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Preface

Thank you for purchasing e-STUDIO452 Series or e-STUDIO282 Series Multifunctional Digital Systems. This TopAccess Guide explains the instructions for users and administrators to set up and manage the e-STUDIO452 Series or e-STUDIO282 Series using TopAccess. Read this guide before using your e-STUDIO452 Series or e-STUDIO282 Series. Keep this guide within easy reach, and use it to configure an environment that makes best use of the e-STUDIO’s functions.

About This Guide

This manual explains how to set up and manage network functions using the TopAccess user functions — such as network job management and template registration — from client computers via a network.
For information about Control Panel operation, see the Operator’s Manual for Basic Function or User Functions Guide.

Conventions

- The term “this equipment” in this manual refers to the e-STUDIO452 Series or e-STUDIO282 Series.
- The term “e-Filing” in this manual is an abbreviation of “electronic filing”.

Lineup of Our Manuals

Thank you for purchasing the TOSHIBA multifunctional digital systems e-STUDIO452 Series or e-STUDIO282 Series. We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.

Quick Start Guide

This Quick Start Guide describes the initial setup method of this equipment and accessories of this product such as operator’s manuals and CD-ROMs.
Operator’s Manual Basic Functions
This Operator’s Manual Basic Functions describes how to use the basic functions of this equipment mainly focusing on the copying function. Also this manual contains safety precautions for users to be observed. Be sure to read it first carefully.

User Functions Guide
This User Functions Guide describes the functions and settings under the [USER FUNCTIONS] button on the control panel of this equipment.

Other guides are provided by the User Documentation CD-ROM in PDF files:

TopAccess Guide
This TopAccess Guide explains how to operate and set up the network functions such as the network scanning function and job management, using the TopAccess (Web-based utility) from client computers.
Network Administration Guide
This Network Administration Guide explains the guidelines for setting up network servers to provide various network services, and troubleshooting for network administrators.

Printing Guide
This Printing Guide explains how to install the client software for printing from Microsoft Windows, Apple Mac OS, and UNIX computers, and print to the equipment.

Scanning Guide
This Scanning Guide explains how to operate the scanning function of this equipment.

e-Filing Guide
This e-Filing Guide explains how to operate the e-Filing function using the TWAIN driver, File Downloader and e-Filing web utility.

Network Fax Guide
This Network Fax Guide explains how to use the network fax function that enable users to operate fax and internet fax sending from a client computer via network.
User Management Guide

This User Management Guide describes how to manage this equipment using the functions of “Department Management”, "User Management Setting" and "User Authentication for Scan to E-mail".

e-BRIDGE Viewer

The e-BRIDGE Viewer provides the functions to view and find the documents in e-Filing boxes on the TOSHIBA e-STUDIO MULTIFUNCTIONAL DIGITAL SYSTEMS from a client computer via TCP/IP network, and also it can view and find the files in your computer.

To read manuals in PDF (Portable Document Format) files

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

To ensure correct and safe use of this equipment, this operator’s manual describes safety precautions according to the three levels shown below. You should fully understand the meaning and importance of these items before reading this manual.

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

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

**Note**
Indicates a procedure you should follow to ensure the optimal performance of the equipment and problem-free copying.

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

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

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

This section describes overview of the TopAccess functions.

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TopAccess Overview

TopAccess is a web-based job and device management tool that allows you to access information about this equipment over the Internet. TopAccess has two web sites available. One site is designed for end users and the other is for the administrators.

- The end-user site displays the equipment and job status and enables you to create and maintain private template groups and private templates.
- The administrator site enables network administrators to configure device settings, conduct maintenance, and update the address book, public template group and public templates.

Note

For instructions on how to use TopAccess in the administrator mode, refer to the following section.

P.107 "TopAccess Administrator Mode"

End users can:

- Display general device information including the status, drawer/accessory configuration, and paper supply information.
- Display and manage the status of print jobs, fax/internet fax transmit jobs, and scan jobs submitted by the user. (Optional Fax unit is required for displaying and managing the fax transmit jobs)
- Display the job logs for print, fax/internet fax transmit, fax/internet fax reception, and scan. (Optional Fax unit is required for displaying the fax transmit and fax reception job log.)
- Register and modify the templates.
- Add or modify the contacts and groups in the address book.
- Register and modify the mailboxes. (Optional Fax unit is required.)
- Display the counters logs
- Download client software.

Notes

- Because TopAccess uses cookies to store information on the user’s system, users must have cookies enabled in the browser.
- When TopAccess does not display the correct information in any pages, delete cookies and try again.
- On Netscape 7.1, the Confirm dialog box that asks whether you want Password Manager to remember the logon may appear when you save any changes in TopAccess. If the dialog box appears, click [No] to disable the memory of Password Manager. If enabled, unexpected values may automatically be entered when you open the page next time.
Accessing TopAccess End-User Mode

To operate TopAccess, this equipment should be connected to the network and be configured with the TCP/IP settings. After you complete the TCP/IP setup, you can access to TopAccess web site to operate various functions from your computer using a web browser such as Netscape Navigator and Internet Explorer.
You can use the TopAccess web-based utility from a Windows, Macintosh or Unix operating system environment. The following browsers are supported:

Windows
- Internet Explorer 5.5 or later
- Netscape Navigator 7.1 or later

Macintosh
- Safari 2.0
- Netscape Navigator 7.1 or later

Unix
- Netscape Navigator 7.1 or later

Accessing TopAccess in end-user mode

1. To navigate to TopAccess, enter the following URL on the address box of your Internet browser.

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

   | Address  | http://10.10.70.120 |

   For example
   - When the IP address of the equipment is "10.10.70.105":
     http://10.10.70.105
   - When the device name of this equipment is "mfp-00c67861":
     http://mfp-00c67861

   **Note**

   When SSL for the HTTP network service is enabled, the alert message may appear when you enter the URL in the address box. In that case, please click [Yes] to proceed the operation.
The TopAccess web page for end users opens.

**Tip**

You can also access TopAccess using the TopAccessDocMon link. For instructions on accessing TopAccess from TopAccessDocMon, see the **Printing Guide**.

**TopAccess Web Site**

When you access TopAccess, the general information page of the TopAccess web site is displayed.

From here, you can initiate most device monitoring and management functions.
The basic TopAccess page contains following items:

1) **Function Tab**
   This provides access to main pages of TopAccess for each function.

2) **Menu Bar**
   This provides access to each menu page under the selected function tab.

3) **Submenu Bar**
   This provides access to each submenu page under the selected menu and function tab.

4) **Install Software link**
   Click this to open the Install Client Software page to download the client software from TopAccess.

5) **Top link**
   Click this to display the top of the page that is currently displayed.

6) **Help link**
   Click this to display the Online Help.

**Note**

The TopAccess Online Help cannot be displayed in the following browsers.
- Safari 2.0
- Netscape 7.2
Checking Device Status

This section describe the Device tab page of TopAccess end-user mode

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TopAccess opens with the end-user Device tab, which includes a picture of the device. At any time, the end-user may click Refresh to update the TopAccess status information. This tab shows the following information about the device:

1) Device Information
   The Device Information list shows the following information.
   - **Status** — Displays the device status.
   - **Name** — Displays the name of this equipment.
   - **Location** — Displays the equipment’s location.
   - **Copier Model** — Displays the model name of this equipment.
   - **Save as File Space Available** — Displays the available size to store the Save as file documents.
   - **Store to e-Filing Space Available** — Displays the available size to store the e-Filing documents.
   - **Fax Transmission Space Available** — Displays the available size to send the fax data. This is displayed only when the fax unit is installed.
   - **Fax Reception Space Available** — Displays the available size to receive the fax data. This is displayed only when the fax unit is installed.
   - **Work Space Available** — Displays the percentages of available hard disk space to store the temporary data.
   - **Contact Information** — Displays the contact name of the person responsible for managing this device.
   - **Phone Number** — Displays the phone number of the person responsible for managing this device.
   - **Message** — Displays the administrative message.
   - **Alerts** — Displays the alert message. Errors are in red and warnings are in yellow.

