

TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Setup Guide for Scanning Functions

e-STUDIO165/205

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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:

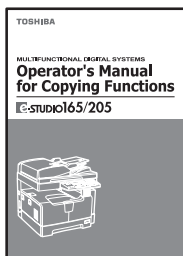
- Scan-related settings using the control panel of this equipment
- Settings and management of this equipment from a computer using TopAccess

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.

Lineup of Our Manuals

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

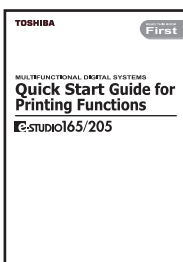
TOSHIBA multifunctional digital system e-STUDIO165/205



Operator's Manual for Copying Functions

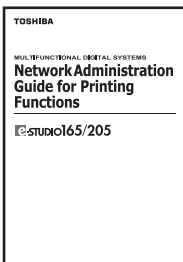
This manual describes the basic operations, mainly copying functions, of this equipment. It also describes safety precautions to ensure correct and safe use of this equipment. Be sure to read this before you use the equipment.

Network Printer Kit (optional, GA-1190)



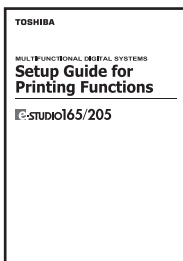
Quick Start Guide for Printing Functions

This manual describes the operation of the equipment when the Network Printer Kit (optional) is installed on it. This also explains about 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.



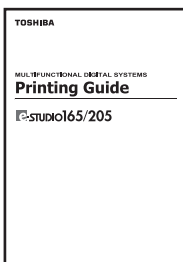
Setup Guide for Printing Functions (PDF)

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.

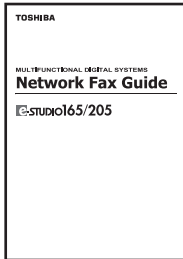
Settings Using TopAccess:

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)

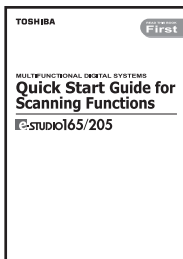
This manual is only for the equipment on which the Network Printer Kit (optional) is installed. This describes how to install client software for printing data to your computer. This also describes how to print data sent from your computer to this equipment.



Network Fax Guide (PDF)

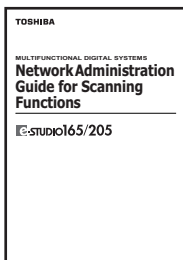
This manual is only for the equipment on which the Fax Kit (optional), the External Keyboard (optional) and the Network Printer Kit (optional) are installed. This explains about the network Fax functions, which enable Fax transmissions from a client computer through a network.

Scanner Upgrade Kit (optional, GA-1200)



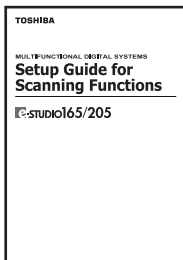
Quick Start Guide for Scanning Functions (PDF)

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.



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 procedures of this equipment by the type of functions you are utilizing.



Setup Guide for Scanning Functions (PDF) (This manual)

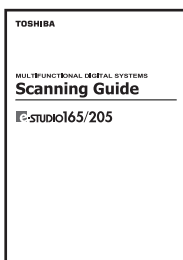
This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. The manual consists of the following 2 parts:

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.

Before Reading This Manual

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.

Note

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:

Tip

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



Pages describing items related to what you are currently doing. See these pages as required.

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- The official name of Windows 98 is Microsoft Windows 98 Operating System.
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1

OVERVIEW

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

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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 equipment.
	 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)”





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:

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 Registration 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	<p>TopAccess ADMINISTRATION TAB PAGE-MAINTENANCE MENU Describes the maintenance of TopAccess performed by the TopAccess administrator.</p> <p> P.93 “TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU”</p>
Chapter 10	<p>TopAccess ADMINISTRATION TAB PAGE-REGISTRATION MENU Describes the registration of TopAccess performed by the TopAccess administrator.</p> <p> P.113 “TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU”</p>
Chapter 11	<p>MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS) Describes management of department codes by an administrator.</p> <p> P.139 “MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)”</p>

Tip

For the lists printed by this equipment, see “Appendix”.
 P.141 “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

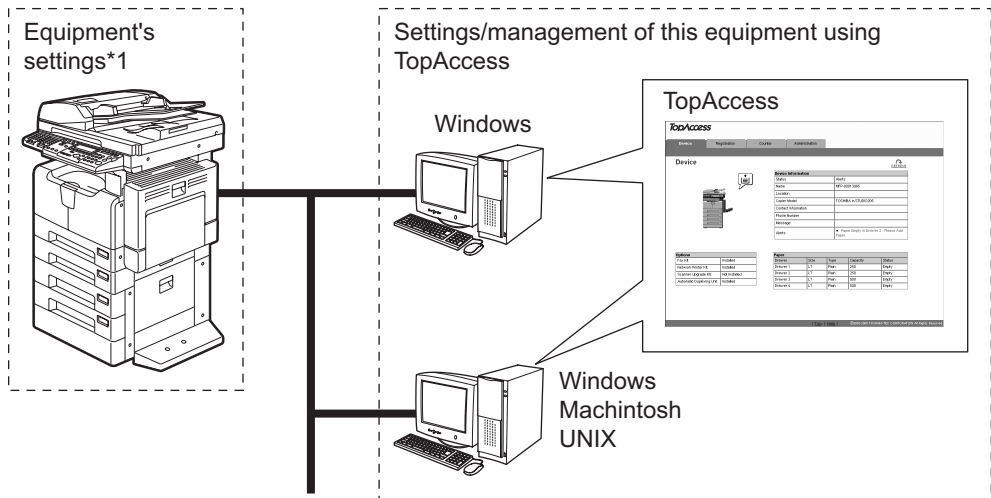
Macintosh

- 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.

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To key in digits.....	25

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.

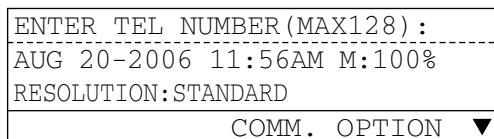
This screen appears also when you have pressed the [COPY] button to switch the equipment into the copy mode from other modes.



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):



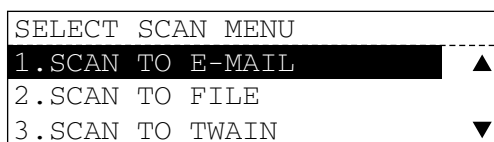
Mode Main Screens

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:



Menu Selection Screen

This screen appears when you select desired menus or items. The name of the menus, sub-menus or items are displayed in this screen.

Example of "ON/OFF" selection screen:

TEMPLATE
1 . ON ▲
2 . OFF ▼

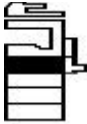
Digit Entry Screen

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.

	DRAWER1 empty
	Open DRAWER1
	Load paper
	Close DRAWER1

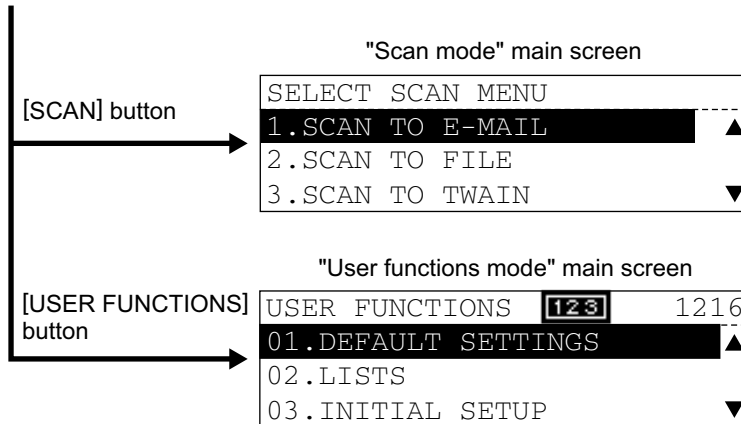
Basic Operations on Each Screen

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 screen ("Copy mode" 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.

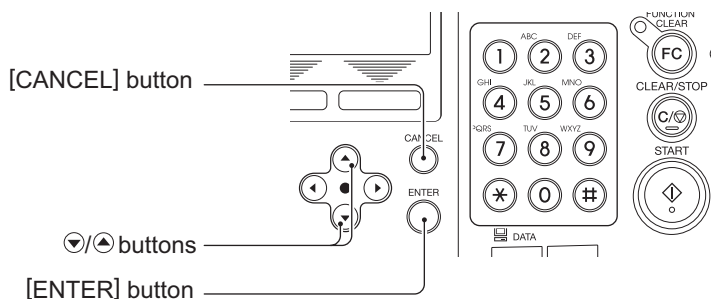
For example, when you press it while you are operating the user functions menu, the "scan mode" main screen appears.

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.



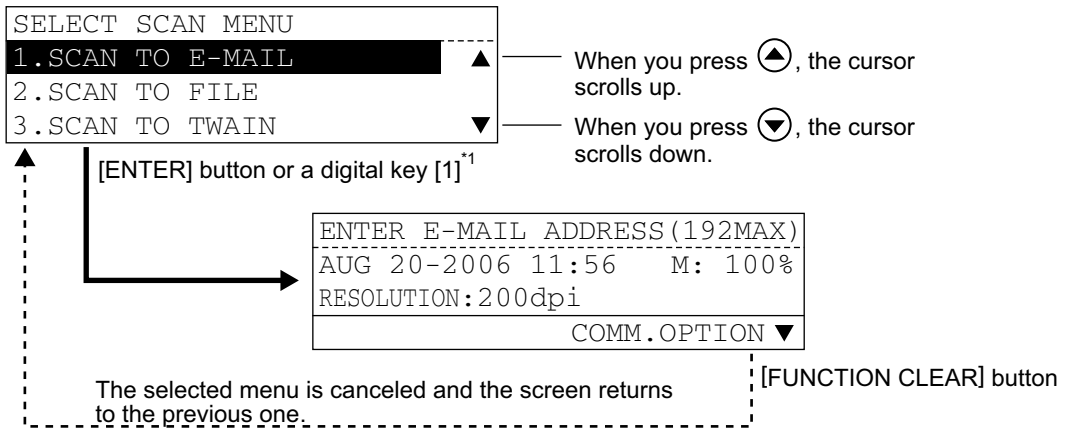
Button	Function
▲ / ▼	Press these buttons to select menus or items. The cursor moves to the menu or item selected. The selected menu or item is highlighted. When you press ▲, the cursor scrolls up. When you press ▼, it scrolls down.
[ENTER]	Press this button to execute the selected menu or item.
[CANCEL]	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

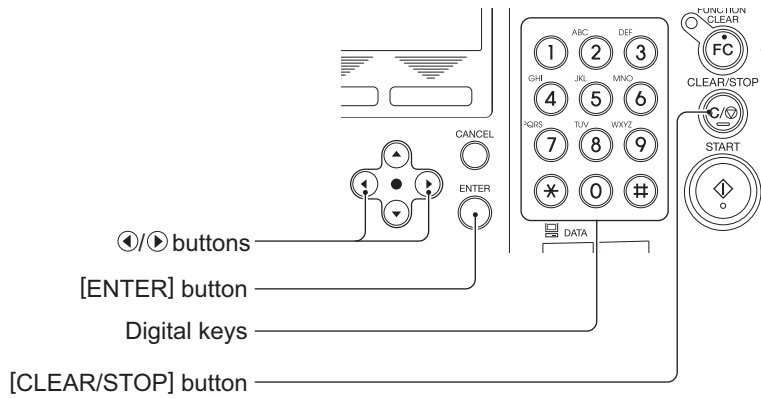
The menu selection procedure to cancel a scan job in the “scan mode” main screen is shown below.



- *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 ▲ / ▼ 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)

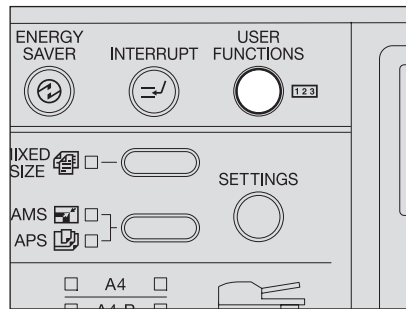
This chapter describes how to set a template using the control panel of this equipment

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

To Enable Templates

You can set the use of templates.

- 1 Press the [USER FUNCTIONS] button.



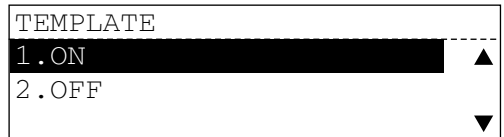
- 2 Press ▲ or ▼ to select "INITIAL SETUP" and press the [ENTER] button.



- 3 Press ▲ or ▼ to select "TEMPLATE" and press the [ENTER] button.



