

# TOSHIBA

## *GL-1010 Scan Operator's Guide*



**Version 1.2.7**

*Your guide to using the optional Network Scan feature with the Toshiba e-STUDIO GL-1010 Electronic Document Processing System*



# *GL-1010 Scan Operator's Guide*



*Your guide to using the optional Network Scan  
feature with your Toshiba  
e-STUDIO GL-1010 Electronic Document  
Processing System*

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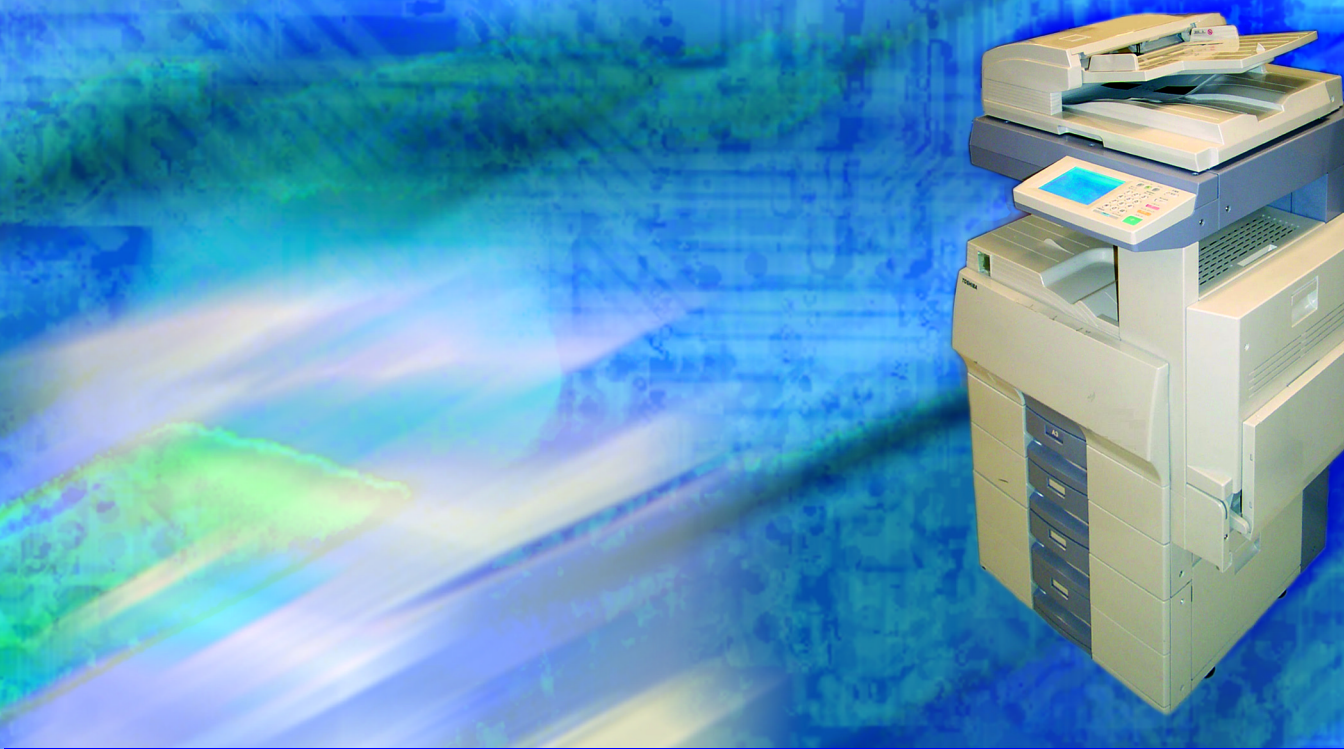
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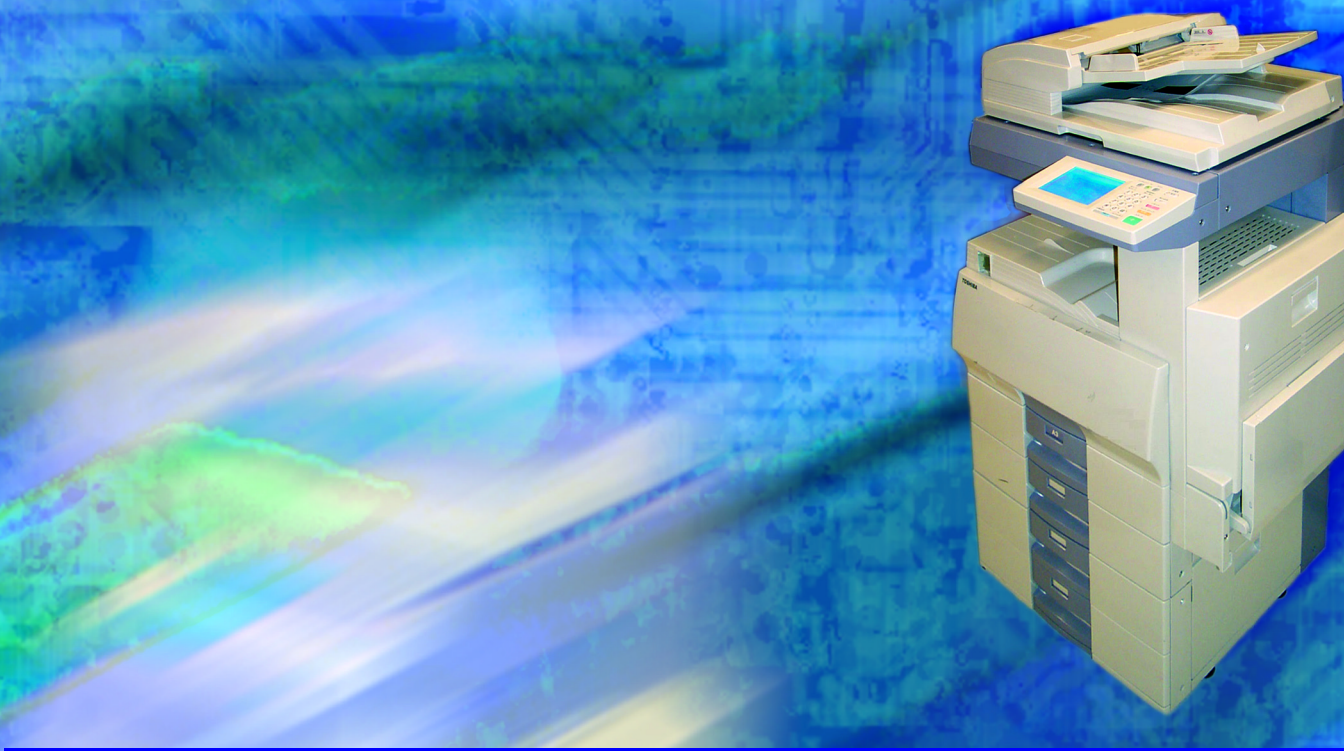




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## PREFACE

The GL-1010 Scan Operator's Guide provides detailed instructions for installing and using the TOSHIBA e-STUDIO GL TWAIN Driver and the scan setup and monitoring utility, TopAccess to perform network scanning functions using Toshiba's e-STUDIO GL-1010 Electronic Document Processing System. With the GL-1010 Network Scan option, you can perform the following functions:

- Scan a document from the copier
- Save a scanned image to a file
- Send a scanned image to a Email recipient(s)
- Fax the scanned image to a recipient via Internet-Fax
- Retrieve a scanned image in a TWAIN compliant application
- Create groups and templates to initiate scan jobs

This *preface* introduces the scanning functions you can perform with the e-STUDIO GL-1010 Electronic Document Processing System and defines the scope and audience of this guide.

## INTRODUCTION

### **e-STUDIO GL-1010 Electronic Document Processing System**

Congratulations on purchasing Toshiba's optional Scan Feature for the e-STUDIO GL-1010 system. The scan option has been designed to be the latest state-of-the-art scan and copier combination. When the TOSHIBA e-STUDIO GL TWAIN Driver software is installed, the digital copier becomes a all-inclusive network scanner with walk-up, internet scan to iFax capability. The GL Scan option provides ease of use, and fully comprehensive solutions. Workgroups will enjoy the ability to exploit almost limitless capabilities of the digital copier.

## INTENDED AUDIENCE

### **Who Should Read This Guide?**

This guide, the GL-1010 Scan Operator's Guide, is intended for people using the GL Scan optional feature. It provides detailed instructions on configuring and using the TOSHIBA e-STUDIO GL TWAIN Driver software.

This guide is not intended for digital copier service technicians or operators. For information on using and maintaining the TOSHIBA e-STUDIO28/35/45 digital copier, refer to the *Toshiba Operator's Manual for Copying Functions* or contact your Toshiba authorized dealer for support.

### **Scope**

This guide assumes that users are familiar with the software applications they are using to create their documents for printing. Document setup or application-specific printing functions are not covered in this manual.



## USING THIS GUIDE

### Styles and Conventions

This guide employs several typographic styles to visually convey information. The following table illustrates the styles used and defines the conditions in which they are used.

*Styles and Conventions Used in this Guide*

<b>BOLD, SANS SERIF FONT, ALL CAPS</b>	Copier hard keys.	Press the <b>PRINTER/NETWORK</b> hard key.
SANS SERIF FONT, ALL CAPS	Soft keys, fields, function tabs on the LCD Touch Screen.	Press the <b>ADMIN</b> tab. Press the <b>NETWORK SETTINGS</b> soft key.
<i>Italic, serif font, initial caps</i>	Menu names and screen titles.	From the <i>File</i> menu, choose <b>Print</b> .
<b>Menu options separated by right arrows.</b>	Embedded Menu Options.	From the <i>Start</i> menu, choose <b>Programs→Toshiba e-STUDIO GL Client →Toshiba GL DocMon</b> .
<b>Bold, sans serif font, initial caps</b>	Buttons, controls, tabs, or menu options on application windows and dialog boxes.	Double-click <b>Properties</b> and click <b>Services</b> . From the Novell Printing group box, click <b>On</b> to enable Novell Printing. Click <b>OK</b> .
Courier	Text the user types in a field or from the command line.	Type the following command: <code>setup.exe</code>
<i>&lt;Brackets enclosing, italic text&gt;</i>	Variable text that is to be replaced with specific text applicable to the user's network.	Enter <code>GL&lt;device name&gt;</code> , where device name is the Microsoft Computer Name assigned to the GL-1010 controller.

## Manual Organization

Chapter 1, *Overview* summarizes the features and functionality of the Toshiba's optional Scan Feature for the e-STUDIO GL-1010 system

Chapter 2, *Installation* summarizes procedures for installing software required to enable users to retrieve scanned images.

Chapter 3, *Setup* summarizes how to use TopAccess (End User Mode) to setup Private Groups and Templates and how to select and set Scan Agent properties.

Chapter 4, *Scanning* summarizes the steps required to scan images using the e-STUDIO GL-1010 Electronic Document Processing System.

Chapter 5, *Monitoring Scan Jobs* summarizes how to use TopAccess to monitor you scan jobs.

Chapter 6, *Basic Troubleshooting* summarizes how to resolve issues you may be experiencing.

Chapter 7, *Specifications* provides a table of scan option system specifications.

## Terms and Concepts

The following table defines the key terms and concepts used throughout this guide. These definitions apply within the context of this guide; they may be used differently by other companies or in other product guides. In addition to the terminology defined here, refer to the Glossary at the end of this manual, which defines even more acronyms and industry terminology.

### *Terms and Concepts Defined*

---

<b>Term</b>	<b>Definition</b>
e-STUDIO GL-1010 Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO28/35/45 digital copier with GL-1010 controller. This affords users the convenience of walk-up copying and network printing using the same device.

---

<b>Term</b>	<b>Definition</b>
GL-1010	This component of the e-STUDIO GL-1010 Electronic Document Processing System provides network connectivity between the client workstations and the digital copier connected to it. The GL-1010 is physically mounted to the TOSHIBA e-STUDIO28/35/45. In this guide, it is sometimes referred to simply as “controller” or “device”.
Local Operations	Those operations that affect the GL-1010 or TOSHIBA e-STUDIO28/35/45 functionality and are performed on the physical device, usually from the copier’s LCD touch screen. An example of local operation is changing the IP address of the GL-1010 from the <i>TCP/IP Setting</i> LCD touch screen.
Network Printing	Printing from a Windows, Macintosh, or Unix client workstation to the GL-1010, with the output produced on the connected TOSHIBA e-STUDIO28/35/45.
Walk-up functions	Those operations performed from the control panel of the TOSHIBA e-STUDIO28/35/45. This includes standard copy functions, as well as network print monitoring and management functions.

---

## **SUPPLEMENTAL REFERENCES**

### **Quick Start Guide**

The purpose of this guide is to introduce users to the GL-1010 product, summarize installation and operational procedures, and describe system requirements and specifications. A printed copy of this manual ships with the GL-1010.

### **GL-1010 Administrator’s Guide**

You can find the.pdf version of this guide on the e-STUDIO GL-1010 Admin’s Client CD-ROM. It is intended for the network administrator and contains detailed information for installing, configuring, and troubleshooting your Toshiba GL-1010.

### **GL-1010 Operator's Guide (Basic)**

You can find the .pdf version of this guide on the e-STUDIO GL-1010 Client CD-ROM. It is intended for the end user and contains detailed information for provides detailed instructions for installing and using the GL-1010 printer drivers and the job monitoring utility, GL DocMon to print to Toshiba's e-STUDIO GL-1010 Electronic Document Processing System. It also describes how to use the web-based application, TopAccess (End User Mode) to monitor and manage print jobs on your Toshiba GL-1010.

### **GL-1010 TopAccessComposer Operator's Guide**

You can find the .pdf version of this guide on the e-STUDIO GL-1010 Admin's Client CD-ROM and on e-STUDIO GL-1010 Client CD-ROM. It contains information on storing, managing, editing and printing documents using the web-based tool, TopAccessComposer.

### **GL-1010 Network Fax Operator's Guide (option)**

If you have purchased the optional Fax feature, you will find that the e-STUDIO GL-1010 Fax Client CD-ROM contains a .pdf version of this guide. This guide contains information on enabling network fax functionality. It includes procedures for monitoring fax functionality using the web-based utility, TopAccess (End User Mode) and GL DocMon.

### **Application-Specific Online Help**

All of the e-STUDIO GL-1010 Electronic Document Processing System software and drivers come with application-specific online help. You can also see task-oriented help topics by clicking on a **Help** button or choosing the **Contents and Index** option from the Help menu. For web-based help in TopAccess, click the help icon.



# 1 OVERVIEW

The Toshiba's optional Scan Feature for the e-STUDIO GL-1010 system was designed for the user who wants network scanning capability with the vast array of options and a minimum of time setting up scan templates.

This chapter describes the functionality featured by the intuitively configured GL Scan option and TopAccess.

## FEATURES AND FUNCTIONS

### Functional Highlights

This instruction manual explains how to use scanning functions and provides valuable information to ensure the most effective use of the scanner as well as troubleshooting assistance for handling potential problems.

Refer to this instruction manual if you need support information to provide optimum performance and high quality scanning.

- This instruction manual applies to the GL-1010 Controller.
- Refer to the GL-1010 Operator's Guide (Basic) before you use the GL-1010 controller.

### Software Components

#### Printer Drivers

Printer drivers are software components that comes with a printer that enables application programs to interact with the printer without the application programs having to concern themselves with the specific printer requirements. The GL-1010 comes with two printer drivers, GL-PCL6 and GL- PS, which significantly extend document print, layout and assembly functions that are not available with many applications.

#### GL DocMon

GL DocMon provides end-users a way to monitor all jobs and control their own current jobs. With the notification feature enabled, users are notified of copier or printing events, such as paper-out or cassette open, before they walk to the copier only to find their job incomplete or unsuccessful.

#### TopAccess

TopAccess, an embedded Web-based device management tool, allows users to monitor and manage their print jobs over the Internet using either Netscape Navigator or Internet Explorer. TopAccess includes TopAccessComposer which is a web-based document editor / organizer for the Toshiba Electronic Processing System. It enables you to view, edit, merge and store post printed, routed fax and scanned documents on the GL-1010.

## Scanning Features

The network scanner functions can be used within the Windows network environment.

### Network Scanner

- Scanning is performed by selecting the desired “Template” from the Control Panel.
- Templates can be created for individual groups and users depending the use and purpose.
- Scanned image data can be stored on the controller, and retrieved via the network with the TWAIN application.
- Scanned image data can be transferred to a shared folder on the Windows file server on the same network as of the controller.
- The optional Email functionality enables you to send scanned image data as a file attachment to an Email recipient.
- The optional Internet-Fax functionality enables you to send scanned image data as a file attachment to transmitted to a fax recipient.
- Another feature of the GL-1010 is the capability to receive and print an Internet-Fax job. This allows you to turn an electronic file attached to an Email to a hard copy document.
- Scanning functionality is setup and maintained by using the Scan features provided with the TopAccess web utility.
- Provide access to LDAP server for front end users when they initiate Send to Email or iFax jobs from the copier panel.
- Provide access to LDAP server when the user is creating a Send to Email/iFax template.
- Provide access to LDAP server when the administrator is creating a new entry in the Public AddressBook.
- Allow the administrator to setup configurations of one or more LDAP servers.

A sample template is provided with the factory default. When you first use the GL Scan functionality, try using the sample template to become familiar with using scan templates.

To create a template, use the TopAccess web utility. For details on how to use TopAccess, refer to the GL-1010 Operator’s Guide

(Basic) on the e-STUDIO GL-1010 Client CD-ROM or the GL-1010 Administrator's Guide on the e-STUDIO GL-1010 Admin CD-ROM.

## SYSTEM COMPONENTS

Images scanned to the network using the copier have five processing options.

### Basic Functionality

#### Send to TWAIN

The scanned image data is saved on the GL-1010 controller and can be retrieved from a shared folder, via the network, by using a TWAIN compliant application on the client PC. For further details, refer to the Online Help, GL-1010 Operator's Guide (Basic), or GL-1010 Administrator's Guide.

#### Send to File

- *Saving on the Controller.* The scanned image data can be saved on the GL-1010 controller HDD in TIFF or PDF format. Files can be retrieved from applications on the network by using the Windows file share function via the network.
- *Saving to a File Server.* The scanned image data can be saved to a designated Windows File Server on the network by the controller. For further details, refer to the Online Help, GL-1010 Operator's Guide (Basic), or GL-1010 Administrator's Guide.

#### Send to Email

Scanned image data is sent to a designated Email address automatically. For further details, refer to the Online Help, GL-1010 Administrator's Guide.

#### Send to iFax

Scanned image data is faxed to a designated Internet-Fax recipient automatically or received by the controller and printed.



For further details, refer to the Online Help, GL-1010 Administrator's Guide.

### Send to TopAccessComposer

Scanned image data is sent to folders in the TopAccessComposer storage area. TopAccessComposer enables you to manage scanned document files in the document editor / organizer. It provides two predefined system folders called Department and Public. You can also create user accounts and create your own Private folders. For further details, refer to the Online Help, GL-1010 TopAccessComposer Operator's Guide.

## Scanning Documents

There are two modes available for scanning documents (originals):

### NOTE:

There are limitations on the number of pages, file size and resolution that may exceed the maximum memory capacity of the client PC. Please refer to the machine's hardware manual to confirm these limitations.

### Public Scan

The Public Folder and Public Templates are available to all users who are connected to the GL-1010 controller. For further details, refer to *CHAPTER 4 Public Scan*.

### Private Scan

Private Folders and Templates are setup and maintained by individual users for specific use such as by department (Accounting, Human Resources, Research and Development etc.). For further details, refer to *CHAPTER 4 Private Scan*.

## SYSTEM REQUIREMENTS

### NOTE:

The network scanner function requires the TCP/IP protocol to be installed and configured on the network. For TCP/IP information or further information about network settings, refer to the GL-1010 Administrator's Guide.

