mailbox Deleting an Open Mailbox	
Setting up an Open Mailbox	48 55 57

Checking Public Templates

Public templates of this equipment can be checked in the Template menu of the Registration tab either from the "Panel View" or "List View".

P.38 "Click the Registration tab and the Template menu."

P.39 "Click the Registration tab and the Template menu."

Tip

Public templates can be registered in the Registration menu of the Administration tab.

Checking public templates from the "Panel View"



2 Click the "Panel View" submenu.

D	evice	Registration	Counter	Ad	ministration	
Ter	mplate	Address Book	MailBoxes		Inboun	d FAX routing by TSI
Pan	el View	List View				
Plea	ase login	as an administrator to edit	public templates			
SCAN TO				· /	SCAN TO	
1	40	FILE		2	6	E-MAIL
H	<	SCAN TO		+	6	SCAN TO
3	Ģ	TWAIN		4	F F	FILE
5	Ģ	SCAN TO		6	6	SCAN TO
5		E-MAIL		٩٥.	ļ Ģ	TWAIN
7	ģ	SCAN TO		- 8	é	SCAN TO
ŕ	5	FILE		٦°	<u><u><u></u></u></u>	E-MAIL
9	Ę.	SCAN TO		10	Ģ	SCAN TO
Ĩ	- শক্ত	TVVAIN		10	50	FILE

The public template list is displayed in the "Panel View".

Checking public templates from the "List View"

Click the Registration tab and the Template menu. 1 Click the "List View" submenu. 2 **TopAccess** Registration Device Counter Administration Template | <u>Address Book</u> | I Inbound FAX routing by <u>MailBoxes</u> Panel View | List View Please login as an administrator to edit public templates No. Name 1 SCAN TO_FILE User Name Agent Save as file user01 2 SCAN TO_E-MAIL user02 Erna

2			
્ય	SCAN TO_TWAIN	user03	TWAIN
4	SCAN TO_FILE	user04	Save as file
5	SCAN TO_E-MAIL	user05	Email
6	SCAN TO_TWAIN	user06	TWAIN
7	SCAN TO_FILE	user07	Save as file
8	SCAN TO_E-MAIL	user08	Email
9	SCAN TO_TWAIN	user09	TWAIN
10	SCAN TO_FILE	user10	Save as file
io to to	op of this page		

The public template list is displayed in the "List View".

Managing Address Book

This equipment comes with the Address Book feature that enables users to manage who receives Fax and InternetFax transmission.

In the Address Book menu page at the Registration tab in TopAccess, you can add, edit and delete recipient information, such as Email addresses and Fax numbers. You can also create groups to which multiple contacts can be assigned.

P.40 "Managing contacts in the address book"

P.44 "Managing groups in the address book"

Tip

Address Book can be also managed using the Control Panel. See the **Operator's Manual for Facsimile Functions** or **Scanning Guide**.

Managing contacts in the address book

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

P.40 "Adding or editing a contact"

P.43 "Deleting a contact"

Adding or editing a contact

1 Click the Registration tab and the Address Book menu. The Address Book menu page is displayed.

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

The second sector.	Registration	Counte		ministration	(and the sector TO)			
<u>Template</u>		K <u>M</u>	ailBoxes	Inpound FAV	crouting by TSI			
Addre	ess Book							
Contacts	Groups							
Add A	Address							
<u>▼ID</u> N:	lame		Email Addres	<u>s</u>		Fax Number	ABB. Number	One Touch Nur
	lame 333		Email Addres			Fax Number 3333333333	ABB. Number	One Touch Nur
3 33				 C				Dire Touch Nur

The Contact Properties page is displayed.

3 Enter following items to specify the recipient information.

ΤορΛcces	S							
Device	Registration	Counter	Administrati	tion				
Template	Address Book	<u>MailBoxes</u>	Inbo	ound FAX	K routing by T	<u>'SI</u>		
Contact P	roperty 👌	<u>ddress Book</u> ►						<u>^</u>
Save Cance Fax Setting Email Settin *Required **Either **Either		le						Ŧ
*Name	1111							
**Email Address	userO	1@aaa.aaa						1
**Fax Number	11111	111111						1
2nd Fax Number								1
**ABB. Number	1							1
**One Touch Numb	er 🗌							
		<u>Top</u>	Help			©2003-2006 TOSHIBA	TEC CORPORATI	ON AI Rights Reserved.

Name — Enter the name of the recipient. You can enter up to 20 letters.

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

Fax Number — Enter the Fax number of the recipient. You can enter up to 128 letters. ("Space" and parentheses " (" or") " cannot be used.)

2nd Fax Number — Enter the 2nd Fax number of the recipient. You can enter up to 128 letters. ("Space" and parentheses " (" or ")" cannot be used.)

ABB Number — Key in the abbreviated number of the recipient. (Up to 300 abbreviation numbers. You can specify a different number between 1 to 999.)

One Touch Number — Key in the one-touch number of the recipient. (Up to 75 different numbers.)

Notes

- To register contact information, you must enter the "Name" and either the "Email Address" or "Fax Number". Also you must key in either of "ABB. Number" or "One Touch Number".
- For "ABB Number" and "One Touch Number", if "One Touch Number" is registered first, "ABB Number" cannot be added afterward.

Tips

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

4 Click [Fax Setting].

The Fax Settings page is displayed.

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

opAccess						
Device	Registration	Counter	Administration			
Template	Address Book	MailBoxes	Inbound F/	AX routing by TSI		
Fax Setting	Address Bo	ok ► Contact Property ►				
Save Reset						
SUB						1
SEP						1
PVVD						
Delayed Transmit		HH:MM				
Quality Transmit		OFF 💌				
Line Monitor		OFF 💌				
Transmission Report		•				
				A		
		<u>Top</u> <u>H</u>	telb		003-2006 TOSHIBA TEC CORPORA	HON AI Nights Kesen

SUB — Enter the mailbox number if you want to send originals to the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
SEP — Enter the mailbox number if you want to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
PWD — Enter the password to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 letters and #, *.

Delayed Transmit — You can specify the time (hours and minutes) to transmit documents.

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

Line Monitor — Selects whether to monitor a tone of the line with the speaker. **Transmission Report** — Selects whether to print the transmission report after completion of the Fax transmission.

Note

Only the transmission report setting is available in the InternetFax.

Tip

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

6 Click [Email Setting].

The Email Setting page is displayed.

7 Set the item of Email Setting and click [Save].

TopAccess	;			
Device	Registration	Counter	Administration	
Template	Address Book	MailBoxes	Inbound FA	X routing by TSI
Email Setti	ng <u>Address</u>	Book ► Contact Prope	erty ►	
Save Reset				
Transmission Report				
		I Top I	Holp I	20002-2008 TOSHIBA TEC CORPORATION AI Rights Reserved

Transmission report: Selects whether to print the transmission report after completion of the Email transmission.

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

ΤορΛα	5					
Device	Registration	Counter	Administration			
Template	Address Book	MailBoxes	Inbound F/	N routing	a by TSI	
Contact F	Property	Address Book,⊫				<u> </u>
Save Cano		ete				
Email Settin	ig					•
**Either **Either						
*Name	1111					1
**Email Address	user)1@aaa.aaa				
**Fax Number	1111	1111111]
2nd Fax Number						
**ABB. Number	1					1
**One Touch Numb	per 🗌					
		<u>Top</u>	Help		©2003-2006 TOSHIBA TEC CORPORATI	ION All Rights Reserved.

Deleting a contact

1 Click the Registration tab and the Address Book menu. The Address Book menu page is displayed.

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

Templa	<u>ate</u> Address Book	MailBoxes	Inbound FAX routing	g by TSI		
Addı	ress Book					
ontac	ts <u>Groups</u>					
Jonia	ra Loronba					
Add	d Address					
<u>▼⊡</u>	Name	Email.	Address	Fax Number	ABB. Number	One Touch Numb
	Name 3333		Address Receired	Fax Number 3333333333	ABB. Number	One Touch Numb
3		user03(One Touch Numb

The Contact Properties page is displayed.

3 Click [Delete].

TopAccess	5				
Device	Registration	Counter	Administration		
Template	Address Book	MailBoxes	Inbound FA	X routing by TSI	
Contact P	roperty 🛛 🗚	<u>ddress Book</u> ►			*
Save Cance Fax Setting Email Setting *Required **Either **Either		e			-
*Name	1111				
**Email Address	userO	1@aaa.aaa			
**Fax Number	11111	111111			
2nd Fax Number					
**ABB. Number	1				
**One Touch Numbe	er 🗌				
		I Top I	Heln I	©2003-2006 TO SHIBA TE	C CORPORATION AI Rights Reserved.

The contact is deleted from the Address Book.

Managing groups in the address book

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

P.44 "Adding or editing a group"

P.46 "Deleting a group"

Adding or editing a group



Click the Registration tab and the Address Book menu.

The Address Book menu page is displayed.

2 Click the Group submenu.

The Group submenu page is displayed.

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

Top/ccess	5				
Device	Registration	Cou	unter	Administration	
Template	Address Bool	<	<u>MailBoxes</u>	Inbound FA	X routing by TSI
Address B	ook				
Contacts Groups	5				
New					
Group Number	Group Name	Group Type	Contacts	One Touch Number	
2			2	3	
1	group01	Email	2	2	
Go to top of this pa	ige				
			I Ton I	Holn I	©2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved

The Group Properties page is displayed.

A Enter following items to specify the group properties.

1	evice		Regi	stration	Counter	Administration			
Te	mplate		Add	ress Book	<u>MailBoxes</u>	Inbound F/	≪ routing by TSI		
G	roup) Pi	ropert	ies Addres	<u>s Book</u> ►				
C	K	Cance	el Res	et Delete					
Re	equired								
G	roup Nu	Imbe	r	2					
*0	roup N	ame		group02					
G	roup Ty	pe		Email 💌					
0	ne Touc	h Nu	mber	3					
_									
ID	Email	Fax	▼Name	Email Address	Fax	Number	ABB, Number	One Touch Number	
3	2	-	3333	user03@ccc.ccc		33333333	0	1	
2	•		2222	user02@bbb.bbb	2222	22222222	2	0	
1		E	1111	user01@aaa.aaa	111	1111111	1	0	
30	to top o	fthis	page						

Group Number — Enter the group number.

Group Name — Enter the group name.

Group Type — Select "Fax" or "Email".

One Touch Number — Key in the one-touch number of the group. (Up to 50 different numbers. You can specify a different numbers between 1 to 75.)

Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a group by clicking [Cancel].
- Fax numbers and Email addresses cannot be registered in the same group.



5 Check the Fax or Email boxes of users to add the recipients.

6 Click [OK]. The group is created.

Deleting a group

1 Click the Registration tab and the Address Book menu. The Address Book menu page is displayed.

2 Click the Group submenu.

The Group submenu page is displayed.

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

TopAccess	5					
Device	Registration	Cou	inter	Administration		
Template	Address Boo	k	MailBoxes	Inbound F#	X routing by TSI	
Address Book						
Contacts Groups	;					
New						
➡Group Number	Group Name	Group Type	Contacts	One Touch Number		
3	group03	Email	2	4		
2	group02	Email	2	3		
1	<u>group01</u>	Email	2	2		
<u>Go to top of this pa</u>	ge					
			I. There I.	Links I	20000 DOOR TOOLUDA TEO CODRODATION AL DISES DOCUMENT	

The Group Properties page is displayed.

▲ Click [Delete].

	evice		Regi	istration	Counter	Administration			
Te	mplate		Add	ress Book	MailBoxe	s I Inbound	FAX routing by TSI		
G	roup) Pi	ropert	ies Addr	ess Book 🕨				
0	K (Canc	el Res	et Delete					
	equired								
Gr	roup Nu	ımbe	r	3					
*G	roup N	lame		group03					
Gr	roup Ty	pe		Email 💌					
01	ne Touc	:h Nu	mber	4					
				,					
<u>ID</u>	Email	Fax	▼ <u>Name</u>	Email Address	E	ax Number	ABB. Number	One Touch Number	
3	•	П	3333	user03@ccc.ccc	33	333333333	0	1	
2			2222	user02@bbb.bbb	22	2222222222	2	0	
1	•		1111	user01@aaa.aaa	11	111111111	1	0	
Go	to top o	fthis	page						

Selected group is deleted.

Managing Mailboxes

This equipment supports the ITU-T compatible mailboxes that allow storage and retrieval of documents via mailboxes that are already set up in a mailbox hub. Using TopAccess, you can set up, edit, and delete mailboxes on this equipment.

The following three types of Mailboxes are available:

Confidential Mailbox

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

Bulletin Board mailbox

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

Forward Mailbox

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

Internet/Fax (Relay) Agent

When a document has been sent to a mailbox, this equipment can call up the remote Fax via the public switched telephone line for Fax, or send an InternetFax via the Internet according to the destinations registered in the mailbox. After the relay transmission, the transmission result list will be sent to the specified remote Fax or InternetFax. It is also possible to set up a password requirement.

Notes

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

Tip

Mailboxes can be managed using the control panel of this equipment. See the **Operator's Manual for Facsimile Functions** or **Scanning Guide**.

Setting up an Open Mailbox

To carry out ITU-T communications, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 100 mailboxes.

Setting up or editing a mailbox

- **1** Click the Registration tab and the MailBoxes menu. The Mailboxes menu page is displayed.
- 2 Click [New] to set up new mailbox, or click the box number link that you want to edit in the mailboxes list.

TopAccess							
Device	Registration	Counter	ſ	Administration			
Template	Address Book	MailBoxe		Inbound FAX	X routing by TSI		
MailBoxes					REFRESH		
New							
						-	
▼ Box Number				Agent			
2222			۵	Bulletin Board			
1111			۵	Internet/Fax(Relay)			
Go to top of this p	lage						
		<u>Top</u>	I <u>H</u> e	elp	©2003-2006 TOSHIBATEC CORPORATION AI Rights Reser	ved.	

- If you click [New], skip to step 5.
- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to step 3.

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

op/cce	SS			
Device	Registration	Counter	Administration	
<u>Template</u>	Address Book	MailBoxes	Inbound FAX ro	uting by TSI
· · ·	ilBox Passwo	iu ii		
OK Can	cel			
Password	•••			
		<u>Top</u> <u>+</u>	Help	©2003-2006 TOSHIBA TEC CORPORATION AI Rights I

▲ Click [Edit].

bpAcce:	55				
Device	Registration	Counter	Administration		
<u>Template</u>	Address Bor	<u>k</u> MailBoxes	Inbound FAX	routing by TSI	
Edit Delete	s Propertie	S <u>MailBoxes</u> ►			
Box Number	-	111			
Agent	h	ternet/Fax(Relay)			
		Top	Help	@2003-2006 TOSHIBA TEC C	ORPORATION AI Rights R

5 Select agents and click [Select Agent].

ΤορΛcces	S			
Device	Registration	Counter	Administration	
Template	Address Book	MailBoxes	Inbound FAX	routing by TSI
MailBoxe	s Properties	<u>MailBoxes</u> ►		
Save Cance				
Select Agent Confidential Bulletin Boa			🗖 Interne	VFax(Relay)
_		<u>Top</u> <u> </u>	Help I	2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved.

Confidential — Select this to create a Confidential mailbox.

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

Forward — Select this to create a relay station mailbox. Internet/Fax(Relay) — Select this to create a Forward mailbox of InternetFax or Fax

(Relay) agent.

Note

The "Internet/Fax (Relay)" will be selected automatically when "Forward" is selected.