2) Options
   The Options list shows the status of optional unit.
   - **Finisher** — Displays the type of finisher installed.
   - **Hole Punch Unit** — Displays whether the hole punch unit is installed.
   - **Fax** — Displays whether the fax unit is installed.
   - **Optional Function Kit** — Displays whether the optional function kit is installed.
   - **Automatic Duplexing Unit** — Displays whether the optional Automatic Duplexing Unit is installed. (e-STUDIO282 Series Only)
3) Paper

The Paper list shows the drawer status.
- **Drawer** — Lists the installed drawers.
- **Size** — Displays the paper size set in each drawer.
- **Type** — Displays the paper type set in each drawer.
- **Capacity** — Displays the maximum paper capacity that can be set in each drawer.
- **Status** — Displays the consumption status in each drawer.

**Note**

The paper size for each drawer cannot be set from TopAccess. Please set from the touch panel of the equipment. For instructions on how to set the paper size for each drawer, please refer to the Operator’s Manual For Basic Functions.

**Device Status Indicators**

You can use TopAccess to check if this equipment requires maintenance. The Device Summary window includes a device icon that displays visual Device Status Indicators in the event of a device malfunction.

- **Printer Error 1**

  The above printer error icon indicates that non-recommended toner is used. For information on resolving the error condition, refer to “REPLACE TONER CARTRIDGE SYMBOL” in Operator’s Manual for Basic Function.

- **Printer Error 2**

  The above printer error icon indicates:
  - You need to remove paper from standard output tray.
  - You need to remove paper from Job Separator.
  - You need to remove paper from Finisher tray.
  - You need to remove staples jammed in the Finisher. For information on resolving the error condition, refer to “EXAMINE STAPLER” in Operator’s Manual for Basic Function.
  - You need to clear hole punches from Finisher. For information on resolving the error condition, refer to “EXAMINE STAPLER IN THE SADDLE STITCH UNIT” in Operator’s Manual for Basic Function.
  - Non-recommended toner is being used. For information on resolving the error condition, refer to “REPLACE TONER CARTRIDGE SYMBOL” in Operator’s Manual for Basic Function.
  - You need to remove excess staples from the Saddle Stitch Finisher.
  - You performed saddle stitch printing using mixed paper sizes.
  - Cannot load paper from the LCF.
  - Cannot output to inner tray.

- **Cover Open**

  The Cover Open error icon indicates that you need to close the cover.
• Drawer Open

![Drawer Open Icon]

The Drawer Open error icon shows which drawer is open: upper, middle, or lower. You must close the specified drawer to resume printing and copying functions.

• Toner Empty

![Toner Empty Icon]

The Toner Empty icon indicates that the toner is empty. For information on resolving the error condition, refer to “REPLACE TONER CARTRIDGE SYMBOL” in Operator’s Manual for Basic Function.

• Toner Full

![Toner Full Icon]

The Toner Full error icon indicates you need to replace the toner container. For information on resolving the error condition, refer to “REPLACE TONER BAG SYMBOL” in Operator’s Manual for Basic Function.

• Paper Empty

![Paper Empty Icon]

The Out of Paper error icon shows which drawer is empty: upper, middle, or lower. A paper out condition does not necessarily terminate a print or copy job. If Auto-select options are configured, printing and copying may continue by drawing paper from a different drawer. Refer to the TopAccess online Help for instructions on setting up Auto-Select mode. For information on resolving the error condition, refer to “PLACING PAPER IN THE DRAWER” in Operator’s Manual for Basic Function.

• Paper Jam

![Paper Jam Icon]

The Device Status icon varies depending on where a paper jam occurred in the copier. This graphic illustrates the possible locations. For information on resolving the error condition, refer to “JAM SYMBOLS” in Operator’s Manual for Basic Function.

• Staple Empty

![Staple Empty Icon]

The Add Staples error icon indicates you need to add staples to the finisher. For information on resolving the error condition, refer to “CHECK STAPLE CARTRIDGE” in Operator’s Manual for Basic Function.

• Serviceman Calls

![Serviceman Calls Icon]

The Service Call error icon indicates that a call for service is needed. Contact your service representative.
Managing Jobs

Using TopAccess, end users can display and delete print jobs, fax transmission jobs, and scan jobs released by end users.

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Managing Print Jobs

Using TopAccess, you can display, delete and release print jobs that are currently in the queue.

Displaying Print Jobs

Accessing the Print menu page in the Job Status tab

1. Click the Job Status tab and click the Print menu.
   - The Print menu page is displayed.

2. If your print job previously released is not displayed in the list, click the [REFRESH] icon at the upper right in the page.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Date Time</th>
<th>Type</th>
<th>Paper</th>
<th>Pages</th>
<th>Sets</th>
</tr>
</thead>
<tbody>
<tr>
<td>101512000</td>
<td>17-00-12</td>
<td>Print</td>
<td>LT</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>101512000</td>
<td>17-00-12</td>
<td>Private</td>
<td>LT</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Tips

- The print jobs that had finished printing are displayed in the Log tab.
- To sort the print jobs list so that a particular job is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Print menu page displays following information for each print job.

- **User Name**
  Displays the user account name that released the print job.

- **Date Time**
  Displays the date and time when the print job was released from the client computers.

- **Type**
  Displays the print job type.

- **Paper**
  Displays the paper size of the print jobs.

- **Pages**
  Displays the number of pages the print job contains.

- **Sets**
  Displays the number of copies set in the print jobs.
Deleting a Print Job

You can delete jobs that are stored in the queue.

**Note**

The private print jobs cannot be deleted by users. To delete the private print jobs from TopAccess, you must log in as an administrator in the Administration tab page first, then display the Print menu page. If you log in as an administrator, the [Delete All Private Print Jobs] button is additionally displayed at the next of the release button. You can click [Delete All Private Print Jobs] button to delete all private jobs in the list. It may take a time to delete all private print jobs.

Deleting a print job

1. Click the Job Status tab and click the Print menu.
   - The Print menu page is displayed.

2. Select an option button at the left of the print job that you want to delete.
   - You can select only one print job at a time.

3. Click [Delete].
   - Selected print job is deleted.

Releasing a Print Job

You can print jobs that are stored in the queue.

**Note**

The private print jobs cannot be released from TopAccess.

Releasing a print job

1. Click the Job Status tab and click the Print menu.
   - The Print menu page is displayed.
2. Select an option button at the left of the print job that you want to release.

- You can select only one print job at a time.

3. Click [Release].
   - The selected print job is immediately printed.
Managing Fax/Internet Fax Jobs

Using TopAccess, you can display and delete fax transmission jobs including fax transmission and Internet Fax transmission.

Displaying Fax/Internet Fax Jobs

Accessing the Fax/Internet Fax menu page in the Job Status tab

1. Click the Job Status tab and click the Fax/Internet Fax menu.
   • The Fax/Internet Fax menu page is displayed.

2. If your fax transmission job previously released is not displayed in the list, click the [REFRESH] icon at the upper right in the page.

The Fax/Internet Fax menu page displays following information for each fax transmission job:
- **File No.** Displays the file number to identify the fax transmission job.
- **TO** Displays the destinations set to the fax transmission job.
- **Date Time** Displays the date and time when the fax transmission job is released from the Touch Panel Display or client computer using the N/W-Fax driver.
- **Pages** Displays the number of pages the fax transmission job contains.
- **Delay Time** Displays the delayed time set to the fax transmission job.