To scan from a network-connected computer to the controller, make sure that the client workstation meets the following minimum requirements:

- Windows 95
- Windows 98
- Windows Me
- Windows 2000 Service Pack 1 or higher
- Windows NT 4.0 Workstation Service Pack 5 or higher

- Email software should be installed to utilize the Send to Email functionality.
- If you have a previous version of Toshiba software installed on the workstation, the setup program detects it and opens the GL-1010-Client Setup Maintenance Program. Click **Remove** to delete all previously installed components. Alternately, you can use the Windows Add/Remove Programs option, accessible from the Windows Control Panel, to delete the old software.
- To ensure successful installation, it is recommended that you close all running Windows applications before installing the new software. If you are using an old version of Toshiba client software, this includes exiting the document monitoring application as well. To do so, right-click on the systray icon and then choose **Exit** from the short-cut menu. This controller can be used in a client/server network via Windows.

The following browsers are supported:

- Internet Explorer 5.0 or higher
- Netscape Navigator 4.75 or higher
- Internet Explorer 5.0 or higher for Unix or Mac systems
- Netscape Navigator 4.78 or higher for Mac systems
- Netscape Navigator 4.76 or higher for Unix systems



## 2 INSTALLATION

Installing GL-1010 software that will enable you to import scanned images into TWAIN compliant applications is a simple process that can be achieved by running the setup.exe program from the e-STUDIO GL-1010 Scanner Client CD-ROM and following the InstallShield setup wizard.

This chapter provides detailed procedures for installing the TOSHIBA e-STUDIO GL TWAIN Driver.

## SOFTWARE INSTALLATION

### Scanner Driver (TWAIN) Installation

You need to install the Twain driver so that scanned images may be acquired using a Twain compliant application.

**NOTE:**

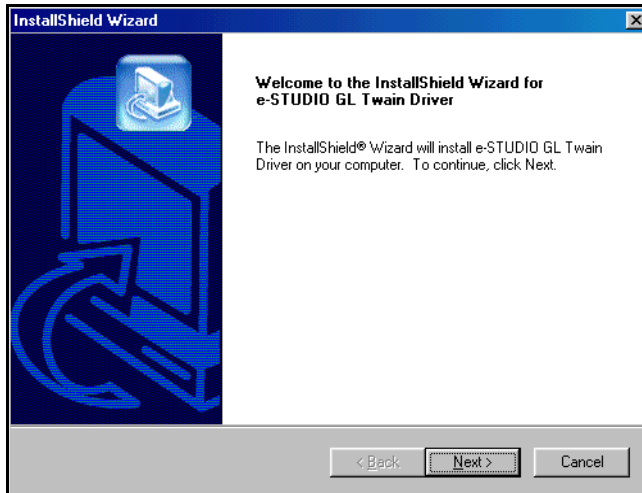
Install the TOSHIBA e-STUDIO GL TWAIN Driver that is located on the CD-ROM. Refer to the Readme file on the CD-ROM for installation and known issue information. The Readme file will display automatically after setup.

- 1 Insert the e-STUDIO GL-1010 Scanner Client CD-ROM into the drive. If autoplay is enabled, the InstallShield setup wizard launches automatically. If it doesn't start, choose Run from the Start menu and then enter the following command:

D:\setup.exe

replacing "D" with the letter mapped to your CD-ROM drive, if different.

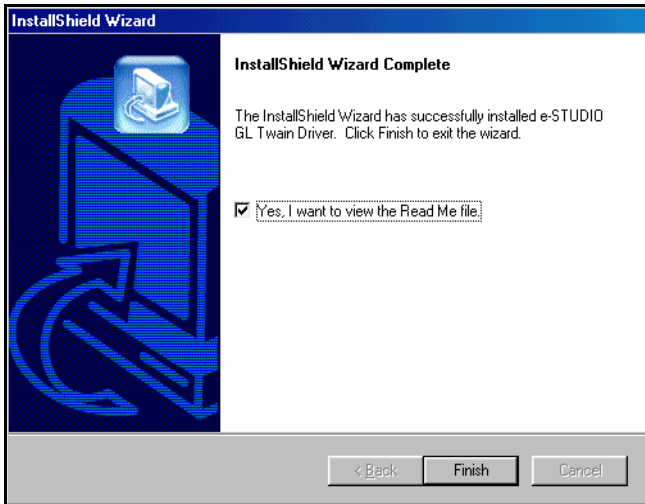
- 2 Click **OK** to launch the setup program.



*InstallShield Setup Wizard*

- 3 Follow the Setup Wizard as it leads you through the installation steps.
- 4 The setup wizard displays the End User Licence Agreement. Please read the terms of license carefully. If you agree with the terms, click **Yes** to continue installation. Otherwise, click **No** to terminate the installation process.
- 5 When the setup program finishes copying the necessary files to your computer, you will be prompted to view the ReadMe file.

- 6 The necessary system files are copied to your workstation. When complete, click **Finish** to exit the Setup Wizard.

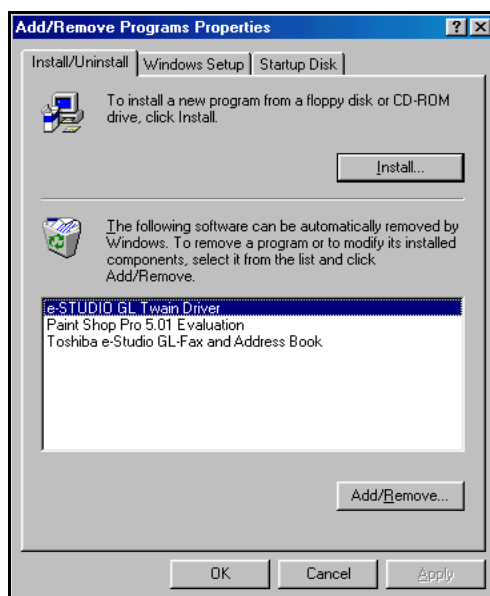


*InstallShield Setup Wizard*

- 7 Setup is complete! You can now import scanned images using the TOSHIBA e-STUDIO GL TWAIN Driver.

## Removing the Scanner Driver (TWAIN)

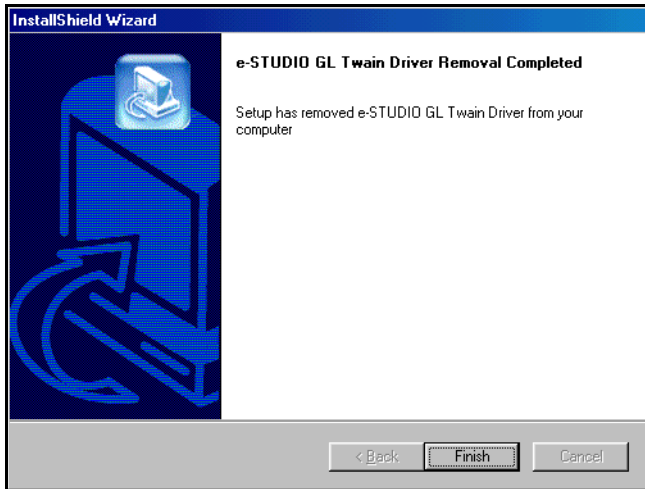
- 1 If open, close the GL DocMon application.
- 2 Choose **Settings->Control Panel** from the *Start* Menu and then locate the Add/Remove Programs icon. The Add Remove Programs dialog will display.



*Add/Remove Program Properties*

- 3 Select e-STUDIO GL-Twain Driver from the list of applications to be removed.
- 4 Click the **Add/Remove...** button to uninstall the application.
- 5 Follow the wizard as files are removed from your system. Click **Finish** to exit the Add/Remove Programs dialog. You may have to reboot your system before all components of the

TOSHIBA e-STUDIO GL TWAIN Driver and program items from the Windows *Start* menu, can be completely removed.



*InstallShield Wizard Uninstall Complete*







## 3 SETUP

This chapter will guide you through the setup process for Toshiba's optional Scan Feature for the e-STUDIO GL-1010 system.

Users will use TopAccess to create scan templates that contain all required scan and distribution information. When downloaded to the copier, these templates provide a way to perform one-touch scan and send tasks from the copier control panel.

## OVERVIEW

The network Scan feature enables users to easily manage jobs scanned into the copier. Scanned jobs can be automatically filed to Public or Private folders, Emailed to specific recipients, or sent to Twain so that the scanned image may be acquired using a Twain compliant application.

Users will create Templates that contain the attributes for scan jobs such as, the desired icon to be displayed on the copier LCD panel, the scan job details including, single or duplex, rotation, document type, resolution, exposure and paper size. Users will also designate the Agent for the template.

Scan Templates are stored in Groups. Templates are used in both Public and Private Groups. To create a new Template or edit an existing Template, you must first select a Group.

*Public Group* - This group contains templates that are created by Administrator and can be accessed and used by all users.

*Private Groups* - These groups contain templates that are created based on particular group profiles and can be accessed by selecting Private Groups at the copier LCD panel and if required, using the pre-defined template password. For example, the Accounting department may set up a Private Group named "Accounting Invoices". This group will contain specific templates that are designed to handle accounting invoice scan job attributes which use Agents that save the scanned files in a designated Accountant Department destination folder on the network or can Email the scan file to the Accounting Manager.

### Scan Setup Process Flow

- 1 Configure Scan Agent properties by Administrator
- 2 Create a Group
- 3 Create a Template
- 4 Select an Icon and Caption for the front panel
- 5 Select an Agent and properties
- 6 Select the Scanner parameters

## Using TopAccess

TopAccess is a web-based job and device management tool that allows users to access GL-1010 device information over the internet using a web browser like Internet Explorer or Netscape Navigator. TopAccess enables end-users and administrators the ability to monitor scan job status as well as the option to create and maintain Groups and Templates. For information on using TopAccess (End-User mode), refer to *GL-1010 Operator's Guide (Basic)*.

## System Requirements

Before running TopAccess, make sure the workstation meets the following minimum requirements:

- ◆ Windows 95/98/Me, NT 4.0 or 2000
- ◆ Internet Explorer 5.0 or higher or Netscape Navigator 4.75 or higher
- ◆ Internet Explorer 5.0 or higher for Unix and Mac systems, Netscape Navigator 4.78 or higher for Mac and Netscape Navigator 4.76 or higher for Unix systems.
- ◆ TCP/IP Enabled

## Opening TopAccess

To navigate to TopAccess, enter the following URL on the search line of your Internet browser.

**http://<IP Address> or http://<Device Name>**

For example:

**http://159.119.44.234 or http://mygl-1010**

The TopAccess web page is displayed:

The screenshot shows the TopAccess web interface for a device named 'gl-wonder: Ready | Online'. The page has a yellow header with the 'TopAccess' logo and navigation links for 'TopAccessComposer', 'Device Search', and 'Login'. Below the header is a blue navigation bar with tabs for 'Device', 'Print Jobs', 'Scan', 'Preferences', and 'Counters'. The main content area is titled 'Device' and features a 'REFRESH' button. On the left, there is an image of a Toshiba multifunction printer. To the right of the image is a 'Device Information' table. Below the image is an 'Options' table. To the right of the options is a 'Paper' table. The footer of the page includes the Toshiba logo and the text 'Install Software | Top | Help | V.1.2.0.2 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.'

Device Information	
Status	Ready
Name	GL-WONDER
Location	
Controller Type	e-STUDIO45
Hard Disk Space Available	2985 MB
Contact Information	
Phone Number	6745
Message	
Alerts	None

Options	
Stitch	Not Installed
Staple	Installed
Punch Unit	2/3 Holes Auto
Fax	Not Installed
Scan	Installed

Paper				
Cassette	Size	Type	Capacity	Status
Upper Cassette	Letter	Plain	550	Paper Available
Lower Cassette	Ledger	Plain	550	Paper Available
Large Capacity Feeder	Letter	Plain	2500	Paper Available

When you initially open the TopAccess Web site, you have access to end-user functions, such as viewing device settings and the print queues. You must log on as administrator to perform administrative functions.

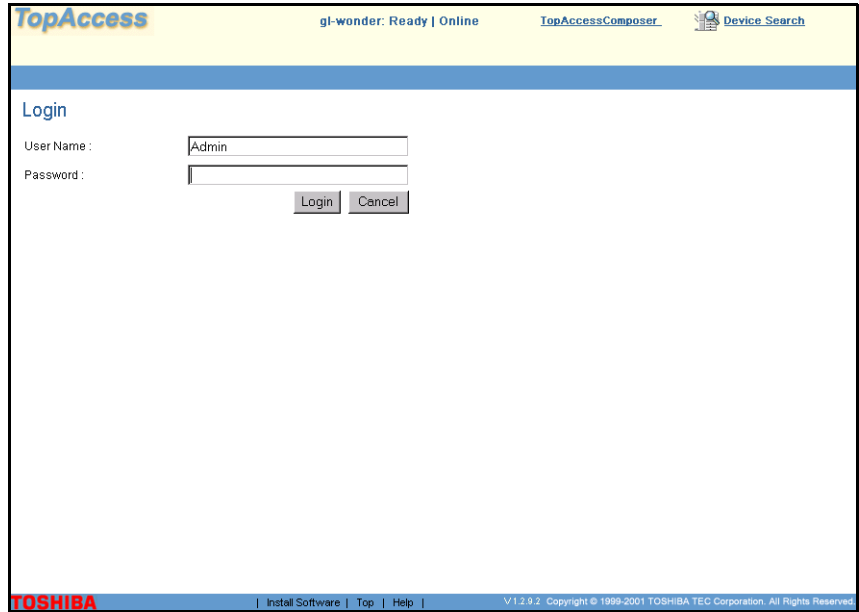
## End-User Site Vs. Administrator Site

TopAccess has two different sites available. One site is designed for End-Users and the other is for Administrator. The End-User site provides GL-1010 status and scan job display as well as the ability to create and maintain Private Groups and Templates. The Administrator site provides the ability to administer the various

configuration settings for the GL-1010, conduct periodic maintenance and maintain the Address Book, Public Group and Templates in addition to the functions of the End-User Site.

### Logging On as an Administrator

- 1 At the top right-hand side of the TopAccess Web page, click the [Login](#) link.



The screenshot displays the TopAccess web interface. At the top, there is a yellow header bar with the 'TopAccess' logo on the left, the status 'gl-wonder: Ready | Online' in the center, and links for 'TopAccessComposer' and 'Device Search' on the right. Below the header is a blue navigation bar. The main content area is white and features a 'Login' section. This section includes two input fields: 'User Name' with the text 'Admin' entered, and 'Password' which is currently empty. Below these fields are two buttons: 'Login' and 'Cancel'. At the bottom of the page, there is a blue footer bar containing the 'TOSHIBA' logo on the left and a series of links: 'Install Software', 'Top', 'Help', and a copyright notice: 'V1.2.0.2 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved'.

- 2 Enter the administrative username (“Admin”) and password. The password is the same as that used at the LCD Touch Screen to log on to administrative functions. The default admin password is **12345**. If you have not set the username and password, use the defaults and then immediately change the password to maintain secure access. Refer to the GL-1010 Administrator’s Guide for further details on the Administrator password.

- If this is the first logon as Administrator, the password should be changed to maintain secure access.

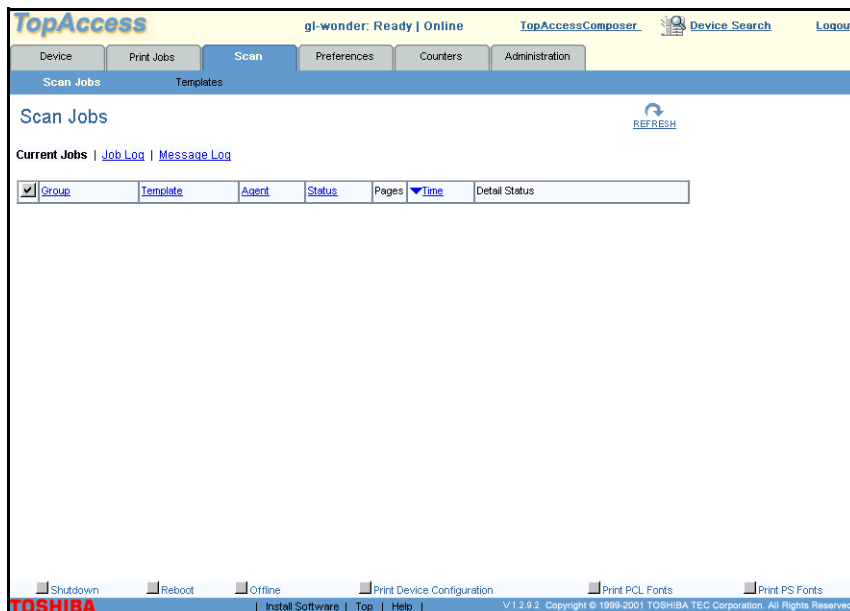
The screenshot displays the TopAccess web interface. At the top, the status bar shows 'gl-wonder: Ready | Online' and navigation links for 'TopAccessComposer', 'Device Search', and 'Logout'. Below this is a main navigation bar with tabs for 'Device', 'Print Jobs', 'Scan', 'Preferences', 'Counters', and 'Administration'. The 'Administration' tab is active, showing submenus for 'Device', 'Setup', 'Logs', 'Address Book', 'Maintenance', and 'Notification'. The 'Device' submenu is selected, leading to the 'Version' page. This page contains a 'Version Information' section with the following details:

Version Information	
Printer Manufacturer:	TOSHIBA
Copier Firmware Version:	T320SU011
Copier Main ROM Version:	320M-11
Copier Scanner ROM Version:	320S-04
Printer DSI Version:	TV005.07S07.1/2.03
OS Version:	1.0.0.0
Network Card Type:	Ethernet
Network Card Model:	Intel(R) PRO/100+ Management Adapter
MAC Address:	00d0c9216281
Driver Version:	3.35.10.0
CPU Type:	434
BIOS Manufacturer:	Award Modular BIOS v4.51PG
BIOS Date:	4/23/90

At the bottom of the interface, there are options for 'Shutdown', 'Reboot', 'Offline', 'Print Device Configuration', 'Print PCL Fonts', and 'Print PS Fonts'. The footer includes the TOSHIBA logo, 'Install Software | Top | Help |', and the version 'V1.2.9.2 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.'

After successfully logging on, you can perform administrative functions from the Scan and Administration tab.

- 4 Click the [Scan](#) tab. The Scan Jobs screen displays. For further details, refer to CHAPTER 5 *Viewing the Job Queue*.



### Logging Off

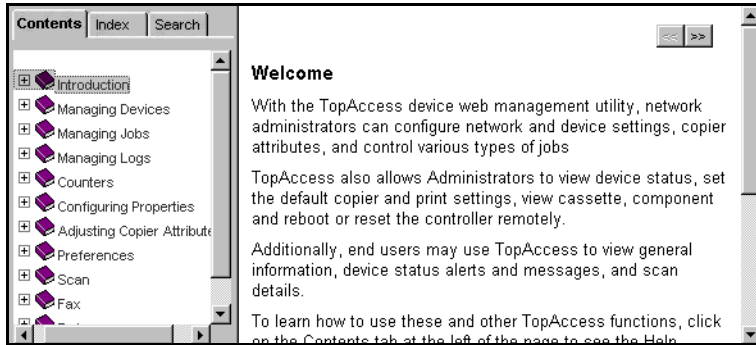
- 1 Click the [Logout](#) link at the top, right-hand side of the TopAccess Web site.

### Accessing Online Help

TopAccess includes extensive Web-based help to assist you in performing both end-user and administrative functions. The help system organizes information into task-oriented, procedural topics so that you can easily perform your monitoring and management jobs.

To access the Web-based help system, click the [Help](#) link at the bottom of the page.

In Help, click one of the following tabs:



- To browse through topics by category, click the **Contents** tab. You will notice that topics are organized into books. Click on the book or the plus sign to the left of the book to expand the list of related help topics. Within a topic, you will see What do you want to do? links that when clicked, will jump to step-by-step procedures. To collapse the topic, simply click the link once more. Also, within most topics, you can see related topics by clicking the Related Topics button.
- To see a list of index entries, click the **Index** tab, and then either type a word or scroll through the list.
- To search for words or phrases that may be contained in a Help topic, click the **Search** tab.

In the left frame of the Help window, click the topic, index entry, or phrase to display the corresponding topic in the right frame.

## SETTING UP SCAN AGENTS

Agents contain the properties for the transfer mode of the scan once it is finished. Agents can be used to Email the scanned image in general file format or Internet-Fax file format, save the scanned image on the GL-1010 controller, save to a file server, save to TWAIN or save to TopAccessComposer.