6 Click the button of each item to set the mailbox properties.

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

P.50 "MailBox setting"

MailBox Setting	
Box Number	001
Document Print	Always

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

P.51 "Destination setting (Mailbox)"

Destination Setting
Destination single

[Relay End Terminal Report] — Click this to specify where the transmission result list will be sent. This can be set only when creating the InternetFax/Fax(Relay) agent. P.54 "Relay end terminal report"

Relay End Terminal Report Relay End Terminal Report 4444444444

- 7
 - After configuring the desired mailbox properties, click [Save]. The mailbox properties are registered.

Managing Mailboxes 49

MailBox setting

In the MailBox Setting page, specify the box number and password.

	MailBox Setting		
	Save Cancel		
1 ——	*Box Number	1111	
2 ——	Password	••••	

1) Box Number

Enter the box number of the mailbox. You can enter up to 20 letters (numbers only).

2) Password

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

Setting mailbox

1 Click [Mailbox Setting] to open the Mailbox Setting page.

2 Enter the box number. (Enter the box password as required.)

MailBox Setting	
Save Cancel *Required	
*Box Number	1111
Password	••••

3 Click [Save].

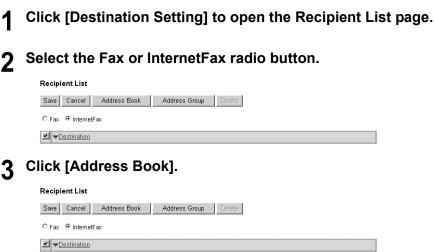
Mailbox setting is made.

Destination setting (Mailbox)

In the Recipient List page, you can specify the destinations of the Fax and InternetFax (Relay). To set the destinations, select both Fax numbers and Email addresses for individual or group destinations from the address book.

Selecting the recipients from the address book

By this method, you can select recipients from the address book in this equipment.



The Address Book page is displayed.

4 To specify the destination for InternetFax transmission, select the Email check box of the desired destination. For Fax transmission, select the Fax check box of the desired destination.

Addı	Address Book								
Add	Add Cancel								
						0			
Email	Fax	▼ <u>Name</u>	Email Address	Fax Number	<u>ABB.</u> <u>Number</u>	<u>One</u> <u>Touch</u> Number			
	П	3333	user03@ccc.ccc	333333333333	0	1			
	Г	2222	user02@bbb.bbb	222222222222	2	0			
~		1111	user01@aaa.aaa	111111111111	1	0			
Go to to	p of t	his page							

Tips

- Only Email addresses can be specified for the destinations for InternetFax transmission.
- Only Fax numbers can be specified for the destinations for Fax transmission.

5 Click [ADD].

Selected recipients are added in the Recipient List page.

Tip

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

P.53 "Removing the contacts from the recipient list"

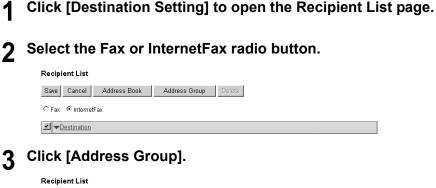
6 Click [Save].

Rec	Recipient List							
Sa	ve Cancel Address Book Address Group Delete							
O F	C Fax © InternetFax							
~	▼ <u>Destination</u>							
	ABB. Number - 2							
	ABB. Number - 1							

The contacts are added as the destinations.

Selecting the groups from the address book

By this method, you can select groups from the address book.



Save Cancel	Address Book	Address Group	Delete						
C Fax ⓒ InternetFax									
✓ <u> </u>									

The Address Group page is displayed.

▲ Check the Group boxes that contains the desired recipients.

-su ui	ess Group		
Add	Cancel		
Group	▼ <u>Group Name</u>	Group Type	
	group03	Email	
	group02	Email	
	group01	Email	
	p of this page		

5 Click [ADD].

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

Tip

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

P.53 "Removing the contacts from the recipient list"

6 Click [Save].

Recipient List	
Save Cancel Address Book Address Group Delete	
C Fax	
✓ <u>▼Destination</u>	
Group Number - 1	

The contacts are added as the destinations.

Removing the contacts from the recipient list

1 Check the check boxes of the contacts that you want to remove from the recipient list, and click [Delete].

Re	cipient List
Sa	ve Cancel Address Book Address Group Delete
0	Fax C InternetFax
-	▼ <u>Destination</u>
	Group Number - 1
	ABB. Number - 2
	ABB. Number - 1
	1

The selected contacts are removed from the recipient list.

Relay end terminal report

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

Adding the relay end terminal report recipients

1 Click [Relay End Terminal Report].

The Relay End Terminal Report page is displayed.

2 Enter the Fax number for the destination to which the Relay End Terminal Report is to be sent, or select the destination from a list and then click [ADD].

Relay End Terminal Report

Add Cancel Reset

Fax Number 4444444444

Email	Fax	ID	▼ <u>Name</u>	Email Address	Fax Number	<u>ABB.</u> Number	<u>One</u> Touch Number		
0	0	3	3333	user03@ccc.ccc	3333333333	0	1		
0	0	2	2222	user02@bbb.bbb	22222222222	2	0		
0	0	1	1111	user01@aaa.aaa	1111111111	1	0		
Cototo									

Go to top of this page

Tip

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

Note

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

3 Click [Add].

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

Deleting an Open Mailbox

You can delete an existing Open Mailbox from TopAccess.

Note

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

Deleting an mailbox

- **1** Click the Registration tab and the MailBoxes menu. The MailBoxes menu page is displayed.
- 2 Click the box number link that you want to delete in the mailboxes list.

TopAcces	5				
Device	Registration	Counter	Ϋ́	Administration	
Template	Address Book	MailBoxe	s	Inbound FAX	routing by TSI
MailBoxes	;				REFRESH
New					
▼Box Number				Agent	
2222			۵	Bulletin Board	
1111			۵	Confidential	
Go to top of this p	age			-	
		I Top	L He	dn I	2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved.

- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to step 3.

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

TopAcces	55					
Device	Registration	Counter	Administration			
<u>Template</u>	Address Book	MailBoxes	Inbound Fa	AX routing by TSI		
OK Canc	Box Passwo	rd				
Password						
		Top	Help	©2003-2006 TQ	OSHIBA TEC CORPORATION .	All Rights Reserve

The MailBoxes Properties page is displayed.

Click [Delete].

Template					
rempiate	Address Book	MailBoxes	Inbound FA	AX routing by TSI	
	Properties	<u>MailBoxes</u> ⊫			
Edit Delete					

The confirmation dialog box appears.



Microsoft Interne	et Explorer	X
? Delete	OK?	
ОК	Cancel	

Selected mailbox is deleted.

Managing Inbound FAX Routing By TSI

In the Inbound FAX routing by TSI, the faxes that are received from the specified fax number can be routed according to the mailbox settings.

Forward Mailbox

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

Save As File Agent

The received Faxes in this mailbox are forwarded to a shared folder on the network.

Email agent

The received Faxes in this mailbox are forwarded to the Email addresses recipients specified in the mailbox.

Note

To manage the Inbound FAX routing by TSI, the Fax Kit (optional) must be installed in this equipment.

Setting up Inbound FAX routing by TSI

To perform the Inbound FAX routing by TSI, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 100 mailboxes.

Setting up or editing a mailbox

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

The Inbound FAX routing by TSI menu page is displayed.

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

Device Registration Counter Addrinistration Template Address Book MailBoxes Inbound FAX routing by TSI Inbound FAX routing by TSI REFRESH New TSI Number User Name Agent Comment 2222 Email 1111 Save as file 1111	Access					
Inbound FAX routing by TSI REFRESH New ▼TSI Number User Name ✓TSI Number User Name Comment 2222 Email 111 1111 Save as file I	evice	Registration Co	unter Adm	nistration		
New Agent Comment ▼TSI Number User Name Agent Comment 2222 Enai Image: Comment Image: Comment 1111 Save as file Image: Comment Image: Comment	mplate	Address Book	MailBoxes I	Inbound FAX routing b	Y TSI	
▼ISI Number User Name Agent Comment 2222 Enail 111 <td>bound FA</td> <td>X routing by TSI</td> <td></td> <td></td> <td>C.</td> <td></td>	bound FA	X routing by TSI			C.	
2222 Enal International Intern						
1111 Save as file			10	Arrent	Comment	
	ISI Number	User Nam	10	r igoni		
No de deux sed de la secon		User Nam	<u>10</u>			
<u>Go to top of this page</u>	22	User Nam	<u></u>	Email		

If you click [New], skip to step 4.

If you click the TSI Number link, skip to step 3.

3 Click [Edit].

To	pAccess									
	Device	Registration	n 🍈	Counter	Admir	nistration				
	Template	Address B	ook	MailBoxes	1	Inbound	FAX routing b	y TSI		
	Inbound FA	X Prope	erties	Inbound FAX r	outing by	<u>TSI</u> ►				
	Edit Delete									
0	Box Number		1111							
	Agent		Save as file							
				I Top I	Help I			2003-2006 TOSHIBA TE	C CORPORATIO	IN All Rights Reserved

A Select agent and click [Select Agent].

T	pAccess				
					Logout
	Device	Registration	Counter	Administration	
	Template	Address Book	MailBoxes	Inbound F#	X routing by TSI
	Inbound FA	X Properti	es Inbound FAX	(routing by TSI	
	Save Cancel				
	Select Agent				
	_			Save a:	sfile
	Forward Forward			O Email	
			Top	Help	©2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved

Forward — Select this to create a relay station mailbox. When you select this, select the agent from "Save as file" or "Email".

Save As File — Select this to create the Save as file agent.

Email — Select this to create the Email agent.

Tip

In the Save as file agent, the "Inbound FAX Setting" and "Save as file Setting" are performed.

P.60 "Inbound FAX Setting"

P.65 "Save As File Setting (Inbound FAX routing by TSI)"

In the Email agent, "Inbound FAX Setting", "Destination Setting" and "Email Setting" are performed.

P.60 "Inbound FAX Setting"

P.61 "Destination Setting (Inbound FAX routing by TSI)"

P.64 "Email Setting (Inbound FAX routing by TSI)"

5 Click each button to set the mailbox properties.

[Inbound FAX Setting]: Click this to specify the mailbox settings.

P.60 "Inbound FAX Setting"

Inbound FAX Setting	
TSI Number	
User Name	
Comment	
Notification	
Document Print	ON ERROR

[Destination Setting]: Click this to specify the destinations to be sent. This can be set only when creating the Email agent.

P.61 "Destination Setting (Inbound FAX routing by TSI)"

To: De	stination Setting		
To: Destinatio	n		

Cc: Destination	Cc: Destination Setting
	ination

[Email Setting]: Click this to specify how the document will be sent. This can be set only when creating the Email agent. P.64 "Email Setting (Inbound FAX routing by TSI)"

Email Setting	
Subject	Scanned from (Device Name)[(Template Name)](Date)(Time)
From Address	
From Name	
Body	
File Format	TIFF(Multi)
File Name	(Sender)-NNN (NNN is a sequential number)
Fragment Message Size	No Fragmentation

[Save As File Setting]: Click this to specify how the document will be stored in the Save as file. This can be set when creating the Save as file agent. P.65 "Save As File Setting (Inbound FAX routing by TSI)"

Save as file Setting	
File Format	TIFF(Multi)
Destination	
File Name	(Sender)-NNN (NNN is a sequential number)



After configuring the desired mailbox properties, click [Save]. The mailbox properties are registered.

Inbound FAX Setting

In the Inbound FAX Properties page, specify the general information of the mailbox such as the TSI Number, User Name, Comment, and Notification.

	Inbound FAX Setting	
	Save Cancel	
1 ——	*TSI Number	
2 ——	User Name	
3 ——	Comment	
4 ———	Notification	Send email when an error occurs Send email when job is completed Email Address
5 ——	Document Print	ON ERROR 🔽

1) TSI Number

Enter the sender's Fax number (TSI code) to set the "Inbound FAX routing by TSI" function. If you specify it here, the Faxes that are received from the specified Fax number will be routed according to the mailbox settings.

Note

When a Fax is sent from the specified Fax number with a TSI number (or sub address), the "Inbound FAX routing by TSI" function will not apply to the transmission and it is processed according to the specified a TSI number (or sub address) settings.

2) User Name

Enter the user name of this mailbox. You can enter up to 30 letters.

3) Comment

Enter the comment. You can enter up to 30 letters.

4) Notification

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

Send email when an error occurs

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

Send email when a job is completed

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

Email Address

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

5) Document Print

Select whether you will print the document sent to this mailbox.

Destination Setting (Inbound FAX routing by TSI)

In the Recipient List page, you can specify the destinations of the "Inbound FAX routing by TSI" function. You can specify the recipients by entering their email addresses manually, or selecting recipients or recipient groups from the address book. (A maximum of 375)

Entering the recipients manually

1 Click [To: Destination Setting] or [Cc: Destination Setting] to open the Recipient List page.

2 Click [New].

Recipient List							
Save	Cancel	New	Address Book	Address Group	Delete		
✓ Destination							

The Contact Property page is displayed.

2 Enter the email address of the recipient, in the Destination field.

Contact Property	
OK Cancel Reset	
*Required	
Destination user01@aaa.aaa	

Click [OK].

Entered recipient is added in the Recipient List page.

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

Tip

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

P.63 "Removing the contacts from the recipient list"

6 Click [Save].

F	Recipient List									
ļ	Save Cancel New Address Book	Address Group	Delete							
-	✓ ■ Destination									
ſ	user01@aaa.aaa									

The contacts are added as the destinations.

Selecting the recipients from the address book

1 Click [To: Destination Setting] or [Cc: Destination Setting] to open the Recipient List page.

2 Click [Address Book].

Recipient List					
Save Cancel	New	Address Book	Address Group	Delete	
✓ ▼ <u>Destination</u>					

The Address Book page is displayed.

3 Check the Email boxes of users you want to add as the Email recipients.

Address Book

Add Cancel

Email	▼ <u>Name</u>	Email Address	<u>ABB.</u> Number	<u>One</u> <u>Touch</u> <u>Number</u>			
	user03	user03@ccc.ccc	0	1			
	user02	user02@bbb.bbb	2	0			
•	user01	user01@aaa.aaa	1	0			
Co to nof this name							

<u>So to top of this page</u>

4 Click [ADD].

Selected recipients are added in the Recipient List page.

Tip

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

P.63 "Removing the contacts from the recipient list"

5 Click [Save].

Recipient List

Sa	e Cancel	New	Address Book	Address Group	Delete	
~	▼Destination	1				
	ABB. Number -	2				
П	ABB. Number -	1				

The contacts are added as the destinations.

Selecting the groups from the address book

1 Click [To: Destination Setting] or [Cc: Destination Setting] to open the Recipient List page.

2 Click [Address Group].

Recipient List							
Save	Cancel	New	Address Book	Address Group	Delete		
✓ ▼[Destination						

The Address Group page is displayed.

3 Check the Group boxes that contain the desired recipients.



Add Cancel

	▼ <u>Group Name</u>	<u>Group</u> Type
	group01	Email
Go to to	p of this page	

4 Click [ADD].

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

Tip

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

P.63 "Removing the contacts from the recipient list"

5 Click [Save].

The contacts are added as the destinations.

Removing the contacts from the recipient list

Check the check boxes of the contacts that you want to remove from the recipient list, and click [Delete].

Recipient List

Save Cancel New Address Book Address Group Delete

~	▼ <u>Destination</u>
◄	user04@ddd.ddd
◄	user05@eee.eee
◄	One Touch Number - 1
◄	ABB. Number - 2
◄	ABB. Number - 1

The selected contacts are removed from the recipient list.

Email Setting (Inbound FAX routing by TSI)

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

	Email Setting	
	Save Cancel	
	*Required	
1 ——	—— Subject	Scanned from (Device Name)((Template Name))(Date)(Time) (Date)
2 ——	*From Address	
3 ——	From Name	
4 ——	Body	×
5 ——	File Format	TIFF(Multi)
6 ——	File Name	(Sender)-NNN (NNN is a sequential number)
7 ——	Fragment Message Size	No Fragmentation 💌

1) Subject

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

2) From Address

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

3) From Name

Enter the sender name of the Scan to Email document.