- 4 Press ▲ or ▼ to select "ON" and press the [ENTER] button.
The screen returns to the menu in step 3.



- 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	30
Menu List.....	31

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

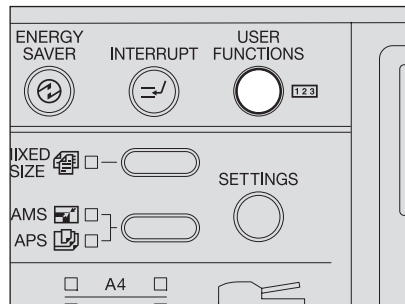
List printing is not possible when this equipment is actually printing a job. In this case, “Not allowed now” appears. Attempt list printing again after the completion of the print job.

Configuration Page

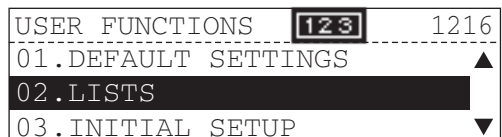
You can print out the setting status of the Network Printer Kit (optional) and the Scanner Upgrade Kit (optional).

1 Press the [USER FUNCTIONS] button.

The “user functions mode” main screen appears.

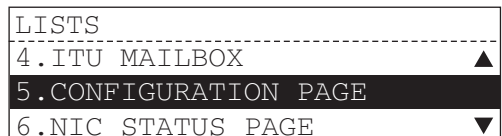


2 Press \uparrow or \downarrow to select **LISTS**, and then press the [ENTER] button.



3 Press \uparrow or \downarrow to select **CONFIGURATION 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.

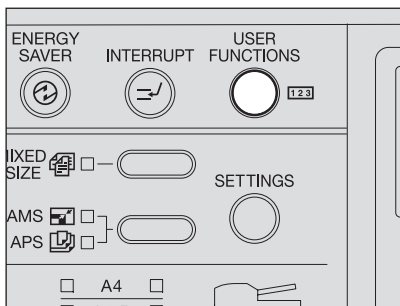


Menu List

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.



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	34
Administrator Mode	35

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:
 P.17 “Use environments of TopAccess”
- 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	38
Checking public templates from the "Panel View"	38
Checking public templates from the "List View"	39
Managing Address Book.....	40
Managing contacts in the address book.....	40
Managing groups in the address book.....	44
Managing Mailboxes.....	47
Setting up an Open Mailbox.....	48
Deleting an Open Mailbox.....	55
Managing Inbound FAX Routing By TSI	57
Setting up Inbound FAX routing by TSI.....	57
Deleting Inbound FAX routing by TSI.....	66

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

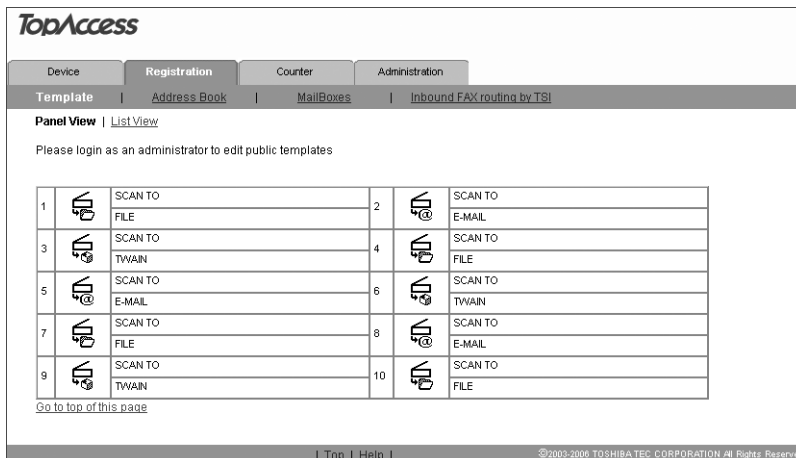
Public templates can be registered in the Registration menu of the Administration tab.

 P.115 “Registering Public Templates”











Checking public templates from the “Panel View”

1 Click the Registration tab and the Template menu.

2 Click the “Panel View” submenu.



The screenshot shows the TopAccess web interface. At the top, there are navigation tabs: Device, Registration (selected), Counter, and Administration. Below these are sub-tabs: Template (selected), Address Book, MailBoxes, and Inbound FAX routing by TSI. The main content area is titled "Panel View | List View" and contains a message: "Please login as an administrator to edit public templates". Below this is a table with 10 rows, each representing a public template. Each row has a number, an icon, and a description. The table is as follows:

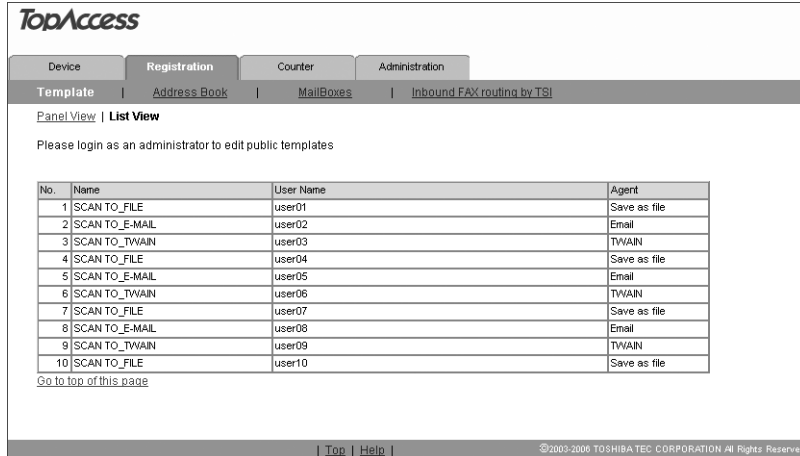
1		SCAN TO FILE	2		SCAN TO E-MAIL
3		SCAN TO TWAIN	4		SCAN TO FILE
5		SCAN TO E-MAIL	6		SCAN TO TWAIN
7		SCAN TO FILE	8		SCAN TO E-MAIL
9		SCAN TO TWAIN	10		SCAN TO FILE

Below the table is a link: [Go to top of this page](#). At the bottom of the page, there are links for [Top](#) and [Help](#), and a copyright notice: ©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved.

The public template list is displayed in the “Panel View”.

Checking public templates from the “List View”

- 1 Click the Registration tab and the Template menu.
- 2 Click the “List View” submenu.



The screenshot shows the TopAccess web interface. At the top, there are navigation tabs: Device, Registration, Counter, and Administration. Below these, there are sub-tabs: Template, Address Book, MailBoxes, and Inbound FAX routing by TSI. The 'List View' is selected, and a message prompts the user to login as an administrator to edit public templates. A table lists 10 public templates with columns for No., Name, User Name, and Agent. At the bottom, there are links for 'Top' and 'Help', and a copyright notice for ©2003-2006 TOSHIBA TEC CORPORATION.

No.	Name	User Name	Agent
1	SCAN_TO_FILE	user01	Save as file
2	SCAN_TO_E-MAIL	user02	Email
3	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

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

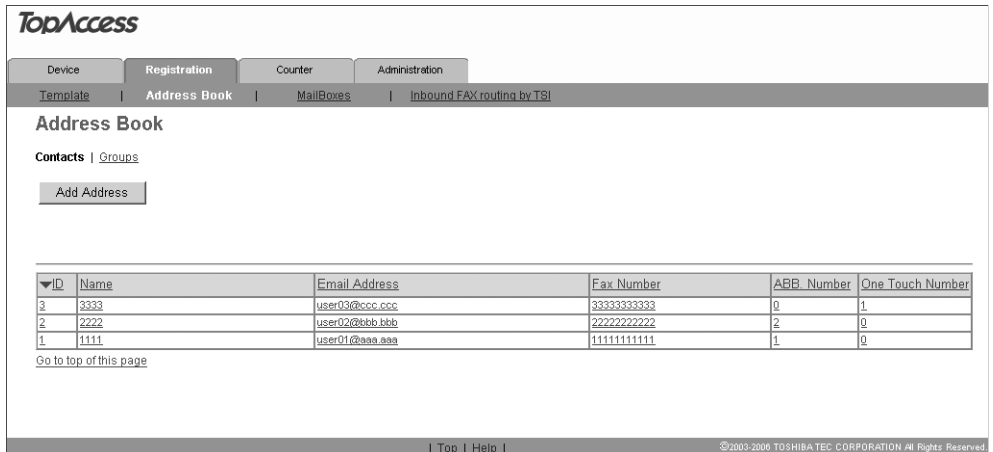
You can add or edit a contact by entering recipient information. You can also delete the contact from the Address Book.

 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.**



TopAccess

Device | **Registration** | Counter | Administration

Template | **Address Book** | MailBoxes | Inbound FAX routing by TSJ

Address Book

Contacts | Groups

Add Address

ID	Name	Email Address	Fax Number	ABB Number	One Touch Number
3	3333	user03@ccc.ccc	3333333333	0	1
2	2222	user02@bbb.bbb	2222222222	2	0
1	1111	user01@aaa.aaa	1111111111	1	0

[Go to top of this page](#)

| Top | Help |

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The Contact Properties page is displayed.

3 Enter following items to specify the recipient information.

TopAccess

Device | Registration | Counter | Administration

Template | Address Book | MailBoxes | Inbound FAX routing by TS

Contact Property [Address Book >](#)

Save Cancel Reset Delete

Fax Setting

Email Setting

*Required
**Either

*Name	f111
*Email Address	user01@aaa.aaa
**Fax Number	f1111111111
2nd Fax Number	
**ABB. Number	f
**One Touch Number	

| Top | Help | ©2003-2006 TOSHIBA TEC CORPORATION All 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].

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 including numbers 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.

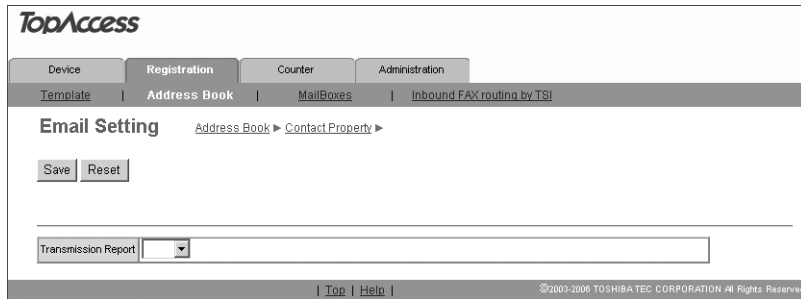
Tip

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

6 Click [Email Setting].

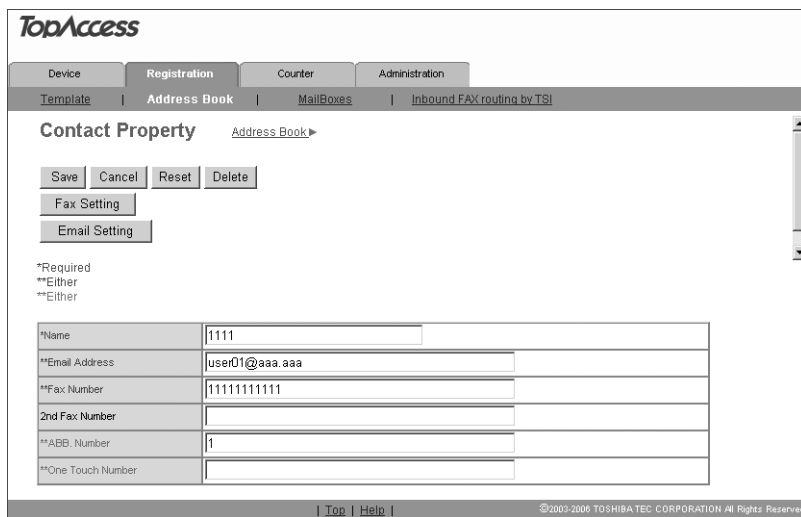
The Email Setting page is displayed.

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



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.



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.

The screenshot shows the TopAccess web interface. At the top, there are tabs for Device, Registration, Counter, and Administration. Below these are links for Template, Address Book, MailBoxes, and Inbound FAX routing by TSI. The main heading is "Address Book" with sub-links for Contacts and Groups, and an "Add Address" button. A table lists three contacts:

ID	Name	Email Address	Fax Number	ABB Number	One Touch Number
3	9333	user03@ccc.ccc	9333333333	0	1
2	2222	user02@bbb.bbb	2222222222	2	0
1	1111	user01@aaa.aaa	1111111111	1	0

At the bottom of the table is a link "Go to top of this page". The footer contains "Top | Help |" and "©2003-2004 TOSHIBA TEC CORPORATION All Rights Reserved."

The Contact Properties page is displayed.