Tips

• The transmission jobs that had finished the transmission are displayed in the Log tab.
• To sort the fax transmission jobs list so that a particular job is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Fax/Internet Fax menu page displays following information for each fax transmission job.
- **File No.** Displays the file number to identify the fax transmission job.
- **TO** Displays the destinations set to the fax transmission job.
- **Date Time** Displays the date and time when the fax transmission job is released from the Touch Panel Display or client computer using the N/W-Fax driver.
- **Pages** Displays the number of pages the fax transmission job contains.
- **Delay Time** Displays the delayed time set to the fax transmission job.

Deleting a Fax Transmission Job

You can delete a fax transmission job.
Deleting a fax transmission job

1 Click the Job Status tab and click the Fax/Internet Fax menu.
   • The Fax/Internet Fax menu page is displayed.

2 Select an option button at the left of the fax transmission job that you want to delete.
   • You can select only one fax transmission job at a time.

3 Click [Delete].
   • Selected fax transmission job is deleted.
Managing Scan Jobs

Using TopAccess, you can display and delete scan jobs that are currently in the queue.

Displaying Scan Jobs

Accessing the Scan menu page in the Job Status tab

1. Click the Job Status tab and click the Scan menu.
   - The Scan menu page is displayed.

2. If your scan job previously released is not displayed in the list, click the [REFRESH] icon at the upper right in the page.
   - The scan jobs that had finished scanning are displayed in the Log tab.
   - To sort the scan jobs list so that a particular job is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Scan menu page displays following information for each scan job.

- **To/File Name**
  When the job performs the Scan to File or Scan to e-Filing, it displays the document name to be stored. When the job performs the Scan to Email, it displays the destinations where the scanned document will be sent.

- **Agent**
  Displays the agent of the scan job. When scanning is performed with multiple agents, this displays "Dual Agent".

- **Date Time**
  Displays the date and time when the scan job is released from the Touch Panel Display.

- **Pages**
  Displays the number of pages the scan job contains.

- **Status**
  Displays the detailed status of the scan job.

Deleting a Scan Job

You can delete a scan job.
Deleting a scan job

1. Click the Job Status tab and click the Scan menu.  
   - The Scan menu page is displayed.

2. Select an option button at the left of the scan job that you want to delete.
   - You can select only one scan job at a time.

3. Click [Delete].  
   - Selected scan job is deleted.
Displaying Job Logs

Using TopAccess, end users can display print job logs, transmission journals, reception journals, and scan job logs.

- Displaying Print Job Logs ................................................................. 34
- Displaying Transmission Journals .................................................. 35
- Displaying Reception Journals ....................................................... 37
- Displaying Scan Job Logs .............................................................. 39
Displaying Print Job Logs

Using TopAccess, you can display the print job logs printed on this equipment. A maximum of 100 logs is displayed in the chronologic order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Print menu page in the Logs tab

1. Click the Logs tab and click the Print menu.
   - The Print menu page is displayed.
2. Click the [REFRESH] icon at the upper right in the page to obtain the update information.

The Print menu page displays following information for each print job log.

- **User Name**
  Displays the computer name that released the print job. Click the header link to sort the print job list by user name.

- **Document Name**
  Displays the document name of the print job. Click the header link to sort the print job list by document name.

- **Date Time**
  Displays the date and time that the print job was released from the client computers. Click the header link to sort the print job list by Date and Time.

- **Type**
  Displays the print job type. Click the header link to sort the print job list by print job type.

- **Paper**
  Displays the paper size of the print jobs.

- **Pages**
  Displays the number of pages the print job contains.

- **Sets**
  Displays the number of copies set in print jobs.
Displaying Transmission Journals

Using TopAccess, you can display the transmission journals that this equipment sent by fax, Internet Fax transmission, and E-mail. A maximum of 100 logs is displayed in the chronologic order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Transmission menu page in the Logs tab

1. Click the Logs tab and click the Transmission menu.
   • The Transmission menu page is displayed.

2. Click the [REFRESH] icon at the upper right in the page to obtain the update information.

<table>
<thead>
<tr>
<th>No.</th>
<th>File No.</th>
<th>Date/Time</th>
<th>Duration</th>
<th>Pages</th>
<th>TO</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>10/15/2006 10:10:30</td>
<td>00:01</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>File No.</th>
<th>Date/Time</th>
<th>Duration</th>
<th>Pages</th>
<th>TO</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>10/15/2006 10:04:30</td>
<td>00:00</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tip

To sort the transmission journals list so that a particular transmission journal is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Transmission menu page displays following information for each transmission journal.

- **No.**
  Displays the serial number of the journals.

- **File No.**
  Displays the file number to identify the transmission job.

- **Date Time**
  Displays the date and time the transmission job was performed.

- **Duration**
  Displays the time length taken for the transmissions. If it takes more than 1 hour, “59:59” is indicated.

- **Pages**
  Displays the number of pages the transmission job contains.

- **TO**
  Displays the destinations set to the transmission job.

- **Dept**
  Displays the department code if the department management is enabled.
• **Mode**
  Displays the transmission mode.
  The transmission mode is displayed with the combination of 2-digit alphabet code, 3-digit numeric code, and up to 4-digit supplemental code.
  For example: EC 604

<table>
<thead>
<tr>
<th>2 digit alphabet code (Communication Mode)</th>
<th>1st numeric code (bps)</th>
<th>2nd numeric code (Resolution)</th>
<th>3rd numeric code (Mode)</th>
<th>Up to 4 digit supplemental code</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC: ECM</td>
<td>0: 2400</td>
<td>0: 8x3.85</td>
<td>0: MH</td>
<td>P: Polling</td>
</tr>
<tr>
<td></td>
<td>1: 4800</td>
<td>1: 8x7.7</td>
<td>1: MR</td>
<td>SB: Mailbox</td>
</tr>
<tr>
<td></td>
<td>2: 7200</td>
<td>2: 8x15.4</td>
<td>2: MMR</td>
<td>SR/R: Relay mailbox</td>
</tr>
<tr>
<td></td>
<td>3: 9600</td>
<td>4: 16x15.4</td>
<td>3: JBIG</td>
<td>SF/F: Forward mailbox</td>
</tr>
<tr>
<td></td>
<td>4: 12000</td>
<td>8: 300 dpi</td>
<td></td>
<td>ML: Internet Fax</td>
</tr>
<tr>
<td></td>
<td>5: 14400</td>
<td>B: 600 dpi</td>
<td></td>
<td>I: N/W-Fax</td>
</tr>
<tr>
<td></td>
<td>6: V.34</td>
<td>D 150 dpi</td>
<td></td>
<td>O: Offramp Gateway</td>
</tr>
</tbody>
</table>

• **Status**
  Displays the result of the transmission.

• **Line**
  Displays the line used.
Displaying Reception Journals

Using TopAccess, you can display the reception journals that this equipment received by fax, Internet Fax transmission, and E-mail. A maximum of 100 logs is displayed in the chronologic order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Reception menu page in the Logs tab

1. **Click the Logs tab and click the Reception menu.**
   - The Reception menu page is displayed.

2. **Click the [REFRESH] icon at the upper right in the page to obtain the update information.**

   ![Reception Journal Table]

   The Reception menu page displays following information for each reception journal.
   - **No.** Displays the serial number of the journals.
   - **File No.** Displays the file number to identify the received job.
   - **Date Time** Displays the date and time of receiving the job.
   - **Duration** Displays the time length taken for the receptions. If it takes more than 1 hour, “59:59” is indicated.
   - **Pages** Displays the number of pages the received job contains.
   - **From** Displays the sender’s email address or fax number of the received job.
   - **Dept** Displays the department code if the department management is enabled.