4) Body

Enter the body message of the Scan to Email documents. You can enter up to 1000 letters (including spaces). When sending the Scan to Email document, the body message entered in this field will be applied to the Email.

5) File Format

Select the file format of the Scan to Email document.

- **<u>PDF</u>** Select this to attach scanned images to Email as a PDF file.
- TIFF (Multi) Select this to attach scanned images to Email as a Multi-page TIFF file.

6) File Name

The file name will be "(From Name)-NNN". It cannot be changed. Sequence numbers from "-001" will be entered in "-NNN".

7) Fragment Message Size

Select the size of the message fragmentation. It will be restored when it is received.

Save As File Setting (Inbound FAX routing by TSI)

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

	Save as file Setting	
	Save Cancel	
1 ·	File Format	TIFF (Multi) 💌
2 ·		E Remote 1
		Use Administrator Setting
		Protocol: SMB
		Network Path :
		Use User Setting Protocol SMB (C) FTP
		Server Name
		Port Number(Command)
		Network Path
		Login User Name
	Destination	Password Retype Password
3 -	UC381108011	E Remote 2
		Ose Administrator Setting
		Protocol: SMB
		Network Path: © Use User Setting
		Protocol @ SMB @ FTP
		Server Name
		Port Number(Command)
		Network Path
		Login User Name
		Password Retype Password
4	File Name	(Sender)-NNN (NNN is a sequential number)

1) File Format

Select the file format for storing a received Fax.

- **PDF** Select this to save a received Fax as a PDF file.
- TIFF (Multi) Select this to save a received Fax as a Multi-page TIFF file.
- **TIFF (Single)** Select this to save a received Fax as a Single-pageTIFF file.

2) Destination — Remote 1

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

If the Remote 1 does not allow specifying a Save as file, you can only select "Use Administrator Settings". The protocol and the network path are displayed below this item.

Protocol

Select the protocol to be used for uploading a received Fax to the Save as file.

- SMB Select this to send a received Fax to the Save as file using the SMB protocol.
- **FTP** Select this to send a received Fax to the FTP server.

Server Name

When you select "FTP" as the protocol, enter the FTP server name or IP address where a received Fax will be sent. For example, to send a received Fax to the "ftp://192.168.1.1/user/ scanned" FTP folder in the FTP server, enter "192.168.1.1" in this field.

Port Number (Command)

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

Network Path

When you select "SMB" as the protocol, enter the network path to the Save as file. For example, to specify the "\\192.168.1.1\user\scanned" folder in the SMB server, enter "\\192.168.1.1\user\scanned".

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

Login User Name

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

Password

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

Retype Password

Enter the same password again for a confirmation.

Destination — Remote 2

Check this box to save a received Fax to the Save as file. How you can set this item depends on how your administrator configured the Save as file settings. Please refer to the description of the Remote 1 option for each item.

If the Remote 2 does not allow specifying a Save as file, you can only select "Use Administrator Settings". The protocol and the network path are displayed below this item. Remote 1 is selected by default. To select Remote 2, first deselect Remote 1.

File Name

The file name will be "(From Name)-NNN". It cannot be changed. Sequence numbers from "-001" will be entered in "-NNN".

Deleting Inbound FAX routing by TSI

You can delete an existing Open Mailbox from TopAccess.

Deleting an mailbox

- **1** Click the Registration tab and the Inbound FAX routing by TSI. The Inbound FAX routing by TSI menu page is displayed.
- 2 Click the TSI Number link that you want to delete in the mailboxes list.

The Inbound FAX routing by TSI menu page is displayed.

3 <u>Click [Delete]</u>.

TopAcces	55						Logout
Device	Registration	1	Counter	Administrat	ion		
Template	Address B	ook	MailBoxes	Inb	ound	FAX routing by TSI	
Inbound I	FAX Prope	erties	Inbound FAX r	outing by TSI			
Edit Delete]						
Box Number		1111					
Agent		Save as file					
			<u>Top</u>	Help		©2003-2006 TOSHIBA TEC COR	PORATION AI Rights Reserved

The confirmation dialog box appears.

4 Click [OK].

Microsoft Intern	et Explorer 🛛 🗙
2 Delete	OK?
ОК	Cancel

The selected mailbox is deleted.

TopAccess COUNTER TAB PAGE

This chapter describes how to display total counters on the TopAccess Counter tab page.

Viewing Counters	70
Displaying the total counter	
Displaying the department counter	71

Viewing Counters

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

P.71 "Displaying the department counter"

Displaying the total counter

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

Displaying the total counter

1 Click the Counters tab and the Total Count menu.

The Total Count menu page is displayed.

2 You can check the total counter in this page.

opAcces	5					
Device	Registration	Counter	Administration			
Total Count	Department					
Total Cou	n.					
Print Counter						_
	Сору	Fax	Printer	List	Total	1
Print Counter	0	0	5	8	13	1
Small	0	0	5	8	13	
Small Large Total Scan Counter	0	0	5 0 5	8 0 8	13 0	
Small Large Total	0	0	5	8	13 0	1

Displaying the department counter

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

Note

Displaying the department counter is available only when a department code is set by using this equipment.

Tip

The administrator can view all departments including respective counter information. P.140 "Displaying the departments list"

Displaying the department counter

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

TopAcces	S			
Device	Registration	Counter	Administration	
Total Count	Department			
-	nt managem			
Department Co	de	••••	Enter	
		<u>Top</u>	Help	2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved

The department counter for specified department is displayed.

Device	Registration	Counter	Administration					
al Count	Department							
epartm	ent manageme	nt						
nter a depar	tment code to access de	partment counters						
epartment (ode		Enter					
mber	Department Name		Dept Code	Сору	Printer	Total Scanning	Fax Transmission	Fax Reception
mber	Department Name		Dept Code 11111	Copy 0	Printer 0	Total Scanning	Fax Transmission	Fax Reception
imber to top of this						-		
						-		

8

TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Scanning Function)

This chapter describes the scanning functions configured by the TopAccess administrator.

Setting up Network Settings (Scanning Function)	74
Setting up the SMTP Client	
Setting up the SMTP Server	77
Setting up the POP3 Network Service	
Setting up the FTP Client	79
Setting up Save As File Settings	80
Setting up Remote 1 and Remote 2	
Setting up Email Settings	83
Email Settings	
Setting up InternetFax Settings	86
InternetFax Setting	87
Setting up Print Service Settings (Scanning Function)	89
Setting up the Email Print	
Displaying Version Information	92

Setting up Network Settings (Scanning Function)

In the Network submenu page in the Setup menu, an administrator can configure the network settings such as TCP/IP, IPX/SPX, AppleTalk, Bonjour, DNS Session, DDNS Session, NetWare Session, HTTP Network Service, and SNMP Network Service.

See the Setup Guide for Printing Functions for the "General" submenu in the "Setup" menu.

Setting the network settings

Select the [Administration] tab, enter the administrator's password 1 and click [Login].

To access the TopAccess administrator mode, see the Setup Guide for Printing Functions.

Click the Setup menu and Network submenu.

TopAccess				
Device	Registration	Counter	Administration	Logo
Setup	<u>Maintenance</u>	Registration	1	
Setup				
<u>General</u> Ne	stwork Copier Fax	Save as file Email	InternetFax Printer Print Service Version	
_				
Save				

The Network submenu page is displayed.

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

Device	Registration	Counter	Administration
Setup	<u>Maintenance</u>	Registration	
Setup			
-	L Conier Fax	Save as file Email	InternetFax Printer Print Service Version
Save			
Jave			
<u>ТСРЛР</u>			
IPX/SPX			
Apple Talk			
Bonjour			
DNS Session			
DDNS Session			
NetWare Session			
HTTP Network Ser	vice		
ITTTT NORWORK OCI			
SMTP Client			
SMTP Client	vice		
SMTP Client SMTP Server POP3 Network Ser FTP Client			
SMTP Client SMTP Server POP3 Network Ser			

in the Network submenu page, you can set the following:

- P.76 "Setting up the SMTP Client"
- P.77 "Setting up the SMTP Server"
- P.78 "Setting up the POP3 Network Service"
- P.79 "Setting up the FTP Client"

See the Setup Guide for Printing Functions for the following settings. Setting up the TCP/IP Setting up the IPX/SPX Setting up the AppleTalk Setting up the Bonjour Setting up the DNS Setting up the DDNS Setting up the NetWare Setting up the HTTP Setting up the SNMP

▲ Click [Set] to save the settings and close the sub window.

Note

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



Click [OK] to apply the changes.

The confirmation dialog box appears.



6 Click [Save].

Microsoft Internet Explorer X When this configuration is changed, the network connection will be disconnected. Would you like to continue? OK Cancel

This equipment starts initializing the NIC (Network Interface Card) to apply the changes.

Tip

When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the Save as file submenu, and then the page will then display the current settings in each field.

Setting up the SMTP Client

In the SMTP Client menu, you can enable or disable SMTP transmission for sending an InternetFax or an Email.

Note

Setting a From Address is also required to send an InternetFax or an Email. For information about the From Address setting, refer to the following sections.

P.83 "Setting up Email Settings"

P.86 "Setting up InternetFax Settings"

SMTP Client

	Set Cancel	
1 ———	- Enable SMTP Client	Enable 💌
2 ——	- SMTP Server Address	
3 ——	- POP Before SMTP	Disable 💌
4 ——	- Authentication	Disable
5 ——	- Login Name	
6	- Password	
7 ——	- Maximum Email / InternetFax Size	30 • MB
8	- Port Number	25

1) Enable SMTP Client

When it is enabled, the equipment sends an InternetFax or an Email via the specified SMTP server.

2) SMTP Server Address

Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server when "Enable SMTP Client" is enabled.

Note

If you use FQDN to specify the SMTP server, you must configure the DNS server and enable the DNS in the DNS Session.

3) POP Before SMTP

Select whether the POP Before SMTP authentication is enabled or disabled.

4) Authentication

Select the type of the authentication to access the SMTP server.

- **Disable**: Select this to access the SMTP server using no authentication.
- Plain: Select this to access the SMTP server using the plain authentication.
- Login: Select this to access the SMTP server using the login authentication.
- **CRAM-MD5:** Select this to access the SMTP server using the CRAM-MD5 authentication.
- Digest-MD5: Select this to access the SMTP server using the Digest-MD5 authentication.
- Auto: Select this to access the SMTP server using the appropriate authentication that is automatically detected by this equipment.

5) Login Name

Enter the login name to access the SMTP server when the SMTP authentication is enabled.

6) Password

Enter the password to access the SMTP server when the SMTP authentication is enabled.

7) Maximum Email / InternetFax Size

Select the maximum size (2 MB to 30 MB) that can be sent by this equipment using the SMTP.

8) Port Number

Enter the port number for accessing the SMTP server when "Enable SMTP Client" is enabled. The port number varies depending on the port setting in the SMTP server. Generally "25" is used.

Setting up the SMTP Server

In the SMTP Server menu, you can enable or disable the SMTP transmission for receiving an InternetFax or an Email. Configure this setting when the Offramp Gateway feature is to be used.

Note

SMTP Server settings are available only when the Fax Kit is installed.

SMTP Server

Set Cancel

1 ———	Enable SMTP Server	Enable 💌
2	Port Number	25
3 ———	Email Address	
4 ———	Enable OffRamp Gateway	Disable 💌
5 ——	OffRamp Security	Enable 💌
6	OffRamp Print	Enable 💌

1) Enable SMTP Server

Select whether this equipment works as an SMTP server or not. This must be enabled when the Offramp Gateway feature is enabled. When it is enabled, this equipment can receive an InternetFax or an Email that is forwarded through the SMTP to the domain of this equipment.

2) Port Number

Enter the port number to receive an InternetFax or Email. Generally "25" is used.

3) Email Address

Enter the Email address of this equipment. When this equipment works as an SMTP server, it can receive all the InternetFaxes and Emails that contain its domain name. When the Email address of the received InternetFaxes or Emails matches, this equipment will print the document.

4) Enable OffRamp Gateway

Select whether the Offramp Gateway transmission is enabled or disabled.

5) OffRamp Security

Select whether the Offramp Security is enabled or disabled. When enabled, this equipment cancels the OffRamp gateway transmissions that are being forwarded to Fax numbers not registered in the Address Book of this equipment. This can prevent the unauthorized OffRamp gateway transmission.

6) OffRamp Print

Select whether this equipment should print a copy of the documents sent using the OffRamp gateway transmission. When enabled, a copy of the documents that are sent using the OffRamp gateway is automatically printed and so, you can confirm which documents have been sent.

Setting up the POP3 Network Service

In the POP3 Network Service menu, you can specify the POP3 server which receives an InternetFax or an Email print job.

Note

POP3 Network Service settings are available only when the Fax Kit is installed.

POP3 Network Service

Set Cancel

1 ——— Enable POP3 Client	Enable 💌
2 — POP3 Server Address	
3 — Type POP3 Login	Auto 💌
4 ——— Account Name	
5 — Password	
6 Scan Rate	5 Minutes
7 — Port Number	110

1) Enable POP3 Client

Select whether the ability to retrieve an InternetFax or an Email from the POP3 server is enabled or disabled.

2) POP3 Server Address

Enter the IP address or FQDN (Fully Qualified Domain Name) of the POP3 server when "Enable POP3 Client" is enabled.

Note

If you use FQDN to specify the POP3 server, you must configure the DNS server and enable the DNS in the DNS Session.

3) Type POP3 Login

Select the POP3 login type.

- Auto: Select this to automatically designate the POP3 login type by the POP3 server.
- **POP3:** Select this to use the general POP3 login type.
- **APOP:** Select this to use APOP login type. APOP allows users to access the POP3 server by encrypting the user name and password.

Note

If it is not possible to log in the mail server using "Auto", manually set the type of POP3 Login to either "POP3" or "APOP".

4) Account Name

Enter the account name for this equipment to access the POP3 server.

5) Password

Enter the password to access the POP3 server.

6) Scan Rate

Enter how often this equipment should access the POP3 server for new messages.

7) Port Number

Enter the port number to access the POP3 server. The port number varies depending on the port setting in the POP3 server. Generally "110" is used.

Setting up the FTP Client

In the FTP Client menu, you can specify the default port number used for the Save as file using the FTP protocol.

FTP Client

Set Cancel

1 — Default Port Number

21

1) Default Port Number

Enter the port number to access the network folder using FTP. The port number used for FTP may differ depending on the FTP Server setting. Generally "21" is used.

Setting up Save As File Settings

An administrator can configure the Save as file settings that apply to the Save as file operations in the Save as file submenu page in the Setup menu.

Note

Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after the Auto Clear time period.

Setting up Save as file settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

? Click the Setup menu and Save as file submenu.

TopAccess				
Device	Registration	Counter	Administration	
Setup	<u>Maintenance</u>	Registration		
Setup General Netw Save Cance		Save as file <u>Email</u>	InternetFax Printer Print Service Version	

The Save as file submenu page is displayed.

3 In the Save as file submenu page, set the Save as file settings as required.

TopAcces	S			Logout
Device	Registration	Counter	Administration	
Setup	<u>Maintenance</u>	Registration		
Setup General Netw Save Cance		Save as file Email	InternetFax Printer	Print Service Version
Save as file Sett	ing			^
Remote 1	llouing not used, folder	to be used as a destir	otion	
Protocol Server Name	-	io pe useu as a destir	nauum	- 1
Port Number(C	ommand)			
Network Path				
Login User Nar	ne	L Top J	Liste 1	

The following setting can be configured in this page: \square P.81 "Setting up Remote 1 and Remote 2"

Click [Save].