### NOTE:

Only Network Administrators have the ability to configure Scan Agents properties. For further assistance with the basic agent configuration see your administrator.

Before templates can be created using Scan Agents, the Administrator is required to configure the Scan Agent properties.

Administrators will select both Public and Private Templates and users will select only Private Templates. These agents enable template users the ability to scan and transfer the scanned documents to the appropriate destination. Administrators and



users will set up the specific details for how to handle each different agent.

The dongle and I-button hardware must be installed on the controller for the Agents to display so they can be selected and work properly. If a warning message displays “Cannot locate a scan agent”, check if the dongle and I-button are properly seated and installed.

## **CONFIGURING SCAN AGENT PROPERTIES**

Scan Agents contain the transfer mode properties for completed scans. Agents can be set up to perform the following functions:

- Save a scan to the GL-1010 controller or a network file server
- Save the scan as a twain-compliant image
- Email a scanned image
- Fax the scanned image by Email
  
- Save the scanned image to TopAccessComposer

As an Administrator, you will configure agent settings to enable users to scan and transfer the scanned document to the appropriate destination. Users will set up the specific details for how to handle each different Scan Agent when they create templates.

Scan Agent properties are set up by the Administrator in TopAccess (Administrator Mode) under the Administration tab, Scan Agents pages. For further information, refer to the GL-1010 Administrator’s Guide.

## **SETTING UP TEMPLATES**

Scan Templates are stored in Public or Private Groups. If you have logged into TopAccess as an Administrator you can manage the Public group and create and manage Public templates. If you are using TopAccess as an End User you can create and manage multiple Private groups and templates and view basic public template information. For further detailed information on creating a new template, or edit an existing template, refer to the TopAccess Online Help.

## Create Private Groups

Users can create Private Groups that contain Templates which are specifically designed for use by particular users or departments. These groups can contain up to 60 Private templates.

- 1 Click the [Scan](#) tab.
- 2 Click the *Templates* submenu. You will open the Templates Groups page by default. The Public Group and Private Groups are displayed.

**TopAccess** gl-wonder: Ready | Online [TopAccessComposer](#) [Device Search](#) [Login](#)

Device | Print Jobs | **Scan** | Preferences | Counters

Scan Jobs | **Templates**

### Template Groups

Please select a group to edit below.

#### Public Template Groups

No.	Group Name	Owner
Public	<a href="#">Public_Scan</a>	

#### Private Template Groups

All Groups | [Defined Groups](#)

Jump to : [001](#) [011](#) [021](#) [031](#) [041](#) [051](#) [061](#) [071](#) [081](#) [091](#) [101](#) [111](#) [121](#) [131](#) [141](#) [151](#) [161](#) [171](#) [181](#) [191](#)

No.	Group Name	Owner
001	<a href="#">test</a>	
002	<a href="#">Undefined</a>	<a href="#">Undefined</a>
003	<a href="#">Undefined</a>	<a href="#">Undefined</a>
004	<a href="#">Undefined</a>	<a href="#">Undefined</a>
005	<a href="#">Undefined</a>	<a href="#">Undefined</a>
006	<a href="#">Undefined</a>	<a href="#">Undefined</a>
007	<a href="#">Undefined</a>	<a href="#">Undefined</a>
008	<a href="#">Undefined</a>	<a href="#">Undefined</a>
009	<a href="#">Undefined</a>	<a href="#">Undefined</a>
010	<a href="#">Undefined</a>	<a href="#">Undefined</a>

[Go to top of this page](#)

No.	Group Name	Owner
011	<a href="#">Undefined</a>	<a href="#">Undefined</a>

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- 3 Select an available Private Group from the list. An available Group will display “Undefined” in the **Name** area. This will open the Group Properties page.

- 4 Enter the **Group Name** and the **Owner** of the Private Group. Any occurrence of characters [ \ : ; \* ? " < > ] in Group or template name are replaced with an underscore "\_" for templates that will utilize the Send to File or Send to Twain agent as these characters cannot be used in a folder name.
- 5 Click the **Save** button. The dialog will display.
- 6 Optionally, you can set a Group level password. For further information on Password Protecting Groups, refer to *Private Group Passwords* on page 57.
- 7 Scan Templates are sorted in groups. You can continue on to create a new Template for the Group or select the **Template Groups** link to return to the Templates Group page. For Further information on Creating Private Templates, refer to *Create Private Templates* on page 44.

**NOTE:**

Administrators will select both Public and Private Templates and users will select only Private Templates.

## Create Private Templates

- 1 Click the [Scan](#) link.
- 2 Click the *Templates* submenu. You will open the Templates Groups page by default. The Public Group and Private Groups are displayed. You may scroll down the page to locate the desired Group or you may select a Group number *Jump to:* link at the top of the page. This link will position you directly to the desired Group located on the page.

**TopAccess** gl-wonder: Ready | Online TopAccessComposer Device Search Login

Device Print Jobs **Scan** Preferences Counters

Scan Jobs **Templates**

### Template Groups

Please select a group to edit below.

#### Public Template Groups

No.	Group Name	Owner
Public	<a href="#">Public Scan</a>	

#### Private Template Groups

All Groups | [Defined Groups](#)

Jump to: [001](#) [011](#) [021](#) [031](#) [041](#) [051](#) [061](#) [071](#) [081](#) [091](#) [101](#) [111](#) [121](#) [131](#) [141](#) [151](#) [161](#) [171](#) [181](#) [191](#)

No.	Group Name	Owner
001	<a href="#">test</a>	
002	<a href="#">Undefined</a>	<a href="#">Undefined</a>
003	<a href="#">Undefined</a>	<a href="#">Undefined</a>
004	<a href="#">Undefined</a>	<a href="#">Undefined</a>
005	<a href="#">Undefined</a>	<a href="#">Undefined</a>
006	<a href="#">Undefined</a>	<a href="#">Undefined</a>
007	<a href="#">Undefined</a>	<a href="#">Undefined</a>
008	<a href="#">Undefined</a>	<a href="#">Undefined</a>
009	<a href="#">Undefined</a>	<a href="#">Undefined</a>
010	<a href="#">Undefined</a>	<a href="#">Undefined</a>

[Go to top of this page](#)

No.	Group Name	Owner
011	<a href="#">Undefined</a>	<a href="#">Undefined</a>

**TOSHIBA** | Install Software | Top | Help | V.1.2.9.2. Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.

- 3 Select the desired Private Group for which you wish to create a template for from the list. This will open the Private Templates page.

**NOTE:**

If the Private group is password protected, it is indicated by a lock icon next to the Name in the list and the Input Group Password page will open. Enter the Private Group password and then click the **Send** button.

TopAccess gi-wonder Ready | Online TopAccessComposer Device Search Login

Device Print Jobs Scan Preferences Counters

Scan Jobs Templates

Private Templates <Template Groups

**Group Information**

No.	Group Name	Owner
001	test	

Edit Change Password Reset Group

Panel View | [ListView](#)

Please click a template picture to edit.

Jump to : [1-6](#) [7-12](#) [13-18](#) [19-24](#) [25-30](#) [31-36](#) [37-42](#) [43-48](#) [49-54](#) [55-60](#)

**Templates 1 - 6**

1		TWAIN Scanner	2		File in Controller
3		Undefined	4		Undefined
5		Undefined	6		Undefined

[Go to top of this page](#)

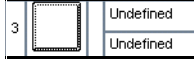
**Templates 7 - 12**

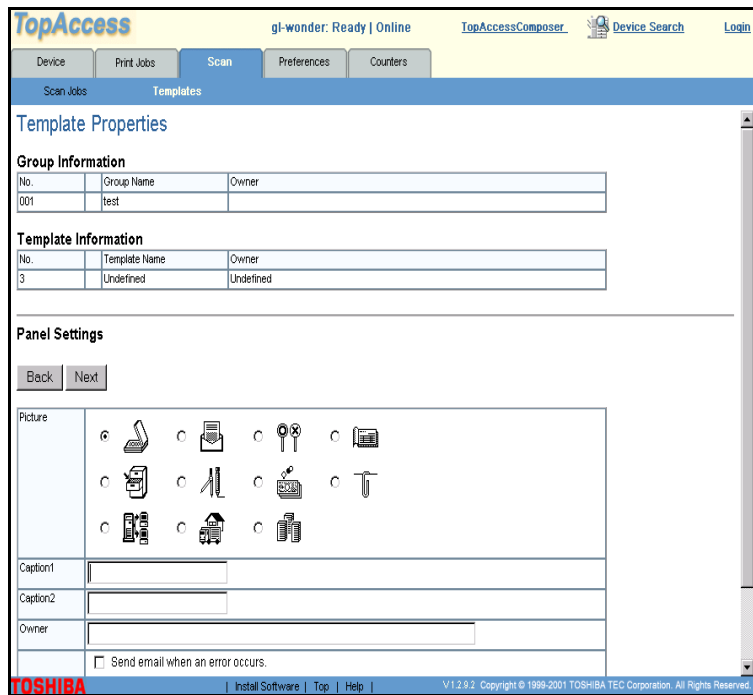
7		Undefined	8		Undefined
		Undefined			Undefined

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**NOTE:**

If a Private Group has not yet been defined the **GroupName** will display as "Undefined" and you must first create a Private Group before you can create a Private Template. For further information, refer to *Create Private Groups* on page 42.

- Click the blank panel icon  for the Template number which you wish to create. You will open the Template Properties - Panel Settings page.



- Select an icon from the icon options displayed. The icon selected will be displayed on the front panel of the copier for this template.
- Enter a label you wish displayed for the template in **Caption 1** and **Caption 2** fields.
- Enter the name and the **Owner** of the template. Any occurrence of characters [ \ ; , \* ? " < > ] in Group or template name are replaced with an underscore "\_" for templates that will utilize the Send to File or Send to TWAIN agent as these characters cannot be used in a folder name.

- 8 When you have finished, click the **Next** button. You will open the Template Properties - Agent Settings page.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with the TopAccess logo, user information 'gl-wonder: Ready | Online', and links for 'TopAccessComposer', 'Device Search', and 'Login'. Below this is a secondary navigation bar with buttons for 'Device', 'Print Jobs', 'Scan', 'Preferences', and 'Counters'. The main content area is titled 'Template Properties' and contains three sections:

- Group Information:** A table with columns 'No.', 'Group Name', and 'Owner'. The first row contains the values '001', 'test', and an empty cell.
- Template Information:** A table with columns 'No.', 'Template Name', and 'Owner'. The first row contains the values '3', 'test\_test b', and 'tester'.
- Agent Settings:** A section with a dropdown menu labeled '(Select Agent)' and a 'Select' button. The dropdown menu is open, showing the following options:
  - (Select Agent)
  - Send to TWAIN
  - Send to File
  - Send to Email
  - Send to iFax
  - Send to TopAccessComposer

At the bottom of the page, there is a footer with the TOSHIBA logo and the text 'Install Software | Top | Help | V.1.2.9.2 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.'

- 9 Click the **Agent Settings** drop-down arrow and select the desired Scan Agent for the template.
- Send to Email
  - Send to Twain
  - Send to File
  - Send to iFax
  - Send to TopAccessComposer
- 10 Click the **Select** button. The agent details according the Scan Agent you have selected for the template will display. Complete the agent delivery details as required. For further

information on setting up Scan Agents, refer to *Setting up Scan Agents* on page 40 or the TopAccess Online Help.

The screenshot shows the 'Template Properties' configuration page in the TopAccess web interface. The page is titled 'Template Properties' and is part of the 'Templates' section. It contains the following sections:

- Group Information:** A table with columns 'No.', 'Group Name', and 'Owner'. The first row contains the values '001', 'test', and an empty field.
- Template Information:** A table with columns 'No.', 'Template Name', and 'Owner'. The first row contains the values '3', 'test\_test b', and 'tester'.
- Agent Settings:** A dropdown menu set to 'Send to TWAIN' with a 'Select' button next to it. Below this are 'Back' and 'Next' buttons.
- Summary Table:** A table with the following rows:
 

Device Name	GL-WONDER
Folder Name	001-test
Document Name	test_test b-NNN (NNN is a sequential number)
Storage Maintenance	Do not delete documents automatically.

The footer of the page includes the TOSHIBA logo, navigation links for 'Install Software', 'Top', and 'Help', and a copyright notice: 'V1.2.0.2 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.'

- Send to TWAIN
  - ◆ Nothing to configure
- Send to File
  - ◆ File Format - Select the file format from SinglePage TIFF (G4), MultiPage TIFF (G4) or PDF
  - ◆ Destination - Destination is pre-configured by the administrator. Depending on the configuration, you may have to enter the name of the network folder of your choice or



choose from a pre-determined folder on the network or the folder in the controller

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with 'TopAccess' logo, user status 'gl-wonder: Ready | Online', and links for 'TopAccessComposer', 'Device Search', and 'Login'. Below this is a secondary navigation bar with tabs for 'Device', 'Print Jobs', 'Scan', 'Preferences', and 'Counters'. The 'Scan' tab is active, showing 'Scan Jobs' and 'Templates' sub-tabs. The main content area is titled 'Template Properties' and contains three sections: 'Group Information', 'Template Information', and 'Agent Settings'. 'Group Information' and 'Template Information' are tables with columns for No., Name, and Owner. 'Agent Settings' includes a 'Send to File' dropdown, 'Back' and 'Next' buttons, and a 'File Format' dropdown set to 'MultiPage TIFF(G4)'. Below this, there are radio buttons for 'Do not use network folder' and 'DocYYMMDD (YYMMDD is a date)', with the latter selected. A text field for 'Document Name' is also present. The footer contains the TOSHIBA logo and version information: 'V.1.2.10.6 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.'

- Send to Email
  - ◆ To - Enter a recipient from the Address Book
  - ◆ Subject - Select the predefined Subject or enter one of your own
  - ◆ From - Enter an email address or email addresses separated by commas
  - ◆ From Name - Enter your name
  - ◆ Body - Enter the message you wish sent or No Message
  - ◆ File Format - Select the file format from MultiPage TIFF (G4) or PDF
  - ◆ Maximum Message Size - The message size is pre-configured by the administrator and cannot be modified

◆ Fragment Message - Select the desired fragmentation

The screenshot shows the 'TopAccess' web interface for configuring a scan job. The 'Fragment Message' section is highlighted, showing options for fragmentation size. Below it is a 'Recipient List' table with columns for Last Name, First Name, and Email Address.

To	Number of Recipients : 0 <a href="#">Go to Recipient List</a>
Subject	<input checked="" type="radio"/> Scanned from (Device Name) [(Template Name)] (Date) (Time) <input type="radio"/> (Date)
*From	<input type="text"/>
From Name	<input type="text"/>
Body	<input checked="" type="radio"/> No Message <input type="radio"/> The maximum size for body is about 1KB <input type="text"/>
File Format	MultiPage TIFF(G4)
Maximum Message Size	20 MB
Fragment Message	<input checked="" type="radio"/> No Fragmentation <input type="radio"/> 64 kB <input type="radio"/> 256 kB <input type="radio"/> 512 kB

Recipient List			
<input checked="" type="checkbox"/>	Last Name	First Name	Email Address
<input type="checkbox"/>			

- Send to iFax
  - ◆ To - Enter a recipient from the Address Book
  - ◆ Subject - Select the predefined Subject or enter one of your own
  - ◆ From - Enter an email address or email addresses separated by commas
  - ◆ From Name - Enter your name
  - ◆ Body - Enter the message you wish sent or No Message
  - ◆ File Format - The format used is TIFF-S
  - ◆ Maximum Message Size - The message size is pre-configured by the administrator and cannot be modified

- ◆ Fragment Message - Select the desired fragmentation

- Send to TopAccessComposer

- ◆ Destination - Select a folder type from Public, Private or Department. Enter a Login User Name and password if required depending on the folder type you chose. Confirm the password
- ◆ Folder Name - Enter the folder name where the routed fax is to be deposited. The folder may or may not exist. Folder names consist of ASCII characters except for the following characters: / \ : \* ? " < > | & = # ' % ; . [ ] { } and space. The maximum size of a folder name is 64 characters

- ◆ Document Name - The document name will be automatically determined for you at the time of reception

11 When you have finished, click the **Next** button. You will open the Template Properties - Scanner Settings page.

- 12 Select the Double-side scan, Rotation, Document Type, Resolution, Exposure, and Paper Size scan options as desired. These settings represent the mode in which the scan will be processed.
- 13 When you have finished, click **Finish** to apply your new settings.
- 14 The new template details will display in the Template Properties page. You can password protect the template or edit the template further if desired.
- 15 Click the *Templates* link to return to the Templates page.

## Modify Public and Private Groups

- 1 Select [Scan](#) from the TopAccess home page.
- 2 Click the *Templates* submenu. You will open the Templates Groups page by default. The Public Group and Private Groups are displayed. You may scroll down the page to locate the desired Group or you may select a Group number link at the top of the page.

TopAccess gl-wonder: Ready | Online TopAccessComposer Device Search Login

Device Print Jobs **Scan** Preferences Counters

Scan Jobs **Templates**

### Template Groups

Please select a group to edit below.

#### Public Template Groups

No.	Group Name	Owner
Public	<a href="#">Public Scan</a>	

#### Private Template Groups

All Groups | [Defined Groups](#)

Jump to: [001](#) [011](#) [021](#) [031](#) [041](#) [051](#) [061](#) [071](#) [081](#) [091](#) [101](#) [111](#) [121](#) [131](#) [141](#) [151](#) [161](#) [171](#) [181](#) [191](#)

No.	Group Name	Owner
001	<a href="#">test</a>	
002	<a href="#">Undefined</a>	<a href="#">Undefined</a>
003	<a href="#">Undefined</a>	<a href="#">Undefined</a>
004	<a href="#">Undefined</a>	<a href="#">Undefined</a>
005	<a href="#">Undefined</a>	<a href="#">Undefined</a>
006	<a href="#">Undefined</a>	<a href="#">Undefined</a>
007	<a href="#">Undefined</a>	<a href="#">Undefined</a>
008	<a href="#">Undefined</a>	<a href="#">Undefined</a>
009	<a href="#">Undefined</a>	<a href="#">Undefined</a>
010	<a href="#">Undefined</a>	<a href="#">Undefined</a>

[Go to top of this page](#)

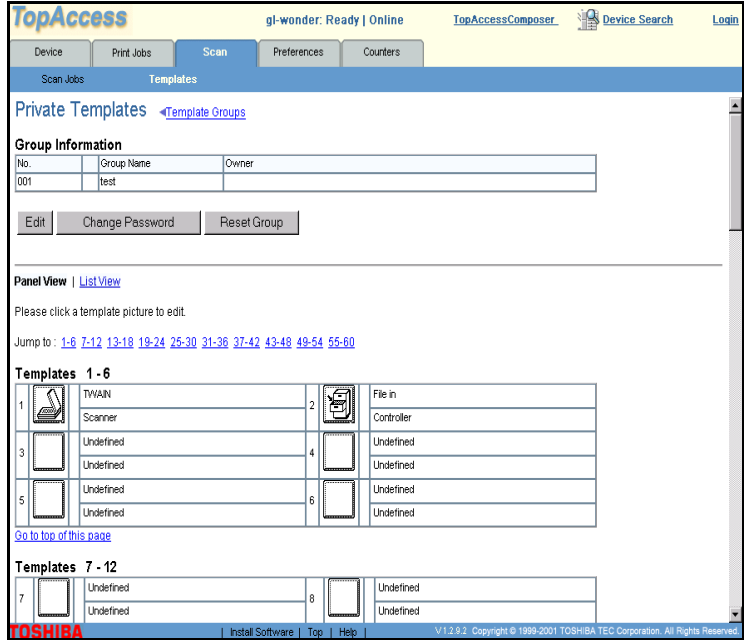
No.	Group Name	Owner
011	<a href="#">Undefined</a>	<a href="#">Undefined</a>

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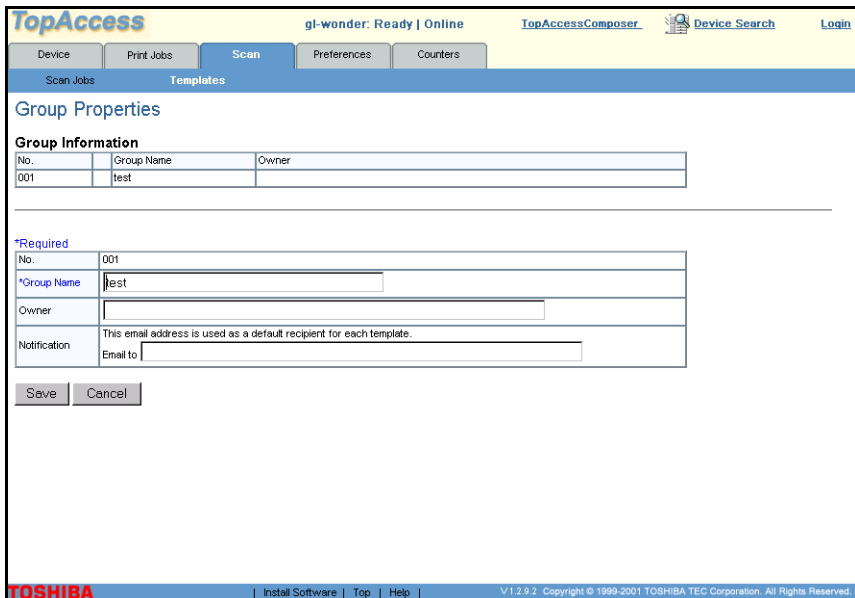
- 3 Select the desired Private Group from the list. This will open the Private Templates page.