3 Click [Delete].

The screenshot shows the "Contact Property" page for contact ID 1. It includes buttons for Save, Cancel, Reset, and Delete. There are also sections for Fax Setting and Email Setting. The form fields are as follows:

*Name	1111
**Email Address	user01@aaa.aaa
**Fax Number	1111111111
2nd Fax Number	
**ABB Number	1
**One Touch Number	

The footer contains "Top | Help |" and "©2003-2004 TOSHIBA TEC CORPORATION All 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

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.

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

The screenshot shows the TopAccess web interface. At the top, there are navigation tabs: Device, Registration, Counter, and Administration. Below these are sub-tabs: Template, Address Book (selected), MailBoxes, and Inbound FAX routing by TSI. The main heading is "Address Book". Underneath, there are links for "Contacts" and "Groups". A "New" button is visible. Below the button is a table with the following data:

Group Number	Group Name	Group Type	Contacts	One Touch Number
2	group02	Email	2	3
1	group01	Email	2	2

At the bottom of the page, there are links for "Top" and "Help", and a copyright notice: "©2003-2006 TOSHIBATEC CORPORATION All Rights Reserved".

The Group Properties page is displayed.

- Enter following items to specify the group properties.

The screenshot shows the "Group Properties" dialog box in the TopAccess web interface. It has buttons for "OK", "Cancel", "Reset", and "Delete". Below the buttons, there are input fields for "Group Number" (value: 2), "Group Name" (value: group02), "Group Type" (dropdown menu showing "Email"), and "One Touch Number" (value: 3). At the bottom, there is a table with the following data:

ID	Email	Fax	Name	Email Address	Fax Number	ABB Number	One Touch Number
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3333	user03@ccc.ccc	3333333333	0	1
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2222	user02@bbb.bbb	2222222222	2	0
1	<input type="checkbox"/>	<input type="checkbox"/>	1111	user01@aaa.aaa	1111111111	1	0

At the bottom of the page, there are links for "Top" and "Help", and a copyright notice: "©2003-2006 TOSHIBATEC CORPORATION All Rights Reserved".

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.

- 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.**

The screenshot shows the TopAccess web interface. The 'Registration' tab is selected, and the 'Address Book' menu item is active. Below the navigation bar, there is a 'New' button and a table listing groups. The table has columns for Group Number, Group Name, Group Type, Contacts, and One Touch Number. Group 3 is selected.

Group Number	Group Name	Group Type	Contacts	One Touch Number
3	group03	Email	2	4
2	group02	Email	2	3
1	group01	Email	2	2

The Group Properties page is displayed.

- 4 Click [Delete].**

The screenshot shows the 'Group Properties' page for group 3. The 'Delete' button is highlighted. Below the form fields, there is a table listing users. The table has columns for ID, Email, Fax, Name, Email Address, Fax Number, ABB Number, and One Touch Number. User 1 is selected.

ID	Email	Fax	Name	Email Address	Fax Number	ABB Number	One Touch Number
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3333	user03@ccc.ccc	3333333333	0	1
2	<input type="checkbox"/>	<input type="checkbox"/>	2222	user02@bbb.bbb	2222222222	2	0
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1111	user01@aaa.aaa	1111111111	1	0

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.**

Box Number	Agent
2222	Bulletin Board
1111	Internet.Fax(Relay)

- 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].**

- 4 Click [Edit].**

Box Number	1111
Agent	Internet.Fax(Relay)

5 Select agents and click [Select Agent].

The screenshot shows the 'MailBoxes Properties' dialog box in the TopAccess software. It features a navigation bar with tabs for 'Device', 'Registration', 'Counter', and 'Administration'. The 'MailBoxes' tab is active, showing a sub-tab 'MailBoxes >'. Below the navigation bar are buttons for 'Save', 'Cancel', and 'Select Agent'. Under the 'Select Agent' section, there are four checkboxes: 'Confidential', 'Bulletin Board', 'Forward', and 'Internet/Fax(Relay)'. The 'Internet/Fax(Relay)' checkbox is checked. At the bottom of the dialog, there are links for 'Top' and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All 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.

MailBox setting

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

MailBox Setting

Save Cancel

*Required

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.

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

2 Select the Fax or InternetFax radio button.

Recipient List

Save Cancel Address Book Address Group Delete

Fax InternetFax

Destination

3 Click [Address Book].

Recipient List

Save Cancel Address Book Address Group Delete

Fax InternetFax

Destination

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.

Address Book

Add Cancel

Email	Fax	Name	Email Address	Fax Number	ABB Number	One Touch Number
<input type="checkbox"/>	<input type="checkbox"/>	3333	user03@ccc.ccc	33333333333	0	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2222	user02@bbb.bbb	22222222222	2	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1111	user01@aaa.aaa	11111111111	1	0

[Go to top of this 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].

Recipient List

Fax InternetFax

<input checked="" type="checkbox"/>	▼Destination
<input type="checkbox"/>	ABB_Number - 2
<input type="checkbox"/>	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.

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

2 Select the Fax or InternetFax radio button.

Recipient List

Fax InternetFax

<input checked="" type="checkbox"/>	▼Destination
-------------------------------------	--------------

3 Click [Address Group].

Recipient List

Fax InternetFax

<input checked="" type="checkbox"/>	▼Destination
-------------------------------------	--------------

The Address Group page is displayed.

4 Check the Group boxes that contains the desired recipients.

Address Group

Group	▼Group Name	Group Type
<input type="checkbox"/>	group03	Email
<input type="checkbox"/>	group02	Email
<input checked="" type="checkbox"/>	group01	Email

[Go to top 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

Fax InternetFax

<input checked="" type="checkbox"/>	▼ Destination
<input type="checkbox"/>	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].

Recipient List

Fax InternetFax

<input checked="" type="checkbox"/>	▼ Destination
<input checked="" type="checkbox"/>	Group Number - 1
<input checked="" type="checkbox"/>	ABB_Number - 2
<input type="checkbox"/>	ABB_Number - 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

Fax Number

Email	Fax	ID	Name	Email Address	Fax Number	ARR Number	One Touch Number
<input type="radio"/>	<input type="radio"/>	3	3333	user03@ccc.ccc	3333333333	0	1
<input type="radio"/>	<input type="radio"/>	2	2222	user02@bbb.bbb	2222222222	2	0
<input type="radio"/>	<input type="radio"/>	1	1111	user01@aaa.aaa	1111111111	1	0

[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.

Box Number	Agent
2222	Bulletin Board
1111	Confidential

- 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].

Input MailBox Password

OK Cancel

Password: ●●●●

The MailBoxes Properties page is displayed.

4 Click [Delete].

MailBoxes Properties

Edit Delete

Box Number	2222
Agent	Bulletin Board

The confirmation dialog box appears.

5 Click [OK].



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.

TSI Number	User Name	Agent	Comment
2222		Email	
1111		Save as file	

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

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

3 Click [Edit].

The screenshot shows the TopAccess web interface. The navigation tabs are Device, Registration, Counter, and Administration. The current page is 'Inbound FAX routing by TSI'. The 'Inbound FAX Properties' form is displayed with the following fields:

Box Number	1111
Agent	Save as file

Buttons for 'Edit' and 'Delete' are visible above the form. The footer includes 'Top | Help |' and '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

4 Select agent and click [Select Agent].

The screenshot shows the TopAccess web interface. The navigation tabs are Device, Registration, Counter, and Administration. The current page is 'Inbound FAX routing by TSI'. The 'Inbound FAX Properties' form is displayed with the following fields:

Buttons for 'Save' and 'Cancel' are visible above the form. The 'Select Agent' button is highlighted. Below the form, there are two radio buttons: 'Save as file' (selected) and 'Email'. A checkbox for 'Forward' is checked. The footer includes 'Top | Help |' and '©2003-2006 TOSHIBA TEC CORPORATION All 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: Destination Setting	
To: Destination	


Cc: Destination Setting	
Cc: Destination	

[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)

6 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

*Required

1	*TSI Number	<input type="text"/>
2	User Name	<input type="text"/>
3	Comment	<input type="text"/>
4	Notification	<input type="checkbox"/> Send email when an error occurs <input type="checkbox"/> Send email when job is completed Email Address <input type="text"/>
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.

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

Contact Property

OK Cancel Reset

*Required

Destination user01@aaa.aaa

4 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].

Recipient List

Save Cancel New Address Book Address Group Delete

Destination

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

Destination

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	Name	Email Address	ABB Number	One Touch Number
<input type="checkbox"/>	user03	user03@ccc.ccc	0	1
<input checked="" type="checkbox"/>	user02	user02@bbb.bbb	2	0
<input checked="" type="checkbox"/>	user01	user01@aaa.aaa	1	0

[Go to top of this page](#)

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

Save Cancel New Address Book Address Group Delete

Destination

ABB_Number - 2

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.

Address Group

Add Cancel

Group	Group Name	Group Type
<input checked="" type="checkbox"/>	group01	Email

[Go to top 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].

Recipient List

Save Cancel New Address Book Address Group Delete

Destination

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].

Recipient List

Save Cancel New Address Book Address Group Delete

Destination

<input checked="" type="checkbox"/>	user04@ddd.ddd
<input checked="" type="checkbox"/>	user05@eee.eee
<input checked="" type="checkbox"/>	One Touch Number - 1
<input checked="" type="checkbox"/>	ABB_Number - 2
<input checked="" type="checkbox"/>	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	<input checked="" type="radio"/> Scanned from (Device Name)[(Template Name)](Date)(Time) <input type="radio"/> (Date)
2	*From Address	<input type="text"/>
3	From Name	<input type="text"/>
4	Body	<input type="text"/>
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.

- **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 “(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		<input type="checkbox"/> Remote 1 <input checked="" type="radio"/> Use Administrator Setting Protocol: SMB Network Path: <input checked="" type="radio"/> Use User Setting Protocol <input checked="" type="radio"/> SMB <input type="radio"/> FTP Server Name <input type="text"/> Port Number(Command) <input type="text"/> Network Path <input type="text"/> Login User Name <input type="text"/> Password <input type="text"/> Retype Password <input type="text"/>
3	Destination	<input type="checkbox"/> Remote 2 <input checked="" type="radio"/> Use Administrator Setting Protocol: SMB Network Path: <input checked="" type="radio"/> Use User Setting Protocol <input checked="" type="radio"/> SMB <input type="radio"/> FTP Server Name <input type="text"/> Port Number(Command) <input type="text"/> Network Path <input type="text"/> Login User Name <input type="text"/> Password <input type="text"/> Retype Password <input type="text"/>
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-page TIFF 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”.

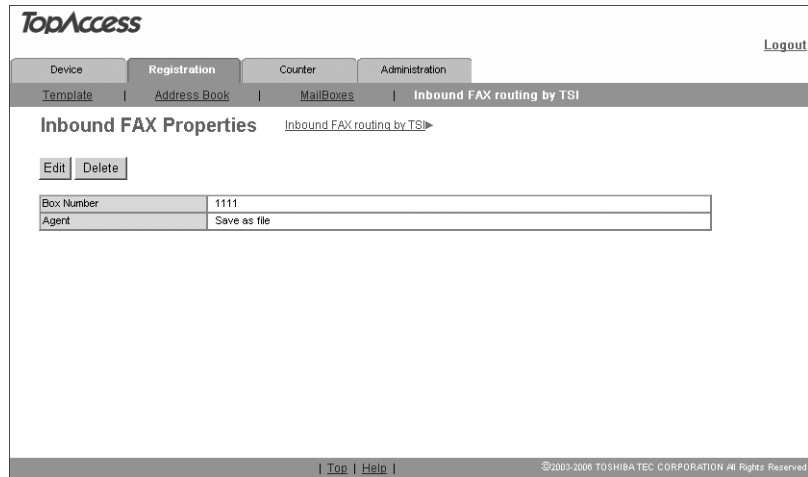
Deleting Inbound FAX routing by TSI

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 Click [Delete].



The confirmation dialog box appears.

4 Click [OK].



The selected mailbox is deleted.

7


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	70
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.70 “Displaying the total counter”

 P.71 “Displaying the department counter”

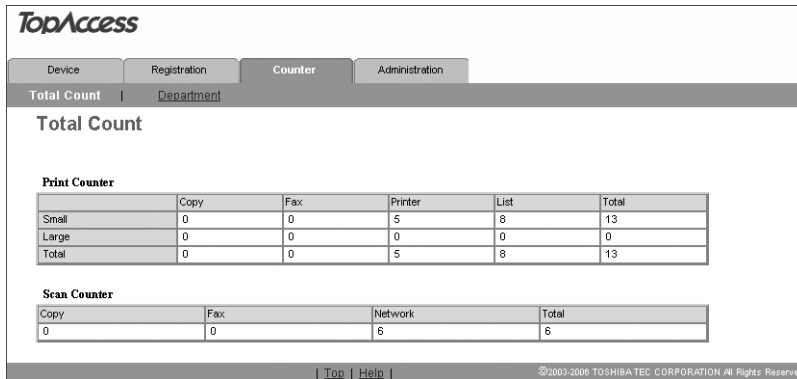
Displaying the total counter

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.