The confirmation dialog box appears.

Tip

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

5 Click [OK] to apply the changes.

Microsoft Internet Explorer	×
Are you sure?	
OK Cancel	

Tip

When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the Save as file submenu, and then the page will then display the current settings in each field.

Setting up Remote 1 and Remote 2

In Remote 1 and Remote 2, you can specify how users can select the network folders for Save as file destinations when you select "Use Network Folder Destination" in the Destination setting. You can specify two network folders; Remote 1 and Remote 2. The setting items are the same in Remote 1 and Remote 2.

	Save as file Setting
	Remote 1
1 ———	 Allow the following network folder to be used as a destination
2	- Protocol 💿 SMB 🔿 FTP
3 ———	- Server Name
4 ———	- Port Number(Command)
5 ——	Network Path
6 ———	- Login User Name
7 ———	- Password Retype Password 8

- 9 C Allow user to select network folder to be used as a destination
- Allow the following network folder to be used as a destination Select this to restrict users to select only the network folders that you have specified. Otherwise, select "Allow user to select network folder to be used as a destination".

2) Protocol

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

- SMB: Select it to send a file to the network folder using the SMB protocol.
- FTP: Select it to send a file to the FTP server.

3) Server Name

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

4) Port Number (Command)

When you select "FTP" as the protocol, enter the port number to be used for command execution.

Remain "-", which has been set as the default, for the control port. If so, the port number, that has been set in the "FTP Client" in the Network menu page of the Setup tab, will be used. Change this option if you want to use another port number.

5) Network Path

If you select SMB as the protocol, enter the network path to the network folder. For example, to specify the "\\192.168.1.1\user\scanned" folder, enter "\\192.168.1.1\user\scanned". When you select "FTP" as the protocol, enter the directory in the specified FTP server. For example, to specify the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "user/scanned".

Note

If the SMB protocol is selected, specify a computer to which the static IP address is assigned.

6) Login User Name

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

7) Password

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

8) Retype Password

Enter the same password again for the confirmation.

9) Allow user to select network folder to be used as a destination

Select this to allow users to specify a network folder as a destination for the Inbound FAX routing by TSI, Template, Fax Received Forward and Internet Fax Received Forward.

Setting up Email Settings

An administrator can configure the Email settings that are needed for Scan to Email operations in the Email submenu page in the Setup menu.

Note

Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

Setting up Email settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Setup menu and Email submenu.

TopAccess				
Device	Registration	Counter	Administration	
Setup	<u>Maintenance</u>	<u>Registration</u>		
Setup General Netwo Save Cance		Save as file Email li	nternetFax Printer Print Service Version	

The Email submenu page is displayed.

3 In the Email submenu page, configure the Email settings as required.

TopAcces	is is		Logoui
Device	Registration	Counter	Administration
Setup	Maintenance	<u>Registration</u>	on
		Save as file Email	InternetFax Printer Print Service Version
Save Cance			
From Address			
From Name File Format Fragment Mess	age Size	PDF 💌	lion 💌
Default Body St	ings		×
		<u>Top</u>	Help @2003-2006 TOSHIBATEC CORPORATION AI Rights Reserved

The following setting can be configured in this page: P.84 "Email Settings"

Click [Save].

The confirmation dialog box appears.

Tip

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

5 Click [OK] to apply the changes

Microsoft Interne	et Explorer	×
Are you	ı sure?	
OK	Cancel	

Note

When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the Email submenu, and the page will then display the current settings in each field.

Email Settings

You can specify the "From address", "From name", "File format", "Fragment message size", and "Default body strings" that apply to the Scan to Email documents.

	Email Setting		
1 ———	From Address		
2	From Name		
3 ——	File Format	PDF 🔽	
4 ———	Fragment Message Size	No Fragmentation 💌	
5 ——	Default Body Strings		1
			1

1) From Address

Enter the email address of this equipment.

Note

You need to enter the email address in the "From Address" field to enable Scan to Email.

2) From Name

Enter the name of this equipment.

3) File Format

Select the file format of the files to be sent as an email.

- **PDF**: Select this to attach scanned images to Email as a PDF file.
- TIFF(Multi): Select this to attach scanned images to Email as a Multi-page TIFF file.

4) Fragment Message Size

Select the size for the message fragmentation.

5) Default Body Strings

Enter the body text that will be automatically entered in the Body field when users operate Scan to Email from the control panel of this equipment . This body text will be applied to the Email. In the Inbound FAX routing by TSI, Template, Fax Received Forward and Internet Fax Received Forward, the body text can be entered when the Email settings of each function are performed.

Setting up InternetFax Settings

An administrator can configure the InternetFax settings needed for InternetFax transmissions in the InternetFax submenu page in the Setup menu.

Notes

- Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.
- The settings in the InternetFax submenu page are applied only when the Fax Kit is installed.

Setting up InternetFax settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Setup menu and InternetFax submenu.

TopAcces	55		Logout
Device	Registration	Counter	Administration
Setup	Maintenance	Registration	
		Save as file Email	InternetFax Printer Print Service Version
Save Canc	el		

The InternetFax submenu page is displayed.

3 In the InternetFax submenu page, configure the InternetFax settings as required.

TopAcces	55		Logout
Device	Registration	Counter	Administration
Setup	Maintenance	Registration	n
Setup General Netw	ork Copier Fax	Save as file Email	InternetFax Printer Print Service Version
Save Cance	əl 🛛		
InternetFax Set	ting		
From Address			
From Name			
Fragment Page	Size	No Fragmentati	ion 💌
Default Body Str	-		×
Body String Tran	nsmission	Enable 💌	
		<u>Top</u>	Help @2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved.

The following setting can be configured in this page:

Click [Save].

The confirmation dialog box appears.

Tip

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

5 Click [OK] to apply the changes.

Microsoft Interne	t Explorer 🛛 🗙
? Are you	ı sure?
OK	Cancel

Note

When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the InternetFax submenu and the page will then display the current settings in each field.

InternetFax Setting

You can specify the "From address", "From name", "Fragment page size", "Default body strings" and "Body strings Transmission" that apply to the InternetFaxes.

	InternetFax Setting		
1 ———	From Address		
2 ——	From Name		
3 ———	Fragment Page Size	No Fragmentation 💌	
4 ———	Default Body Strings		<u>~</u>
			$\overline{}$
5 ———	Body String Transmission	Enable 💌	

1) From Address

Enter the email address of this equipment.

Note

You must enter the email address in the "From Address" field to enable the InternetFax.

2) From Name

Enter the name of this equipment.

3) Fragment Page Size

Select the size for the message fragmentation.

4) Default Body Strings

Enter the body text that will be automatically entered in the Body field when users operate Scan to InternetFax from the control panel of this equipment. This body text will be applied to all of the InternetFaxes. It cannot be changed by users who have no administrative privileges.

5) Body Strings Transmission

Select whether the body strings will be sent or not.

Setting up Print Service Settings (Scanning Function)

In the Print Service submenu page in the Setup menu, an administrator can configure such print services as Raw TCP Print, LPD Print, IPP Print, NetWare Print, and Email Print.

Note

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

Setting the print service settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Setup menu and Print Service submenu.

TopAcces	s		Logout
Device	Registration	Counter	Administration
Setup	<u>Maintenance</u>	Registration	
Setup General Netwo	ork <u>Copier</u> Fax 5	Save as file Email	InternetFax Printer Print Service Version
Save Cance	1		

The Scan to Print Service submenu page is displayed.

3 In the Print Service submenu page, set the Print Service settings as required.

opAccess				L n	qou
Device	Registration	Counter	Administration	_	
Setup	Maintenance	Registration			
Setup General Network	Copier Fax Sa	ave as file Email	InternetFax Printer	Print Service Version	
Save Cancel					
Print Service Setting	J				
Raw TCP Print					
Enable Raw TCP	Ena	ble 💌			
Port Number	9100)			
Enable Raw bi-direct	tional Disa	able 💌			
LPD Print					
Enable LPD	Ena	ble 🔻			
Port Number	515				
Banners	OFF	•			
IPP Print					
Enable IPP	Ena	ble 💌			
Port80 Enable	Ena	ble 💌			
Port Number	631				
		<u>Top</u>	Help	©2003-2006 TOSHIBA TEC CORPORATION AI Rights Re	sei

In the Print Service submenu page, you can set the following: P.90 "Setting up the Email Print" See the **Setup Guide for Printing Functions** for the following settings: Setting up the Raw TCP print Setting up the LPD print Setting up the IPP print Setting up the NetWare print

Click [Save].

The confirmation dialog box appears.

Note

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

5 Click [OK] to apply the changes.

Microsof	Internet Explorer	×
?	When this configuration is changed, the network connection will be disconnected	. Would you like to continue?
	Cancel	

Note

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

Setting up the Email Print

In the Email Print, you can set how the Email print jobs are printed. Setting up the Email print is available only when the Fax Kit is installed.

	Email Print	
1 ———	- Enable Print Header	Disable 💌
2	- Enable Print Message Body	Enable 💌
3 ——	– Maximum Email Body Print	5
4	- Enable Print Email Error	Enable 💌
5 ——	- Enable Email Error Forward	Disable 💌
6	- Email Error Transfer Address	
7	- Enable Partial Email	Enable 💌
8	– Partial Wait time	24
9	- MDN Reply	Disable 💌

1) Enable Print Header

Select whether to print the Email header when Email print jobs are received.

2) Enable Print Message Body

Select whether to print the body message when Email print jobs are received.

3) Maximum Email Body Print

Enter the maximum number of the body message pages of the received Email to be printed. Any number between 1 and 99 can be entered.

4) Enable Print Email Error

Select whether to print an error report when Email printing is not completed properly.

5) Enable Email Error Forward

Select whether to send an error message to the specified Email address when Email printing is not completed properly.

6) Email Error Transfer Address

Enter an administrative Email address where the error message is sent to if "Email Error Forward" is enabled.

7) Enable Partial Email

Select whether to print Email jobs that are partially received.

8) Partial Wait Time

Enter how long the equipment should wait for before printing a partial Email job. This should be entered in hours.

9) MDN Reply

Select whether to send the MDN message reply or not when the equipment receives an Email print job with a MDN request.

Displaying Version Information

An administrator can display the system software version information of this equipment. The version information can be displayed from the Setup menu page.

Displaying the version information

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.



Click the Setup menu and Version submenu.

ΤορΛα	255			Logout
Device	Registration	Counter	Administration	
Setup	<u>Maintenance</u>	Registration		
Setup General N	etwork <u>Copier</u> Fax	Save as file Email	nternetFax Printer Print Service Version	

The Version submenu page is displayed.

3 In the Version submenu page, you can confirm the version information of the system software.

Device	Registration	Counter Adminis	tration	
Setup	<u>Maintenance</u>	Registration		
Setup				
General Net	work L Conier L Eax L	Save as file Email InternetEas	Printer Print Service Version	
		Save as file Email InternetFax	Printer Print Service Version	_
Version Infor	mation	Save as file Email InternetFax		
	mation acture	<u>Save as file Email InternetFa</u>	TOSHIBA T282SY0W000	
Version Infor Printer Manuf	mation acture are Version	<u>Save as file Email InternetFa</u> x	TOSHIBA	

9

TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU

This chapter describes the maintenance of TopAccess performed by the TopAccess administrator.

About the Maintenance Functions	94
Switching Languages	95
Backing up Data	97
Restoring Data from Backup File	100
Setting up Notification Functions	103
Importing Address Book Data	105
Exporting Address Book Data	108
Exporting Department Code Data	

About the Maintenance Functions

In the Maintenance menu of the TopAccess administrator mode, an administrator can perform the following maintenance:

Install Language

The administrator can change the language displayed in the TopAccess screen. \square P.95 "Switching Languages"

Backing up data

An administrator can create backup files of address book and template. \square P.97 "Backing up Data"

Restoring data from the backup files

An administrator can restore the address book from the backup files. P.100 "Restoring Data from Backup File"

Setting up notification functions

The administrator can enable the notification functions with Emails, and also can set on which event each notification will be sent.

Importing address book data

This equipment allows you to import address book data in CSV format. P.105 "Importing Address Book Data"

Exporting address book data

The address book data can be exported in a CSV format. P.108 "Exporting Address Book Data"

Exporting department code data

The department code data can be exported in a CSV format.

Note

When the address book data of the equipment are backed up, restored or imported/exported, updating the data may take a while depending on their data size. Do not turn the power of the equipment OFF until the data are updated.

You can switch the currently-used language to the desired one by uploading the language of TopAccess in the Scan Utilities CD-ROM to this equipment.

Insert the Scan Utilities CD-ROM into a client PC.

When inserting the Scan Utilities CD-ROM, the installer may automatically start. Click [Cancel] to make the installer exit and continue the operation.

2 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

3 Click the Maintenance menu and Install Language submenu.

TopAccess			L
Device	Registration	Counter	Administration
Setup	Maintenance	<u>Registration</u>	1

The Install Language submenu page is displayed.



Select the desired language in the "Select" drop down box.

TopAccess			Logo
Device	Registration	Counter	Administration
<u>Setup</u>	Maintenance	Registration	<u>a</u>
Install Languag Select Select Languag	ge <u>Backup</u> <u>Restore</u> English ge File <mark>English</mark> German	_	rt Export

5 Click [Browse] and then select the TopAccess Language data folder in the Scan Utilities CD-ROM. Then select the desired language file and click [Open].

Choose file					? ×
Look ir	n: 🛅 TopAccess	Language data	•	G 🜶 🖻 🖬	: -
My Recent Documents Desktop My Documents My Computer	englishtal G french.tal G german.tal G talian.tal G spanish.tal				
My Network	File name:	english		•	Open
Places	Files of type:	All Files (*.*)		•	Cancel

TopAccess language:

[CD-ROM drive]: \TopAccess Language data

Note

If the language selected in the drop down box and the one selected from the Scan Utilities CD-ROM differ, the error message dialog box shown below appears. Click [OK] in this message dialog box and then select the correct language.

Microsoft	Internet Explorer	x
	Language in combo box and the tal file uploaded donot r	match
	(COK	

6 Click [Upload].

opAccess				Logout
Device	Registration	Counter	Administration	Logou
Setup	Maintenance	Registration		
	ge <u>Backup</u> <u>Restore</u>	_	Export	
Select Select Longue	English	_	a\en Browse	
Select Langua	gerne (D:\TopAc	cess Language date	alen browse	

Uploading starts. When it is completed, the language is switched.

3

The administrator can create backup files of the address book and template data. The backup files can be used to restore the data.

Backing up data as files

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Maintenance menu and Backup submenu.

TopAcces	S		Logout			
Device	Registration	Counter	Administration			
Setup	Maintenance	Registration	n			
install Language	Seture Maintenance Registration Maintenance Install Language Backup Restore Notification Import Export Click the button below to create the backup file. Click the button below to create the backup file. Click the button below to create the backup file. Click the button below to create the backup file.					

The Backup submenu page is displayed.

Click [Create New File] for the data that you want to backup.

TopAcces	5			Lo	<u>gout</u>
Device	Registration	Counter	Administration		
Setup I	Maintenance	Registration	L		
	1CE 2 Backup <u>Restor</u> below to create the ba		port Export		
					-
				REFRESH	^
Address Book					
File Name File Size Date Created File Version Device Name		Not Created			
				Create New File	•
		<u>Top</u>	Help	@2003-2006 TOSHIBA TEC CORPORATION AI Rights Res	erved.

"Backup or restoration process in progress." appears and the backup process begins.

Note

If you create a template using the Email agent, select "Combined Backup".