**NOTE:**

If a Private Group has not yet been defined the **GroupName** will display as "Undefined" and you must first create a Private Group before you can create a Private Template. For further information, refer to *Create Private Groups* on page 42.



- 4 To modify the Group, click the **Edit...** button to open the **Group Properties** page.




- 5 Change the **Group Name** and **Owner** as desired.
- 6 Click **Save** to apply your changes.

## Modify Private Templates

- 1 Select **Scan** from the TopAccess home page.
- 2 Click the *Templates* submenu. You will open the Templates Groups page by default. The Public Group and Private Groups are displayed. You may scroll down the page to locate the desired Group or you may select a Group number link at the top of the page.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for 'Device', 'Print Jobs', 'Scan', 'Preferences', and 'Counters'. The 'Scan' tab is selected. Below the navigation bar, there is a 'Template Groups' section. It contains a message 'Please select a group to edit below.' and two sections: 'Public Template Groups' and 'Private Template Groups'. The 'Public Template Groups' section has a table with one row: 'Public' with 'Public Scan' as the group name and 'Undefined' as the owner. The 'Private Template Groups' section has a 'Jump to' list of group numbers from 001 to 191. Below the list is a table with columns 'No.', 'Group Name', and 'Owner'. The table lists groups 001 through 010. Group 001 has 'test' as the name and 'Undefined' as the owner. Groups 002 through 010 have 'Undefined' as the name and 'Undefined' as the owner. Below the table is a link 'Go to top of this page' and another table with columns 'No.', 'Group Name', and 'Owner'. The table lists group 011 with 'Undefined' as the name and 'Undefined' as the owner. At the bottom of the page, there is a footer with the TOSHIBA logo and copyright information.

- 3 Select the desired Private Group from the list. This will open the Private Templates page.
- 4 Click the template in the list to open the Template Properties Page.
- 5 Select the template panel icon  for the Template number which you wish to modify.

6 Click the **Edit** button. You will open the Panel Settings page.

**TopAccess** gl-wonder: Ready | Online TopAccessComposer Device Search Login

Device Print Jobs **Scan** Preferences Counters

Scan Jobs Templates

### Template Properties

**Group Information**

No.	Group Name	Owner
001	test	

**Template Information**

No.	Template Name	Owner
3	Undefined	Undefined

**Panel Settings**

Back Next

Picture

<input checked="" 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"/>		<input type="radio"/>	
<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	

Caption1

Caption2

Owner

Send email when an error occurs.

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7 Edit the template attributes as desired and then click **Next** to advanced to each screen.

**TopAccess** gl-wonder: Ready | Online TopAccessComposer Device Search Login

Device Print Jobs **Scan** Preferences Counters

Scan Jobs Templates

### Template Properties

**Group Information**

No.	Group Name	Owner
001	test	

**Template Information**

No.	Template Name	Owner
3	Undefined	Undefined

**Panel Settings**

Back Next

Picture

<input checked="" 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"/>		<input type="radio"/>	
<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	

Caption1

Caption2

Owner

Send email when an error occurs.

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8 When finished making changes, click **Finish** to save the new settings. The new template details will display in the Template Settings page. You can password protect the template or edit the template further if desired.



- 9 Click the *Templates* link to return to the Templates page.

## Private Group Passwords

- 1 Select [Scan](#) from the TopAccess home page.
- 2 Click the *Templates* sub-menu. You will open the Templates Groups page by default. The Public Group and Private Groups are displayed. You may scroll down the page to locate the desired Group or you may select a Group number link at the top of the page.

**TopAccess** gl-wonder: Ready | Online [TopAccessComposer](#) [Device Search](#) [Login](#)

Device | Print Jobs | **Scan** | Preferences | Counters

Scan Jobs | **Templates**

### Template Groups

Please select a group to edit below.

#### Public Template Groups

No.	Group Name	Owner
Public	<a href="#">Public Scan</a>	

#### Private Template Groups

[All Groups](#) | [Defined Groups](#)

Jump to : [001](#) [011](#) [021](#) [031](#) [041](#) [051](#) [061](#) [071](#) [081](#) [091](#) [101](#) [111](#) [121](#) [131](#) [141](#) [151](#) [161](#) [171](#) [181](#) [191](#)

No.	Group Name	Owner
001	<a href="#">test</a>	
002	<a href="#">Undefined</a>	<a href="#">Undefined</a>
003	<a href="#">Undefined</a>	<a href="#">Undefined</a>
004	<a href="#">Undefined</a>	<a href="#">Undefined</a>
005	<a href="#">Undefined</a>	<a href="#">Undefined</a>
006	<a href="#">Undefined</a>	<a href="#">Undefined</a>
007	<a href="#">Undefined</a>	<a href="#">Undefined</a>
008	<a href="#">Undefined</a>	<a href="#">Undefined</a>
009	<a href="#">Undefined</a>	<a href="#">Undefined</a>
010	<a href="#">Undefined</a>	<a href="#">Undefined</a>

[Go to top of this page](#)

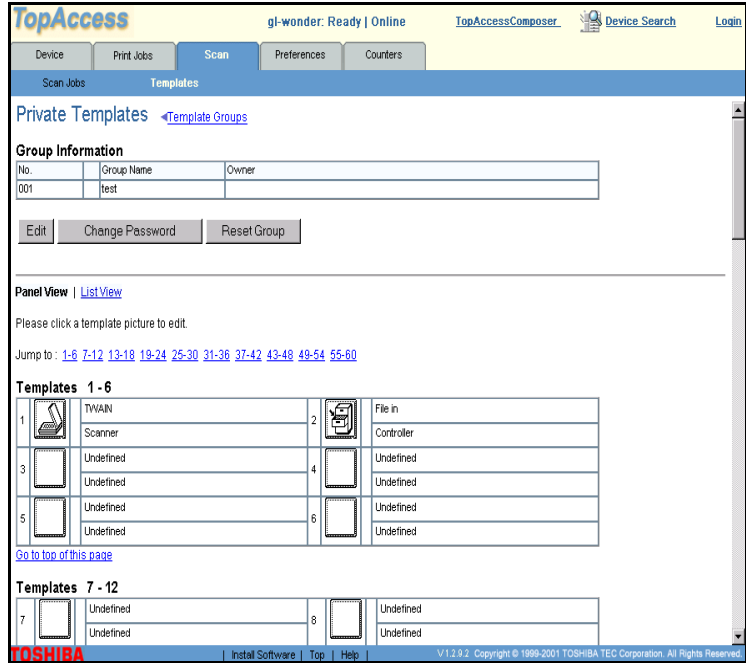
No.	Group Name	Owner
011	<a href="#">Undefined</a>	<a href="#">Undefined</a>

**TOSHIBA** | [Install Software](#) | [Top](#) | [Help](#) | V 1.2.9.2. Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.

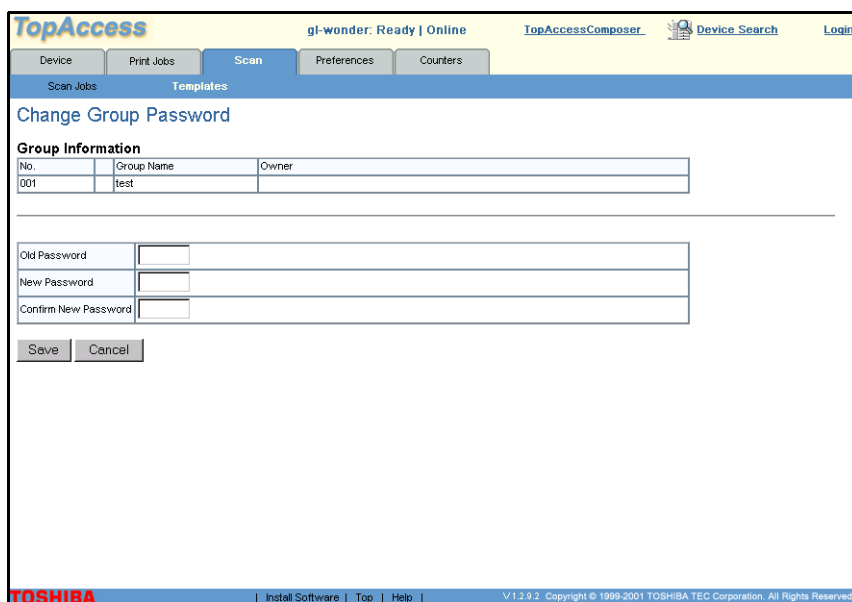
- 3 Select the desired Private Group from the list. This will open the Private Templates page.

**NOTE:**

If a Private Group has not yet been defined the **GroupName** will display as "Undefined" and you must first create a Private Group before you can create a Private Template. For further information, refer to *Create Private Groups* on page 42.



- 4 Click the **Change Password** button. The Change Group Password screen will display.



Group Information		
No.	Group Name	Owner
001	test	

Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

- 5 Enter the **Old Password**. If this is the first password ever created for this group, leave this field blank.
- 6 Enter a **New Password**, and then **Confirm the New Password**. If you want to clear the password, leave these fields blank.
- 7 When you have finished, click **Save** to apply your new settings.

## Reset Groups

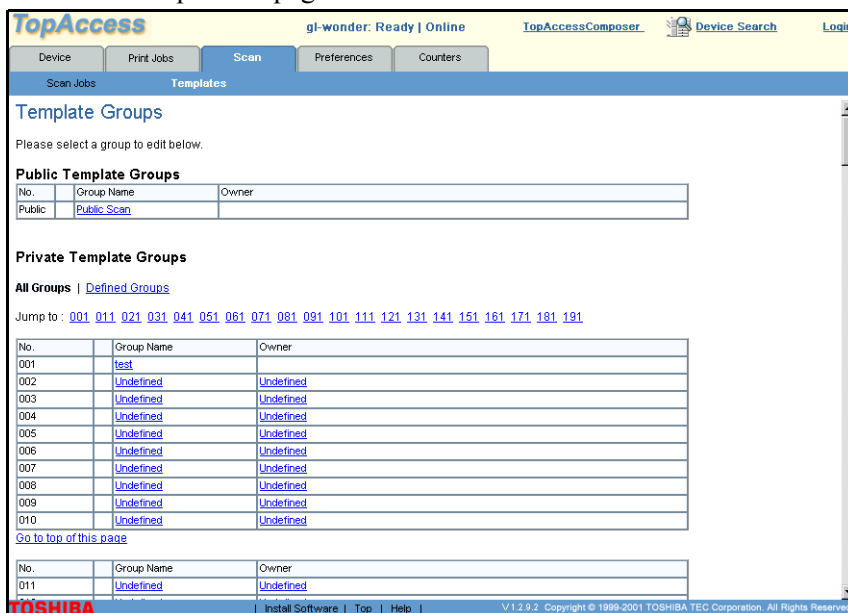
The Reset Group option will cause all of the setting associated with this group to be erased. You can use this option if you wish to completely delete all details associated with a Group number so that it can be used with other scan settings. Caution! This process will delete all templates within the group.

### NOTE:

Caution! This process will delete all templates within the group.

- 1 Select **Scan** from the TopAccess home page.
- 2 Click the *Templates* submenu. You will open the Templates Groups page by default. The Public Group and Private Groups are displayed. You may scroll down the page to the

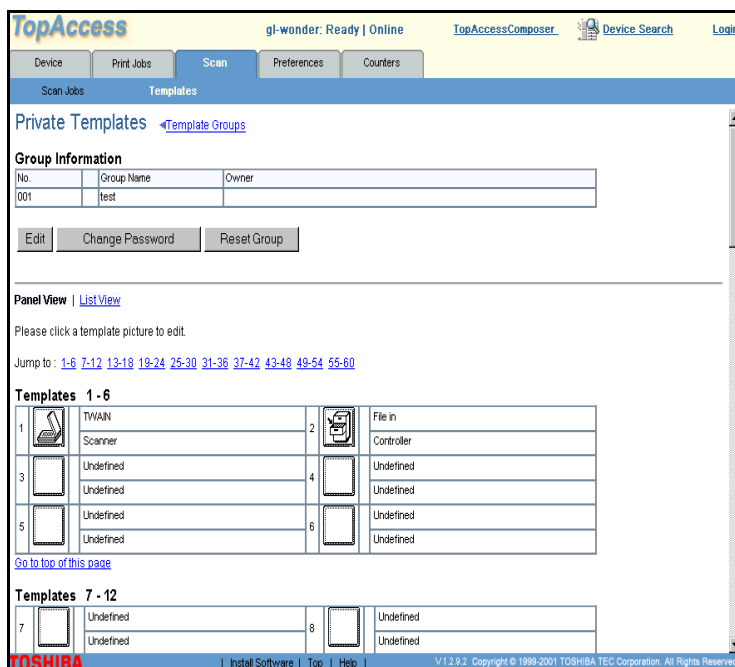
desired Group or you may select a Group number link at the top of the page.



3 Select the desired Private Group from the list. This will open the Private Templates page.

**NOTE:**

If a Private Group has not yet been defined the **GroupName** will display as "Undefined" and you must first create a Private Group before you can create a Private Template. For further information, refer to *Create Private Groups* on page 42.



- 4 Click the **Reset Group** button. You will open the warning dialog to execute reset.
- 5 A warning message will display “Are you sure to reset this group?” Click **OK** to continue or **Cancel** to cancel the request.
- 6 You will be returned to the Template Groups page. The Group details will be completely erased including all template details within this group.

## Reset Templates

The Reset Template option will cause all of the setting associated with this template to be erased. You can use this option if you wish to completely delete all details associated with a template.

- 1 Select [Scan](#) from the TopAccess home page.
- 2 Click the *Templates* submenu. You will open the Templates Groups page by default. The Public Group and Private Groups are displayed. You may scroll down the page to the desired Group or you may select a Group number link at the top of the page.

TopAccess gl-wonder: Ready | Online TopAccessComposer Device Search Login

Device Print Jobs **Scan** Preferences Counters

Scan Jobs Templates

### Template Groups

Please select a group to edit below.

#### Public Template Groups

No.	Group Name	Owner
Public	<a href="#">Public Scan</a>	

#### Private Template Groups

[All Groups](#) | [Defined Groups](#)

Jump to : [001](#) [011](#) [021](#) [031](#) [041](#) [051](#) [061](#) [071](#) [081](#) [091](#) [101](#) [111](#) [121](#) [131](#) [141](#) [151](#) [161](#) [171](#) [181](#) [191](#)

No.	Group Name	Owner
001	<a href="#">test</a>	
002	<a href="#">Undefined</a>	<a href="#">Undefined</a>
003	<a href="#">Undefined</a>	<a href="#">Undefined</a>
004	<a href="#">Undefined</a>	<a href="#">Undefined</a>
005	<a href="#">Undefined</a>	<a href="#">Undefined</a>
006	<a href="#">Undefined</a>	<a href="#">Undefined</a>
007	<a href="#">Undefined</a>	<a href="#">Undefined</a>
008	<a href="#">Undefined</a>	<a href="#">Undefined</a>
009	<a href="#">Undefined</a>	<a href="#">Undefined</a>
010	<a href="#">Undefined</a>	<a href="#">Undefined</a>

[Go to top of this page](#)

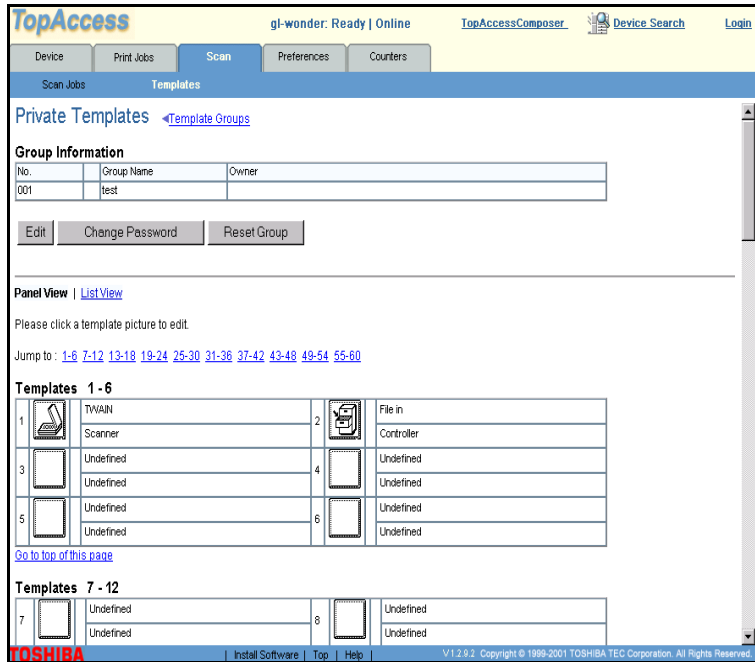
No.	Group Name	Owner
011	<a href="#">Undefined</a>	<a href="#">Undefined</a>

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- 3 Select the desired Private Group from the list. This will open the Private Templates page.

**NOTE:**

If a Private Group has not yet been defined the **GroupName** will display as “Undefined” and you must first create a Private Group before you can create a Private Template. For further information, refer to *Create Private Groups* on page 42.



- 4 Double-click a template number to open the Template Properties page.
- 5 Click the **Reset Template** button. You will open the warning dialog to execute reset.
- 6 A warning message will display “Are you sure to reset this template?” Click **OK** to continue or **Cancel** to cancel the request.
- 7 You will be returned to the Template Properties page. The template details.



## 4 SCANNING

Toshiba's optional Scan Feature for the e-STUDIO GL-1010 system provides the ability to scan image data using various methods and modes of delivery for the scanned document.

This chapter provides detailed procedures scanning documents at the copier and the processes for retrieving the scanned image data.

## OVERVIEW

Toshiba's optional Scan Feature for the e-STUDIO GL-1010 system feature enables you to easily scan documents and effortlessly retrieve scanned image data received by the device. Scanned jobs can be filed to Public or Private folders, emailed to specific recipients, sent to TWAIN, so that the scanned image may be acquired using a TWAIN compliant application or sent to Internet-Fax, so that the image may be sent or received by fax.

In previous chapters we reviewed how to create Templates that contain the attributes for your scan jobs such as, the desired icon to be displayed on the copier panel, the job details including, single or duplex, rotation, document type, resolution, exposure and paper size. Scan Agents have been designated to each template. Agents contain the properties for the transfer mode of the scan once it is finished. Agents are used to Email the scanned image, save the scan on the GL-1010 controller, save to a file server, save to TWAIN agent, send to Internet-Fax, save to TopAccessComposer and set up the specific details for how to handle the Agent. This chapter will guide you through the process of using the panel selections for scanning a document and how to retrieve the scanned image once scanned.

## SCANNING DOCUMENTS

### Public Scan

The Public Scan feature is available to all users connected to the controller.