TopAccess

Device | Registration | **Counter** | Administration

Total Count | Department

Total Count

Print Counter

	Copy	Fax	Printer	List	Total
Small	0	0	5	8	13
Large	0	0	0	0	0
Total	0	0	5	8	13

Scan Counter

Copy	Fax	Network	Total
0	0	6	6

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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

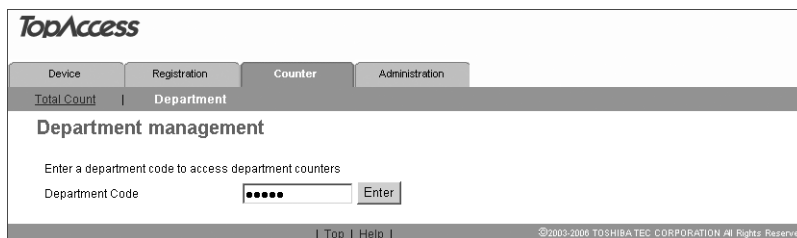
Displaying the department counter is available only when a department code is set by using this equipment.

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].**



TopAccess

Device | Registration | **Counter** | Administration

Total Count | **Department**

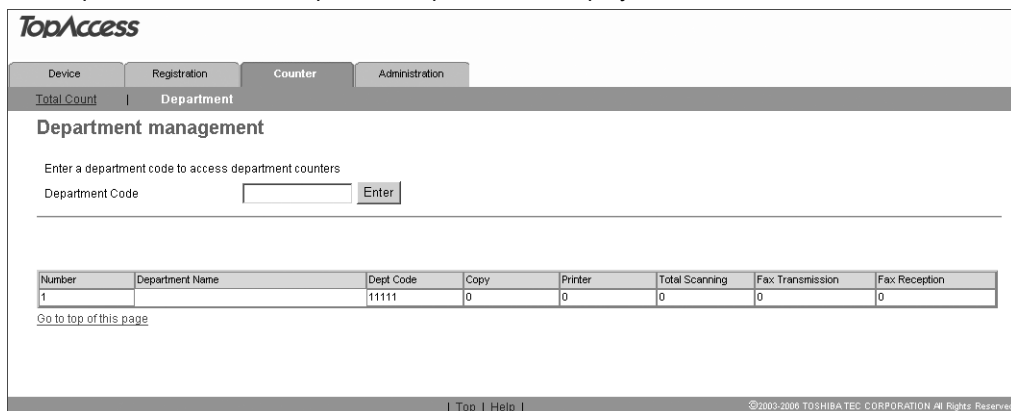
Department management

Enter a department code to access department counters

Department Code

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The department counter for specified department is displayed.



TopAccess

Device | Registration | **Counter** | Administration

Total Count | **Department**

Department management

Enter a department code to access department counters

Department Code

Number	Department Name	Dept Code	Copy	Printer	Total Scanning	Fax Transmission	Fax Reception
1		11111	0	0	0	0	0

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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
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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.

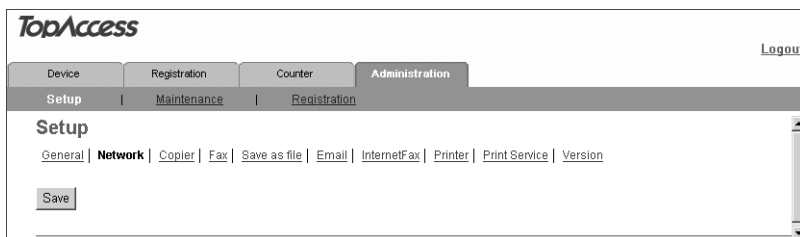
See the *Setup Guide for Printing Functions* for the "General" submenu in the "Setup" menu.

Setting the network settings

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

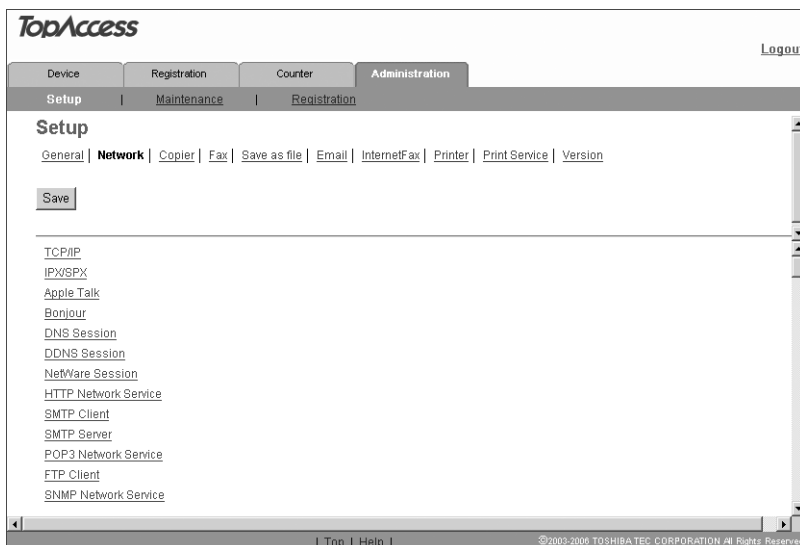
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Setup menu and Network submenu.



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.



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

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

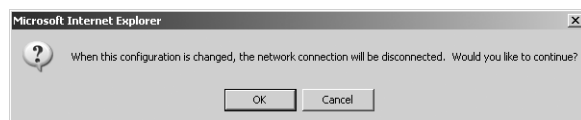
Note

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.

5 Click [OK] to apply the changes.

The confirmation dialog box appears.

6 Click [Save].



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	<input type="text"/>
3	POP Before SMTP	[Disable]
4	Authentication	[Disable]
5	Login Name	<input type="text"/>
6	Password	<input type="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

1	Enable SMTP Server	<input type="button" value="Enable"/>
2	Port Number	<input type="text" value="25"/>
3	Email Address	<input type="text"/>
4	Enable OffRamp Gateway	<input type="button" value="Disable"/>
5	OffRamp Security	<input type="button" value="Enable"/>
6	OffRamp Print	<input type="button" value="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	<input type="text"/>
3	Type POP3 Login	Auto
4	Account Name	<input type="text"/>
5	Password	<input type="text"/>
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

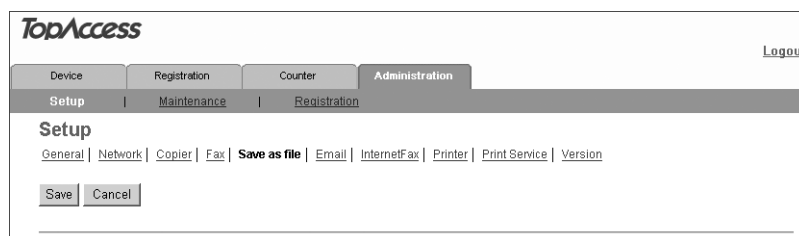
Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after the Auto Clear time period.

Setting up Save as file settings

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

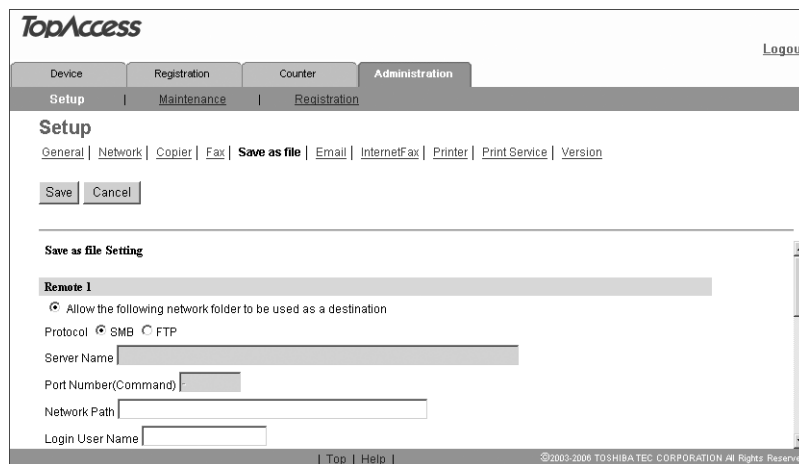
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Setup menu and Save as file submenu.



The Save as file submenu page is displayed.

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



The following setting can be configured in this page:

P.81 "Setting up Remote 1 and Remote 2"

4 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.



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

1) 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

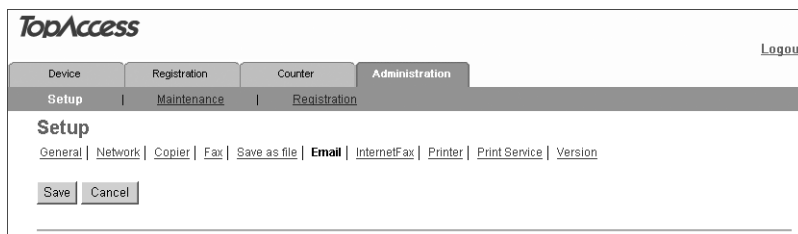
Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

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*.

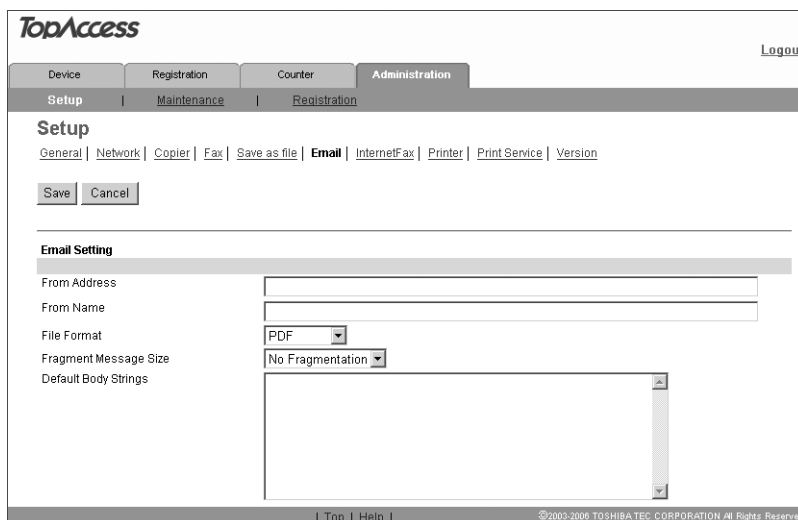
2 Click the Setup menu and Email submenu.



The screenshot shows the TopAccess web interface. At the top, there are tabs for 'Device', 'Registration', 'Counter', and 'Administration'. Below these are sub-tabs for 'Setup', 'Maintenance', and 'Registration'. The 'Setup' sub-tab is active, and within it, the 'Email' sub-tab is selected. The 'Email' sub-tab contains links for 'General', 'Network', 'Copier', 'Fax', 'Save as file', 'Email', 'InternetFax', 'Printer', 'Print Service', and 'Version'. At the bottom of the 'Email' sub-tab, there are 'Save' and 'Cancel' buttons.


The Email submenu page is displayed.

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



The screenshot shows the TopAccess web interface with the 'Email Setting' sub-tab selected. The 'Email Setting' sub-tab contains the following fields and options: 'From Address' (text input), 'From Name' (text input), 'File Format' (dropdown menu with 'PDF' selected), 'Fragment Message Size' (dropdown menu with 'No Fragmentation' selected), and 'Default Body Strings' (text area). At the bottom of the page, there are links for 'Top' and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

The following setting can be configured in this page:

 P.84 "Email Settings"

4 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

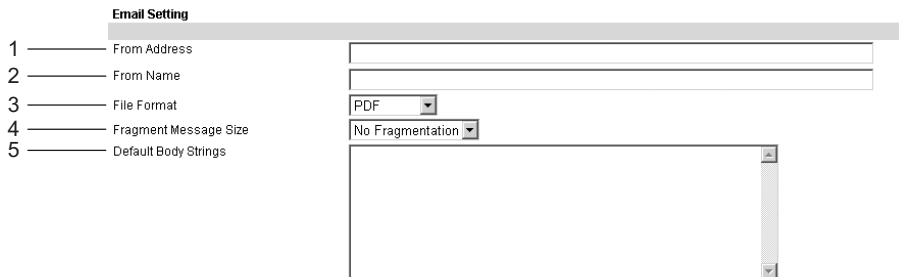


Note

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.

A screenshot of the 'Email Setting' configuration page. The page has a title bar 'Email Setting' and a list of settings on the left with numbered callouts: 1 - From Address, 2 - From Name, 3 - File Format, 4 - Fragment Message Size, 5 - Default Body Strings. The corresponding input fields are on the right: a text box for 'From Address', a text box for 'From Name', a dropdown menu for 'File Format' (set to 'PDF'), a dropdown menu for 'Fragment Message Size' (set to 'No Fragmentation'), and a large text area for 'Default Body Strings'.