Tip

To sort the reception journals list so that a particular reception journal is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.
• **Mode**
  Displays the reception mode.
  The reception mode is displayed with the combination of 2-digit alphabet code, 3-digit numeric code, and up to 4-digit supplemental code.
  For example: EC 604

<table>
<thead>
<tr>
<th>2 digit alphabet code (Communication Mode)</th>
<th>1st numeric code (bps)</th>
<th>2nd numeric code (Resolution)</th>
<th>3rd numeric code (Mode)</th>
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<td>0: MH</td>
<td>P: Polling</td>
</tr>
<tr>
<td>G3: G3</td>
<td>1: 4800</td>
<td>1: 8x7.7</td>
<td>1: MR</td>
<td>SB: Mailbox</td>
</tr>
<tr>
<td></td>
<td>2: 7200</td>
<td>2: 8x15.4</td>
<td>2: MMR</td>
<td>SR/R: Relay mailbox</td>
</tr>
<tr>
<td></td>
<td>3: 9600</td>
<td>4: 16x15.4</td>
<td>3: JBIG</td>
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<tr>
<td></td>
<td>4: 12000</td>
<td>8: 300 dpi</td>
<td></td>
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<tr>
<td></td>
<td>5: 14400</td>
<td>B: 600 dpi</td>
<td></td>
<td>I: N/W-Fax</td>
</tr>
<tr>
<td></td>
<td>6: V.34</td>
<td>D 150 dpi</td>
<td></td>
<td>O: Onramp Gateway</td>
</tr>
</tbody>
</table>

• **Status**
  Displays the result of the reception.

• **Line**
  Displays the line used.
Using TopAccess, you can display scan job logs that this equipment performed. A maximum of 100 logs is displayed in the chronologic order, most recent first. When the number of logs exceeds 100, they are deleted from the oldest one.

Accessing the Scan menu page in the Logs menu

1. Click the Logs tab and click the Scan menu.
   - The Scan menu page is displayed.

2. Click the [REFRESH] icon at the upper right in the page to obtain the update information.

To sort the scan job logs list so that a particular scan job log is easier to be found, click the appropriate table heading. The page refreshes to display the information in the order you requested.

The Scan menu page displays following information for each scan job log.

- **To/File Name**
  - When the job performed the Scan to File or Scan to e-Filing, it displays the document name that was stored. When the job performed the Scan to Email, it displays the destinations where the scanned document was sent.

- **User Name**
  - Displays the user name of the scan job.

- **Agent**
  - Displays the agent of the scan job.

- **Date Time**
  - Displays the date and time when the scan job was released from the Control Panel.

- **Pages**
  - Displays the number of pages the scan job contains.

- **Mode**
  - Displays the transmission mode using the 6 character codes. Each code describes the details of the transmission mode as below.

  **Code Format:** \[AA B C D E\]

  - **AA:** This describes the job type.
    - CA: Copy and File, Copy and Store to e-Filing
    - CT: Copy to e-Filing
    - FS: Relay Mailbox Transmission
    - FF: Fax Received Forward
    - FE: Internet Fax Received Forward
- ST: Scan to File, Scan to e-Filing, Scan to Email
- FA: Fax and Save as File
- PA: Print and e-Filing
- PT: Print to e-Filing
- IA: N/W-Fax and Save as File
- BE: e-Filing to Email
- RS: Remote Scan

**B**: This describes the transmission type.
- 0: e-Filing
- 1: Email (SMTP)
- 2: FTP
- 3: SMB
- 4: Local
- 5: NetWare IPX/SPX
- 6: USB
- 7: NetWare TCP/IP
- 9: Remote Scan

**C**: This describes the resolution.
- 0: 100 dpi
- 1: 150 dpi
- 2: 200 dpi
- 3: 300 dpi
- 4: 400 dpi
- 5: 600 dpi
- A: 8x3.85 (line/mm) (203x98)
- B: 8x7.7 (line/mm) (203x196)
- C: 8x15.4 (line/mm) (203x391)
- D: 16x15.4 (line/mm) (400x391)

**D**: This describes the file format.
- 0: e-Filing
- 1: TIFF (Multi)
- 2: TIFF (Single)
- 3: PDF (Multi)
- 4: JPEG
- 5: PDF (Single)
- 8: XPS (Multi)
- 9: XPS (Single)
- A: DIB

**E**: This describes the file color mode. This always indicates “B” (Black) for this equipment.

- **Status**
  Displays the detailed result status of the scan job.
Registering from TopAccess

This section describes the instruction on how to register templates, address book, and mailboxes.

**Managing Templates**.................................................................42
  Registering Private Template Groups ........................................42
  Registering Private Templates ................................................50
  Displaying Public Templates ....................................................82

**Managing Address Book**......................................................84
  Managing Contacts in the Address Book ....................................84
  Managing Groups in the Address Book .....................................91

**Managing Mailboxes**...........................................................94
  Setting Up an Open Mailbox ..................................................95
  Deleting an Open Mailbox .....................................................101
Managing Templates

Templates contain preset information for the operation of the copiers, scans, and fax and Internet Fax transmissions so that users can perform these operations easily by selecting the template button on the Touch Panel Display. Templates are stored in groups. There are up to 200 private template groups and one public group. Each group can contain up to 60 templates.

**Tips**

- There is the “Useful Template” group that the useful templates have been registered in the private template group.
- Templates in the public group are created and maintained by the administrator. The public group can be accessed by all users, but some of the templates may be designed for specific purposes and have passwords assigned to them. For more information about setting up the public templates, see the following section.
  - P.221 “Registering Public Templates”

Templates in private template groups are based on particular group profiles. Private groups can be assigned passwords. You can also assign passwords to individual templates. If it has no password assigned at either the template or group level, a "private" template is accessible to all users.

In practice, you may not need to create templates or groups yourself. The administrator and other users may have set up all the templates you need for your work. Before creating any template, look on your system to see what templates are available.

When users set up the templates and template group for the first time, you must first create a template group according to how templates are grouped, and then register the template that you require.
  - P.42 “Registering Private Template Groups”
  - P.50 “Registering Private Templates”

In addition, you can also display the templates list registered in the public group.
  - P.82 “Displaying Public Templates”

**Tip**

Templates can be managed using the Touch Panel Display. For managing templates from the Touch Panel Display, please see the *Operator’s Manual for Basic Function*.

Registering Private Template Groups

Before registering private templates, you have to register the private template group. You can classify the private templates according to every department, every user, and a use by registering the private template groups.

Also each private template group can be protected by the password.
  - P.42 “Setting Group Information”
  - P.45 “Setting Group Password”
  - P.48 “Resetting Group Information”

**Setting Group Information**

You can define up to 200 private template groups. To define the private template groups, you can specify the group name, owner, and email notification setting.
Setting a private template group information

1. Click the Registration tab and the Template menu.
   - The Template menu page is displayed.

   **Note**
   
   When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2. Click the “Undefined” group name link to define a new private template group, or click the group name link that has been defined to edit the private template group information.

   **Tips**
   
   - You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups in default page view.
   - If you know which private template group you want to define or edit, click the number of the private template group in the “Jump to” links.
3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for the selected private template group and click [OK].

- The Private Templates page is displayed.

4 Click [Edit] to define or edit the group information.

- The Group Properties page is displayed.
5 Enter the items below as desired.

Number — Displays the number of the private template group.
Name — Enter the name of the private template group.
User Name — Enter the owner name of the private template group.
Notification — Enter the default email address where the notification will be sent. The email address entered here will be displayed in the Panel Settings page and can be selected for the destination of the notifications when creating a private template in this group.