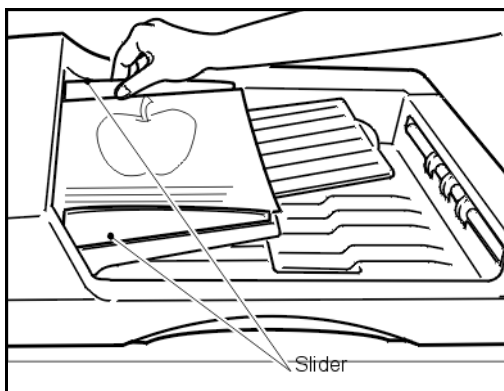
For further information on the Automatic Document Feeder and placing Originals on the glass, refer to the GL-1010 Operator's Guide (Basic).



---

WHEN USING THE  
AUTOMATIC DOCU-  
MENT FEEDER

- 1 Place the original(s).



- 2 Align the edges of the originals. Set the originals face up on the feed tray and then align the sliders to the edges of the originals.

**NOTE:**

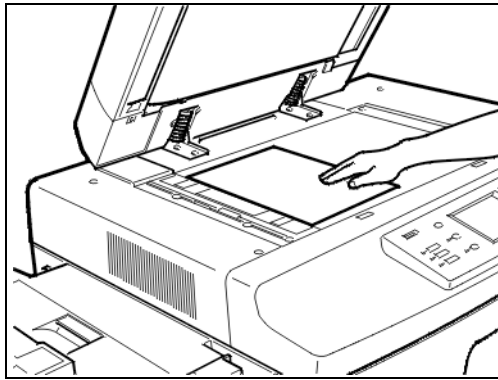
Remove any paper clips or staples from originals before placing them on the original feed tray.

- ◆ The maximum number of the originals you can scan at one time is 100 sheets.
  - Up to 100 sheets (200 images if duplex) can be scanned with the feeder. Continuous scanning is possible one time per scan job. A maximum of 400 images can be scanned when using continuous scan mode.

---

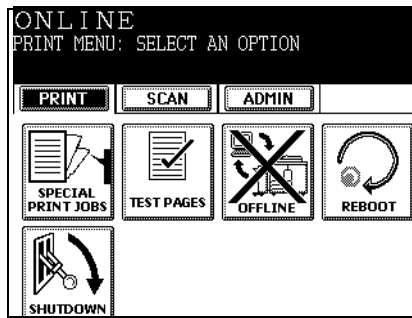
WHEN PLACING THE  
ORIGINALS ON THE  
GLASS

- 1 Lift the automatic document feeder.
- 2 Place an original on the glass face down with the bottom toward you and the left side centered against the original scale.

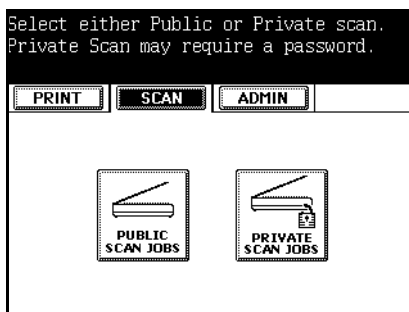


– Up to 200 sheets (200 images) can be scanned.

- 3 Press the **PRINTER/NETWORK** key on the control panel. The *Printer Main Menu* screen displays.



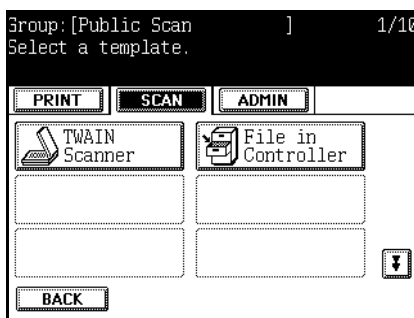
- 4 Press the SCAN key. The *Scan Main Menu* screen displays.



**NOTE:**

The Network Administrator maintains the Public Templates by using the TopAccess web utility. See the *Setting up Templates* on page 41 for further information on Public Templates.

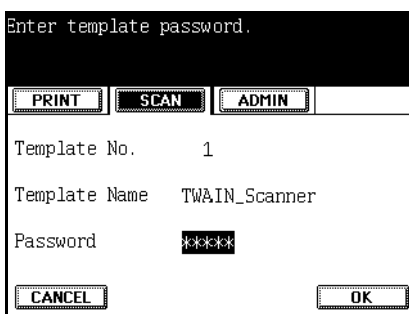
- 5 Press **PUBLIC SCAN JOBS**. The *Template Selection* list displays.



**NOTE:**

Press the Up arrow or the Down arrow key to move to the previous or next page.

- 6 Press a Template icon. The selected key is highlighted. If you select a Template that is password protected, the *Template Password Input* screen displays.

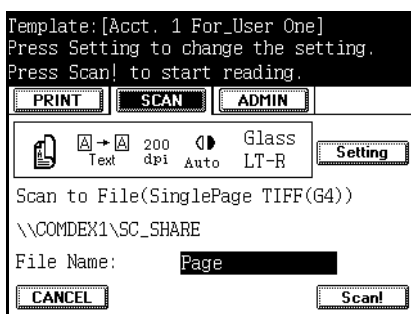


Proceed with Step 7. If the *Template Password Input* screen does not display, the template is not password protected. Proceed with Step 9.

- 7 Enter the 5-digit password using the hard digital keys. Numbers entered as a password are displayed as asterisks. To

clear or re-enter the password, press the hard CLEAR/STOP button. Press the CANCEL key, to return to the *Scan Main Menu* screen.

- 8 Press the OK key.
- 9 The *Scan Settings & Agent Settings Summary* screen displays. The scan settings are preset in each Template. Document Type, Double-sided original, Resolution, Exposure, Rotation, and Original Size are displayed.
  - Press the SETTING key to move to a screen in which settings for scanning are available. For further information, refer to *Scan Setting* on page 80 for further information and procedures on Scanning Parameter Setting.



- 10 Press the hard **START** button on the control panel or SCAN! to begin scanning your document.

**NOTE:**

If you are using the Automatic Document feeder, Scan Settings Summary displays “ADF” in scan settings summary area.

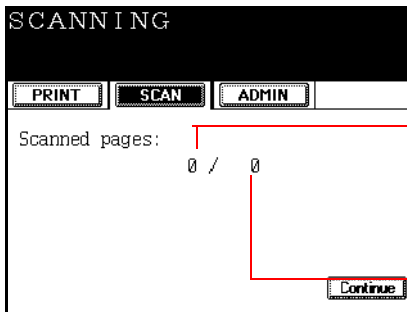
If you are placing the original on the glass, Scan Settings Summary displays “Glass” and auto detected original size in scan settings summary area.

- Proceed with *ADF Scanning* on page 70, if you are using the Automatic Document Feeder.
- Continue with the next step, if you are placing the original on the glass.

## Scanning from the Glass

Follow these steps when scanning by placing the original on the glass.

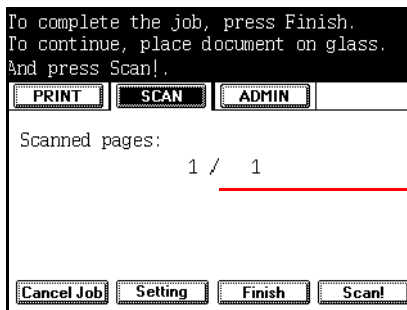
- 1 The *Scanning Status* screen displays.



The number of pages that have been transferred from the copier to the controller is displayed.

The number of pages that have been scanned is displayed.

- 2 The *Waiting for next page* screen displays after the last page is scanned.



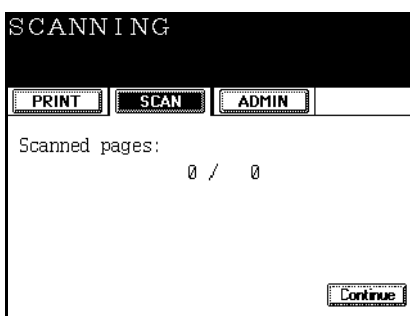
The auto detected original size is displayed when Scan Setting for Original size is set to AUTO.

- To scan another job, press SCAN! or the hard **START** button again after placing another original on the glass.
  - To cancel the job, press the CANCEL JOB button or the hard **FC** button to cancel a job. The *Cancel Confirm* screen displays. Press the YES key. The Job is canceled. To stop the cancellation, press the NO key.
  - To change the scan settings, press the SETTING key to change the scanning settings in the *Scanning Parameter Setting* screen. For further information, refer to *Scan Setting* on page 80.
- 3 Press the FINISH key to finish scanning.
  - 4 When scanning is complete, the *Template Selection List* screen displays. Scanned image data is saved on the controller HDD.

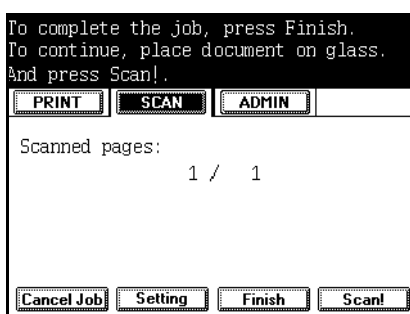
## ADF Scanning

Follow these steps when using the Automatic Document Feeder for scanning.

- 1 The Scanning Status screen displays.
  - To scan additional originals after the current job, press the CONTINUE key. The Continue key can be repeated up to one time. The Continue key will not display after the first use. The Scanning Status screen will display. Proceed with the next step.
  - If you do not press the CONTINUE key, scanned image data is saved on the controller HDD automatically, and you will return to the *Template Selection List* screen.
  - To stop ADF scan during continuous mode, press the hard CLEAR/STOP button.



- 2 The *Waiting for continuous scan* screen displays after the last page is scanned.



- To scan another job, press SCAN! or the hard **START** button again after placing another original on the ADF.
- To cancel the job, press the CANCEL JOB button or the hard **FC** button to cancel a job. The *Cancel Confirm* screen displays.

Press the YES key. The Job is canceled. To stop the cancellation, press the NO key.

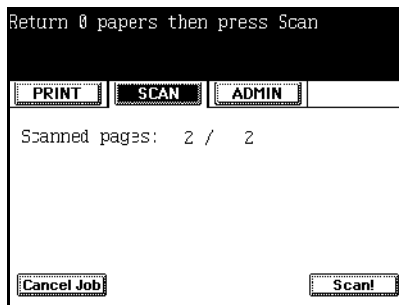
- To change the scan settings, press the SETTING key to change the scanning settings in the *Scanning Parameter Setting* screen. For further information, refer to *Scan Setting* on page 80.
- 3 Press the FINISH key to finish scanning.
  - 4 When scanning is complete you will return to the *Template Selection List* screen. The scanned image data is saved on the controller HDD.

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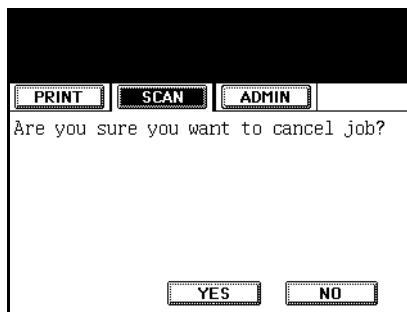
HANDLING PAPER  
JAMS

In the event of a paper jam, the copier displays procedures on the panel to assist with resolving the jam. When the jam is cleared, *Jam Recovery* will display on the screen.

- 1 Press the hard **START** button or **SCAN!** to continue ADF scan.



- 2 Press the CANCEL JOB key or the hard **FC** button to cancel a job.
- 3 The screen will display *Cancel Confirm*.



- When using the ADF, if the job stops due to an error, such as Job Overflow, during the continuous scanning of multiple

originals, data being read at the time of the error is canceled. Data that was read before the error, is stored.

- The maximum size for a single scan job is 180 MB. The maximum size limit may be less and vary depending on the available memory and available free space on the controller HDD.

**NOTE:**

Template settings can be edited with the TopAccess (End User Mode) web site. Refer to *Create Private Templates* on page 44 or the TopAccess Online Help.

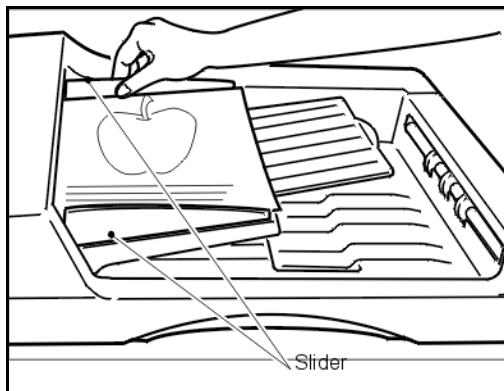
**Private Scan**

The Private Scan button is available to users who want to utilize Groups and Templates that have been created for private use with specific parameters and attributes. Groups and Templates may be password protected and require a password before they can be accessed. If the templates are not protected, they can be used by all users connected to the controller.

---

WHEN USING THE  
AUTOMATIC  
DOCUENT FEEDER

- 1 Place the original(s).



- 2 Align the edges of the originals. Set the originals face up on the feed tray and then align the sliders to the edges of the originals.

**NOTE:**

Remove any paper clips or staples from originals before placing them on the original feed tray.

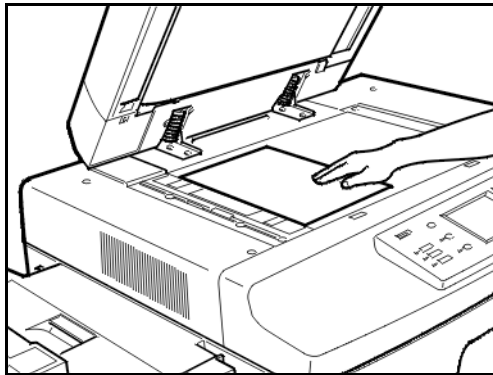
- ◆ The maximum number of the originals you can scan at one time is 100 sheets.
  - Up to 100 sheets (200 images if duplex) can be scanned with the feeder. Continuous scanning is possible one time per scan job. A maximum of 400 images can be scanned when using continuous scan mode.



---

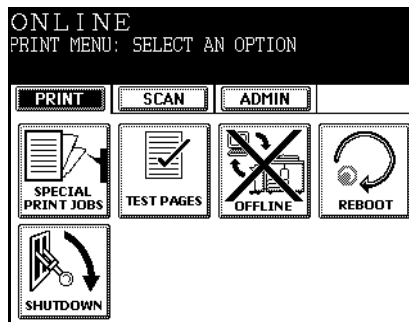
WHEN PLACING THE  
ORIGINALS ON THE  
GLASS

- 1 Lift the automatic document feeder.
- 2 Place an original on the glass face down with the bottom toward you and the left side centered against the original scale.

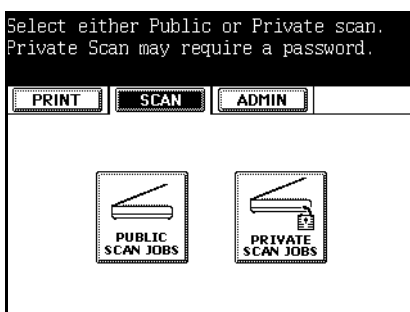


– Up to 200 sheets (200 images) can be scanned.

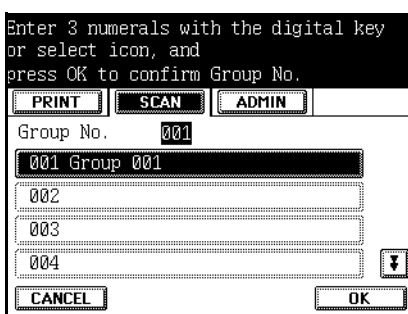
- 3 Press the **PRINTER/NETWORK** key on the control panel. The *Printer Function Menu* screen displays.



- 4 Press the SCAN key. The *Scan Main Menu* screen displays.



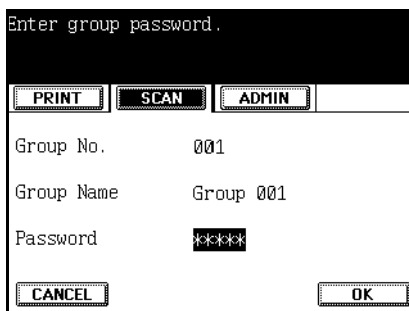
- 5 Press the PRIVATE SCAN JOBS key. The *Group Number Input* screen displays.



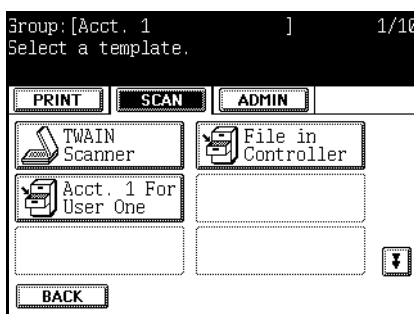
- 6 Enter the screen number with the numeric key or press a Group Number key assigned to each user.
- Press the CANCEL key to return to the *Scan Main Menu* screen.
- 7 Press the OK key.

When you select a Group Number key that has a password assigned to it and press OK key, the *Group Password Input* screen displays.

If the group number is not password protected the Template Selection list displays.

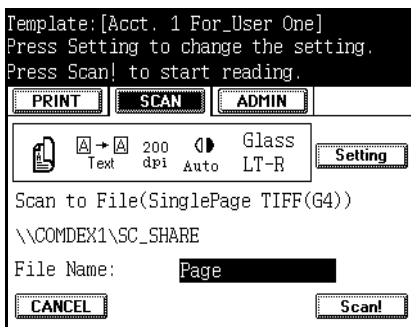


- 8 Enter the password assigned to the screen with the numeric key. Numbers entered as a password are displayed as asterisks.
  - To re-enter a password, press the hard **CLEAR/STOP** button.
- 9 Press the OK key. The *Template Selection* list displays.
  - Press the CANCEL key, to return to the *Scan Main Menu*.
- 10 Press a Template icon. The selected button is highlighted.



- 11 When you press a Template icon that has a password assigned to it, the *Template Password Input* screen displays. Proceed to Step 13. If the template is not password protected, the *Template Password Input* screen does not display. Proceed with Step 11.
  - Press the Up arrow or the Down arrow button to move to the previous or next page.
  - Press the BACK key or the hard **FC** button, to return to the *Scan Main Menu* screen.

- 12 Enter the 5-digit number using the numeric key. Numbers entered as a password are displayed as asterisks.
  - Press the hard CLEAR/STOP button to clear the password entered.
  - Press the hard FC button, to return to the *Scan Main Menu* screen.
- 13 Press the OK key.
- 14 The *Scan Settings & Agent Settings Summary* screen displays. The Scan settings is preset in each Template. Document Type, Double-sided original, Resolution, Exposure, Rotation, and Original Size are displayed.
  - Press the SETTING key to move to a screen in which settings for scanning are available. For further information, refer to *Scan Setting* on page 80 and procedures on Scanning Parameter Setting.

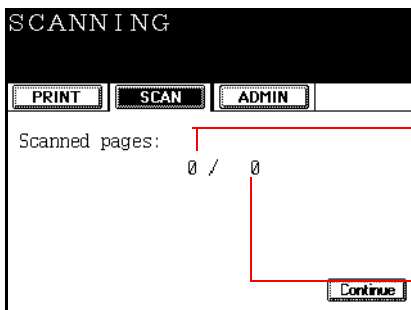


- Press the Cancel key to return to the Template Selection list.
- 15 Press the hard **START** button on the control panel or **SCAN!** to begin scanning your document.
    - Proceed with using the Automatic Document Feeder.
    - Continue with the next step, if you are placing the original on the glass.

## Scanning from the Glass

Follow these steps when scanning by placing the original on the glass.

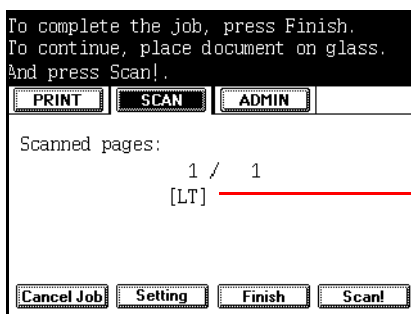
- 1 The *Scanning Status* screen displays.



The number of pages that have been transferred from the copier to the controller is displayed.

The number of pages that have been scanned is displayed.