4 Click [REFRESH] on the right side.

TopAcces	S			Logout
Device	Registration	Counter	Administration	
<u>Setup</u>	Maintenance	Registration		
Maintenar Install Language		re Notification Imp	oort Export	
Backup or res	toration process in	progress.		REFRESH
		<u>Top</u>	Help	@2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved.

A backup file is created and its name and size will be displayed.

Note

If the screen is not refreshed by clicking the [REFRESH] icon, please wait a while and then try again. Creating the backup file may take a few minutes depending on its size.

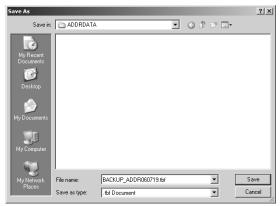


5 Right-click the File Name link and select [Save Target As...].

Address Book			
File Name			
File Size Date Created File Version Device Name	4458 MON APR 03 06:12:45 200 bda8b07b MFP-00000376	Open Open in New Window Save Target As Print Target Cut Copy Copy Shortcut Paste Add to Favorites Properties	Create New File

The Save As dialog box appears.

6 Select the file location and select "All Files" in the "Save as type" drop down box.



Note

It is recommended to save the backup file as it is named. If you change the file name, the equipment cannot restore the data from the backup files. The file name of each backup data must be the following name:

- Address Book: BACKUP_ADDR<date>.tbf
- Template: BACKUP_TEMP<date>.tbf
- Combined Backup: BACKUP_ALL<date>.tbf

7 Click [Save].

The backup file is saved in the selected location.

Caution

If you turn the power of the equipment OFF, the backup files in the equipment will be lost.

Restoring Data from Backup File

An administrator can restore the address book and template data using the backup files. This maintenance feature is used to restore data from backup files, to recover the original environments.

Restoring data from backup files

Note

Before restoring the data from backup files, please confirm that there is no print job, no scan job, and no Fax job. The backup files cannot be restored if there are any jobs that have been processed.

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Maintenance menu and Restore submenu.

ΤορΛα	is			Logout
Device	Registration	Counter	Administration	
<u>Setup</u>	Maintenance	Registration		
Maintenai Install Language Restore		e <u>Notification</u> <u>Impo</u>	ort Export	

The Restore submenu page is displayed.

3 Click [Browse] in the data section that you want to restore, or click [Browse] in the "Combined Restore" section to restore all data from a backup file of all data.

Notes

- You cannot restore several backup files at a time.
- If you create a template using the Email agent, select "Combined Restore".

TopAcces.	s			Lo	<u>gout</u>
Device	Registration	Counter	Administration		
<u>Setup</u> I	Maintenance	Registration	1		
Maintenan Install Language Restore		e <u>Notification</u> <u>Im</u>	oort <u>Export</u>		
				REFRESH	
🗆 Address Boo	ok				
File Name File Size Date Created File Version Device Name		Not Created			
	Browse.	Upload			
		<u>Top</u>	Help	©2003-2006 TOSHIBA TEC CORPORATION AI Rights Re:	_

The Choose File dialog box appears.

Select	a back	up file and	d click	(Op	en].
Choose file					<u>? </u> ×
Look in:	ADDRDATA		• 0 1	• 🖿 🕐	
My Recent Documents Desktop My Documents My Computer		0607 19.15F			
My Network	File name:	BACKUP_ADDR060719.tbf		•	Open
Places	Files of type:	All Files (*.*)		•	Cancel

The file version and device name of selected backup file will be displayed.

Note

Δ

If the backup file name is not the name as shown below, the equipment cannot restore the data from the backup files.

- Address Book: BACKUP_ADDR<date>.tbf
- Template: BACKUP_TEMP<date>.tbf
- Combined Backup: BACKUP_ALL<date>.tbf

5 Click [Upload].

opAcces	s				Logou
Device	Registration	Counter	Administration		
Setup	Maintenance	<u>Registration</u>			
Maintenar Install Language Restore		e <u>Notification</u> Imp	oort Export		2
				REFRESH	
🗆 Address Bo	ok				
File Name File Size Date Created File Version Device Name E:\ADDRDATA	A\BACKU Browse	Not Created			-
		I Ton I	Help I	©2003-2006 TOSHIBA TEC CORPORATION AL Rig	bte Recence

The Restore screen displays the backup file information.

6 Check the box of data that you uploaded a backup file and click [Restore].

pAcces.	5				Log
Device	Registration	Counter	Administration		
Setup I	Maintenance	Registration			
Maintanam					
Maintenan	ice				
Install Language	Backup Restor	e Notification Imp	ort Export		
Restore					
				G	
				REFRESH	
Address Boo					
File Name		BACKUP_ADDR0607	19 thf		
File Size		7390			
Date Created		WED JUL 19 16:29:2	2006		
File Version		ac396ab8			
Device Name		MFP-00013678			
	Browse	Upload			
1	DIOWSE.				
		<u>Top</u>	Help	©2003-2006 TOSHIBA TEC CORPORATION .	All Rights Res

"Backup or restoration process in progress." appears and the restoration process begins.

7 Click [REFRESH] on the right side.

TopAcces	S			Logout
Device	Registration	Counter	Administration	
Setup I	Maintenance	Registration	-	
Maintenar		e <u>Notification</u> Imp	port Export	
Backup or res	toration process in	progress.		REFRESH
		<u>Top</u>	Help	

The address book data are restored in this equipment.

Note

If the screen is not refreshed by clicking the [REFRESH] icon, please wait a while and then try again. Restoration may take a few minutes depending on the file size.

Setting up Notification Functions

The administrator can set up the notification functions and receives an Email notification when a system error occurred.

Note

To enable the notification functions, Email setting is required in the Email submenu page in the Setup menu.

P.83 "Setting up Email settings"

Setting up notification events

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Maintenance menu and the Notification submenu.

pρΛcce	55			Loc
Device	Registration	Counter	Administration	_
Setup	Maintenance	Registration		
Maintena Install Langua	a nce ige <u>Backup Restore</u>	Notification Imp	ort <u>Export</u>	
Save				
Notification S	etting			
Email Setting				
🔲 Notify adr	ninistrator at Email Addr	ess 1		
🗆 Notify adm	ninistrator at Email Addr	ess 2		
Notify adm	ninistrator at Email Addr	ess 3		
		I Ton I	Heln I	@2003-2006 TOSHIBA TEC CORPORATION AI Rights Res

The Notification submenu page is displayed.

3 In the Email Setting, check the desired box of "Notify administrator at Email Address" from 1 to 3 to enable the notification function, and enter the administrator's Email address to which the notifications will be sent.

Email Setting	
Notify administrator at Email Address 1	
Notify administrator at Email Address 2	
Notify administrator at Email Address 3	

Tip

Up to three Email addresses can be specified in this setting.

4 In the General Notification Event, check the boxes for events you want to be notified on.

General Notification Events

Paper Jam
Drawer Out of Paper
Door/Drawer Open
Print Job Needs Attention
Print Needs Attention
Toner Empty

5 In the Received Fax/InternetFax Notification Events, check the boxes for the relay Fax transmission statuses you want to be notified.

When the Fax Kit (optional) has not been installed, this menu is not displayed.

Received Fax/InternetFax Notification Events
Send email when an error occurs
Send email when job is completed
Fror
Warning
Information

6 In the Scan Notification Event, check the boxes for the levels of scan errors you want to be notified.

Scan Notification Events

7 In the Fax Received Forward Notification Events, check either or both of the boxes "Send email when an error occurs" and "Send email when job is completed".

When the Fax Kit (optional) has not been installed, this menu is not displayed.

Fax Received Forward Notification Events

Send email when an error occurs

Send email when job is completed

8 In the InternetFax Received Forward Notification Events, check either or both of the boxes "Send email when an error occurs" and "Send email when job is completed".

When the Fax Kit (optional) has not been installed, this menu is not displayed.

Send email when an error occurs
Send email when job is completed



104 Setting up Notification Functions

Importing Address Book Data

You can import the address book data in a CSV format to TopAccess. The data need to be comma-deliminated CSV files complying with the address book data format of TopAccess. Create the file in the following format:

"NAME","Email Address","Tel Number","ABB_ID","OT_ID","Search Letter" "Use01","user01@toshibatec-ifax.com","000000000001","1","1","A" "Use02","user02@toshibatec-ifax.com","00000000002","","2","B" "Use03","user03@toshibatec-ifax.com","00000000003","2","","A"

Note

Each item in the address book data is imported to TopAccess under the following item names:

Item Names in Address Book	Item Names in TopAccess	Maximum Number of letters Acceptable
NAME	Name	20 one-byte letters / 10 two-byte letters
Email Address	Email Address	192 one-byte letters
Tel Number	Fax Number	128 one-byte letters (Digits and signs "*", "#", "-")
ABB_ID	ABB. Number	3 one-byte letters (Digits from 001 to 999)
OT_ID	One Touch Number	2 one-byte letters (Digits from 1 to 75)
Search Letter	(Import disabled)	-

- Be sure to enter "NAME", and also enter either "Tel Number" or "Email Address". If not, the user data will not be imported.
- Data with letters exceeding the maximum number shown above cannot be imported.
- Be sure to enter either "ABB_ID" or "OT_ID".
- A maximum of 300 abbreviated numbers ("ABB_ID") and a maximum of 75 one-touch numbers ("OT_ID") can be imported.
- If an abbreviated number ("ABB_ID") already registered for one user is used for another, only the data of the user first registered in this abbreviated number will be imported. (The same procedure is taken in one-touch numbers ("OT_ID").)
- For letters accepted for "Search Letter", see the **Operator's Manual for Facsimile Function**.

Importing the address book data from a CSV file

Note

Before importing the address book data, please confirm that there is no print job, no scan job, and no Fax job. The address book data cannot be imported if there are any jobs that have been processed. If importing the address book data takes a long time, perform restoring the data after the equipment turns in a Sleep/Auto Shut Off mode.

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Maintenance menu and Import submenu.

pAcce	SS			L
Device	Registration	Counter	Administration	
<u>Setup</u>	Maintenance	Registration	1	
Maintena Install Langua	ance ge <u>Backup</u> <u>Resto</u> n	e <u>Notification</u> Imp	port <u>Export</u>	
Please enter 1 Importing add	file name. Iress book may take tim	9.		

The Import submenu page is displayed.

3 Click [Browse...] in the Address Book area.

pAcce	SS			Lo
Device	Registration	Counter	Administration	<u>L0</u>
<u>Setup</u>	Maintenance	Registration		
Please enter t	ge <u>Backup</u> <u>Reston</u>		ort <u>Export</u>	
				REFRESH
Address Book	k			
File Name			Browse Import	
		I Ton I	Hole I	©2003-2006 TOSHIBA TEC CORPORATION AI Rights Re

The Choose File dialog box appears.

4 Select the CSV file that contains address book data and click [Open].

Choose file					<u>? ×</u>
Look	in: 🗀 ADDRDAT	A	•	G 🜶 😕 📰•	
My Recent Documents Desktop My Document	ADDR_CSV0				
My Computer My Network Places	File name:	ADDR_CSV06071	9.csv		Open
	File name: Files of type:	ADDR_CSV06071	9.csv	•	Open Cancel

5 Click [Import].

pρΛcce	55				Logo
Device	Registration	Counter	Administration		
Setup	Maintenance	Registration			
Please enter	ige Backup Restore		ort <u>Export</u>		
				REFRESH	
Address Boo	k				
File Name	E:ADDRDATAA	DDR_CSV060719.	Browse Import		
		<u>Top</u>	Help	©2003-2006 TOSHIBA TEC CORPORATION A	ll Rights Resen

"Backup or restoration process in progress." appears and the import process begins.

6 Click [REFRESH] on the right side.

ΤορΛα	SS			Logout
Device	Registration	Counter	Administration	
Setup	Maintenance	Registration	1	
	ance I <u>Backup</u> <u>Restorn</u> estoration process in		nort <u>Export</u>	REFRESH
		<u>Top</u>	Help	Ø2003-2006 TOSHIBA TEC CORPORATION #I Rights Reserved

The address book data are imported from the CSV file to this equipment.

Note

If the screen is not refreshed by clicking the [REFESH] icon, please wait a while and then try again. Import may take a few minutes depending on the file size.

Exporting Address Book Data

The address book data can be exported in a CSV format. For the formats of the address book data and each item, see the following page: P.105 "Importing Address Book Data"

Exporting address book data as CSV file

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Maintenance menu and the Export submenu.

Device	Registration	Counter	Administration		
<u>Setup</u>	Maintenance	Registration			
Maintena	nce				
		Large e La			
install Languag	<u>le Backup Restor</u>	e <u>inotification</u> <u>Imp</u>	on Export		
Click the buttor	n below to create the C	SV file.			
Click the buttor	n below to create the C	SV file.			
Click the buttor	n below to create the C	SV file.		 	
Address Book		SV file.			
		SV file.			_
Address Book					
Address Book File Name File Size				 	
Address Book File Name				 	
Address Book File Name File Size			_	Create New Fi	le

The Export submenu page is displayed.

3 Click [Create New File] in the Address Book area.

Device	Registration	Counter	Administration			L
<u>Setup</u>	Maintenance	<u>Registra</u>	ation			
laintena	nce					
nstall Langua;	<u>ge Backup Restor</u>	e Notification	Import Export			
Click the butto	n below to create the C	SV file.				
Click the butto	n below to create the C	SV file.				
Click the butto	n below to create the C	SV file.				
Click the butto		SV file.				
		SV file.				
Address Book						
Address Book File Name						
Address Book File Name				_	Crosta Naw Fila	
Address Book File Name File Size					Create New File	

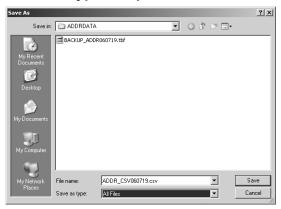
The information of the address book data (CSV file name) is displayed.

4 Right-click the link of the file name, and select [Save Target As ...].



The Save As dialog box is displayed.

5 Specify where the file is to be saved, and select "All Files" in the "Save as type" drop down box.



6 Click [Save].

The address book data file in a CSV format is saved in the location you specified.

Caution

If you turn the power of the equipment OFF, the export files in the equipment will be lost.

Exporting Department Code Data

The department code data can be exported in a CSV format.

Note

These data can be exported only when the department code is set in the equipment.

Exporting department code data as CSV file

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Maintenance menu and the Export submenu.

TopAcces	s			Logout
Device	Registration	Counter	Administration	
<u>Setup</u>	Maintenance	Registration		
		r <u>e Notification Imp</u> SV file.	oort Export	
Address Book				
File Name File Size Date Created		Not Created		Create New File
		Top	Help	©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved.

The Export submenu page is displayed.

3 Click [Create New File] in the Department Code Export area.

TopAcces	S			
				Logout
Device	Registration	Counter	Administration	
Setup	Maintenance	Registration		
Maintenar		e <u>Notification</u> Imp	ort Export	
Click the button	below to create the CS	3V file.		
Address Book				
File Name File Size Date Created		Not Created		
				Create New File
Department Co	de Export			
File Name		Not Created		
File Size				
Date Created				Create New File
		<u>Top</u>	Help	2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserved.

The information of the department code data (CSV file name) is displayed.

4 Right-click the link of the file name, and select [Save Target As ...].

opAcces	S			Lo
Device	Registration	Counter	Administration	LU
<u>Setup</u>	Maintenance	<u>Registration</u>		
Maintenar	nce			
Install Language	Backup Restor	re Notification Imp	ort Export	
Click the button	below to create the C	SV file.		
				REFRESH
Address Book				
File Name File Size		Not Created		
Date Created				
				Create New File
Department Coo	le Export			
File Name				1
File Size		144	Open	1
Date Created		WED JUL 19 16:53:3	Open in New Window Save Target As	
			Print Target	Create New File
		Top	Cut	©2003-2006 TOSHIBA TEC CORPORATION AI Rights Res

The Save As dialog box is displayed.