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.

The screenshot shows the TopAccess Administration interface. At the top, there are tabs for Device, Registration, Counter, and Administration. The Administration tab is selected. Below the tabs, there are sub-tabs for Setup, Maintenance, and Registration. The Setup sub-tab is selected. Under the Setup sub-tab, there are links for General, Network, Copier, Fax, Save as file, Email, InternetFax, Printer, Print Service, and Version. The InternetFax link is highlighted. Below the links, there are Save and Cancel buttons.

The InternetFax submenu page is displayed.

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

The screenshot shows the TopAccess Administration interface with the InternetFax Setting page displayed. The page has the same navigation structure as the previous screenshot. Under the InternetFax link, there are Save and Cancel buttons. Below the buttons, there is a section titled "InternetFax Setting". This section contains several input fields and a dropdown menu:

- From Address: A text input field.
- From Name: A text input field.
- Fragment Page Size: A dropdown menu with "No Fragmentation" selected.
- Default Body Strings: A large text area with a vertical scrollbar.
- Body String Transmission: A dropdown menu with "Enable" selected.

 At the bottom of the page, there are links for Top and Help, and a copyright notice: ©2007-2008 TOSHIBA TEC CORPORATION All Rights Reserved.

The following setting can be configured in this page:

P.87 "InternetFax Setting"

4 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.

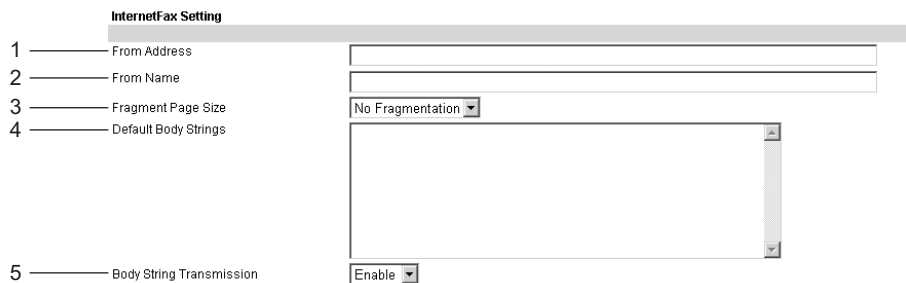


Note

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.



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

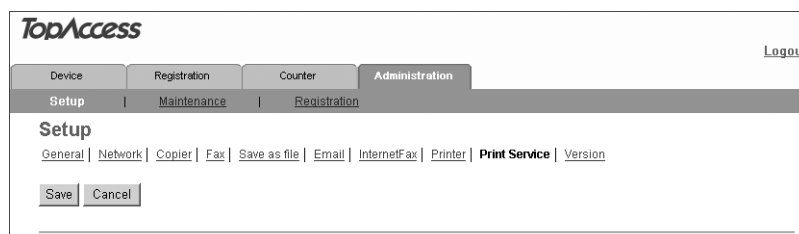
Some settings may not apply to the LCD of this equipment as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the print service settings

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

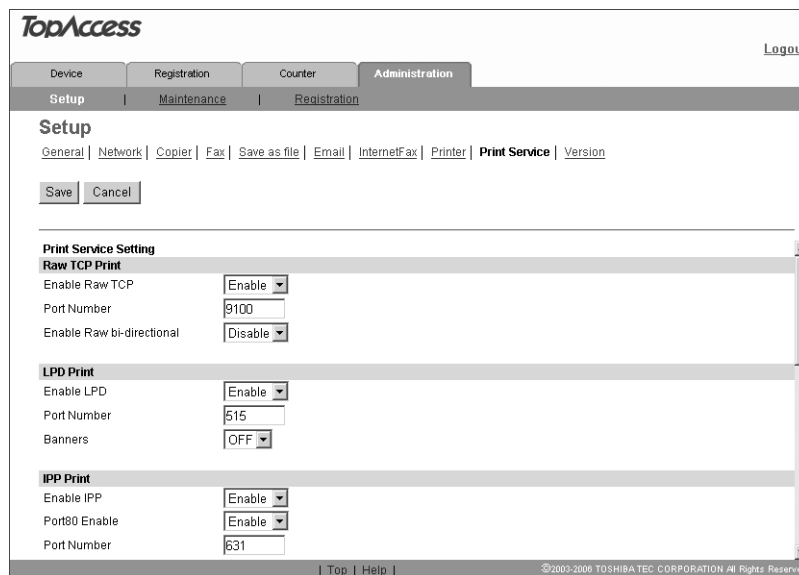
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Setup menu and Print Service submenu.




The Scan to Print Service submenu page is displayed.

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



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

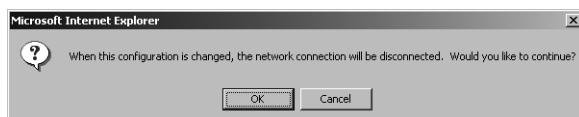
4 Click [Save].

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.



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

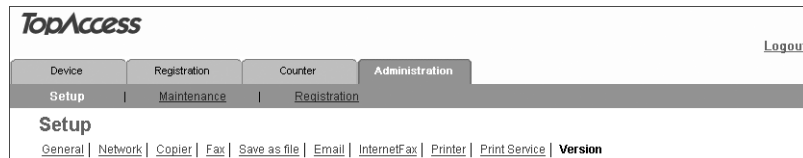
An administrator can display the system software version information of this equipment. The version information can be displayed from the Setup menu page.

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*.

- 2 Click the Setup menu and Version submenu.



The Version submenu page is displayed.

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



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.....	110

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.

 P.95 "Switching Languages"

Backing up data

An administrator can create backup files of address book and template.

 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.

 P.103 "Setting up Notification Functions"


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.

 P.110 "Exporting Department Code Data"

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.

Switching Languages

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.

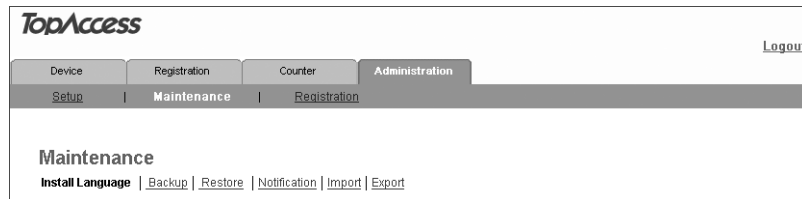
1 Insert the Scan Utilities CD-ROM into a client PC.

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].

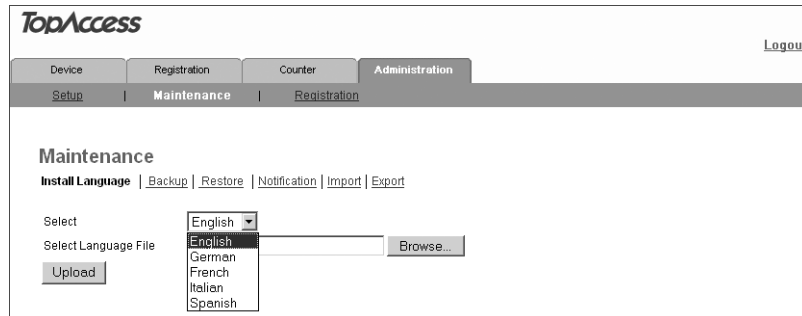
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

3 Click the Maintenance menu and Install Language submenu.

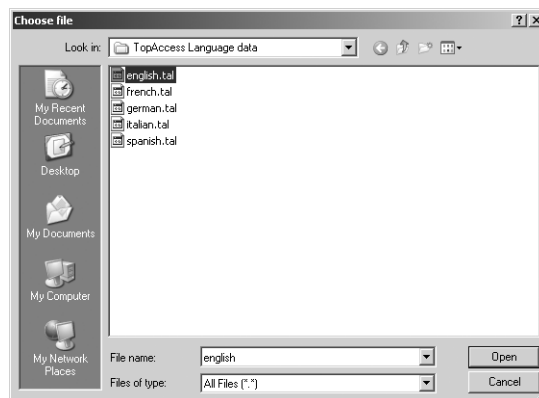


The Install Language submenu page is displayed.

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



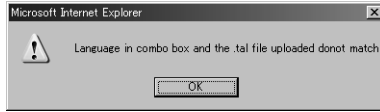
5 Click [Browse] and then select the TopAccess Language data folder in the Scan Utilities CD-ROM. Then select the desired language file and click [Open].



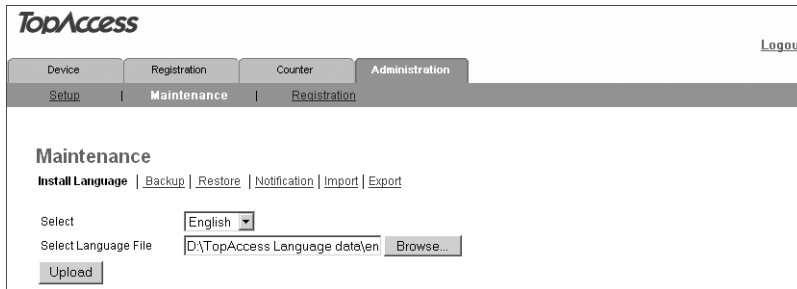
TopAccess language:
[CD-ROM drive]: \TopAccess Language data

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.



6 Click [Upload].



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

Backing up Data

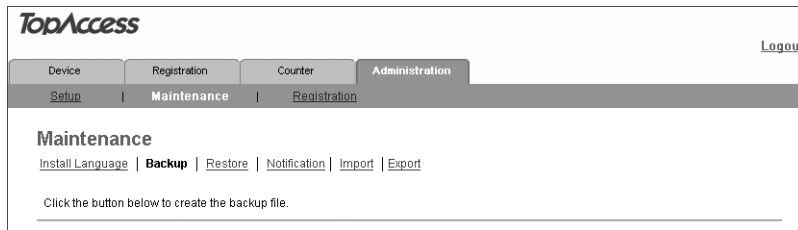
The administrator can create backup files of the address book and template data. The backup files can be used to restore the data.

Backing up data as files

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

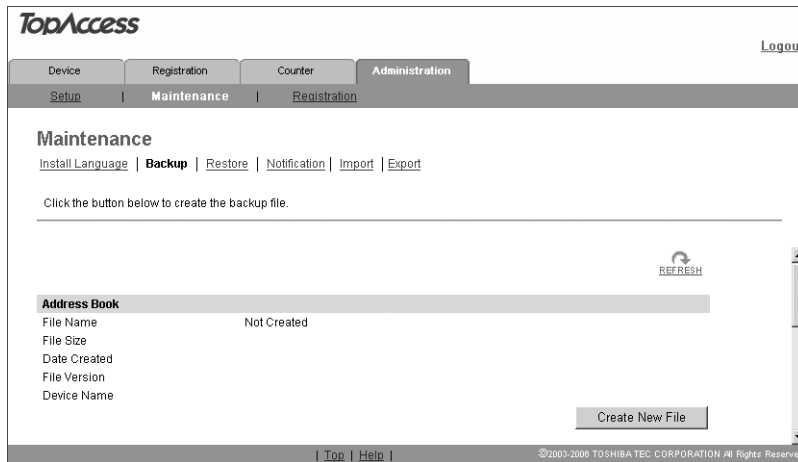
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

- 2 Click the **Maintenance** menu and **Backup** submenu.



The Backup submenu page is displayed.

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



“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.

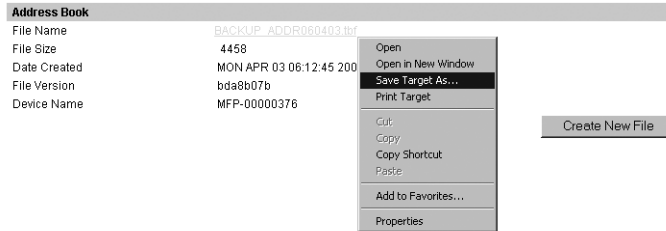


A backup file is created and its name and size will be displayed.

Note

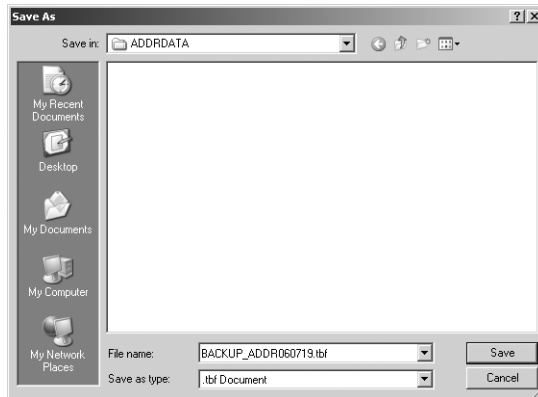
If the screen is not refreshed by clicking the [REFRESH] icon, please wait a while and then try again. Creating the backup file may take a few minutes depending on its size.

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



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.



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.