- 2 The *Waiting for next page* screen displays after the last page is scanned.



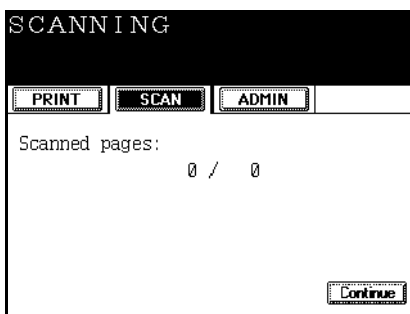
The auto detected original size is displayed when Scan Setting for Original size is set to AUTO.

- To scan another job, press SCAN! or the hard **START** button again after placing another original on the glass.
  - To cancel the job, press the CANCEL JOB button or the hard **FC** button to cancel a job. The *Cancel Confirm* screen displays. Press the YES key. The Job is canceled. To stop the cancellation, press the NO key.
  - To change the scan settings, press the SETTING key to change the scanning settings in the *Scanning Parameter Setting* screen. For further information, refer to *Scan Setting* on page 80.
- 3 Press the FINISH key to finish scanning.
    - When scanning is complete, the *Template Selection List* screen displays. Scanned image data is saved on the controller HDD.

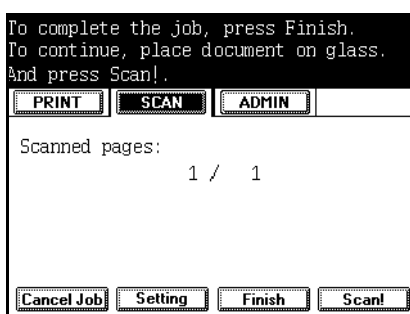
## ADF Scanning

Follow these steps when using the Automatic Document Feeder for scanning.

- 1 The Scanning Status screen displays.
  - To scan additional originals after the current job, press the CONTINUE key. The CONTINUE key can be repeated up to one times. The CONTINUE key will not display after the first use. The Scanning Status screen will display. Proceed with the next step.
  - If you do not press the CONTINUE key, scanned image data is saved on the controller HDD automatically, and you will return to the *Template Selection List* screen.
  - To stop ADF scan during continuous mode, press the hard CLEAR/STOP button.



- 2 The *Waiting for continuous scan* screen displays after the last page is scanned.



- To scan another job, press SCAN! or the hard **START** button again after placing another original on the ADF.
- To cancel the job, press the CANCEL JOB button or the hard **FC** button to cancel a job. The *Cancel Confirm* screen displays.

Press the YES key. The Job is canceled. To stop the cancellation, press the NO key.

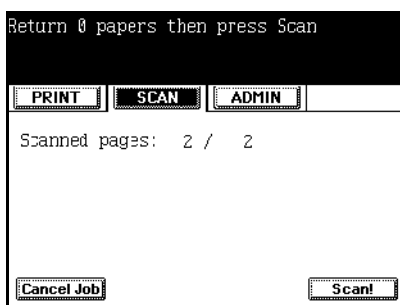
- To change the scan settings, press the SETTING key to change the scanning settings in the *Scanning Parameter Setting* screen. For further information, refer to *Scan Setting* on page 80.
- 3 Press the FINISH key to finish scanning.
  - 4 When scanning is complete you will return to the *Template Selection List* screen. The scanned image data is saved on the controller HDD.

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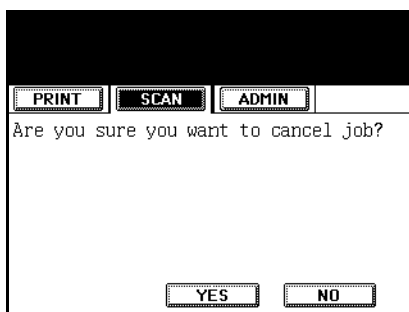
HANDLING PAPER  
JAMS

In the event of a paper jam, the copier displays procedures on the panel to assist with resolving the jam. When the jam is cleared, *Jam Recovery* will display on the screen.

- 1 Press the hard **START** button or **SCAN!** to continue ADF scan.



- 2 Press the CANCEL JOB key or hard **FC** button to cancel a job.
- 3 The screen will display *Cancel Confirm*.



- When using the ADF, if the job stops due to an error, such as Job Overflow, during the continuous scanning of multiple

originals, data being read at the time of the error is canceled. Data that was read before the error, is stored.

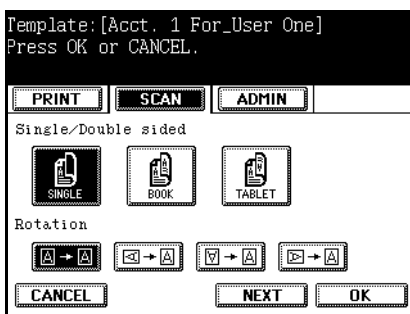
- The maximum size for a single scan job is 180 MB. The maximum size limit may be less and vary depending on the available memory and available free space on the controller HDD.

## SCAN SETTING

Each Template icon is assigned to a Template that has been setup using the TopAccess web utility. Scan parameters such as resolution, rotation, exposure, etc., are defined when Templates are created. You can change these scan parameter settings by pressing the SETTING key.

- 1 Press the SETTING key. The *Scanning Parameter Setting* screens (three screens in total) display.
- 2 Press the key that corresponds to the scan setting you want to change. Press the PREV or the NEXT key to move to the previous or next page.

### Scanning Parameter Setting Screen (Page 1)

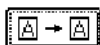


- 3 Select the Single/Double sided:
  - Single
  - Book
  - Tablet

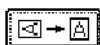


- 4 Select the desired Rotation.

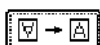
RO



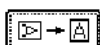
R1



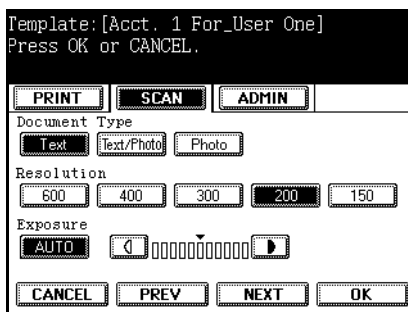
R2



R3



### Scanning Parameter Setting Screen (Page 2)



- 5 Select the Document Type.

- Text
- Text/Photo
- Photo

- 6 Select the Resolution (dpi).

- 600
- 400
- 300
- 200
- 150

- 7 Press AUTO to automatically set the exposure or press the right or left arrows to manually lighten or darken the exposure.

## Scanning Parameter Setting Screen (Page 3)

### CAUTION!

The scanned document is not guaranteed if the copier power is turned off while scanning.

The original size detected automatically is dependant on region.

#### Region = UC

Glass: LD, LG, LT, LT-R, ST-R

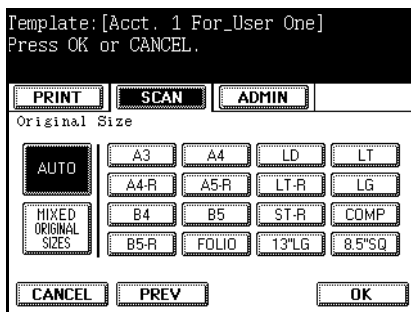
ADF: LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQR

#### Region = EUR

Glass: A3, A4, A4-R, A5-R, B4, B5, B5-R

ADF: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO

The auto detected original size is displayed when ScanSetting for Original size is set to AUTO and the original is put on the glass. The scanned area depends on the detected size. If "ORG" is displayed, the area is set to max size.



- 8 Set the original paper size. Select AUTO to automatically detect the size or one of the following:
  - Auto (Detect the size of the first page of the original only)
  - Mixed Original Sizes (Detect the size of every page of the original. The combinations mixed original sizes are limited and dependent on region.
    - Region = UC : LD and LT, LG and LT-R
    - Region = EUR : A3 and A4
  - A3, A4, LD, LT, A4-R, A5-R, LT-R, LG, B4, B5, ST-R, COMP, B5-R, FOLIO, 13"LG, 8.5"SQ

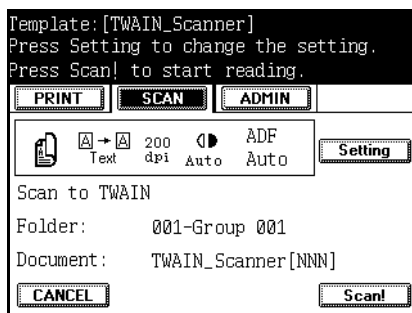
To return to the *Scan Settings & Agent Settings Summary* screen to press the CANCEL key to cancel the process.

- 9 Press the OK key to save your new settings.

## AGENT SETTINGS

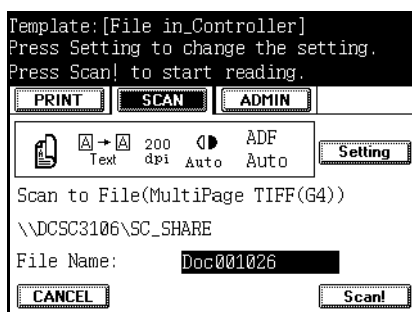
Each Template that has been setup using the TopAccess web utility has a Scan Agent assigned to it. Scan agents such as Send to Email, Send to File, Send to iFax, Send to TWAIN, or Send to TopAccessComposer are defined by the Administrator and are selected by users when Templates are created.

## Scanning Settings and Twain Agent Settings Summary



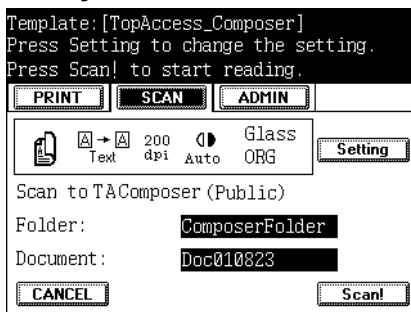
- ◆ Folder
  - Displays the name of the Twain data directory folder.
- ◆ Document
  - Displays the name of the scanned document.

## Scanning Settings and FileShare Agent Setting Summary



- ◆ Destination
    - The destination path of the saved file.
  - ◆ Document
    - Filename of the saved file.
- 1 To change the filename, press the DOCUMENT field.
  - 2 Use the alphanumeric screen and enter the new filename up to 64 characters.
  - 3 When finished press the SET button to save the changes.

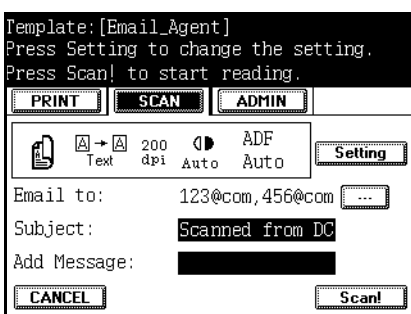
## Scanning Settings and TopAccessComposer Settings Summary



- ◆ Folder
    - The TopAccessComposer folder where the document will be saved.
  - ◆ Document
    - Name of the document
- 1 To change the folder, press the FOLDER field.
  - 2 To change the document, press the DOCUMENT field.
  - 3 Use the alphanumeric screen and enter the folder name up to 64 characters and the document name up to 128 characters.

When finished press the SET button to save the changes.

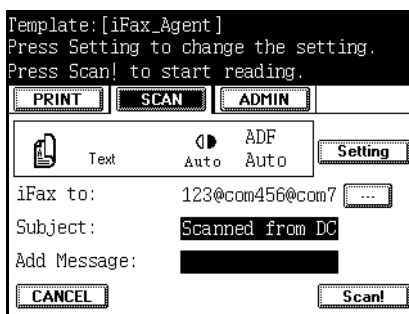
## Scanning Settings and Email Agent Settings Summary



- ◆ Email to
    - Displays the recipients list of the Email.
- 1 To modify the recipient list, press the ellipsis [...] button adjacent the recipient list.
  - 2 The *Address Edit* screen displays. For further information on using this screen refer to, *Address Edit Screen* on page 86.
- ◆ Subject
    - Displays the Email subject.

- 3 To change the subject line, press the SUBJECT field.
- 4 Use the alphanumeric screen and enter the new subject line up to 256 characters.
- 5 When finished press the SET button to save the changes.
  - ◆ Add Message
    - Display the added message to the Email body.
- 6 To add a message, press the ADD MESSAGE field.
- 7 Use the alphanumeric screen and enter the new message up to 256 characters.
- 8 When finished press the SET button to save the changes.

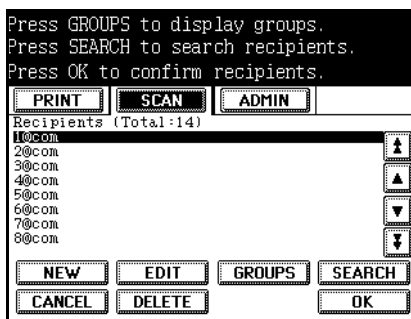
### Scanning Settings and iFax Agent Settings Summary



- ◆ iFax to
    - Displays the recipients list of the Email.
- 1 To modify the recipient list, press the ellipsis [...] button adjacent the recipient list.
  - 2 The *Address Edit* screen displays. For further information on using this screen refer to, *Address Edit Screen* on page 86.
    - ◆ Subject
      - Displays the Email subject.
  - 3 To change the subject line, press the SUBJECT field.
  - 4 Use the alphanumeric screen and enter the new subject line up to 256 characters.
  - 5 When finished press the SET button to save the changes.
    - ◆ Add Message
      - Display the added message to the Email body.
  - 6 To add a message, press the ADD MESSAGE field.

- 7 Use the alphanumeric screen and enter the message up to 256 characters.
- 8 When finished press the SET button to save the changes.

## Address Edit Screen

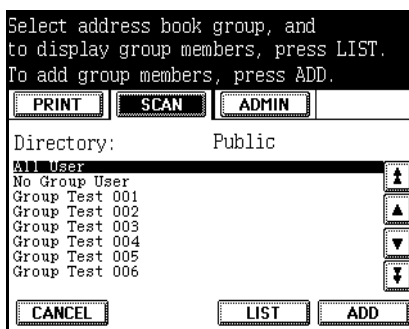


The total number of recipients defined in the template is displayed. The list of recipients is displayed. You can scroll up and down the list using the up and down arrow or double arrow keys to move from page to page. The maximum number of recipients is 400.

- 1 To add a recipient to the list, press the NEW button.
- 2 Use the alphanumeric screen and enter the new recipients Email address up to 256 characters.
- 3 When finished press the SET button to save the changes.
- 4 To edit a recipient in the list, scroll or search for the recipient in the list then press the EDIT button.
- 5 Use the alphanumeric screen and enter the modify the name up to 256 characters.
- 6 When finished press the SET button to save the changes.
- 7 To display groups, press the GROUPS button.  
The *Group Select* screen will display.
- 8 To search for specific recipients in the AddressBook, press the SEARCH button.  
The *User Search* screen will display.
- 9 To delete a recipient from the list, scroll or search for the recipient in the list then press the DELETE button two times.

- 10 When finished press OK to return to the *Scan Agent Summary Selection* screen.

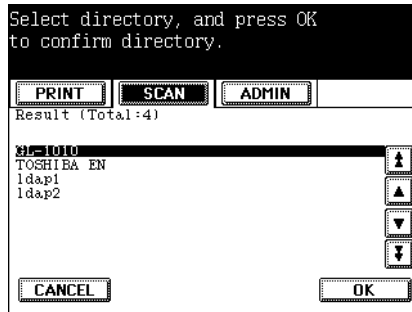
## Group Select Screen



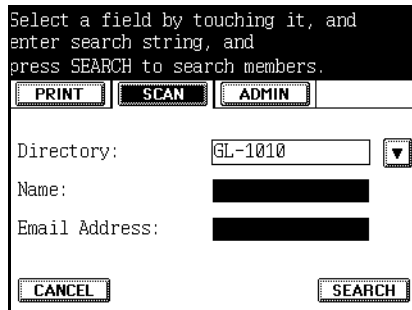
The list of all groups in the Address Book are displayed in the list. You can scroll up and down the list using the up and down arrow or double arrow keys to move from page to page.

- ◆ Directory
    - Displays the selected Directory name.
- 1 To search for recipients in the group, scroll or search for the group in the list then press then press the LIST button.  
The *User Search* screen will display.
  - 2 To add group members to the recipient Email address list, scroll or search for the recipient in the list then press the ADD button.  
The *Address Edit* screen will display and the group members will be added to the recipient list.
  - 3 To return to the *Address Edit* screen, press the CANCEL button.

## User Search Screen



Select the Directory Service (LDAP or GL-1010) to search for recipients.

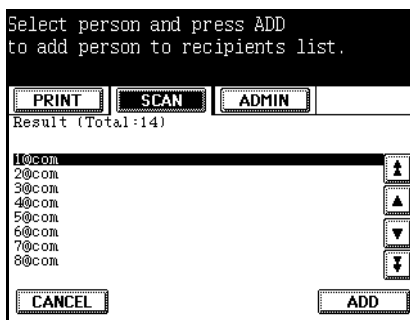


- ◆ Directory
    - Displays the Directory name.
- 1 To select the Directory to be searched, press the down-arrow button and go to the Address Book and LDAP Server Selection screen.
  - 2 To search by name, press the NAME field.
  - 3 Use the alphanumeric screen and enter the name for which to search up to 64 characters.
  - 4 To search by Email address, press the EMAIL field.
  - 5 Use the alphanumeric screen and enter the name for which to search up to 90 characters
  - 6 When finished press the SET button to save the changes.
  - 7 On the User Search screen, press the SEARCH button.

The *User Search Results* screen will display all addresses that match the search string entered.
  - 8 To return to the *Address Edit* screen, press the CANCEL button.



## User Search Results Screen



The total number of matching results is displayed with the list of names.

- 1 To add a person to the recipient list, scroll or search for the group in the list then press then ADD.
- 2 The *Address Edit* screen will display and the selected person is added to the recipient list.
- 3 To cancel the process or return to the previous screen, press the CANCEL button.

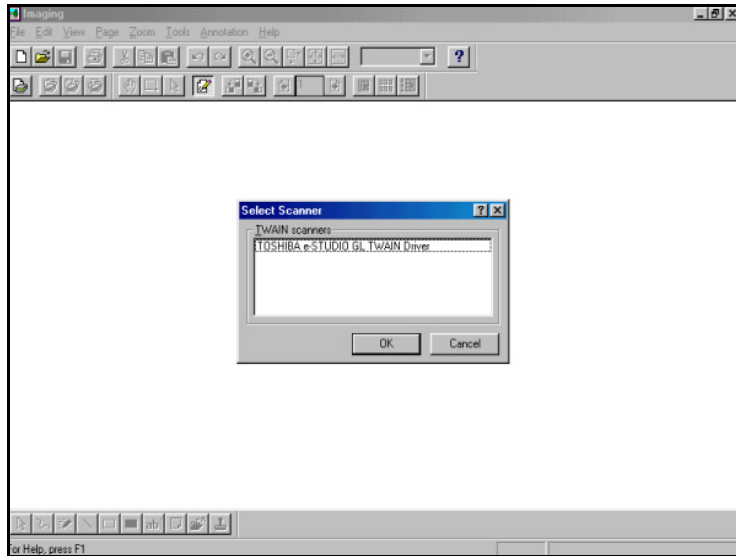
## RETRIEVING SCANNED DOCUMENTS (TWAIN)

When scanned image data is saved on the controller the scanned image data can be retrieved by using a TWAIN compliant software application. For example purposes, the “Imaging for Windows” application, a Windows 95/98/Me/2000 accessory, is used in the following steps.

Some applications that support TWAIN formats may not work with the TOSHIBA e-STUDIO GL TWAIN Driver. Refer to the specific application’s manual or Help in that case.

### Scanner Selection

- 1 Start the “Imaging for Windows” application.
- 2 Choose Select Device from the *File* menu.
- 3 Select the GL-1010 TWAIN Driver in the Select Source window.



- 4 Click **OK**.