5 Specify where the file is to be saved, and select "All Files" in the "Save as type" drop down box.

Save As					? ×
Save in	DEPTDATA		•	G 🜶 🖻	•
My Recent Documents Desktop					
My Documents					
My Computer					
My Network	, File name:	SESSION_CSV0	60719.csv	•	Save
Places	Save as type:	All Files			Cancel

6 Click [Save].

The department code data file in a CSV format is saved in the location you specified.

Caution

If you turn the power of the equipment OFF, the export files in the equipment will be lost.

9 TopAccess ADMINISTRATION TAB PAGE -MAINTENANCE MENU

10

TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU

This chapter describes the registration functions performed by the TopAccess administrator.

About Registration Functions	114
Registering Public Templates	
Panel Setting	
Destination Setting (Public Template)	
Email Setting (Public Template)	
Save As File Setting (Public Template)	124
TWAIN Setting	
Scan Setting.	
Resetting Public Templates	127
Registering Fax and InternetFax Received Forward	130
Destination Setting (Fax/InternetFax Received Forward)	
Email Setting (Fax/InternetFax Received Forward)	
Save As File Setting (Fax/InternetFax Received Forward)	

About Registration Functions

In the Registration menu in the TopAccess administrator mode, the administrator can perform the following registrations:

- Public template registration The administrator can create and register public templates.
 P.115 "Registering Public Templates"
- Registration and settings of Fax Received Forward and InternetFax Received Forward The administrator can register agents for forwarding the received Fax and InternetFax to the specified destinations.

P.130 "Registering Fax and InternetFax Received Forward"

Note

The Fax Received Forward function and the InternetFax Received Forward function are available only when the Fax Kit (optional) is installed.

The administrator can perform the creation, registration and maintenance of public templates. Users can view and use public templates but cannot modify them.

Creating or editing public templates

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Registration menu and the Public Template submenu.

TopAcces	<i>is</i>					<u>Logout</u>
Device	Registration	Counter	Adm	inistratior		
Setup	Maintenance	Registration				
Registrat	ion					
Public Template	P Fax Received Form	vard InternetFAX Rece	ived F	orward		
	emplate picture to edit.		_			1
	CAN TO		2		Undefined	_
	-MAIL				Undefined	
3	Indefined		4		Undefined	
- Ll u	indefined				Undefined	_
	ndefined				Undefined	•

The Public Template submenu page is displayed.

Tip

Note that the public template numbers 1-10 correspond to the one touch numbers on the External Keyboard (optional) 66-75.

3 The public templates are displayed in a panel list. To create a new template, click a blank template icon (denoting "undefined") shown at the right of each template number. To edit the existing template, click an existing template icon in the same area (the template name is shown on its right).

Device Registration Setue Maintenance Registration Registration Registration Public Template Fax Received Forward InternetFAX Received Forward Reset Panel View List View Please click a template picture to edit. Undefined Undefined 1 Image: SCAN TO 2 Undefined 3 Undefined 4 Undefined 4 Undefined Undefined 7 Undefined 8 Undefined 9 Undefined 8 Undefined 9 Undefined 10 Undefined 9 Undefined 10 Undefined 0 Undefined 10 Undefined 0 Undefined 10 Undefined 0 Undefined 10 Undefined 0 Undefined 10 Undefined 10 Undefined Undefined 10	Тор	Acce	<i>SS</i>						<u>Logout</u>
Registration Public Template Fax Received Forward InternetFAX Received Forward Reset Panel View List View Please click a template picture to edit. 1 SCAN TO E-MAL 2 Undefined 3 Undefined 4 Undefined 5 Undefined 6 Undefined 7 Undefined 8 Undefined 9 Undefined 10 Undefined	D	evice	Registration	Counter	Adm	ninistration			
Public Template Fax Received Forward InternetFAX Received Forward Reset Panel View List View Please click a template picture to edit. 1 SCAN TO 2 Undefined 9 Undefined 4 Undefined 9 Undefined 6 Undefined 1 Outdefined 6 Undefined 1 Undefined 8 Undefined 1 Undefined 8 Undefined 2 Undefined 10 Undefined	<u>s</u>	etup	Maintenance	Registration					
Reset Panel View List View Please click a template picture to edit. 1		-							
Panel View List View Please click a template picture to edit. 1 Image: SCAN TO 2 Undefined 3 Image: Undefined 4 Undefined 3 Image: Undefined 4 Undefined 5 Image: Undefined 6 Image: Undefined 7 Image: Undefined 8 Undefined 9 Image: Undefined 10 Image: Undefined	Put	olic Templa	te Fax Received Forw	ard InternetFAX Receiv	ved F	orward			
Image: Scan TO 2 Undefined Image: Image: Scan TO 2 Undefined Image:	R	eset							
Image: Scan TO 2 Undefined Image: Image: Scan TO 2 Undefined Image:									
Image: Scan TO 2 Undefined Image: Image: Scan TO 2 Undefined Image:									
1 SCAN TO 2 Undefined 1 EMAL 2 Undefined 3 Undefined 4 Undefined 3 Undefined 4 Undefined 5 Undefined 6 Undefined 7 Undefined 8 Undefined 9 Undefined 10 Undefined	Par	iel view	LIST VIEW						
Image: Constraint of the	Ple	ase click a	template picture to edit.						
Image: Constraint of the									
Image: Non-All content Image: Non-All content Image: Non-All content Image: Non-All content 3 Undefined 4 Image: Non-All content Image: Non-All content 5 Undefined 6 Image: Non-All content Image: Non-All content 7 Image: Non-All content 6 Image: Non-All content Image: Non-All content 8 Image: Non-All content Image: Non-All content Image: Non-All content 9 Image: Non-All content 10 Image: Non-All content		Ы	SCAN TO		<u>_</u>		Undefined		
3 Undefined 4 Undefined 5 Undefined 6 Undefined 7 Undefined 6 Undefined 9 Undefined 10 Undefined	'		E-MAIL		11		Undefined		
Image: Constraint of the	3		Undefined		A		Undefined		
5 Undefined 6 Undefined 7 Undefined 0 Undefined 9 Undefined 0 Undefined 10 Undefined Undefined	Ľ		Undefined		1		Undefined		
Undefined Undefined Undefined 7 Undefined 8 Undefined 9 Undefined 10 Undefined	5		Undefined		6		Undefined		
7 Undefined 8 Undefined 9 Undefined 10 Undefined Undefined 10 Undefined	Ľ		Undefined		ľ		Undefined		
9 Undefined 10 Undefined	7		Undefined		8		Undefined		
9 Undefined 10 Undefined	Ľ		Undefined		ľ		Undefined		
Undefined Undefined	9		Undefined		10		Undefined		
Go to top of this page	Ľ		Undefined				Undefined		
	Go	to top of thi	s page						
Top Help 2003-2000 TOSHIBA TEC CORPORATION AI Rights Reserved.				<u>Top</u> <u>H</u>	elp			©2003-2006 TOSHIBA TEC CORPORATION	ON AI Rights Reserved.

If you click a blank template icon, the Template Properties page for selecting agents is displayed.

Go to step 5.

If you click an existing template icon, the Template Properties page for editing template information is displayed.

Go to step 4.

4 Click [Edit] in the Template Properties page for editing template information.

TopAcces	55				<u>Logout</u>
Device	Registration	Counter	Administration		
<u>Setup</u>	Maintenance	Registra	ation		
Template	Properties	Public Template	•		-
Template Inf	ormation				
Edit Rese	t Template				
No. Name		L	Jser Name		
1 SCAN T	O_E-MAIL				1
Panel	SCAN TO E-MAIL				
Notification Agent	Email				
Scanner	200dpi, Single, A - Auto, Text, Auto	→ A			
		L Tr	op <u>Help</u>	©2003-2006 TOSHIBA TEC CORPORATI	ON All Rights Reserved.
		1 10	OF LUCIE 1		

The Template Properties page for selecting agents is displayed.

5 Select agent and click [Select Agent].

TopAcces	S		Log	out
Device	Registration	Counter	Administration	
<u>Setup</u> I	<u>Maintenance</u>	Registration		
Template	Properties	Public Template		-
Save Cance	1			
Select Agent				
			🗹 Email	
			🗖 Save as file	
🗹 Scan			TWAIN	

Scan: Be sure to select this check box when creating a template. One of the following three agents for templates can be selected.

Email: Select this to create a template for sending Emails.

Save As File: Select this to create a template for saving files.

TWAIN: Select this to create a template for saving files using TWAIN driver.

Tip

You can select only one of "Email", "Save as file" and "TWAIN".

In the Email agent setting, you can specify the Panel setting, Destination setting, Email setting and Scan setting.

- P.119 "Panel Setting"
- P.120 "Destination Setting (Public Template)"
- P.123 "Email Setting (Public Template)"
- P.126 "Scan Setting"

In the Save as file agent setting, you can specify the Panel setting, Save as file setting and Scan setting.

- P.119 "Panel Setting"
- P.124 "Save As File Setting (Public Template)"
- P.126 "Scan Setting"

In the TWAIN agent setting, you can specify the Panel setting, TWAIN setting and Scan setting.

- P.119 "Panel Setting"
- P.125 "TWAIN Setting"
- P.126 "Scan Setting"

Den al Oatting

6 Click the button of each item to configure or edit the template properties.

[Panel Setting]: Click this to specify the icon settings of the template.

Panel Setting	
Picture	
Caption1	SCAN TO
Caption2	E-MAIL
User Name	
Notification	

[Destination Setting]:	Click this to specify destinations when registering Email agents. You can specify the destinations for "To" and "Cc". P.120 "Destination Setting (Public Template)"
To: Destination Setting	
To: Destination	
Cc: Destination Setting	

[Email Setting]: Click this to specify the method to send documents as Emails when registering Email agents.

P.123 "Email Setting (Public Template)"

Email Setting		
Subject Scanned from (Device Name)[(Template Name)](Date)(Time)		
From Address		
From Name		
Body		
File Format	TIFF(Multi)	
File Name	DocYYMMDD(YYMMDD is a date)	
Fragment Message Size	No Fragmentation	

[Save As File Setting]: Click this to specify the method to save documents in a network folder when registering Save as file agents.

P.124 "Save As File Setting (Public Template)"

Save as file Setting	
File Format	TIFF(Multi)
Destination	
File Name	DocYYMMDD(YYMMDD is a date)

[TWAIN Setting]: Click this to specify the method to save documents using TWAIN driver when registering TWAIN agents.

P.125 "TWAIN Setting"

TWAIN Setting	
Folder Name	
Document Name	DocYYMMDD(YYMMDD is a date)

[Scan Setting]: Click this to specify the method to scan documents.

Scan Setting	
Single/2-Sided Scan	Single
Rotation	$\mathbb{A} \longrightarrow \mathbb{A}$
Original Mode	Text
Resolution	200dpi
Exposure	Auto

7 After having configured the template properties, click [Save]. The template properties are registered.

Case Catting

Panel Setting

In the Panel Setting page, you can specify the method to display template icons on the TopAccess panel display. You can also set notifications for templates.

	Panel Setting	
	Save Cancel	
1 ———	- Picture	ç;
2 ——	Caption1	SCAN TO
3 ——	Caption2	FILE
4 ———	User Name	
5 ——— 6 ———		Send email when an error occurs Send email when job is completed
7 ——	Notification	Sende Email when job is completed Email address for notification is not specified. Email is not sent until email address is specified.

1) Picture

These icons are displayed in the TopAccess panel display. The icons are automatically specified depending on the agents you selected.

2) Caption 1

Enter the text displayed next to the icon in the TopAccess panel display, or in the "Name" field of the list display. Up to 11 one-byte letters and up to 5 two-byte letters can be entered.

3) Caption 2

Enter the text displayed next to the icon in the TopAccess panel display, or in the "Name" field of the list display. Up to 11 one-byte letters and up to 5 two-byte letters can be entered.

4) User Name

Enter the owner name of the template.

5) Notification - Send email when an error occurs

Select this to send a notification message to the specified Email addresses when an error has occurred.

6) Notification - Send email when job is completed

Select this to send a notification message to the specified Email addresses when a job is completed.

7) Notification - Email to

Specify Email addresses to which the notification message is sent.

Note

When you have enabled the Notification setting, be sure to set up the Email settings in the Email submenu page of the Setup menu in the TopAccess in the administrator mode. For the setting procedure, see the following section:

P.83 "Setting up Email settings"

Destination Setting (Public Template)

In the Recipient List page, you can specify the destinations of Emails. When you are specifying destinations, you can select only Email addresses.

To specify the destinations, enter the Email address of each destination manually or select from the address book by person or by group. (A maximum of 375)

P.120 "Entering destinations manually"

P.121 "Selecting destinations from address book"

P.122 "Selecting destination group from address book"

P.122 "Deleting destination from Recipient List"

Entering destinations manually

1 Click [To: Destination Setting] or [Cc: Destination Setting] and open the Recipient List page.

2 Click [New].

Recipient List		
Save Cancel New Address Book	Address Group	Delete
✓ Destination		

The Contact Property page is displayed.

3 Enter the Email address of the destination in the Destination field.



Click [OK].

The entered destination is added to the Recipient List page.

5 To enter more than one destination, repeat steps from 2 to 4.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.

P.122 "Deleting destination from Recipient List"



– Recipient List

Save Cancel New Address Book Address Group Delete

 Image: Second second

The destination setting is saved.

Selecting destinations from address book

1 Click [To: Destination Setting] or [Cc: Destination Setting] and open the Recipient List page.

2 Click [Address Book].

Recipient List	
----------------	--

Save	Cancel	New	Address Book	Address Group	Delete
	Destination				

The Address Book page is displayed.

3

Check the box for the desired destination in the Email field.

Address Book

Add Cancel

Number Number
0 1
2 0
1 0

Go to top of this page

4 Click [Add].

The selected destination is added to the Recipient List page.

Note

You can delete a destination added to the Recipient List page before saving the destination setting.

P.122 "Deleting destination from Recipient List"

5 Click [Save].

Recipient List

Save	Cancel	New	Address Book	Address Group	Delete
------	--------	-----	--------------	---------------	--------

~	▼ <u>Destination</u>
	ABB. Number - 2
	ABB. Number - 1

The destination setting is saved.

Selecting destination group from address book

1 Click [To: Destination Setting] or [Cc: Destination Setting] and open the Recipient List page.

2 Click [Address Group].

Recipi	ent List				
Save	Cancel	New	Address Book	Address Group	Delete
✓ ▼ <u>D</u>	estination				

The Address Group page is displayed.

3 Check the box for a group to which the desired destination belongs.

Address Group

Add Cancel

Group	▼ <u>Group Name</u>	<u>Group</u> Type
	group02	Email
	group01	Email
3o to to	p of this page	

4 Click [Add].

All the destinations belonging to the selected group are added to the Recipient List page.

Note

You can delete a destination added to the Recipient List page before saving the destination setting.

P.122 "Deleting destination from Recipient List"

5 Click [Save].

Recipient List

Save	Cancel	New	Address Book	Address Group	Delete				
<u> </u>	✓ ▼Destination								
	roup Number -	- 1							

The destination setting is saved.

Deleting destination from Recipient List

1 Check the box for a destination that you want to delete from the Recipient List, and then click [Delete].

Red	Recipient List									
Sav	ve Cancel New Address Book Address Group Delete									
~	▼ <u>Destination</u>									
◄	user04@ddd.ddd									
◄	user05@eee.eee									
◄	Group Number - 1									
	One Touch Number - 1									

The selected destination is deleted from the Recipient List.

Email Setting (Public Template)

In the Email Setting page, you can specify the properties of Emails.