6 Click [Save] to apply changes.

7 You can continue setting the group password, or registering or editing templates in the group, as required.
   ❑ P.45 “Setting Group Password”
   ❑ P.50 “Registering Private Templates”

Setting Group Password

To set the group password, you must register the private template group first. You can set the password for the group that you have already registered.

Setting the group password

1 Click the Registration tab and the Template menu.
   • The Template menu page is displayed.

   **Note**

   When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.
2 Click the group name link that you want to set or to modify the group password.

When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for the selected private template group and click [OK].

- The Private Templates page is displayed.
4 Click [Change Password] to set the password for the private template group.

The Change Group Password page is displayed.

5 Enter the old password in the Old Password field, and new password in the New Password and Retype Password fields.

You can only use 5-digit numbers for the password.
You can also enter the administrator password in the Old Password field.
If the password has not been set to the group, leave the Old Password field blank.
Leaving the New Password and Retype Password field blank releases password protection for the group.

6 Click [Save].

The confirmation dialog box appears.

7 Click [OK].

The group password is set or modified.
Resetting Group Information

You can reset the group information that you no longer require and turn it to an undefined group.

**Note**

If you reset the group information, all private templates registered in the group will be deleted.

**Resetting group information**

**1** Click the Registration tab and the Template menu.
- The Template menu page is displayed.

**Note**

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

**2** Click the group name link that you want to reset.

- If you select the private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

**Tips**

- You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups in default page view.
- If you know which private template group you want to define or edit, click the number of private template group in the “Jump to” links.
3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator's password) for the selected private template group and click [OK].

```
3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator's password) for the selected private template group and click [OK].
```

The Private Templates page is displayed.

4 Click [Reset].

```
4 Click [Reset].
```

The confirmation dialog box appears.

5 Click [OK].

```
5 Click [OK].
```

The group information is reset.
Registering from TopAccess

Registering Private Templates

In each private template group, you can create up to 60 templates. To define the private template, specify the panel settings that will be displayed in the Touch Panel Display and agent settings. Each private template can also be protected by a password.

- P.50 “Registering or Editing Private Templates”
- P.74 “Setting Template Password”
- P.78 “Resetting Private Templates”

Registering or Editing Private Templates

Each template can be created in combination of following agents:
- Copy template can be combined with the Save as file or Store to e-Filing agent.
- Fax/Internet Fax template can be combined with the Save as file agent.
- Scan template can be created with up to two agents in combination of the Save as file, Email, and Store to e-Filing agents.

Registering or editing a private template

1. Click the Registration tab and the Template menu.
   - The Template menu page is displayed.

**Note**

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.
2 Click the group name link where you want to register or edit the private template.

- If you select the private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

- You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups in default page view.
- If you know which private template group you want to define or edit, click the number of the private template group in the “Jump to” links.

3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for the selected private template group and click [OK].

- The Private Templates page is displayed.
4. From the templates list, click the “Undefined” icon to register a new template, or click defined icon to edit the template.

<table>
<thead>
<tr>
<th>Template</th>
<th>Address Book</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Templates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Group Information

- If the templates list is displayed in the List view, click the “Undefined” template name to register new template, or click the defined template name to edit the template.
- If you select the private template that has not been defined, the Template Properties page to select agents is displayed. Skip to step 7.
- If you select the defined private template that is not protected by a password, the Template Properties page is displayed. Skip to step 6.
- If you select the defined private template that is protected by a password, the Input Template Password page is displayed. Go to the next step.

Tips

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which private template you want to define or edit, click the number of the private template in the “Jump to” links.
5 When the Input Template Password page is displayed, enter the 5-digit password (or administrator’s password) for selected private template and click [OK].

- The Template Properties page is displayed.

6 Click [Edit] to define or edit the template properties.

- The Template Properties page to select agents is displayed.
7 Select agents and click [Select Agent].

You can select one of the following template:

- **Copy** — Select this to create a copy template. Usually, this is selected to print copies as well as sending originals to other destinations. This agent can also be combined with the Save as file agent or Store to e-Filing agent.
- **Fax/Internet Fax** — Select this to create a fax and Internet Fax transmission template. This agent can be combined with the Save as file agent.
- **Scan** — Select this to create a scan template combined with the Email, Save as file, and Store to e-Filing agents. When you select this, select the agent from “Email”, “Save as file”, or “Store to e-Filing”. You can specify up to two agents for a scan template.

- “Fax/Internet Fax” is available only when the Scanner Kit is installed, when the Printer/Scanner Kit is installed, or when the optional Fax unit is installed.
- “Scan”, “Email”, and “Save as file” are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.
Click each button displayed in the page to specify or edit the associated template properties.

[Panel Setting] — Click this to specify the icon settings for the template.
- P.57 “Panel Setting (Private Template)”

[Destination Setting] — Click this to specify the document’s destination. This can be set only when creating the Fax/Internet Fax agent or Scan to Email agent.
- P.58 “Destination Setting (Private Template)”

When Creating the Fax/Internet Fax agent:

When Creating the Scan to Email agent:

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.
- P.65 “Internet Fax Setting (Private Template)”

[Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.
- P.66 “Fax Setting (Private Template)”

[Email Setting] — Click this to specify how the document will be sent. This can be set only when creating the Scan to Email agent.
- P.68 “Email Setting (Private Template)”
[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when creating the Save as file agent.

P.70 “Save as file Setting (Private Template)”

[Box Setting] — Click this to specify how the document will be stored in the Box. This can be set only when creating the Scan to e-Filing agent.

P.73 “Box Setting (Private Template)”

[Scan Setting] — Click this to specify how the document will be scanned. This can be set only when creating the Save as file agent, Scan to Email agent, and Scan to e-Filing agent. This cannot be set when combining the Fax/Internet Fax agent.

P.74 “Scan Setting (Private Template)”

9 After configuring the desired template properties, click [Save].

• The template properties are registered.

10 The template has been registered or edited. You can click the Template Groups link at the upper side of the page to return to the Template menu page.
— Panel Setting (Private Template)

In the Panel Settings page, specify how the icon for the template is displayed in the Touch Panel Display, and the notification settings for the template.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Picture</td>
<td>This indicates the icon that will be displayed in the Touch Panel Display. The icon is automatically designated according to the agent that you select.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Caption1</td>
<td>Enter the text that will be displayed next to the icon in the Touch Panel Display. You can enter up to 11 alphanumeric characters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Caption2</td>
<td>Enter the text that will be displayed next to the icon in the Touch Panel Display. You can enter up to 11 alphanumeric characters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>User Name</td>
<td>Enter the owner name of the template. You can enter up to 30 alphanumeric characters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Automatic Start</td>
<td>Select whether the automatic start function is enabled or disabled. When this is enabled, the operation will be automatically started when you press the template button from the TEMPLATE menu on the Touch Panel Display without pressing the [START] button.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Notification — Send email when an error occurs</td>
<td>Select this to send a notification message to the specified email address when an error occurs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Notification — Send email when job is completed</td>
<td>Select this to send a notification message to the specified email address when a job is completed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Notification — Email to</td>
<td>Select to send the notification message to the email address that is set to the public group, or enter an email address to which the notification message will be sent.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When you enable the Notification setting, make sure to set up the Email settings in the Email submenu page of the Setup menu in the TopAccess Administrator’s mode. For instructions on how to set up the Email settings, refer to the Network Administration Guide.

— Destination Setting (Private Template)

In the Recipient List page, you can specify the destinations to which the fax, Internet Fax, or Scan to Email document will be sent.