**NOTE:**

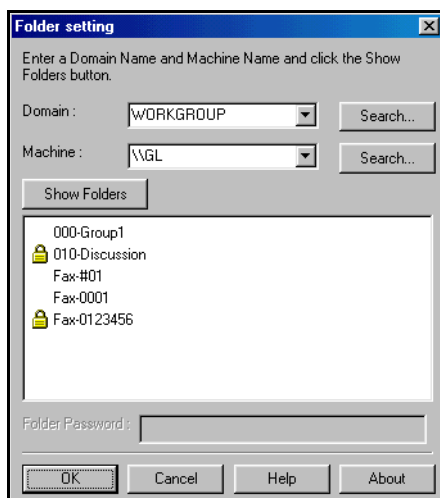
The scanned data directory is as follows:  
“\\(Controller Name)-  
”\GL\_SHARE” (The Controller Name is “GLXXXXXXXXXX X” at the time of shipment.  
“XXXXXXXXXXXX” is the MAC ADDRESS of the network interface card connected to the controller. Windows NT 4.0 does not come with any TWAIN application software is installed. Please obtain separately.

## Importing Scanned Image Data

The following describes how to use the TOSHIBA e-STUDIO GL TWAIN Driver to import scanned image data. Refer to the Toshiba e-STUDIO GL-1010 Twain Driver online help for further information.

- 1 Start the application.
- 2 Select **Scan New** from the *File* menu.
- 3 Select the Domain and GL-1010 Device.
  - ◆ **Domain**
    - Name of a workgroup or a domain name that the controller belongs to. (At shipment, the default is set to: WORK-GROUP).
  - ◆ **Machine Name**
    - Controller name (At shipment the default is set to: \\GL\_XXXXXXXXXXXX (XXXXXXXXXXXX represents the MAC ADDRESS of the controller))
  - ◆ **Show Folders**
    - Select a TWAIN folder from which you want to import the data.
  - ◆ **Folder Password**
    - Enter the password assigned to a protected TWAIN folder.
  - ◆ **Cancel**
    - Cancel folder selection.
  - ◆ **About**

- About TOSHIBA e-STUDIO GL TWAIN Driver dialog displays.



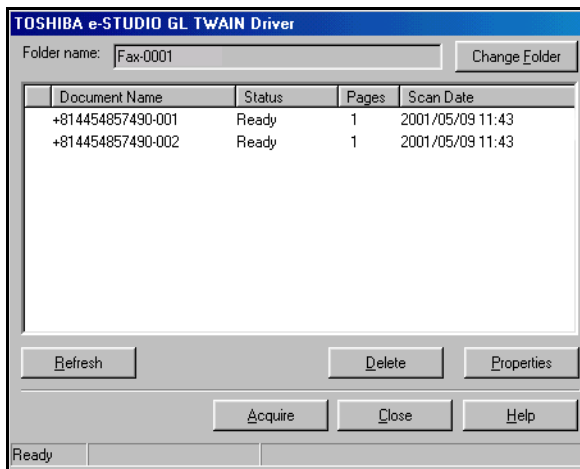
*Twain Folder Setting Dialog*

**NOTE:**

Refer to the GL-1010 Twain Driver online help for further information.

- 4 If a password is required, the Folder Password field is enabled. Enter the 5-digit password in the text box.
- 5 Click **OK**. The document list displays.
  - ◆ TWAIN folder s indicates the Group of Templates displayed in the control panel of the device.
  - ◆ A TWAIN folder name is shown as [“Group ID” – “Group name”] in the folder list. The screen ID for the public Template group is indicated as “000”.
  - ◆ Domain and GL-1010 names are listed by clicking the drop-down arrow in each field.
  - ◆ A controller name can be entered directly in the GL-1010 Name list box.
  - ◆ A domain name can be entered directly in the Domain list box.
  - ◆ Once Domain and GL-1010 Names have been specified, TWAIN folder names are listed in the folder list.
  - ◆ The Folder Password field enabled indicates a password is assigned to a TWAIN folder.
  - ◆ Entering a password is not required for TWAIN folders that have no assigned password.

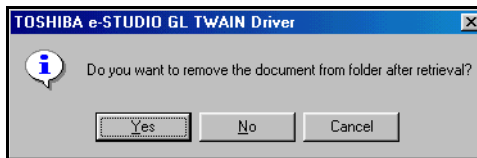
- ◆ Searching for the Domain, GL-1010 Name and folder list may take a few minutes as the controller searches the network.
  - ◆ Since the tray exists as a directory on the controller, characters are replaced with an underscore “\_” if the screen name contains prohibited characters.
  - ◆ An icon resembling a lock will display in front of password protected TWAIN folders indicating a password is required for the folder.
- 6 Select the document you want to retrieve from the document list displayed. Document data whose status is displayed as “\*” is protected.



*Twain Select Folder*

- 7 Click **Acquire**. The Acquire Dialog will display.

**NOTE:**  
 Statuses shown in the list are:  
**Ready**-The document is in a normal state and can be retrieved.  
**Processing**-The document is being retrieved by the user.  
**“\*”** -The folder status is unknown. The document is protected.



*Twain Acquire Dialog*

- 8 Click **Yes** to remove the file from the folder after retrieval or **No** to leave the file to be acquired again at a later time. The scanned image retrieval begins.
- 9 If a selected document is assigned a password, a screen will display prompting you to enter the password.

- 10 To change the folder click the **Change Folder** button and select a new folder.
- 11 To refresh the screen to display the latest documents in the folder click the **Refresh** button.
- 12 To Delete a document in the folder, select the document and then click the **Delete** button. If a password is assigned to the selected document, a screen to enter the password displays.
- 13 When you are finished, click the **Close** button to close the TOSHIBA e-STUDIO GL TWAIN Driver application and return to the application you are currently running. During image retrieval, this button cancels the current document retrieval.

**NOTE:**

Some software applications may not be able to retrieve multi-page scanned images.

## RETRIEVING SCANNED DOCUMENTS (FILE)

When a scanned image is saved in a controller or network shared folder, it can be retrieved by using an imaging software application. For example purposes, the “Imaging for Windows” application, a Windows 95/98/Me/2000 accessory, is used in the following steps:

- 1 Start the “Imaging for Windows” application.
- 2 From the *File* menu, select **Open**.
- 3 Browse for the shared folder in the controller or network.  
In the controller, the folder is called GL\_SHARE.
- 4 Select the file and click **Open**.

## RETRIEVING SCANNED DOCUMENTS (TOPACCESSCOMPOSER)

To learn how to retrieve a fax stored in TopAccessComposer, see the GL-1010 TopAccessComposer Operator's Guide.

## RETRIEVING INBOUND FAX DOCUMENTS (TWAIN)

To learn how to retrieve a fax stored in TopAccessComposer, see the GL-1010 Network Fax Operator's Guide.

## SCANNING TO TWAIN

Image data scanned using the *Send to Twain* mode is saved in the “GL\_TWAIN” folder on the controller.

Destination of the saved file:

- ◆ [\\(controller name)] – [\\GL\_TWAIN].  
At shipment, the workgroup name is specified as “WORKGROUP” and the controller name is as “GLXXXXXXXXXXXX”. Where “XXXXXXXXXXXX” represents the MAC ADDRESS of the network interface card.

## SCANNING TO FILE

The image data scanned using the *Send to File* mode is saved in these destinations:

Destination of the saved file:

- ◆ [\\(controller name)] – [\\GL\_SHARE] – [\\(Group No) – (Group Name) – (Template name)].  
At shipment, the workgroup name is specified as “WORKGROUP” and the controller name is as “GLXXXXXXXXXXXX”. Where “XXXXXXXXXXXX” represents the MAC ADDRESS of the network interface card.
- ◆ Shared Folder on the Windows File Server.  
The user account specified in the [Agent Settings] sub menu should be allowed to access and write to the destination folder when using the Scan to Fileserver feature. Up to 3GB of data (Saved in the Send to File mode and Send to TWAIN mode) can be saved on the controller.

### NOTE:

Users can access saved Send to File data regardless if the job icon is assigned a password.

## SCANNING TO EMAIL

You can send image data by Email for attachment to the Email address of the destination specified in a Template. You can specify the image data format and send the image data by dividing it in smaller blocks.

You can also create and attach a text message (Body) in size of 1KB or smaller with the image data.

- ◆ Attached File Format: PDF  
Multi Page TIFF(G4)
- ◆ Fragment Message: No fragmentation  
64KB, 256KB or 512KB

### NOTE:

The maximum size of image data that can be sent by Email for attachment is 20MB. However the Administrator can specify a limit of the maximum size to less than 20MB by setting limits from 2-20MB. There may be limitations as not all Email client software is capable of handling divided Email successfully.

Before making any settings for the Template, the Send to Email settings in the Administration menu, Email submenu are required using the TopAccess (Administrator Mode), including the SMTP Server IP Address and Controller Domain Address. Please refer to the GL-1010 Administrator's Guide or TopAccess Web-based help. Note that you must be an Administrator to configure these settings.

## SCANNING TO INTERNET-FAX

You can send image data via Email to an Internet-Fax recipient specified in a Template. You can specify the image data format and send the image data by dividing it in smaller blocks.

You can also create and attach a text message (Body) in size of 1KB or smaller with the image data.

- ◆ Attached File Format: TIFF-S
- ◆ Fragment Page: No fragmentation 256KB, 512KB, 1024KB or 2048KB. When the file size exceeds this limit, each page is sent one by one. One Email message contains only one page instead of one multipage tif.



**NOTE:**

The maximum size of image data that can be sent by Email for attachment is 20MB. However the Administrator can specify a limit of the maximum size to less than 20MB by setting limits from 2-20MB. There may be limitations as not all Email client software is capable of handling divided Email successfully.

Before making any settings for the Template, the Send to iFax settings in the Administration menu, Email submenu are required using the TopAccess (Administrator Mode), including the SMTP Server IP Address and Controller Domain Address. Please refer to the GL-1010 Administrator's Guide or TopAccess Web-based help. Note that you must be an Administrator to configure these settings.

## SCANNING TO TOPACCESSCOMPOSER

You can scan documents into TopAccessComposer's storage. The root folder is determined by the template. You can select or create a subfolder and specify a document name. If you do not specify a subfolder, the document will be stored in the root folder (ie. Public).





## 5 MONITORING SCAN JOBS

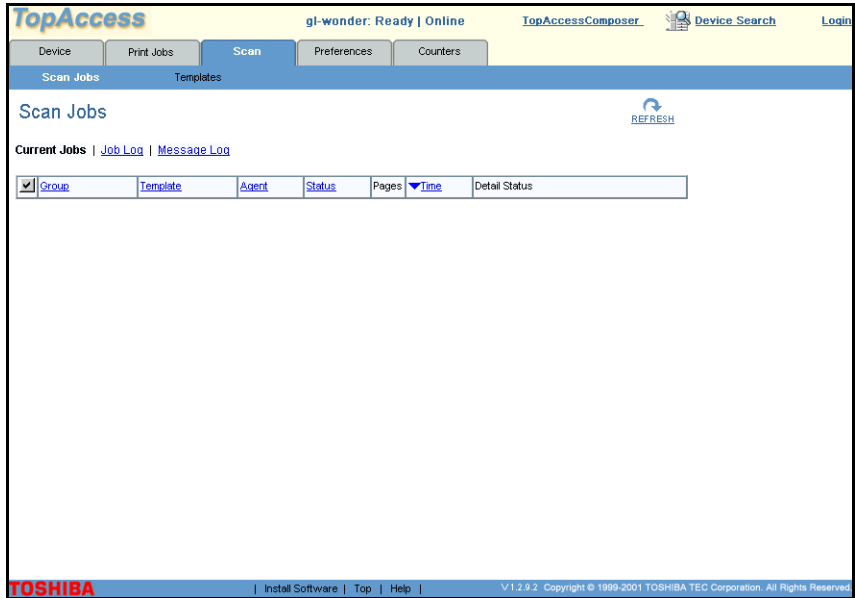
Users can view scan jobs using the Scan Jobs page once jobs have been processed. The Scan Jobs page enables users to view current jobs, jobs log and message logs.

Additionally, users can sort the Scan Job List table headings, such as Group, Template, Agent, Date, and Status in the ascending or descending order enabling you to more efficiently manage the job data listed.

## VIEWING THE JOB QUEUE

You can view the scan jobs queue for current scan, all scan jobs log and scan message logs to determine the status of a scan job.

- 1 Select **Scan** from the TopAccess home page.



*TopAccess Scan Jobs - Current Jobs Page*

- 2 The Scan Jobs page will display when you select *Scan Jobs* from the submenu. All current scan jobs are displayed. Click the **Refresh** icon to update the jobs log display.
- 3 Select the Job Log submenu to view a scan jobs processed or Message Log submenu to view any message details. For

further information on Scan Jobs, refer to the TopAccess Online help.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with the TopAccess logo, user information 'gl-wonder: Ready | Online', and links for 'TopAccessComposer', 'Device Search', and 'Login'. Below this is a secondary menu with 'Device', 'Print Jobs', 'Scan', 'Preferences', and 'Counters'. The main content area is titled 'Scan Jobs' and includes a 'Refresh' button. There are links for 'Current Jobs', 'Job Log', and 'Message Log'. A 'Log Total: 1' indicator is present. A pagination control shows 'Go to page: 1' and '<< Previous 10 Pages Next 10 Pages >>'. Below this is a table with the following data:

#	Group	Template	Agent	Status	Pages	Time	Detail Status
1	Public Scan	File in_Controller	Send to File	Completed	1	09/18/2001 14:53:50	Stored document in controller shared folder

The footer of the interface includes the TOSHIBA logo, 'Install Software | Top | Help |', and version information 'V.1.2.9.2 Copyright © 1999-2001 TOSHIBA TEC Corporation. All Rights Reserved.'

*TopAccess Scan Jobs - Jobs Log Page*

## Deleting Scan Jobs

- 1 Select [Scan](#) from the TopAccess home page.



*TopAccess Scan Jobs - Current Jobs Page*

- 2 The Scan Jobs page will display when you select *Scan Jobs* from the sub-menu. All current scan jobs are displayed. Check the check box adjacent the job(s) you wish to delete.
- 3 Click the **Delete** button and then click **Ok** to confirm the deletion. The job will be cancelled.

### NOTE:

Users can view all scan jobs and delete any job.

## Sorting Scan Jobs

You can sort the Scan Job List table headings, such as Group, Template, Date, and Status in the ascending or descending order enabling you to more efficiently manage the job data listed.

- 1 Select [Scan](#) from the TopAccess home page.
- 2 The Scan Jobs page will display or select *Scan Jobs* from the sub-menu. All current scan jobs are displayed. Check the check box adjacent the job(s) you wish to delete.
- 3 Click the table heading in the Scan Jobs List for which you wish to sort. The page will refresh and the label will display an up or down arrow indicating the column in the list is sorted in ascending or descending order.

- 4 Repeat Step 3 to sort other columns within the Scan Jobs List.







## 6 BASIC TROUBLESHOOTING

This chapter is the place to start if you are experiencing difficulties installing or using the GL Scan. Because the system integrates hardware, network, and software components, errors do occur and sometimes it can be difficult to determine their source.

Variables between network configurations and user setup further complicates the troubleshooting process.

The purpose of this chapter is to help you locate the origin of an error if it is not immediately apparent, and then direct you to Error tables provided in this chapter allow you identify the subsystem most likely responsible for the error condition.

# ERROR MESSAGES

## *Error Messages Defined*

<b>Message</b>	<b>Action (End User)</b>
Scan kit Internal Error (SK1)	Restart the controller. If the controller is not restored, contact the Network Administrator
Scan kit Internal Error (SK2)	Restart the controller. If the controller is not restored, contact the Network Administrator.
Select either Public or Private scan. Private scan may require a password.>Inte rnal memory used is NN%.	Confirm the job in process by reviewing the Scan Jobs screen in TopAccess. When any job is present, wait for the job to be completed, or delete it. When the job is not completed, delete it. If the error persists, restart the controller. If the error still persists after restarting the controller, contact the Network Administrator.
Select either Public or Private scan. Private scan may require a password. > Shared memory used is NN%.	Delete unnecessary data from the controller with TOSHIBA e-STUDIO GL TWAIN Driver, or delete unnecessary FileShare data from the controller.
Scan Kit Internal Error (SK3)	Restart the controller. If the controller is not restored, contact the Network Administrator.
Scan Kit Internal Error (SK4)	Restart the controller. If the controller is not restored, contact the Network Administrator. DB access error.
Scan Kit Internal Error (SK5)	Restart both the controller and copier. If the controller is not restored after restarting, contact the Network Administrator.

*Error Messages Defined*

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<b>Message</b>	<b>Action (End User)</b>
Scan Kit Internal Error (SK6)	Retry the operation. Scanning cannot be started due to the copier status. Make sure that the operation on the copier is correct and then retry scanning.
Invalid group password	Finish glass Scan (A document is on ADF) To read the original from the ADF, try again after the glass scan is complete.
Finish glass Scan (Max page reached)	The number of pages has reached the maximum (200 pages). Finish scanning.
Finish glass Scan (A document is on ADF)	A document on the glass is being scanned. Wait until the current scan process is complete before using the ADF scan function.
Finish glass Scan (Job full)	Finish scanning, reduce the resolution, or change the document type to "Text" or "Text/Photo," to scan again.
Finish ADF Scan	Place an original on the ADF.
100 sheets can be set on the ADF. To continue, repeat the operation.	The number of sheets has reached the maximum. Reduce the number of sheets to scan again.
Job Overflow. To continue, repeat the operation.	The amount of data has reached the maximum for a scan.  Reduce the amount of data to scan again using any of the following methods:  <ol style="list-style-type: none"><li>1. Reduce the number of pages.</li><li>2. Reduce the resolution.</li><li>3. Select Text/Photo or Text mode.</li></ol>

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*Error Messages Defined*

<b>Message</b>	<b>Action (End User)</b>
Job Overflow. Finish ADF scan.	<p>The amount of data has reached the maximum for one scanning. Reduce the amount of data to scan again using any of the following methods:</p> <ol style="list-style-type: none"><li>1. Reduce the number of pages.</li><li>2. Reduce the resolution.</li><li>3. Select Text/Photo or Text mode.</li></ol> <p>When this error occurred during continuous scanning, data of the job completed before the error occurred was stored.</p> <p>To use the stored data, press the Finish key.</p>
Scanner Memory full. Job is canceled	<p>Scanner memory is full and your request has not been accepted. Confirm the job in process on TopAccess. When any job is present, wait for the job to be completed, or delete it. When the job is not completed, delete it. If the error persists, restart the controller. If the error still persists after restarting the controller, contact the Network Administrator.</p>
<b>Message</b>	<b>Action (Administrator)</b>
N/A	<p>When you press the LIST button on the Group Select screen, it may take a abnormally long time to list all addresses. (When too many addresses are registered.) The time may have exceeded the AutoClear copier setting time. You cannot see the list of addresses.</p> <p>Set the AutoClear time to a longer period of time. Use TopAccess (Administrator Mode) ([Administration] - [Device] - [Copier] to modify the auto timeout setting.</p>

<b>Message</b>	<b>Action (Administrator)</b>
Scan kit Internal Error (SK1)	Recover the HDD of the controller. Refer to the GL-1010 Operator's Guide (Basic). If the controller is not restored, contact your Toshiba authorized dealer for support.
Scan kit Internal Error (SK2)	Recover the HDD of the controller. Refer to the GL-1010 Operator's Guide (Basic). If the controller is not restored, contact your Toshiba authorized dealer for support.
Scan kit Internal Error (SK3)	Restart the controller. If the controller is not restored, recover the HDD of the controller. Refer to the GL-1010 Operator's Guide (Basic). If the controller is not restored, contact your Toshiba authorized dealer for support.
Scan Kit Internal Error (SK4)	Restore template data that was stored by [SCAN] – [Administration] – [Backup] on TopAccess (Administrator Mode). Refer to the TopAccess Online help or GL-1010 Administrator's Guide. If the controller is not restored, recover the HDD of the controller. Refer to the GL-1010 Operator's Guide (Basic). If the controller is not restored, contact your Toshiba authorized dealer for support.
Scan Kit Internal Error (SK5)	Restart both the controller and copier. Refer to the GL-1010 Operator's Guide (Basic) or GL-1010 Administrator's Guide. If the controller is not restored after restarting, recover the HDD of the controller. If the controller is still not restored, contact your Toshiba authorized dealer for support.
Select either Public or Private scan. Private scan may require a password. Internal memory used is NN%.	Verify that there are no active users. Execute [SCAN] – [Administration] – [Delete Files] on TopAccess (Administrator Mode). Refer to the TopAccess Online help or GL-1010 Administrator's Guide. If the controller is not restored, contact your Toshiba authorized dealer for support.