	Email Setting	
	Save Cancel	
	*Required	
1 ———	- Subject	Scanned from (Device Name)((Template Name))(Date)(Time) C
2 ——	*From Address	
3 ——	From Name	
4 ———	Body	A
5	File Format	TIFF (Multi)
6 ———	- File Name	DocYYMMDD(YYMMDD is a date)
7 ——	Fragment Message Size	No Fragmentation 💌

1) Subject

Specify the subject of the Email. "Scanned from (Device Name) [(Template Name)] (Date) (Time)" is selected by default, or enter the desired subject in a field under this.

2) From Address

Enter the Email address of the sender. When the recipient (destination) is responding to the Email sent from this equipment using a template, it is automatically sent back to the Email.

3) From Name

Enter the sender's name.

4) Body

Enter the main body of the Email. Up to 1,000 letters (including spaces) can be entered. When a template is used, a main body entered in this field will be applied to the Email.

5) File Format

Select the file format of scanned images to be sent as Emails.

- **PDF** : Select this to attach scanned images to Email as a PDF file.
- TIFF (Multi): Select this to attach scanned images to Email as a Multi-page TIFF file.

6) File Name

Specify the file name to be used as a default setting. "DocYYMMDD (YYMMDD is a date)" is selected by default, or enter the desired name in the field under this.

7) Fragment Message Size

Select the fragment size of the message. If an Email is split into fragments and sent, they will be reconstructed into one upon reception.

Save As File Setting (Public Template)

In the Save as file Setting page, you can specify how and where the scanned images are saved.

	Save as file Setting	
	Save Cancel	
1 ——	File Format	TIFF(Multi)
2 —		Remote 1
		Use Administrator Setting
		Protocol: SMB
		Network Path :
		Use User Setting
		Protocol @ SMB @ FTP
		Server Name
		Port Number(Command)
		Network Path
		Login User Name
		Password Retype Password
3 ——	Destination	E Remote 2
		Use Administrator Setting
		Protocol: SMB
		Network Path :
		C Use User Setting
		Protocol @ SMB @ FTP
		Server Name
		Port Number(Command)
		Network Path
		Login User Name
		Password Retype Password
4		DocYYMMDD(YYMMDD is a date)
4 —	File Name	0

1) File Format

Select the file format of scanned images to be saved.

- **PDF** : The scanned image is saved as a PDF file.
- TIFF (Multi): The scanned image is saved as a multi-page TIFF file.
- **TIFF (Single):** The scanned image is saved as a single-page TIFF file.

2) Destination - Remote 1:

Check this box to save a scan file into a network folder.

First, confirm how the administrator has set "Remote 1" in the Save as file submenu of the Setup menu. If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field.

Protocol

Select a protocol to use for forwarding a scan file to the network folder.

- SMB :Select this to use an SMB protocol.
- FTP : Select this to forward a scan file to an FTP server.

Server Name

If "FTP" is selected above, enter the FTP server name or an IP address to which the scan file is forwarded. For example, if the scan file is forwarded to the FTP folder "ftp://192.168.1.1/ user/scanned" of an FTP server, key in "192.168.1.1" in this field.

Port Number (Command)

If "FTP is selected above, key in a port number used for command execution in this field. Usually you can leave it "-", which is set by default. If it is "-", a port number (default), which is specified in the FTP Client of the Network submenu page, is applied. If you want to specify a different port number, change this field.

Network Path

If you select SMB as the protocol, enter the network path to the network folder. For example, to specify the "\\192.168.1.1\user\scanned" folder, enter "\\192.168.1.1\user\scanned". If "FTP" is selected above, enter the specified directory of an FTP server. For example, if you specify a folder "ftp://192.168.1.1/user/scanned" in the FTP server, enter "user/scanned" in this field.

Login User Name

Enter a login user name to access an SMB server or an FTP server. If no login user name is entered in this field while "FTP" is selected above, it will be treated as an anonymous login.

Password

Enter a password to access an SMB server or an FTP server.

Retype password

Retype the password entered in the Password field above for confirmation.

3) Destination - Remote 2

Check this box to save a scan file into a network folder.

First, confirm how the administrator has set "Remote 2" in the Save as file submenu of the Setup menu. Items to specify are the same as those for Remote 1.

If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field.

Remote 1 is selected by default. To select Remote 2, first deselect Remote 1.

4) File Name

Specify how to name a scan file. "DocYYMMDD (YYMMDD is a date)" is selected by default, or enter the desired name in the field under this.

This file name will be applied to all Scan to File Jobs using this template and cannot be changed on each Scan to File job.

TWAIN Setting

In the TWAIN setting page, you can specify a folder to which a scan file is to be saved.

	TWAIN Setting	
	Save Cancel	
1 ———	Folder Name	
2 ———	Document Name	© DocYYMMDD(YYMMDD is a date) C

1) Folder Name

Enter a folder name to which a scan file is to be saved. If no folder exists, a folder with the name entered in this field will be created and saved automatically.

2) Document Name

Specify how to name a scan file. "DocYYMMDD (YYMMDD is a date)" is selected by default, or enter the desired name in the field under this.

This file name will be applied to all Emails, and it cannot be changed for each Email.

Scan Setting

In the Scan Setting page, you can specify how originals are scanned when the Scan agents are selected.

	Scan Setting	
	Save Cancel	
1 ——	Single/2-Sided Scan	Single
2 ——	- Rotation	$c \land \rightarrow \land c < \rightarrow \land$
3 ——	Original Mode	Text
4 ——	Resolution	200dpi 🔽
5 ——	Exposure	● Auto ■ ○ ○ C [○] ○ ○ ○ ■

1) Single/2-Sided Scan

Select whether only one side or both sides of the original are to be scanned.

- **<u>Single</u>**: Only one side of the original is scanned.
- Duplex Book: Both sides of the original are scanned in a booklet form.
- Duplex Tablet: Both sides of the original are scanned in a tablet form.

Note

To enable the 2-sided Scan function, the Reversing Automatic Document Feeder (optional) is required.

2) Rotation

Select how the scanned image is rotated.

3) Original Mode

Select the image quality mode of the original.

- <u>Text</u>: Select this to use the Text mode.
- Text/Photo: Select this to use the Text/Photo mode.
- Photo: Select this to use the Photo mode.

4) Resolution

Specify the resolution level of the scanned image.

5) Exposure

Specify the exposure (density) level of the scanned image.

Select "Auto" to automatically apply the most suitable density level according to the original. If you want to adjust it manually, 7 levels are provided.

Resetting Public Templates

You can reset a template already defined to the undefined one. You can reset either all templates or only the selected one. P.127 "Resetting selected public templates" P.128 "Resetting all public templates in one go"

Resetting selected public templates

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Registration menu and the Public Template submenu.

TopAccess				<u>Logout</u>			
Device Registration	Counter	Administration					
Setup <u>Maintenance</u>	Registratio	n					
Registration							
Public Template Fax Received Forv	vard InternetFAX Rec	eived Forward					
Reset							
Panel View List View Please click a template picture to edit.							
1 SCAN TO FILE			SCAN TO E-MAIL				
3 SCAN TO		-4 6	SCAN TO FILE				
Communities of the state of the			l la da Ganad	-			

The Public Template submenu page is displayed.

3 Click the Panel View link to display the Panel View, and then click the icon of a defined template that you want to reset.

op∧cces	55		Logou					
Device	Registration	Counter	Administration					
<u>Setup</u>	Maintenance	Registratio	'n					
Registrat	ion							
Public Template Fax Received Forward InternetFAX Received Forward Reset								
	emplate picture to edit.							
	CAN TO LE		2 SCAN TO E-MAIL					
	CAN TO WAIN		4 SCAN TO FILE					
· · · · · · · · · · · · · · · · · · ·	n da Ganad	<u>Top</u>	Help ©2003-2006 TOSHIBATEC CORPORATION AI Rights Reserve					

The Template Properties page is displayed.

4 Click [Reset Template].

Top/	\cces	is i							<u>Logout</u>
Devi	се	Registrat	tion	Counter		Administration			
Set	<u>qu</u>	Mainter	nance	Regist	ration				
Ten	nplate	Propert	ties	Public Template	Þ				_
Tem	plate inf	ormation							
Edit	Rese	t Template							
No.	Name				User Na	me			
1	SCAN T	O_FILE							1
Panel	Panel SCAN TO								
Notific	Notification								
Agent Save as file									
Scann	Scanner 2006 I Stagle A → A							-	
				10	<u>Fop H</u>	leip			

A confirmation dialog box is displayed.

5	Click	[OK].

Microsof	Internet	Explorer	x		
2	Do You really want				
	ОК	Cancel			

The setting of the selected template is reset and the template is returned to the undefined one.

Resetting all public templates in one go

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Registration menu and the Public Template submenu.

TopAcces	5			Logo	ut
Device	Registration	Counter	Administration		
<u>Setup</u>	<u>Maintenance</u>	Registration			
Registrat	ion				
Public Template	Fax Received Forw	rard InternetFAX Reco	eived Forward		
Reset					
169	mplate picture to edit. CAN TO			N TO	
3	LE CAN TO WAIN			N TO	•
		<u>Top</u>		©2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserv	ved.

The Public Template submenu page is displayed.

3 Click [Reset].

TopAcces	s				<u>Logout</u>	
Device	Registration	Counter	Administratio	n		
Setup	<u>Maintenance</u>	Registratio	n			
Registrati	ion					
Public Template	Public Template Fax Received Forward InternetFAX Received Forward					
. –	Panel View List View Please click a template picture to edit.					
	CAN TO LE CAN TO WAIN		- 2 L	SCAN TO E-MAIL SCAN TO FILE		

A confirmation dialog box is displayed.

4 Click [OK].

Microsoft Intern	et Explorer 🛛 🗙
🕐 Do You	really want to Reset?
ОК	Cancel

All the public templates are reset.

Registering Fax and InternetFax Received Forward

The Fax Received Forward function and the InternetFax Received Forward function allow you to forward the received Faxes or InternetFaxes to the specified destinations. In these functions, you can forward all Faxes or InternetFaxes received by this equipment.

The received Faxes or InternetFaxes can be forwarded to the following destinations: Network folders Email addresses

Notes

- The Fax Received Forward function and the InternetFax Received Forward function are available only when the Fax Kit (optional) is installed.
- If the Inbound FAX routing by TSI is set up, this function is given priority. The Fax Received Forward function and the InternetFax Received Forward function are operated only when Faxes are received from Fax numbers which are not registered in the Inbound FAX routing by TSI.

Registering Fax Received Forward

Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Registration menu and the Fax Received Forward submenu.

TopAccess					
Device	Registration	Counter	Administration		
<u>Setup</u>	<u>Maintenance</u>	Registratio	n		
Registrati Public Template Save		vard InternetFAX Rec	eived Forward		
Select Agent			C Save as file C Email		

The Fax Received Forward submenu page is displayed.

3 Check the "Forward" checkbox. Then select the desired agents and click [Select Agent].

pAcce	SS		Lo
Device	Registration	Counter	Administration
Setup	<u>Maintenance</u>	Registration	
Public Templa	te Fax Received Forv	vard InternetFAX Reco	elved Forward
Select Age	nt		Save as file C Email

Save As File: Select this to forward the received Faxes or InternetFaxes to a Network folder.

Email: Select this to forward the received Faxes or InternetFaxes to an Email address.

4 Select whether the received document is printed out or not in the Document Print drop down box.

TopAccess					Logout
Device	Registration	Counter	Administration		
Setup	<u>Maintenance</u>	Registratio	on		
Registration	Received Forw	vard InternetFAX Re	ceived Forward		
Save					
Select Agent					
Forward			Save as file		
			C Email		
					•
Document Print	Alwa				Ê
Save as file Sett	ng	RROR			
File Format	TIFF(Multi)			
Destination					
File Name	(Sen	der)-NNN (NNN is a sequ	ential number)		-
		<u>Top</u>	<u>Help</u>	©2003-2006 TOSHIBA TEC CORPORATION /	All Rights Reserved.

Always: Select this always to print out the received document.

ON ERROR: Select this to printout the received document only when an error occurred.

5 Click the button of each item to configure or edit the properties of the Fax/InternetFax Received Forward.

[Destination Setting]: Click this to specify the destinations of the document to be forwarded.

P.132 "Destination Setting (Fax/InternetFax Received Forward)"

To: Destination Setting	
To: Destination	
Cc: Destination Setting	
Cc: Destination	

- Destination Ostina

[Email Setting]: Click this to specify the method to forward the document as an Email. when registering Email agents.

P.135 "Email Setting (Fax/InternetFax Received Forward)"

Email Setting	
Subject	Scanned from (Device Name)[(Template Name)](Date)(Time)
From Address	
From Name	
Body	
File Format	TIFF(Multi)
File Name	(Sender)-NNN (NNN is a sequential number)
Fragment Message Size	No Fragmentation

[Save As File Setting]: Click this to specify the method to save documents in a network folder when registering Save as file agents.

□ P.136 "Save As File Setting (Fax/InternetFax Received Forward)"

Save as file Setting	
File Format	TIFF(Multi)
Destination	
File Name	(Sender)-NNN (NNN is a sequential number)

6 After having configured the properties of the Fax/InternetFax Received Forward, click [Save].

The properties of the Fax/InternetFax Received Forward are registered.

Destination Setting (Fax/InternetFax Received Forward)

In the Recipient List page, you can specify the destinations to which the received Faxes or InternetFaxes are forwarded. When you are specifying destinations, you can select only Email addresses. (A maximum of 375)

To specify the destinations, enter the Email address of each destination manually or select from the address book by person or by group.

P.132 "Entering destinations manually"

P.133 "Selecting destinations from address book"

P.134 "Selecting destination group from address book"

P.134 "Deleting destination from Recipient List"

Entering destinations manually



The Contact Property page is displayed.

3 Enter the Email address of the destination in the Destination field.

Contact Property

OK Cancel Reset

*Required Destination user01@aaa.aaa

Click [OK].

The entered destination is added to the Recipient List page.

To enter more than one destination, repeat steps from 2 to 4.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.

P.134 "Deleting destination from Recipient List"

6 Click [Save].

Recipient List

Save Cancel New Address Book Address Group Delete

~	▼ <u>Destination</u>
	user01@aaa.aaa
	user02@bbb.bbb
	user03@ccc.ccc

The destination setting is saved.

Selecting destinations from address book

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

2 Click [Address Book].

Recipient List

 Save
 Cancel
 New
 Address Book
 Address Group
 Delete

 Image: Concelling the second se

The Address Book page is displayed.

3 Check the box for the desired destination in the Email field.

Address Book

Add Cancel

Email	▼ <u>Name</u>	Email Address	<u>ABB.</u> Number	<u>One</u> Touch Number		
	user03	user03@ccc.ccc	0	1		
	user02	user02@bbb.bbb	2	0		
	user01	user01@aaa.aaa	1	0		
Go to top of this page						

4 Click [Add].

The selected destination is added to the Recipient List page.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.

P.134 "Deleting destination from Recipient List"

5 Click [Save].

Recipient List

Sav	e Cancel	New	Address Book	Address Group	Delete		
~							
	One Touch Number - 1						
	ABB. Number - 1						

The destination setting is saved.

Selecting destination group from address book

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

7 Click [Address Group].

Recipient List						
Save Cancel New Address Book	Address Group	Delete				
▼ <u>Destination</u>						

The Address Group page is displayed.

3 Check the box for a group to which the desired destination belongs.

Address Group

Group	▼ <u>Group Name</u>	Group Type
	group02	Email
	group01	Email
Go to to	p of this page	

▲ Click [Add].

All the destinations belong to the selected group are added to the Recipient List page.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.