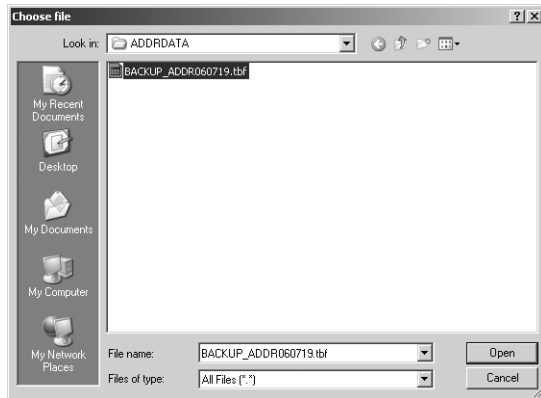
Notes

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



The Choose File dialog box appears.

4 Select a backup file and click [Open].



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

Note

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].



The Restore screen displays the backup file information.

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



“Backup or restoration process in progress.” appears and the restoration process begins.

7 Click [REFRESH] on the right side.



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.

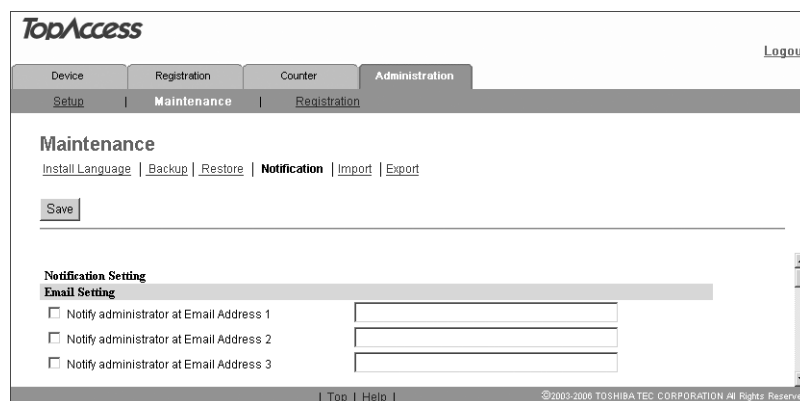
 P.83 "Setting up Email settings"

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.



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.



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.



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
- Error
- 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

- Error
- Warning
- Information

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.

InternetFax Received Forward Notification Events

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

9 Click [Save].

Importing Address Book Data

You can import the address book data in a CSV format to TopAccess. The data need to be comma-delimited 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","000000000002","","2","B"
"Use03","user03@toshibatec-ifax.com","000000000003","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

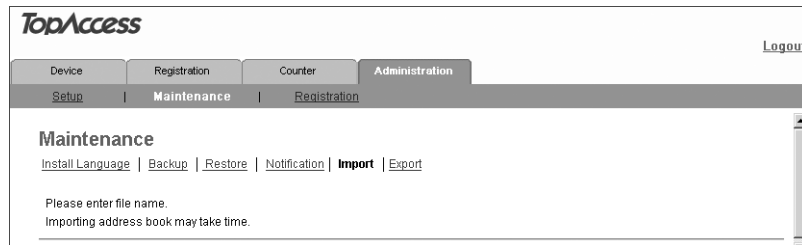
Note

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].

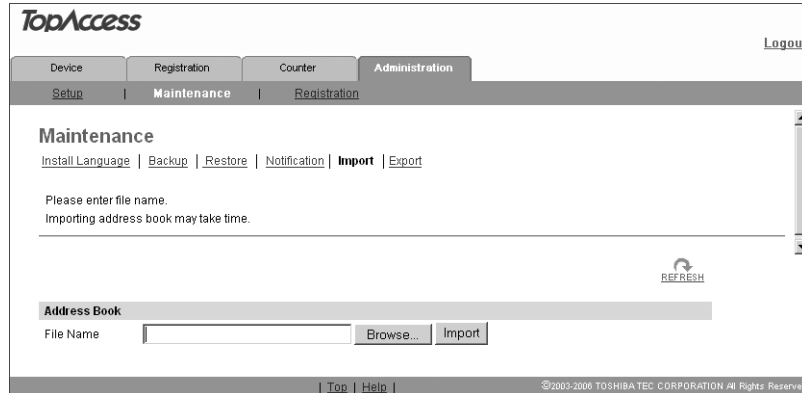
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Maintenance menu and Import submenu.



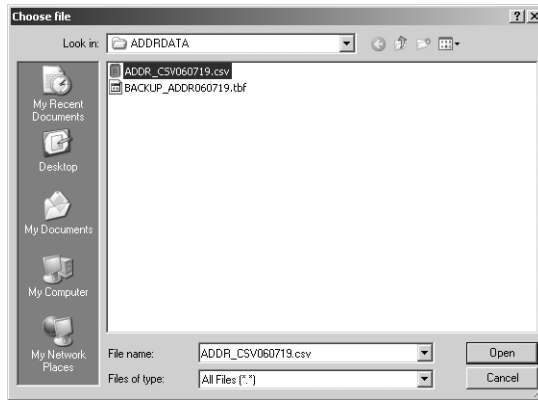
The Import submenu page is displayed.

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

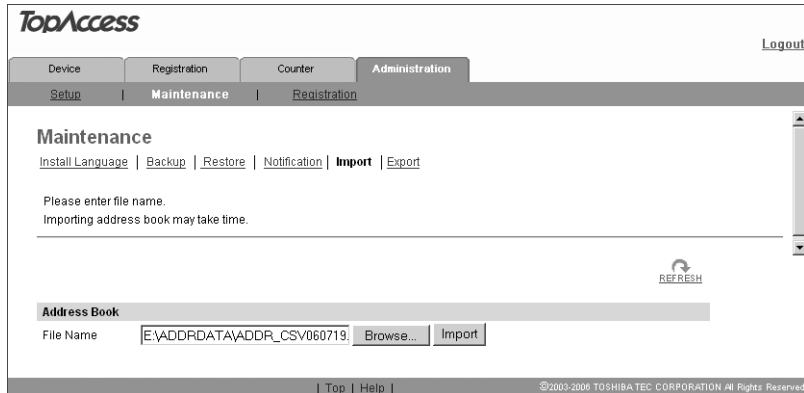


The Choose File dialog box appears.

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



5 Click [Import].



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

6 Click [REFRESH] on the right side.




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

Note

If the screen is not refreshed by clicking the [REFRESH] 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:

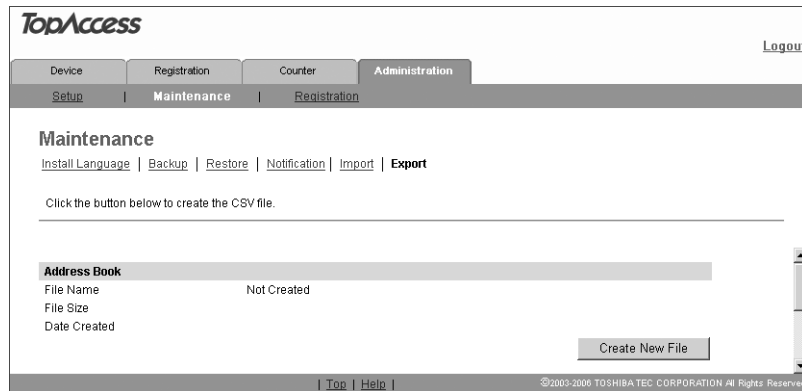
 P.105 "Importing Address Book Data"

Exporting address book data as CSV file

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

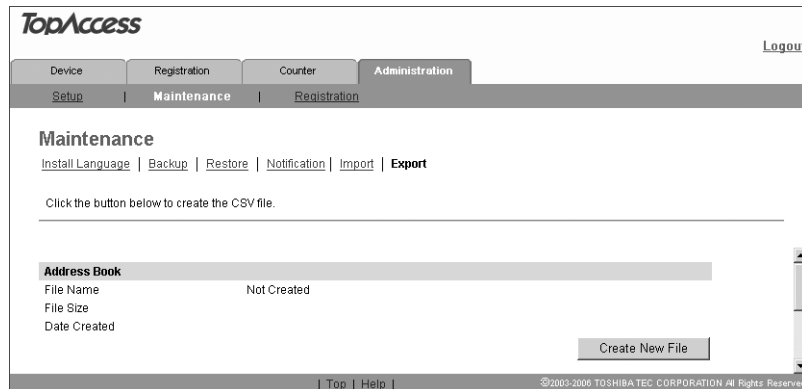
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Maintenance menu and the Export submenu.



The Export submenu page is displayed.

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



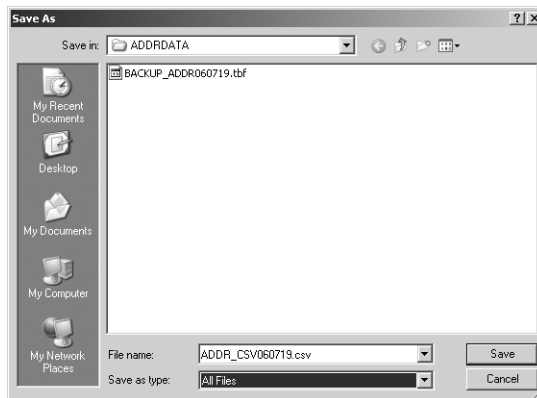
The information of the address book data (CSV file name) is displayed.

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

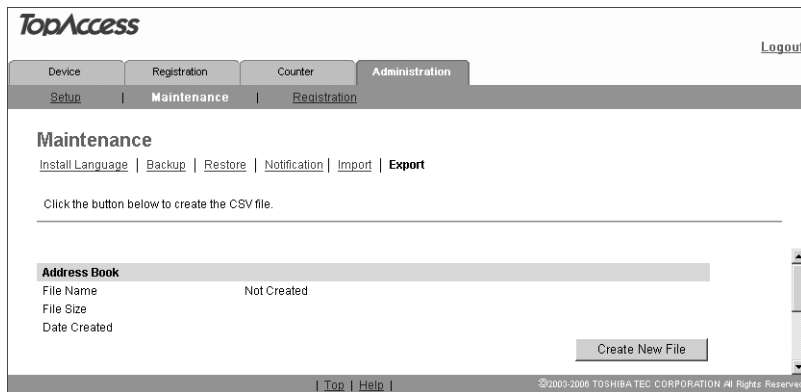
These data can be exported only when the department code is set in the equipment.

Exporting department code data as CSV file

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

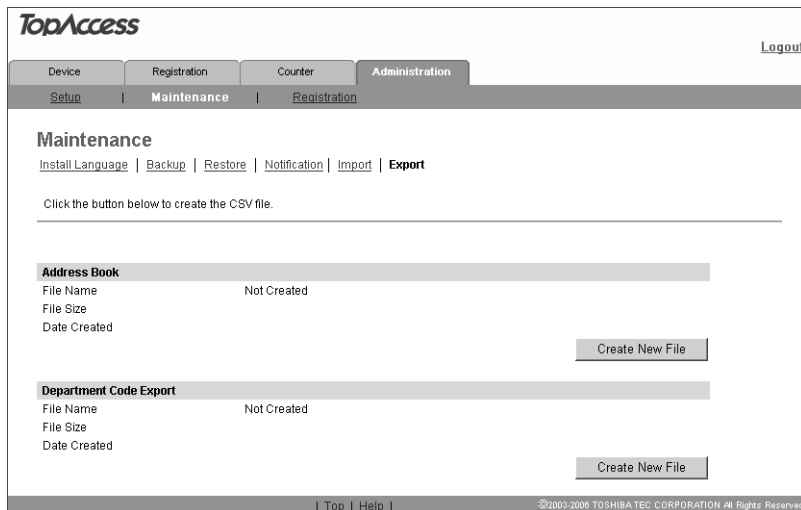
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Maintenance menu and the Export submenu.



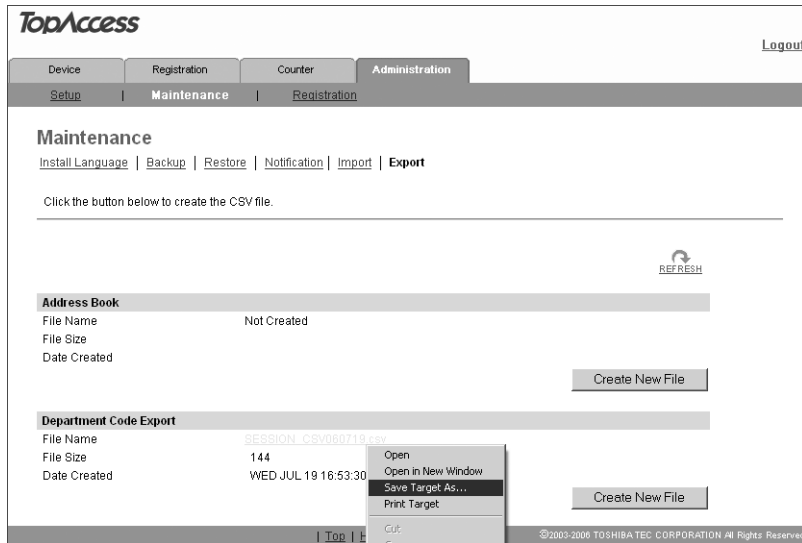
The Export submenu page is displayed.