<b>Message</b>	<b>Action (Administrator)</b>
Select either Public or Private scan. Private scan may require a password. Shared memory used is NN%.	Verify that there are no active users. Execute [SCAN] – [Administration] – [Delete Files] on TopAccess (Administrator Mode). Refer to the TopAccess Online help or GL-1010 Administrator's Guide. If the controller is not restored, contact your Toshiba authorized dealer for support.

## **TWAIN DRIVER ERRORS**

### **Cannot Find the GL-1010**

Problem Description:

Cannot find GL-1010 using the **Search** button.

Corrective Action:

Confirm that the user workstation and GL-1010 are properly connected to NetBIOS network. Make sure that the selected workgroup name is correct. If the GL-1010 controller is out of subnet in which user's workstation exists, enable access to the GL-1010 via NetBIOS over TCP/IP by specifying the GL-1010 machine name and IP address in WINS server or lmhosts file in user's workstation. Then try entering the GL-1010 machine name directly in "Machine Name".

### **Cannot Access Twain Folder**

Problem Description:

Cannot access \\GL-1010\GL\_TWAIN folder from Windows Explorer.

Corrective Action:

This network folder contains Send to TWAIN documents and can be accessed only by using the GL TWAIN Driver.

### **Twain Driver Dialog Does Not Appear**

#### **Problem Description:**

Initiated the TWAIN image acquisition mode from an application, but the TWAIN driver dialog does not appear.

#### **Corrective Action:**

The TWAIN Driver dialog may be hidden behind other windows. Minimize all other windows to find TWAIN Driver dialog. If the dialog is not found, enable “Show UI” feature of TWAIN Driver from application. See scan readme file for more detail.

### **Cannot Acquire Document**

#### **Problem Description:**

Cannot acquire document using the Twain driver.

#### **Corrective Action:**

The GL Twain Driver is carefully tested with several TWAIN compliant applications. Some applications need to be configured to connect to the GL Twain Driver. See scan readme file for supported applications and configuration tips.

### **B/W Image Reversed**

#### **Problem Description:**

Image acquired but the black and white of the image is reversed.

#### **Corrective Action:**

Some applications may handle Black and White pixilation incorrectly. Enable the “Reverse Image” option from the application and try again.

### **Cannot Acquire Multi-Page Document**

#### **Problem Description:**

Cannot acquire multipage document from application.

#### **Corrective Action:**

Some applications do not support multipage scan from TWAIN I/F, or need to be configured to acquire multipage. Please see the readme file on the e-STUDIO GL-1010 Scanner Client CD-ROM.

## **Cannot Open a Password Protected Folder or Document**

### **Problem Description:**

A Folder or Document is password protected and you don't know which password to apply.

### **Corrective Action:**

The Folder password is same as corresponding Template Group's password. And document passwords are the same as corresponding Template's password. If the group's password changes, the corresponding TWAIN Folder password changes also. On the other hand, document passwords remain the same as the Template password when the document is scanned originally, even if the template password changes subsequently.





## 7 SPECIFICATIONS

The following table defines the Toshiba's optional Scan Feature for the e-STUDIO GL-1010 system specifications.

## SPECIFICATIONS

### *Specifications Defined*

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<b>Item</b>	<b>Specification</b>
Scan Input Speed	45 pages per minute (A4size)
Resolutions (dpi)	600, 400, 300, 200, 150
Paper Size	Same as Copier
Unscannable Area	Top/Bottom: 2mm ± 2mm Left/Right: 2mm ± 2mm
Scan Type	ADF (Duplex Book, Duplex Tablet, Single) Glass (Single)
File Format	Tiff with G4/MMR compression Multi-Tiff with G4/MMR compression PDF TIFF-S (for Internet-Fax)
Bundled Scanner (TWAIN) Driver	GL-1010 TWAIN Driver

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*Specifications Defined*

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<b>Item</b>	<b>Specification</b>
Function	Send to GL-1010 Controller  -Accessible to GL-1010 Controller from N/W to take out the scanned data as electronic file(s)  -Accessible to GL-1010 Controller from TWAIN compliant application as TWAIN scanner (*Note 1)  Send to File Server (Windows)  Send to Email  Send to Internet-Fax  Send to TopAccessComposer

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*Specifications Defined*

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<b>Item</b>	<b>Specification</b>
Scan Control Panel Features	Sides Image: Duplex Book, Duplex Tablet, Single  Rotation: 0 degree, Right 90 degree, Left 90 degree, 180 degree  Resolution(dpi): 600, 400, 300, 200, 150  Image Quality: Photo, Text, Text/Photo  Exposure: Auto, Manual  Original Size: Auto, Mixed Original Sizes, A3, A4, LD, LT, A4-R, A5-R, LT-R, LG, B4, B5, ST-R, COMP, B5-R, FOLIO, 13"LG, 8.5"SQ  File Name: (edit electric file name)  Email to: (edit Email recipients list)  iFax to: (edit Internet-Fax recipients list)  Subject: (edit Email or Internet-Fax subject)  Add Message: (edit Email or Internet-Fax body added)
Applicable Computers	Microsoft Windows 95 Operating System  Microsoft Windows 98 Operating System  Microsoft Windows 2000 Operating System  Microsoft Windows NT 4. 0 Operation System  Microsoft Windows NT Server Network Operating System 4.0  Microsoft Windows Me Operating System

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*Specifications Defined*

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<b>Item</b>	<b>Specification</b>
Network Protocol	NetBIOS, SMB over TCP/IP, SMB over IPX/SPX, SMTP

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(\*Note 1): Operations are not guaranteed in every TWAIN application.





## GLOSSARY OF TERMS

### *Definition of Common Terms*

<b>Term</b>	<b>Definition</b>
ACS	<b>Automatic Cassette Switching.</b>
ADD	<b>Auto-Duplexing Device.</b> A copier component that allows double sided printing and copying (standard equipment).
ADF	<b>Auto-Document Feeder.</b> An accessory that allows a document to be fed or scanned without user intervention.
ADU	<b>Auto-Duplexing Unit.</b> An accessory that allows double sided printing and copying (optional).
Auto Continue	Set Auto Continue options to specify how you want the digital copier to respond to paper out conditions.
Bandwidth	The volume of data per unit of time a computer can handle. Bandwidth is increased by connecting to faster transmission lines.
Bin	An output tray of a finishing unit or other paper output holding peripheral such as a mailbox sorter.
Booklet Mode	A feature where each page of a document is printed on a half sheet of paper, which can then be folded and/or stapled to produce a smaller booklet/magazine. Booklet mode was previously known as magazine sort. The GL-1010 supports two kinds of Booklet mode: left to right read mode and right to left read mode.

*Definition of Common Terms*

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<b>Term</b>	<b>Definition</b>
Bypass Feeder	See <i>Stack Feed Bypass</i> .
Cascade Printing	A feature where a copier switches to the next output tray when the first designated output tray is full.
Cassette	The copier cassettes that contain the input paper.
Cover Sheet	A feature where one or two pages (front or front/back) are printed with the original document as a cover.
Creep Size	Creep refers to the amount by which each page sticks out compared with the last page when folded in a stack. Generally, the longer the document (i.e., the more pages in a document), the greater the creep size. If you plan on trimming the final booklet, specifying the creep size can prevent the contents of the booklet from “creeping” into the page’s “trim zone”. The minimum is 0 and the maximum is 20.
Current Jobs	The list of all print and copy jobs currently queued to the selected GL-1010 device can be viewed using either the TopAccess and GL DocMon application.
Device	Device refers to the GL-1010 connected to a network digital copier. Often, the term device is used to refer to the entire controller/copier system.
DHCP	<b>Dynamic Host Configuration Protocol.</b>
Document Identification Number	The Document Identification Number (DIN) is the code required to release a Private Print or Proof Print job for printing. Enter the DIN from the copier control panel.
Document Profile	A pre-defined set of driver settings that allows users to auto-configure their print job with a click of the mouse.
Document Sticky	The paradigm where actions and/or configuration information about a print job are transitory to a specific document with a specific software application. For example, a change is made to the printer’s settings and only the current, client application is aware of the change. See Also Printer-Sticky.
Drawer	See <i>Cassette</i> .
Driver	See <i>Printer Driver</i> .
Duplex	Duplex is the process of printing on both sides of a sheet of paper. Duplex printing requires that <b>Automatic Duplex Unit (ADU)</b> be installed on the copier.

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## Definition of Common Terms

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Term	Definition
Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO28/35/45 digital copier connected to the GL-1010 controller. This allows users to enjoy the convenience of walk-up copying, faxing, scanning, and network printing from the same device.
Ethernet	A local area network (LAN) developed by Xerox, Digital and Intel (IEEE 802.3). It is the most widely used LAN access method. Token Ring is next. Ethernet is normally a shared media LAN. All stations on the segment share the total bandwidth, which is either 10 Mbps (Ethernet), 100 Mbps (Fast Ethernet) or 1000 Mbps (Gigabit Ethernet).
Finishing Unit	Finisher.
Frame	A data packet sent through the network. There are several types of Frames, which differ in the way the data is arranged. In order for the different nodes within a network to communicate, the same frame type must be setup for each.
Gateway address	The IP Address of the router that the GL-1010 uses to access devices on other subnets.
GL-1010	The Toshiba controller used to connect digital copiers to a network. Also referred to as the <i>device</i> or <i>printer</i> .
Group sort	Multi-page, multi-copy output is collated into sets or <i>groups</i> .
Gutter	Gutter size is the distance between the two logical, facing pages of the physical booklet. In other words, this is the size of the booklet's inside margin. The minimum is 0 and the maximum is 150.
Hardware address	The unique address assigned by the manufacturer of a network interface card. Also known as the <b>Media Access Control</b> (MAC) address.
HTTP	<b>HyperText Transport Protocol</b> . The Internet standard that supports information exchange on the World Wide Web (WWW). HTTP provides users with transparent access to the Internet.
Image overlay	Image Overlays are independent document files, which can contain text, graphics, charts, tables or any other document element, that are merged with another document during printing.
IP	<b>Internet Protocol</b> . The IP part of the TCP/IP communications protocol. IP implements the network layer (layer 3) of the protocol, which contains a network address and is used to route a message to a different network or subnetwork. IP accepts "packets" from the layer 4 transport protocol (TCP or UDP), adds its own header to it and delivers a "Datagram" to the layer 2 data link protocol. It may also break the packet into fragments to support the maximum transmission unit (MTU) of the network.

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*Definition of Common Terms*

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<b>Term</b>	<b>Definition</b>
IPX	<b>I</b> nternet <b>P</b> acket <b>E</b> xchange. A NetWare communications protocol used to route messages from one node to another. IPX packets include network addresses and can be routed from one network to another.
Jobs Log	The Jobs Log contains a historic record of the jobs submitted to the GL-1010. The information for each job includes the document name, size, date and time stamp, and status. The Jobs Log can be filtered to limit the number of jobs listed to specific types of jobs.
LCF	<b>L</b> arge <b>C</b> apacity <b>F</b> eeder. A special paper feeding unit that can hold a large amount of standard (Letter or A4) sized paper.
LPD	<b>L</b> ine <b>p</b> rinter <b>d</b> aemon. A print management program that runs on a host, such as a Unix machine.
MAC	<b>M</b> edia <b>A</b> ccess <b>C</b> ontrol. The unique address assigned by the manufacturer of a network interface card.
Magazine Sort	See <i>Booklet Mode</i> .
Manual Feeder	A special paper input unit which can be used to feed a single special paper (such as envelope, thick paper, etc.) for print job. Also called the <i>Stack Feed Bypass</i> .
Media	Paper type. For example, bond, transparencies, labels are all different media types.
Message Log	The Message Log contains a historic record of errors and warnings that occurred on the GL-1010 or the copier. The information for each message includes the date, subsystem, and message severity. The Message Log can be filtered to limit the number of messages listed to specific criteria.
MFP	<b>M</b> ulti- <b>f</b> unction <b>p</b> eripheral. Hardware that combines several functions into one unit; for example, the combination fax, copier, printer and scanner.
NDPS	<b>N</b> ovell <b>D</b> istributed <b>P</b> rint <b>S</b> ervices simplifies the process of setting up, administering, and troubleshooting Novell printing by migrating away from queue-based printing toward a more "plug in and print" paradigm.
NDPS Gateway	In order for non NDPS-aware printers, such as the GL-1010, to operate within the NDPS model, a proprietary "gateway" must be installed and configured on the network. The Toshiba NDPS Gateway is distributed on the e-STUDIO GL-1010 Admin CD-ROM.

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*Definition of Common Terms*

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<b>Term</b>	<b>Definition</b>
NDS	<b>NetWare Directory Service.</b> NDS maintains a hierarchical database of information about the network resources within a global enterprise, including networks, users, subgroups, servers, volumes and printers. Unlike the bindery, which was the directory service in NetWare 3.x, NDS users log onto the network as a whole, not a specific server, and NDS determines their access rights.
NDS Context	The container or organizational unit that contains the print server object. Print queue and device objects can be located anywhere within the NDS tree, but the HP JetDirect print server needs to be configured to use the fully-qualified print server object name. Select this text box and type the NDS context.
NDS Tree Name	Refers to the name of the organizational tree used by your network. This name is normally found in the Net.cfg file located with your MS-DOS Vlm.exe program or from within the Nwuser.exe program that runs under Windows. Click the down-arrow in this box and select the appropriate tree name.
NetBEUI	<b>NetBIOS Enhanced User Interface.</b> Pronounced “net-booey,” it is an enhanced version of the NetBIOS protocol used by network operating systems such as LAN Manager, LAN Server, Windows for Workgroups, Windows 95 Windows, 98, Windows 2000, Windows Me and Windows NT. It formalizes the transport frame that was never standardized in NetBIOS and adds additional functions.
NetWare	A network operating system from Novell based on a client/server architecture. Clients log onto one or more file servers, which provide network services such as Email, printing, and storage.
Network Printing	Printing from a Windows, Macintosh, or Unix client workstation to the GL-1010, with the output produced on the connected Toshiba digital copier.
NFS	<b>Network File System.</b> A Unix networking protocol that allows files and printers to be shared across the network.
NIC	<b>Network Interface Card.</b> A printed circuit board that is installed in both client (personal computers or workstations) and server machines to control the exchange of data between them.
N-up	This term refers to the number of page images printed on one sheet of paper. For example, if you want to print slides or web pages, you might use the N-up feature to print up to 16 pages on one sheet of paper. Also called “Multiple Pages Per Sheet” printing.

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*Definition of Common Terms*

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<b>Term</b>	<b>Definition</b>
Orientation	Orientation refers to the direction a document is laid out on a page. A Portrait orientation produces a vertical page layout (i.e., the page height is greater than width). A Landscape orientation produces a horizontal page layout (i.e., the page width is greater than the height).
Page Interleaving	A feature where a blank sheet is inserted between the pages of a print job. Job Dividing Sheet is not stapled with the rest of the original document (if stapling is requested). This feature is previously known as Tab Sheet Insertion. See Also: <i>Cover Sheet</i> and <i>Sheet Insertion</i> .
Paper Attribution on Tray	A feature where an administrator can assign which tray/bin is used for which purpose (e.g., Tray 1 is to be used for Fax only).
PCL	The command language for the HP LaserJet printers. It has become a de facto standard used in many printers and typesetters. PCL Level 5, introduced with the LaserJet III in 1990, also supports Compugraphic's Intellifont scalable fonts. Starting with the LaserJet 5 in 1996, PCL Level 6 streamlines the graphics and font commands, reducing the amount of information that has to be sent to the printer.
PCONSOLE	A NetWare utility that can be used to monitor and manage queues on a NetWare server.
PDL	<b>P</b> age <b>d</b> escription language. A programming language, such as PostScript, that describes output to a printer.
Peer to Peer	A network architecture in which nodes communicate directly with other nodes, as opposed to client/server architecture.
PostScript	A page description language (PDL) from Adobe that is used extensively on all computer platforms. It is the de facto standard in commercial typesetting and printing houses. Most all accept and may even require PostScript files as electronic input.
Printer Driver	Software installed on the client workstation that enables printing to a device. There are six Toshiba printer drivers on the e-STUDIO GL-1010 Client CD-ROM that permit printing to the GL-1010 controller.
Printer-Sticky	The paradigm where actions and/or configuration information is permanently saved so that it is accessible later. For example, a change is made to the printer's settings and all applications are aware of the change. See also, <i>Document-Sticky</i> .
Printing mode	Printing mode defines the way the print job is processed by the GL-1010: as a Normal job, a Private Print job, Proof Print job, or Scheduled Print job.

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*Definition of Common Terms*

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<b>Term</b>	<b>Definition</b>
Private print	Private Print is a printing mode that allows users to send a job from their workstation, and then hold it until the user enters a private DIN from the copier to release and print the job.
Proof print	Proof Print is a print mode that allows users to print only the first of a multi-copy job and review it before releasing and printing the remaining copies.
Property sheet	Property sheets contain attributes grouped categorically. For example, all properties that are related to setting finishing options are grouped on the GL-1010 drivers' Setup property page.
Property tab	The Print Properties dialog box contains several tabs that allow users to access property sheets, where options and settings are grouped by category or function.
Protocol stack	A collection of software that controls communication between devices. Devices with the same protocol stack can communicate with each other.
Raw Print Job	A print job that is sent to the GL-1010 device by means other than the GL-1010 printer driver. For example, using DOS commands to print directly to the local port without using a printer driver. Raw print jobs also result when users print to a GL-1010 using a different driver version or type. For example, using a HP driver to print to a GL-1010.
Recoverable error	An error condition that simply requires user intervention to resolve, for example, paper out or paper jam.
Saddle stitch	Saddle stitching is a binding method whereby a booklet is stapled along the center and folded.
Scheduled print	Scheduled Print is a print mode that allows users to delay printing a queued job until a specific date and time.
Sheet insertion	A feature where a blank page is printed in between a designated pages with the original document. Insertion Sheet is stapled with the original document (if stapling is requested). See also, <i>Page Interleaving</i> .
SNMP	<b>Simple Network Management Protocol.</b> A widely used network monitoring and control protocol. Data is passed from SNMP agents, which are hardware and/or software processes reporting activity in each network device (hub, router, bridge, etc.) to the workstation console used to oversee the network. The agents return information contained in a MIB (Management Information Base), which is a data structure that defines what is obtainable from the device and what can be controlled. Originating in the Unix community, SNMP has become widely used on all major platforms.

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*Definition of Common Terms*

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<b>Term</b>	<b>Definition</b>
Stack Feed Bypass	A special paper input unit which can be used to feed more than a single sheet of special paper (such as envelope, thick paper, etc.) for print job.
Subnet	A range of IP addresses.
Subnet Mask	A number that identifies a subnetwork so an IP address can be shared by the local network.
TCP/IP	<b>T</b> ransmission <b>C</b> ontrol <b>P</b> rotocol/ <b>I</b> nternet <b>P</b> rotocol. The TCP part of TCP/IP provides transport functions, which ensures that the total amount of bytes sent is received correctly at the other end. The IP part of TCP/IP provides the routing mechanism. TCP/IP is a protocol in which the messages transmitted contain the address of a destination network as well as a destination station.
Token Ring	A data link protocol (MAC layer) for local area networks (LAN) developed by IBM (IEEE 802.5). Token Ring is more deterministic than Ethernet. It ensures that all users get regular turns at transmitting their data. With Ethernet, all users compete to get onto the network.
Tray	The location on the copier where a print job is output.
URL	<b>U</b> niform <b>R</b> esource <b>L</b> ocator. An address that allows you to access information on the Internet, either a web page, FTP or Gopher, Usenet, or a database. URLs can take the following forms: "http://host.domain/page" and "mailto://username@host.domain".
Watermark	Watermarks are text images (formatted words or phrases) that print in the background of a document. Watermarks can be printed as transparent text, on only the first or on all pages of the document, in solid or in outline form.

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