P.134 "Deleting destination from Recipient List"

5 Click [Save].

Recipient List

Sa	e Cancel	New	Address Book	Address Group	Delete	
~	 Destination 	1				
	Group Number -	<u>· 2</u>				

The destination setting is saved.

Deleting destination from Recipient List

1 Check the box for a destination that you want to delete from the Recipient List, and then click [Delete].

Recipient List Save Cancel New Address Book Address Group Delete Image: second s

The selected destination is deleted from the Recipient List.

Email Setting (Fax/InternetFax Received Forward)

In the Email Setting page, you can specify the properties of Emails.

Email Setting Save Cancel *Required Scanned from (Device Name)[(Template Name)](Date)(Time) Subject ο 🛙 (Date) *From Address 2 3. From Name 4 -Body -TIFF (Multi) 5 File Format File Name (Sender)-NNN (NNN is a sequential number) 6 Fragment Message Size No Fragmentation 💌

1) Subject

Specify the subject of the Email. "Scanned from (Device Name) [(Template Name)] (Date) (Time)" is selected by default, or enter the desired subject in a field under this.

2) From Address

Enter the Email address of the sender. When the recipient (destination) responds to the Email sent from this equipment using the Fax/ InternetFax Received Forward, it is automatically sent back to the Email address entered in this field.

3) From Name

Enter the sender's name.

4) Body

Enter the main body of the Email. Up to 1,000 letters (including spaces) can be entered.

5) File Format

Select the file format of scanned images to be sent as Emails.

- **PDF** : Select this to attach scanned images to Email as a PDF file.
- TIFF (Multi): Select this to attach scanned images to Email as a Multi-page TIFF file.

6) File Name

The file name will be automatically "(From Name)-NNN". The letters "-NNN" in the file name are replaced by consecutive numbers starting with "-001". This file name is unchangeable.

7) Fragment Message Size

Select the fragment size of the message. If an Email is split into fragments and sent, they will be reconstructed into one upon the reception.

Save As File Setting (Fax/InternetFax Received Forward)

In the Save as file Setting page, you can specify how and where the scanned images are saved.

	Save as file Setting	
S	Cancel	
1 ——F	ile Format	TIFF(Multi)
2		Remote 1 C Use Administrator Setting Protocol SMB Network Path : @ Use User Setting Protocol @ SMB @ FTP Server Name Port Number(Command)
3	stination	Network Path Login User Name Password Remote 2 @ Use Administrator Setting Protocol: SMB Network Path : @ Use User Setting Protocol @ SMB @ FTP Server Name Pott Number(Command) Network Path Login User Name Password Retype Password
4 ——Fi	e Name	(Sender)-NNN (NNN is a sequential number)

1) File Format

Select the file format of scanned images to be saved.

- **<u>PDF</u>** : The scanned image is saved as a PDF file.
- **TIFF (Multi):** The scanned image is saved as a multi-page TIFF file.
- **TIFF (Single):** The scanned image is saved as a single-page TIFF file.

2) Destination - Remote 1:

Check this box to save the received Fax or InternetFax into a network folder.

First, confirm how the administrator has set "Remote 1" in the Save as file submenu of the Setup menu. If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field.

If the administrator has set this to use any network folder, select "Use User Setting" and specify the destinations to which the received Fax or InternetFax is to be saved by selecting the following items:

Protocol

Select a protocol to use for forwarding the received Fax or InternetFax to the network folder.

- SMB: Select this to use an SMB protocol.
- FTP: Select this to forward the received Fax or InternetFax to an FTP server.

Server Name

If "FTP" is selected above, enter the FTP server name or an IP address to which the received Fax or InternetFax is forwarded. For example, if a received Fax or InternetFax is forwarded to the FTP folder "ftp://192.168.1.1/user/scanned" of an FTP server, key in "192.168.1.1" in this field.

Port Number (Command)

If "FTP is selected above, key in a port number used for command execution in this field. Usually you can leave it "-", which is set by default. If it is "-", a port number (default), which is specified in the FTP Client of the Network submenu page, is applied. If you want to specify a different port number, change this field.

Network Path

If you select SMB as the protocol, enter the network path to the network folder. For example, to specify the "\\192.168.1.1\user\scanned" folder, enter "\\192.168.1.1\user\scanned". If "FTP" is selected above, enter the specified directory of an FTP server. For example, if you specify a folder "ftp://192.168.1.1/user/scanned" in the FTP server, enter "user/scanned" in this field.

Login User Name

Enter a login user name to access an SMB server or an FTP server. If no login user name is entered in this field while "FTP" is selected above, it will be treated as an anonymous login.

Password

Enter a password to access an SMB server or an FTP server.

Retype Password

Retype the password entered in the Password field above for confirmation.

3) Destination - Remote 2

Check this box to save the received Fax or InternetFax into a network folder. First, confirm how the administrator has set "Remote 2" in the Save as file submenu of the Setup menu. If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field. If the administrator has set this to use any network folder, select "Use User Setting" and specify the destinations to which the received Fax or InternetFax is to be saved. Items to specify are the same as those for Remote 1.

Remote 1 is selected by default. To select Remote 2, first deselect Remote 1.

4) File Name

The file name will be automatically "(From Name)-NNN". This file name is unchangeable. The letters "-NNN" in the file name are replaced by consecutive numbers starting with "-001".

Note

Up to 999 Faxes or InternetFaxes sent from one sender can be saved in one destination. However, if there are over 999, this equipment prints them out instead of saving them.

Registering InternetFax Received Forward

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the **Setup Guide for Printing** *Functions*.

2 Click the Registration menu and the InternetFax Received Forward submenu.

Τορλα	SS		Logou
Device	Registration	Counter	Administration
Setup	<u>Maintenance</u>	Registration	
Save	te Fax Received Forw	ard InternetFAX Rece	Nived Forward
Select Age	nt		 Cave as file

The InternetFax Received Forward submenu page is displayed.

Тір

The registration procedures from this step and after for the InternetFax Received Forward and the Fax Received Forward are the same. See the procedure from step 3 of "Registering Fax Received Forward".

P.130 "Registering Fax Received Forward"

MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)

This chapter describes how to have department codes managed by an administrator.

Managing Department Codes (For Administrators)140

Managing Department Codes (For Administrators)

On the Department menu page at the Counter tab, by entering the master code, the administrator can display the department list that contains the counter information for each department.

Note

Displaying the department counter is available only when a department code is set by using this equipment.

Tip

To register or delete the department codes, use the control panel of this equipment. For department code settings in this equipment, see *Operator's Manual for Copying Functions*.

Displaying the departments list

- Click the Counters tab and the Department menu.
 - The Department menu page is displayed.
- **2** Enter the master code in the "Department Code" field and click [Enter].

TopAcces	S			
Device	Registration	Counter	Administration	
Total Count	Department			
•	nt managem nent code to access d			
Department Co	de	••••	Enter	
		<u>Top</u>	Help	©2003-2006 TOSHIBA TEC CORPORATION AI Rights Reserve

The Department Management page is displayed.

3 The departments list containing the counter information is displayed.

Device	Registration		Administration					
otal Count	Department							
Departn	nent managemer	nt						
	Code		Enter					
Number	Department Name		Dept Code	Сору	Printer	Total Scanning	Fax Transmission	Fax Reception
1			Dept Code 11111	0	Printer 0	0	0	Fax Reception
Number			Dept Code		Printer 0 0	-		Fax Reception 0 0

Tip

You can display the desired department code information by entering that code.



APPENDIX

List Print Format142

List Print Format

Configuration Page (Example)

CONFIGURATION PAGE	
S/N : XXXXXXXXX	TIME : '06-08-20 11:56
F/W Ver. : XXXXXXXXXX	
GENERAL	
MEMORY SIZE	: 256MB
OPTIONAL FUNCTIONAL KIT	: SCANNER UPGRADE KIT
NETWORK SETTING	
GENERAL PRODUCT	
GENERAL	: 10BASE FULL
ETHERNET SPEED/DUPLEX MODE	
NETWORK	
TCP/IP	: DYNAMIC
ADDRESS MODE	: XXX.XXX.XXX.XXX
IP ADDRESS	: XXX.XXX.XXX.XXX
SUBNET MASK	: 0, 0, 0, 0
DEFAULT GATEWAY	
IPX/SPX	: ENABLE
ENABLE IPX/SPX	: AUTO SENSE
FRAME TYPE	
APPLE TALK	: DISABLE
ENABLE APPLE TALK	: XXXXXXXXXXXX
DEVICE NAME	: *
DESIRED ZONE	
SESSION	
DNS SESSION	: ENABLE
ENABLE DNS	: 0. 0. 0. 0
PRIMARY DNS SERVER ADDRESS	: 0. 0. 0. 0
SECONDARY DNS SERVER ADDRESS	
DDNS SESSION	: ENABLE
ENABLE DDNS	: XXXXXXXXXXXX
HOST NAME	
DOMAIN NAME	
NETWARE SESSION	: ENABLE
ENABLE BINDERY	: ENABLE
ENABLE NDS	:
CONTEXT	
TREE	
SEARCH ROOT	
BONJOUR SESSION	
ENABLE BONJOUR	

Menu List (Example)

MENU LIST (PROGRAM)	
	PAGE : 001 TIME : AUG-20-2006 11:56AM TELNUMBER : XXX-XXX-XXXX NAME : XXXXXXXXXX
01.DEFAULT SETTINGS 01.GENERAL SETTING 01.DRAWER SIZE 02.WALKUP SCREEN 03.TIMERS 04.WEEKLY TIMER 05.DEPARTMENT CODE 02.COPY SETUP 01.MENU CUSTOMIZE 02.APS/AMS 03.IMAGE MODE 04.LIGHT/DARK 05.FINISHING 03.FAX SETUP 01.LINE MONITOR 02.RECEIVE INTERVAL 03.ECM 04.DOCUMENT MODE 05.DIAL TYPE 06.REDIAL MODE 07.RECEPTION MODE 08.MEMORY TX 09.SEQURITY TX 10.COVER SHEET 11.RECOVERY TRANSMIT 12.TTI 13.SEND AFTER SCAN 14.ACCOUNT CODE 15.SEPARATOR PAGE	04.REPORT & LIST 01.JOURNAL 01.MANUAL OUTPUT 02.AUTOMATIC JOURNAL 02.COMMUNICATION REPORT 01.TX REPORT 02.MEMORY-TX REPORT 03.MUTI-ADD REPORT 04.MULTIPOLL REPORT 05.RELAY GRIGINATOR REPORT 06.RELAY STATION REPORT 07.RELAY END REPORT 07.RELAY END REPORT 07.RELAY REPORT 03.RECEPTION LIST 01.LOCAL MAILBOX LIST 02.REMOTE SERVICE 01.REMOTE ACCESS 02.DOWNLOAD FIRMWARE 03.ROC PASSWORD 04.SUPPLY NOTICE 02.LISTS 1. DEPARTMENT CODE 2. FUNCTION 3. SUPPLY NOTICE 04. ITU MAILBOX 5. CONFIGURATION PAGE 6. NIC STATUS PAGE

Items relating to scanning are printed on the second page of the menu list.

INDEX

Numerics

2nd Fax Number		1
----------------	--	---

A

ABB Number	
Account Name Add Address	
Address Book	
Address Group	
Administrator Mode	35
Allow the following network folder	
to be used as a destination	81
Allow user to select network folder	
to be used as a destination	82
Always	. 131
Authentication	76

В

Backup	97
Basic Operations on Each Screen	22
Body 64, 123,	135
Body Strings Transmission	88
Box Number	50
Bulletin Board	49
Bulletin Board mailbox	47

С

Caption 1 119
Caption 2 119
Comment
Confidential
Confidential Mailbox
Configuration Page
Contact
Adding
Deleting
CSV file

D

Default Body Strings Default Port Number	
Delayed Transmit	
Department Code	•
Displaying Department List	140
Department Counter	71
Destination Setting	
	120, 132
Document Name	125
Document Print	60

Е

Email	117, 131
Email Address	
Email Error Transfer Address	
Email Setting 59, 64, 118, 123,	131, 135

Email Settings	
Enable Email Error Forward	
Enable OffRamp Gateway	77
Enable Partial Email	91
Enable POP3 Client	78
Enable Print Email Error	90
Enable Print Header	90
Enable Print Message Body	90
Enable SMTP Client	76
Enable SMTP Server	77
End User Mode	34
Export	108, 110
Exposure	

F

Fax Number
Fax Setting
File Format 64, 65, 84, 123, 124, 135, 136
File Name64, 66, 123, 125, 135, 137
Folder Name125
Forward 49, 58
Forward Mailbox 47, 57
Fragment Message Size64, 84, 123, 135
Fragment Page Size87
From Address
From Name

G

44
46
45
45
45

I

Import	
Inbound FAX Setting	59, 60
Internet/Fax (Relay) Agent	47
Internet/Fax(Relay)	49
InternetFax Received Forward	130, 138
InternetFax Setting	87
ITU-T	47

L

Line Monitor	42
List Print	142
List View	39
Login Name	76
Login User Name66, 82, 125,	137

Μ

MailBox Setting		49,	50
-----------------	--	-----	----

Maintenance

Backup	97
Import	106
Restore	100
Maintenance Functions	
Managing	
Address Book	40
Mailboxes	47
Managing Inbound FAX Routing By TSI	57
Maximum Email / InternetFax Size	
Maximum Email Body Print	90
MDN Reply	91
Menu List	31

Ν

Name	
Network	
FTP Client	
POP3 Network Service	e78
SMTP Client	
SMTP Server	
Network Path	
Network Settings	
	60, 103, 119

0

OffRamp Print OffRamp Security	77
ON ERROR	131
One Touch Number	41, 45
Open Mailbox	
Deleting	55
Setting up	
Original Mode	126

Ρ

Q

Quality Transmit	
Quality Transmit	

R

Registering Fax Received Forward	130
Registration	114
Fax Received Forward	130
InternetFax Received Forward	138
Public Template	115
Relay End Terminal Report4	9, 54
Remote 165, 81, 124	, 136
Remote 266, 81, 125	, 137
Resetting Public Templates	127
Resolution	126
Restore	100
Retype Password66, 82	, 137
Rotation	126

S

•	
Save As File	
Save As File Agent	.57
Save As File Setting	
	136
Save As File Settings	
Scan	
Scan Rate	
Scan Setting 118,	126
Screen	
Digit Entry Screen	.21
Error Message Screen	.21
Menu Selection Screen	
Mode Main Screens	
Ready Screen	-
Screens	
Select	
SEP	
Server Name65, 81, 124,	
Setup	
Email Settings	.83
InternetFax Settings	.86
Network	
Print Service	.89
Save As File	
Version	
Single/2-Sided Scan	
SMTP Server Address	
SUB	
Subject64, 123,	
Switching Languages	.95

Т

Template	38
Templates	
The mode of TopAccess	34
To Print Lists	30
TopAccess	
Total Counter	70
Transmission Report	42

TSI Number TWAIN TWAIN Setting Type POP3 Login	117 118, 125
U	
User Name	60, 119

GA-1200 OME060098A0 MULTIFUNCTIONAL DIGITAL SYSTEMS Setup Guide for Scanning Functions





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



R060520C0601-TTEC Ver01 2006-09

©2006 TOSHIBA TEC CORPORATION All rights reserved

Free Manuals Download Website <u>http://myh66.com</u> <u>http://usermanuals.us</u> <u>http://www.somanuals.com</u> <u>http://www.4manuals.cc</u> <u>http://www.4manuals.cc</u> <u>http://www.4manuals.cc</u> <u>http://www.4manuals.com</u> <u>http://www.404manual.com</u> <u>http://www.luxmanual.com</u> <u>http://aubethermostatmanual.com</u> Golf course search by state

http://golfingnear.com Email search by domain

http://emailbydomain.com Auto manuals search

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

http://tv.somanuals.com