When you are setting up the destinations for the Scan to Email agent, you can only specify the email addresses for the destinations.

When you are setting up the destinations for the Fax/Internet Fax agent, you can specify both fax numbers and email addresses for the destinations.

The optional Fax unit must be installed in this equipment to specify the fax numbers of the destinations.

You can specify the recipients by entering their email addresses or fax numbers manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.

P.58 “Entering the recipients manually”
P.59 “Selecting the recipients from the address book”
P.61 “Selecting the groups from the address book”
P.62 “Searching for recipients in the LDAP server”
P.64 “Removing the contacts from the recipient list”

Entering the recipients manually

By this method, you can add a recipient manually to the Recipient List.

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

The Contact Property page is displayed.

* The Contact Property page is displayed.
3 **Enter the email address or fax number of the recipient, in the Destination field.**

![Contact Property](image)

**Note**

You can specify the fax number for the destination only when the optional Fax unit is installed.

4 **Click [OK].**
   - Entered recipient is added in the Recipient List page.

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

**Tip**

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

P.64 “Removing the contacts from the recipient list”

6 **Click [Save].**

![Recipient List](image)

- The contacts are added as the destinations.

**Selecting the recipients from the address book**

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

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

2 **Click [Address Book].**

![Recipient List](image)

- The Address Book page is displayed.
3 Check the Email boxes of users you want to add as the Email recipients or Internet Fax recipients, and check the Fax boxes of users you want to add as the Fax recipients.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>User1</td>
<td><a href="mailto:user1@me.com">user1@me.com</a></td>
<td>1300000000</td>
</tr>
<tr>
<td>User2</td>
<td><a href="mailto:user2@me.com">user2@me.com</a></td>
<td>1300000001</td>
</tr>
<tr>
<td>User3</td>
<td><a href="mailto:user3@me.com">user3@me.com</a></td>
<td>1300000002</td>
</tr>
<tr>
<td>User4</td>
<td><a href="mailto:user4@me.com">user4@me.com</a></td>
<td>1300000003</td>
</tr>
<tr>
<td>User5</td>
<td><a href="mailto:user5@me.com">user5@me.com</a></td>
<td>1300000004</td>
</tr>
<tr>
<td>User6</td>
<td><a href="mailto:user6@me.com">user6@me.com</a></td>
<td>1300000005</td>
</tr>
</tbody>
</table>

Notes
- When you are creating the Scan to Email template, only the Email check boxes are displayed in the Address Book page.
- You can specify the fax number for the destination only when the optional Fax unit is installed.

Tip
If you want to sort recipient list by a specific group, select the desired group name at the Group drop down box.

4 Click [Add].
- Selected recipients are added in the Recipient List page.

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

| Removing the contacts from the recipient list |

60 Managing Templates
5 Click [Save].

Selecting the groups from the address book

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

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

• The Address Group page is displayed.

3 Check the Group boxes that contains the desired recipients.
4 Click [Add].
   • All recipients in the selected groups are added in the Recipient List page.

   **Tip**
   You can remove the contacts that you added in the recipient list before submitting the destination settings.
   64 “Removing the contacts from the recipient list”

5 Click [Save].
   • The contacts are added as the destinations.

### Searching for recipients in the LDAP server

By this method, you can search for recipients in the registered LDAP server and in the address book.

   **Note**
   The LDAP server must be registered by an administrator.
   21 “Managing Directory Service”

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

2 Click [Search].
   • The Search Contact page is displayed.
3 Select the directory service name that you want to search in the “Directory Service Name” field, and enter the search terms in the fields that you want to search.

Enter a partial name or email address to search for a contact.

If you select the model name of this equipment at the Directory Service Name drop-down box, you can search for recipients in the address book of this equipment.

TopAccess will search for the recipients that match the entries.

Leaving the field blank allows wild card searching. (However, you must specify one of them.)

4 Click [Search].

TopAccess will start searching for recipients in the LDAP server and the Search Address List page will display the results.

5 Check the Email boxes of users to add the Email recipients or Internet Fax recipients, and check the Fax boxes of users to add the Fax recipients.

Notes

When you are creating the Scan to Email template, the ID check boxes are displayed in the Search Address List page.

You can specify the fax number for the destination only when the optional Fax unit is installed.
6 Click [Add].
   - The selected recipients are added in the Recipient List page.

   **Tip**
   You can remove the contacts that you added in the recipient list before submitting the destination settings.
   [P.64 “Removing the contacts from the recipient list”]

7 Click [Save].
   - The contacts are added as the destinations.

**Removing the contacts from the recipient list**

1 Check the check boxes of the contacts that you want to remove from the recipient list, and click [Delete].
   - The selected contacts are removed from the recipient list.
— Internet Fax Setting (Private Template)

In the Internet Fax Setting page, you can specify the content of the Internet Fax to be sent.

1) Subject
This sets the subject of the Internet Faxes. Select “Scanned from (Device Name) [(Template Name)] (Date) (Time)” to automatically insert the subject or enter the desired subject in the field.

2) From Address
Enter the email address of the sender. When the recipient replies to received document, the message will be sent to this email address.

3) From Name
Enter the sender name of the Internet Fax.

4) Body
Enter the body message of the Internet Fax. You can enter up to 1000 characters (including spaces).

5) File Format
Only “TIFF-S” format can be selected.

6) Fragment Page Size
Select the size of the message fragmentation.
### Fax Setting (Private Template)

In the Fax Setting page, you can specify how the fax will be sent.

<table>
<thead>
<tr>
<th>No.</th>
<th>Setting</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resolution</td>
<td>Standard, Fine, Ultra Fine</td>
</tr>
<tr>
<td>2</td>
<td>Original Mode</td>
<td>Text, Text/Photo, Photo</td>
</tr>
<tr>
<td>3</td>
<td>Exposure</td>
<td>Auto, Off</td>
</tr>
<tr>
<td>4</td>
<td>Transmission Type</td>
<td>Memory Transmit, Off</td>
</tr>
<tr>
<td>5</td>
<td>ECM</td>
<td>On, Off</td>
</tr>
<tr>
<td>6</td>
<td>Line Select</td>
<td>Line1, Line2</td>
</tr>
<tr>
<td>7</td>
<td>Quality Transmission</td>
<td>Off</td>
</tr>
<tr>
<td>8</td>
<td>Subj.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>SID/MDI</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Puling</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Fax Number (Security)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Delayed Transmit</td>
<td>0 sec, 0 min</td>
</tr>
<tr>
<td>14</td>
<td>Priority Transmit</td>
<td>Off</td>
</tr>
</tbody>
</table>

1) **Resolution**

   Select the resolution for sending faxes.
   - **Standard** — Select the Standard mode as the resolution for originals with regular size text.
   - **Fine** — Select this to set the Fine mode as the resolution for originals with small text or detailed drawings.
   - **Ultra Fine** — Select this to set the Ultra-Fine mode as the resolution for originals with particularly small text or precision drawings.

2) **Original Mode**

   Select the image quality mode for sending faxes.
   - **Text** — Select the Text mode as the image quality mode appropriate for sending text originals.
   - **Text/Photo** — Select the Text/Photo mode as the image quality mode appropriate for sending originals containing both text and photos.
   - **Photo** — Select the Photo mode as the image quality mode appropriate for sending photo originals.

3) **Exposure**

   Select the exposure for sending faxes.
   Select “Auto” to automatically apply the ideal contrast, or adjust the contrast manually in 11 stages.

4) **Transmission Type**

   Select the send mode.
   - **Memory Transmit** — Select the Memory TX mode to automatically send the document after it has been temporarily stored to memory. This mode is useful if you want to return original files immediately. You can also send the same originals to two or more remote Faxes.
- **Direct Transmit** — Select the Direct TX mode to send the original as it is being scanned. This mode is useful if you want a confirm from the remote party. Originals are not stored to memory, and you can specify only one remote Fax at a time.