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



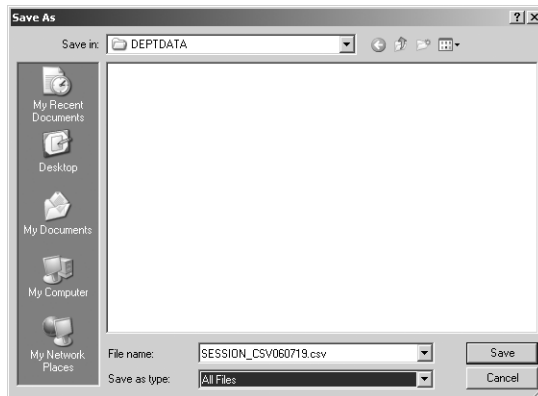
The information of the department code data (CSV file name) is displayed.

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



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 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.

10



TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU

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

About Registration Functions	114
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Email Setting (Fax/InternetFax Received Forward).....	135
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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.

Registering Public Templates

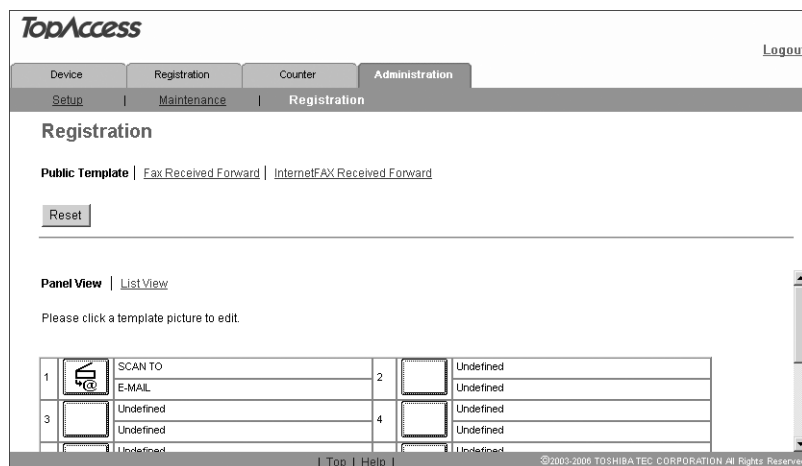
The administrator can perform the creation, registration and maintenance of public templates. Users can view and use public templates but cannot modify them.

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.

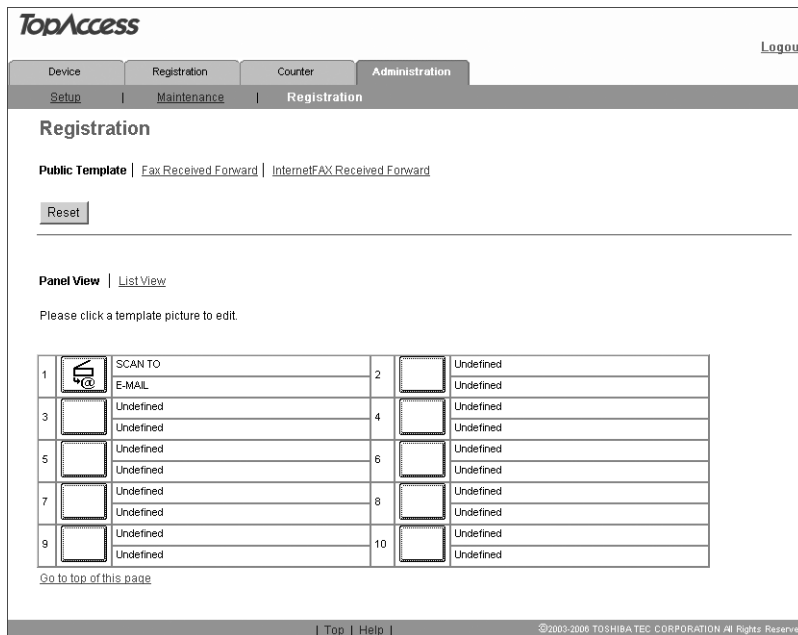


The Public Template submenu page is displayed.

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).



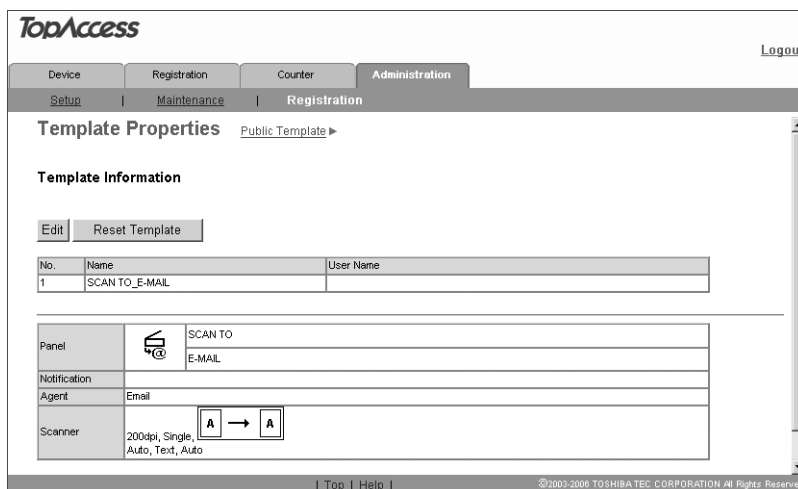
If you click a blank template icon, the Template Properties page for selecting agents is displayed.

Go to step 5.

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

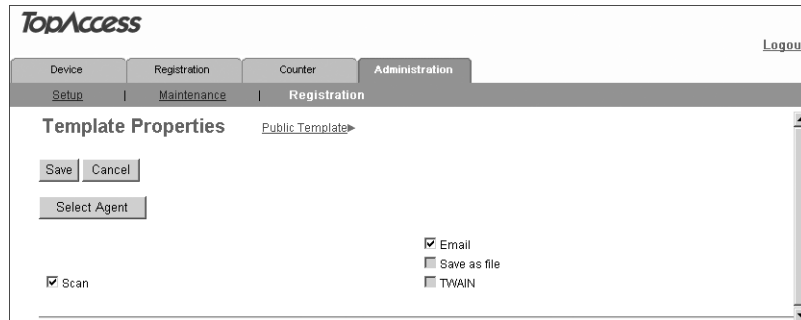
Go to step 4.

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



The Template Properties page for selecting agents is displayed.

5 Select agent and click [Select Agent].



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"

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.

 P.119 "Panel Setting"


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	<input type="text"/>
Cc: Destination Setting	
Cc: Destination	<input type="text"/>

[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	<input type="text"/>
From Name	<input type="text"/>
Body	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
Document Name	DocYYMMDD(YYMMDD is a date)

[Scan Setting]: Click this to specify the method to scan documents.
 P.126 "Scan Setting"

Scan Setting	
Single/2-Sided Scan	Single
Rotation	
Original Mode	Text
Resolution	200dpi
Exposure	Auto

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

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	
2	Caption1	SCAN TO
3	Caption2	FILE
4	User Name	
5		<input type="checkbox"/> Send email when an error occurs
6		<input type="checkbox"/> Send email when job is completed
7	Notification	Email to <input type="checkbox"/> Email address for notification is not specified. Email is not sent until email address is specified. <input type="text"/>

- 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.

Contact Property

OK Cancel Reset

*Required

Destination user01@aaa.aaa

4 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”

6 Click [Save].

Recipient List

Save Cancel **New** Address Book Address Group Delete

Destination

user01@aaa.aaa

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

Email	Name	Email Address	ABB Number	One Touch Number
<input type="checkbox"/>	user03	user03@ccc.ccc	0	1
<input checked="" type="checkbox"/>	user02	user02@bbb.bbb	2	0
<input checked="" type="checkbox"/>	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.

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

Destination

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].

Recipient List

Save Cancel New Address Book Address Group Delete

Destination

The Address Group page is displayed.

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

Address Group

Add Cancel

Group	Group Name	Group Type
<input type="checkbox"/>	group02	Email
<input checked="" type="checkbox"/>	group01	Email

[Go to top 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

Destination

Group 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].

Recipient List

Save Cancel New Address Book Address Group Delete

Destination

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

*Required

1	Subject	<input checked="" type="radio"/> Scanned from (Device Name)(Template Name)(Date)(Time) <input type="radio"/> <input type="text"/>
2	*From Address	<input type="text"/>
3	From Name	<input type="text"/>
4	Body	<input type="text"/>
5	File Format	TIFF(Multi) ▾
6	File Name	<input checked="" type="radio"/> DocYYMMDD(YYMMDD is a date) <input type="radio"/> <input type="text"/>
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.

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)

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	
3	Original Mode	Text
4	Resolution	200dpi
5	Exposure	<input checked="" type="radio"/> Auto <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

1) Single/2-Sided Scan

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

- **Single:** 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.

- **Text:** 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"

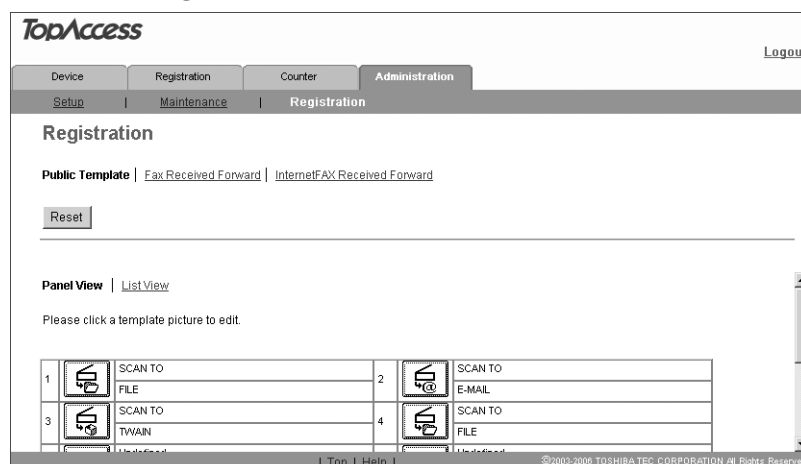
 P.128 "Resetting all public templates in one go"

Resetting selected public templates

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

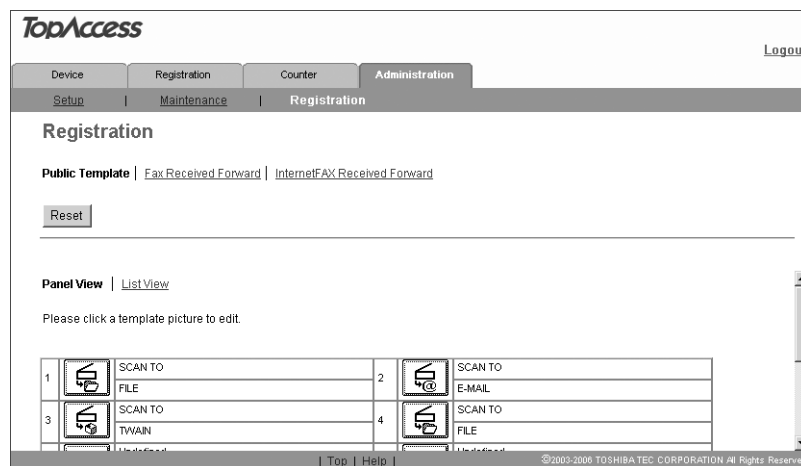
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

- 2 Click the Registration menu and the Public Template submenu.**



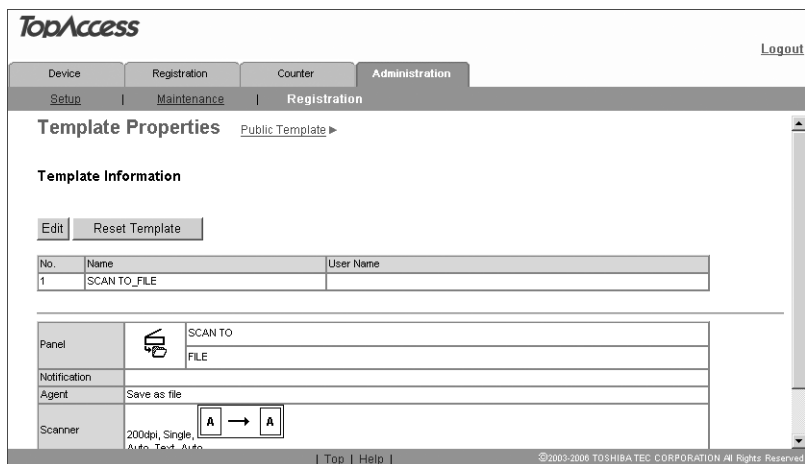
The Public Template submenu page is displayed.

- 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.**



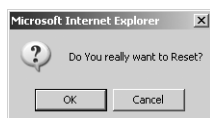
The Template Properties page is displayed.

4 Click [Reset Template].



A confirmation dialog box is displayed.

5 Click [OK].



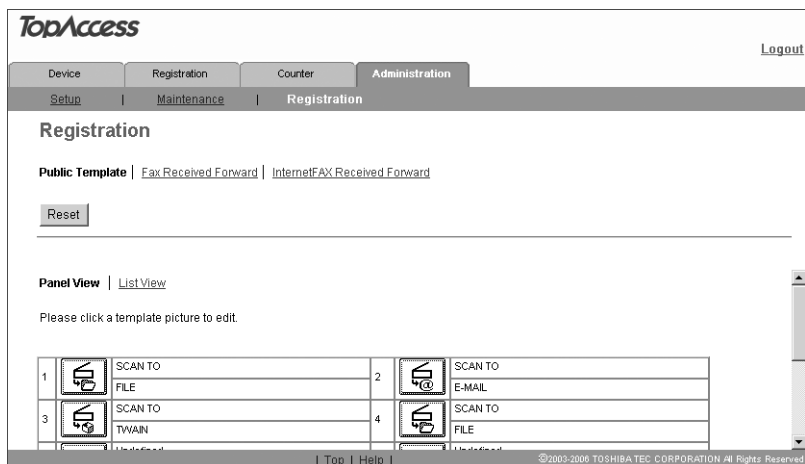
The setting of the selected template is reset and the template is returned to the undefined one.

Resetting all public templates in one go

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

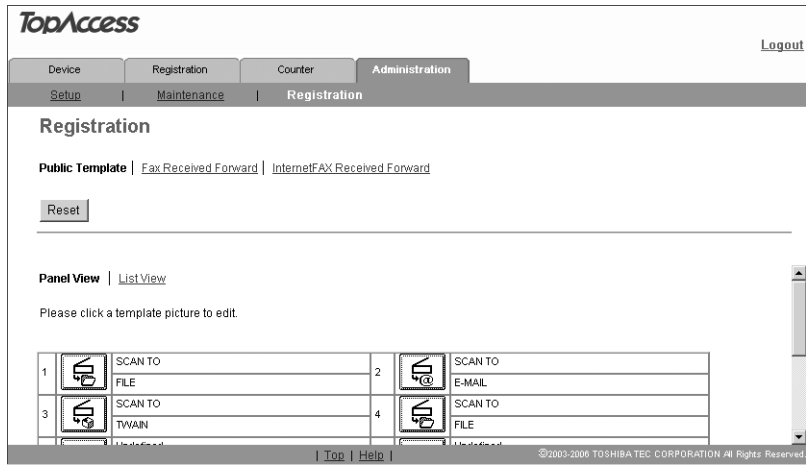
To access the TopAccess administrator mode, see the *Setup Guide for Printing Functions*.

2 Click the Registration menu and the Public Template submenu.



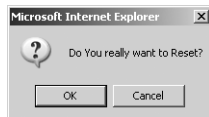
The Public Template submenu page is displayed.

3 Click [Reset].



A confirmation dialog box is displayed.

4 Click [OK].



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

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 Fax Received Forward sub-menu.

The screenshot shows the TopAccess web interface. At the top, there are tabs for 'Device', 'Registration', 'Counter', and 'Administration'. The 'Administration' tab is active. Below the tabs, there are sub-tabs for 'Setup', 'Maintenance', and 'Registration'. The 'Registration' sub-tab is active. The main content area is titled 'Registration' and contains links for 'Public Template', 'Fax Received Forward', and 'InternetFAX Received Forward'. The 'Fax Received Forward' link is selected. Below the links, there is a 'Save' button, a 'Select Agent' button, and a 'Forward' checkbox. To the right of the 'Forward' checkbox, there are radio buttons for 'Save as file' and 'Email'.

The Fax Received Forward submenu page is displayed.

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

The screenshot shows the TopAccess web interface, similar to the previous one. The 'Forward' checkbox is now checked. The 'Save as file' radio button is selected, and the 'Email' radio button is unselected.

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.

The screenshot shows the 'Registration' page in the TopAccess interface. The 'Document Print' dropdown menu is open, showing three options: 'Always', 'Always ON ERROR', and 'ON ERROR'. The 'Always' option is currently selected. Other visible settings include 'File Format' set to 'TIFF(Multi)', 'Destination' set to '(Sender)-NNN (NNN is a sequential number)', and 'File Name' set to '(Sender)-NNN (NNN is a sequential number)'. There are also buttons for 'Save', 'Select Agent', and 'Forward'.

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)”

The screenshot shows the 'Destination Setting' form. It has two sections: 'To: Destination Setting' and 'Cc: Destination Setting'. Each section has a 'To: Destination' or 'Cc: Destination' input field.

[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)”

The screenshot shows the 'Email Setting' form. It has several fields: '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), and '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)”

The screenshot shows the 'Save as file Setting' form. It has three fields: 'File Format' (TIFF(Multi)), 'Destination', and '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

1 Click [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.

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

Contact Property

OK Cancel Reset

*Required

Destination user01@aaa.aaa

4 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.134 "Deleting destination from Recipient List"

6 Click [Save].

Recipient List

Save Cancel New Address Book Address Group Delete

<input checked="" type="checkbox"/>	▼Destination
<input type="checkbox"/>	user01@aaa.aaa
<input type="checkbox"/>	user02@bbb.bbb
<input type="checkbox"/>	user03@ccc.ccc

The destination setting is saved.

Selecting destinations from address book

1 Click [Destination Setting] to 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

Email	▼Name	Email Address	ABB Number	One Touch Number
<input checked="" type="checkbox"/>	user03	user03@ccc.ccc	0	1
<input type="checkbox"/>	user02	user02@bbb.bbb	2	0
<input checked="" type="checkbox"/>	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

Save Cancel New Address Book Address Group Delete

<input checked="" type="checkbox"/>	▼Destination
<input type="checkbox"/>	One Touch Number - 1
<input type="checkbox"/>	ABB Number - 1

The destination setting is saved.

Selecting destination group from address book

1 Click [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 box for a group to which the desired destination belongs.

Address Group

Add Cancel

Group	Group Name	Group Type
<input checked="" type="checkbox"/>	group02	Email
<input type="checkbox"/>	group01	Email

[Go to top of this page](#)

4 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

Save Cancel New Address Book Address Group Delete

Destination

Group Number - 2

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

Destination

user04@ddd.ddd

user05@eee.eee

ABB_Number - 2

ABB_Number - 1

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

1	Subject	<input checked="" type="radio"/> Scanned from (Device Name)[(Template Name)](Date)(Time) <input type="radio"/> (Date)
2	*From Address	<input type="text"/>
3	From Name	<input type="text"/>
4	Body	<input type="text"/>
5	File Format	TIFF (Multi) ▾
6	File Name	(Sender)-NNN (NNN is a sequential number)
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) 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.

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 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

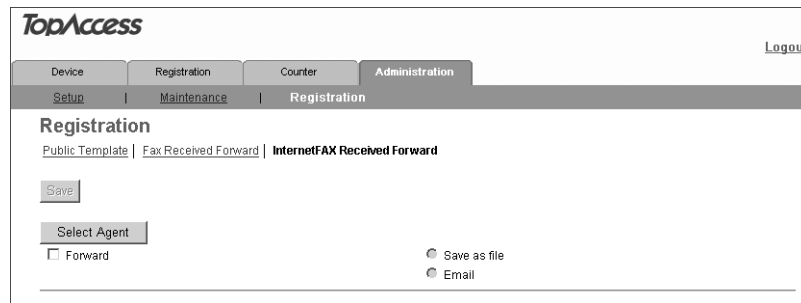
Up to 999 Faxes or InternetFaxes sent from one sender can be saved in one destination. However, if there are over 999, this equipment prints them out instead of saving them.

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.



The InternetFax Received Forward submenu page is displayed.

Tip

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"

11

MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)

This chapter describes how to have department codes managed by an administrator.

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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

- 1 **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].**

The screenshot shows the TopAccess web interface. At the top, there are tabs for 'Device', 'Registration', 'Counter', and 'Administration'. Below these, there are sub-tabs for 'Total Count' and 'Department'. The main content area is titled 'Department management' and contains the text 'Enter a department code to access department counters'. Below this text is a 'Department Code' input field with five dots inside, and an 'Enter' button to its right. At the bottom of the page, there are links for 'Top' and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

The Department Management page is displayed.

- 3 **The departments list containing the counter information is displayed.**

The screenshot shows the TopAccess web interface. At the top, there are tabs for 'Device', 'Registration', 'Counter', and 'Administration'. Below these, there are sub-tabs for 'Total Count' and 'Department'. The main content area is titled 'Department management' and contains the text 'Enter a department code to access department counters'. Below this text is a 'Department Code' input field and an 'Enter' button. Below the input field is a table with the following data:

Number	Department Name	Dept Code	Copy	Printer	Total Scanning	Fax Transmission	Fax Reception
1		11111	0	0	0	0	0
2		22222	0	0	0	0	0
3		33333	0	0	0	0	0

At the bottom of the page, there are links for 'Go to top of this page', 'Top', and 'Help', and a copyright notice: '©2003-2006 TOSHIBA TEC CORPORATION All Rights Reserved'.

Tip

You can display the desired department code information by entering that code.

12

APPENDIX

This chapter has been prepared to give additional information.

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List Print Format

Configuration Page (Example)

```

CONFIGURATION PAGE
S/N          : XXXXXXXXXXXX          TIME          : '06-08-20 11:56
F/W Ver.    : XXXXXXXXXXXX

GENERAL
MEMORY SIZE          : 256MB
OPTIONAL FUNCTIONAL KIT : SCANNER UPGRADE KIT

NETWORK SETTING
GENERAL PRODUCT
GENERAL              : 10BASE FULL
ETHERNET SPEED/DUPLEX MODE

NETWORK
TCP/IP
ADDRESS MODE        : DYNAMIC
IP ADDRESS          : XXX.XXX.XXX.XXX
SUBNET MASK         : 0. 0. 0. 0
DEFAULT GATEWAY     :
IPX/SPX
ENABLE IPX/SPX     : AUTO SENSE
FRAME TYPE

APPLE TALK
ENABLE APPLE TALK  : DISABLE
DEVICE NAME       : *
DESIRED ZONE

SESSION
DNS SESSION
ENABLE DNS         : 0. 0. 0. 0
PRIMARY DNS SERVER ADDRESS : 0. 0. 0. 0
SECONDARY DNS SERVER ADDRESS

DDNS SESSION
ENABLE DDNS       : XXXXXXXXXXXXX
HOST NAME
DOMAIN NAME

NETWARE SESSION
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 : XXXXXXXXXXXX

01.DEFAULT SETTINGS

- 01.GENERAL SETTING
 - 01.DRAWER SIZE
 - 02.WALKUP SCREEN
 - 03.TIMERS
 - 04.WEEKLY TIMER
 - 05.SPEAKER VOLUME
 - 06.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.SECURITY TX
 - 10.COVER SHEET
 - 11.RECOVERY TRANSMIT
 - 12.TTI
 - 13.SEND AFTER SCAN
 - 14.ACCOUNT CODE
 - 15.SEPARATOR PAGE
 - 16.SECURE RX
 - 17.MEMORY RX
 - 18.REDUCTION
 - 19.DISCARD
 - 20.PRIVILEGED RX
 - 21.RTI
- 04.REPORT & LIST
 - 01.JOURNAL
 - 01.MANUAL OUTPUT
 - 02.AUTOMATIC JOURNAL
 - 02.COMMUNICATION REPORT
 - 01.TX REPORT
 - 02.MEMORY-TX REPORT
 - 03.MULTI-ADD REPORT
 - 04.MULTIPOLL REPORT
 - 05.RELAY ORIGINATOR REPORT
 - 06.RELAY STATION REPORT
 - 07.RELAY END REPORT
 - 03.RECEPTION LIST
 - 01.LOCAL MAILBOX LIST
 - 02.REMOTE MAILBOX LIST
 - 03.RELAY RECEPTION LIST
 - 05.REMOTE SERVICE
 - 01.REMOTE ACCESS
 - 02.DOWNLOAD FIRMWARE
 - 03.RDC PASSWORD
 - 04.SUPPLY NOTICE

02.LISTS

- 1. DEPARTMENT CODE
- 2. FUNCTION
- 3. SUPPLY NOTICE
- 4. ITU MAILBOX
- 5. CONFIGURATION PAGE
- 6. NIC STATUS PAGE

Items relating to scanning are printed on the second page of the menu list.

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Setup Guide for Scanning Functions

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