**Tip**

You can select “Direct Transmit” when you have created a template for Fax/InternetFax (not to be Saved as file).

5) **ECM**

Enable or disable the ECM (Error Correction Mode) to automatically resend any portion of the document affected by phone line noise or distortion.

6) **Line Select**

Select whether specifying the line to be used.
- **OFF** — Select not to specify the line to be used.
- **LINE 1** — Select to use Line 1 for this Fax agent.
- **LINE 2** — Select to use Line 2 for this Fax agent if installed.

7) **Quality Transmit**

Select this to send a document in the Quality TX mode. This feature sends a document at a slower speed than normal so the transmission will be less affected by line conditions.

8) **SUB/SEP**

Enter the SUB number or SEP number if you want to set the mailbox transmission.

9) **SID/PWD**

Enter the password for SUB or SEP if required.

10) **Polling**

Select this to set Polling communications.
- **(Blank)** — Select the blank field when you do not want to perform polling.
- **Transmit** — Select this to perform Polling Reservation that allows users to store the document in the memory.
- **Received** — Select this to perform Turnaround Polling that allows users to poll another fax after transmitting documents to the remote Fax on the same phone call.

**Note**

You can select “Transmit” when you have created a template for Fax/InternetFax (not to be Saved as file). When Fax/InternetFax and Save as file settings are combined, this item will be unselectable and will not be displayed.

11) **Password**

Enter the 4-digit security code for the document to be stored or received.

12) **Fax Number (Security)**

When you select “Transmit” at the Polling drop down box, enter the security fax number that allows polling of stored document.

When you select “Received” at the Polling drop down box, enter the security fax number to poll the documents from remote Faxes.

13) **Delayed Transmit**

If you enable the delayed communications for this agent, enter the day and time to send a document.

14) **Priority Transmit**

Select whether the document will be sent prior to other jobs.
### Email Setting (Private Template)

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) Subject</strong></td>
<td>This sets the subject of the Scan to Email documents. Select &quot;Scanned from (Device Name) [(Template Name)] (Date) (Time)&quot; to automatically apply the subject, or enter the desired subject in the field.</td>
</tr>
<tr>
<td><strong>2) From Address</strong></td>
<td>Enter the email address of the sender. When the recipient replies, the message will be sent to this email address.</td>
</tr>
<tr>
<td><strong>3) From Name</strong></td>
<td>Enter the sender name of the Scan to Email document.</td>
</tr>
<tr>
<td><strong>4) Body</strong></td>
<td>Enter the body message of the Scan to Email documents. You can enter up to 1000 characters (including spaces).</td>
</tr>
<tr>
<td><strong>5) File Format</strong></td>
<td>Select the file format of the scanned image.</td>
</tr>
<tr>
<td></td>
<td>- <strong>TIFF (Multi)</strong> — Select this to save scanned images as a Multi-page TIFF file.</td>
</tr>
</tbody>
</table>
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.
- **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file.
- **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files.

**Tip**

If you saved the data in an XPS format, it may not be opened depending on the specification of your computer.

6) **Encryption**

Set this for encrypting PDF files if you have selected “PDF (Multi)” or “PDF (Single)” in the File Format setting.

**Encryption**

Check this if you want to encrypt PDF files.

**User Password**

Enter a password for opening encrypted PDF files.

**Master Password**

Enter a password for changing the Encrypt PDF setting.

**Tips**

- The user password is set “12345” at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

**Notes**

- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, see the *User Functions Guide*.

**Encryption Level**

Select the desired encryption level.
- **128-bit RC4** - Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

**Authority**

Check the desired types of authority for Encrypt PDF.
- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

7) **File Name**

Select how the scanned file will be named. Select “DocYYMMDD” to name as it described, or you can enter the desired file name in the field. When you want to add the date and time in the file name, check the “Add the date and time to a file name” check box.
8) Fragment Message Size
Select the size of the message fragmentation.

— Save as file Setting (Private Template)
In the Save as file Setting page, you can specify how and where a scanned file will be stored.

1) File Format
Select the file format for scanned file will be stored.
- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.
- **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file.
- **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files.

**Tip**

If you saved the data in an XPS format, it may not be opened depending on the specification of your computer.

2) **Encryption**

Set this for encrypting PDF files if you have selected “PDF (Multi)” or “PDF (Single)” in the File Format setting.

**Encryption**

Check this if you want to encrypt PDF files.

**User Password**

Enter a password for opening encrypted PDF files.

**Master Password**

Enter a password for changing the Encrypt PDF setting.

**Tips**

- The user password is set “12345” at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

**Notes**

- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, see the User Functions Guide.

**Encryption Level**

Select the desired encryption level.
- **128-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

**Authority**

Check the desired types of authority for Encrypt PDF.
- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

3) **Destination — Use local folder**

Select this to save a scanned file to the “FILE_SHARE” folder.
4) Destination — Remote 1

Check this box to save a scanned file to the Remote 1. How you can set this item depends on how your administrator configured the Save as file settings. If the Remote 1 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.
If the Remote 1 allows to specify a network folder, you can select “Use User Settings” and specify the network folder settings by entering the following items:

**Protocol**
Select the protocol to be used for uploading a scanned file to the network folder.
- **SMB** — Select this to send a scanned file to the network folder using the SMB protocol.
- **FTP** — Select this to send a scanned file to the FTP server.
- **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol.
- **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.

**Server Name**
When you select “FTP” as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field. You can specify the directory at the “Network Path” field.
When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).
When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

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

**Network Path**
Enter the network path to store a scanned file.
When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “users\iscanned” folder in the computer named “Client01”, enter “\Client01\users\iscanned”. When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”.
When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.

**Login User Name**
Enter the login user name to access a SMB server, an FTP server, or NetWare file server, if required. When you select “FTP” as the protocol, an anonymous login is assumed if you leave this field blank.

**Password**
Enter the password to access a SMB server, an FTP server, or NetWare file server, if required.

**Retype Password**
Enter the same password again for a confirmation.
5) Destination — Remote 2
Check this box to save a scanned file to the Remote 2. How you can set this item depends on how your administrator configured the Save as file settings. If the Remote 2 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item. If the Remote 2 allows to specify a network folder, you can specify the network folder settings. Please refer to the description of the Remote 1 option for each item.

6) File Name
Select how the scanned file will be named. Select “DocYYMMDD” to name as it described, or you can enter the desired file name in the field. When you want to add the date and time in the file name, check the “Add the date and time to a file name” check box.

— Box Setting (Private Template)
In the Box Setting page, you can specify how scanned images will be stored in the Box.

1) Destination
Specify the destination box number for e-Filing.

   Box Number
Select the Box number where scanned images will be stored.

   Password
Enter the password if the specified Box number requires a password.

   Retype Password
Enter the password again if the specified Box number requires a password.

2) Folder Name
Enter the name of the folder where scanned images will be stored. If the specified named folder does not exit, the folder will automatically created.

3) Document Name
Select how the scanned file will be named. Select “DocYYMMDD” to name as it described, or you can enter the desired file name in the field.
— Scan Setting (Private Template)

In the Scan Setting page, you can specify how originals are scanned for the Scan to File, Scan to Email, and Scan to e-Filing agent.

1) Single/2-Sided Scan
Select whether scanning one side or both sides of originals.
- **Single** — Select this to scan one side of an original.
- **Duplex Book** — Select this to scan both sides of originals when the pages are printed vertically in the same direction and bound along the vertical side of the paper.
- **Duplex Tablet** — Select this to scan both sides of originals with a vertical reversal to be bound along the horizontal side of the paper.

2) Rotation
Select how the scanned images will be rotated.

3) Resolution
Select the resolution for scanning.

4) Original Mode
Select the document type of the originals.
- **Text** — Select this to set the Text mode as the default original mode.
- **Text/Photo** — Select this to set the Text/Photo mode as the default original mode. This can be selected only when “Black” is selected in the “Color Mode” drop down box.
- **Photo** — Select this to set the Photo mode as the default original mode.

5) Exposure
Select the exposure for scanning.
Select “Auto” to automatically apply the ideal contrast according to the original, or adjust the contrast manually in 11 stages.

6) Original Size
Select the original size.
Select “Auto” to automatically detect the original paper size, “Mixed Original Sizes” to allow scanning mixed original sizes, or a desired paper size.

Setting Template Password

Users can set the password to the private template.
To set the template password, you must register the private template first.
Setting the template password

1. **Click the Registration tab and the Template menu.**
   - The Template menu page is displayed.

   **Note**
   
   When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that have the privilege to operate the registration can login to the Registration tab page.

2. **Click the group name link that contains the private template that you want to edit.**
   
   ![Image of the Template Groups section]

   - If the selected private template group is protected by a password, the Input Group Password page is displayed. If not, the Group Information page is displayed.

   **Tips**
   
   • You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups as default page view.
   • If you know which private template group you want to define or edit, click number of the private template group in the “Jump to” links.
3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for selected private template group and click [OK].

- The Group Information page is displayed.

4 From the templates list, click the template icon that you want to set or change the password.

- If the templates list is displayed in the List view, click the template name that you want to set or modify the password.
- If the selected private template is protected by a password, the Input Template Password page is displayed. If not, the Template Information page is displayed.

Tips

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which private template you want to define or edit, click the number of the private template in the “Jump to” links.
5 When the Input Template Password page is displayed, enter the 5-digit password (or administrator's password) for selected private template and click [OK].

6 Click [Change Password] to set the password for the private template.

- The Template Information page is displayed.
- The Change Template Password page is displayed.
7 Enter old password in the Old Password field, and new password in the New Password and Retype Password fields.

- You can only use 5-digit numbers for the password.
- You can also enter the administrator password in the Old Password field.
- If the password has not been set to the template, leave the Old Password field blank.
- Leaving the New Password and Retype Password field blank releases the password protect for the template.

8 Click [Save].
   - The confirmation dialog box appears.

9 Click [OK].
   - The password is set or modified.

Resetting Private Templates

Users can reset the private template.

Resetting the private template

1 Click the Registration tab and the Template menu.
   - The Template menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.
2 Click the group name link that contains the private template that you want to reset.

If you select the private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.

If you select the private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

- You can display only defined private template groups by clicking on the “Defined Groups” link. The page displays all 200 private template groups as default page view.
- If you know which private template group you want to define or edit, click the number of the private template group in the “Jump to” links.

3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator’s password) for selected private template group and click [OK].

- The Private Templates page is displayed.
4 From the templates list, click the template icon that you want to reset.

- If the templates list is displayed in the List view, click the template name that you want to reset.
- If you select the private template that is not protected by a password, the Template Properties page is displayed. Skip to step 6.
- If you select the private template that is protected by a password, the Input Template Password page is displayed. Go to the next step.

Tips

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which private template you want to reset, click the number of the private template in the “Jump to” links.
5. When the Input Template Password page is displayed, enter the 5-digit password (or administrator's password) for selected private template and click [OK].

6. Click [Reset Template].

7. Click [OK].
Displaying Public Templates

End users can also display the templates list in the public group so that users can see what templates are available.

Displaying templates in the public group

1. Click the Registration tab and the Template menu.
   - The Template menu page is displayed.

   **Note**

   When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2. Click the group name link of the Public Template Groups list.
3 The templates list in the public group is displayed.

Tips

• You can change the template list view by clicking on either “Panel View” or “List View”.
• If you know which public template you want to view, click the number of the public template in the “Jump to” links.
Managing Address Book

This equipment comes with the Address Book feature that enables users to manage who receives Scan to Email, Internet Fax transmission, and fax transmission. In the Address Book menu page at the Registration tab in TopAccess, you can add, edit, and delete recipient information. You can also create groups that multiple contacts can be assigned.

P.84 “Managing Contacts in the Address Book”
P.91 “Managing Groups in the Address Book”

Tip

Address Book can be also managed using the Touch Panel Display. See the User Functions Guide.

Managing Contacts in the Address Book

There are two ways to manage contacts in the Address Book:

• Add, edit, or delete a contact manually.
  P.84 “Adding, Editing, or Deleting Contacts Manually”
• Add new contact searching for a recipient from the LDAP server.
  P.89 “Adding New Contact from the LDAP Server”

Adding, Editing, or Deleting Contacts Manually

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

P.84 “Adding or editing a contact”
P.88 “Deleting a contact”

Adding or editing a contact

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

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.
2 Click [Add Address] to add new contact, or click the contact link that you want to edit in the contacts list.

- The Contact Properties page is displayed.
Enter following items to specify the recipient information.

- **First Name** — Enter the first name of the recipient. You can enter up to 32 characters.
- **Last Name** — Enter the last name of the recipient. You can enter up to 32 characters.
- **Email Address** — Enter the email address of the recipient. You can enter up to 192 characters.
- **Fax Number** — Enter the fax number of the recipient. You can enter up to 128 characters.
- **2nd Fax Number** — Enter the 2nd fax number of the recipient. You can enter up to 128 characters.
- **Company** — Enter the company name of the recipient. You can enter up to 64 characters.
- **Department** — Enter the department name of the recipient. You can enter up to 64 characters.
- **Keyword** — Enter the comment of the recipient. You can enter up to 256 characters.

**Notes**

- You must specify either the “First Name” or “Last Name” field and either the “Email Address” or “Fax Number” field to register the contact.
- You cannot send originals to the fax numbers without the optional Fax unit even if you set up the contact that the fax number is specified.
- If you enter “-” in the “Fax Number” and “2nd Fax Number”, three seconds pause is added for dialing the fax number.

**Tips**

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

4 If you are registering a fax recipient, click [Fax Setting]. Otherwise, skip to Step 6.

- The Fax Settings page is displayed.
5 Enter following items according to the capabilities of recipient facsimile, and click [Save].

SUB — Enter the mailbox number if you want to send originals to the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

SID — Enter the password to input a fax into the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

SEP — Enter the mailbox number if you want to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

PWD — Enter the password to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 characters including numbers and hyphenations (-), #, *.

ECM — Enable or disable the ECM (Error Correction Mode). If enabled, it facilitates error free communications by automatically resending any portion of the document affected by phone line noise or distortion.

Line Select — Select the line to be used. If this is set to “Auto”, this equipment automatically selects the line to be used. However, “Line 2” can be applicable only when the 2nd Line for Fax Unit is installed.

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

Transmission Type — Select whether the document will be sent in the Memory TX mode or Direct TX mode.

Tip

If you want to clear the fax settings of the contact, click [Reset].
6 In the Contact Properties page, click [Save] to add new contact.

Deleting a contact

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

   **Note**

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

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

   • The Contact Properties page is displayed.
3 Click [Delete].

The contact is deleted from the Address Book.

Adding New Contact from the LDAP Server

You can search for contacts in the LDAP server and add them to the Address Book. To use the LDAP search feature, the administrator must configure the directory service. Before operating the LDAP search, please ask your administrator if the Directory Service has been configured.

Adding new contact from the LDAP server

1 Click the Registration tab and the Address Book menu.

- The Address Book menu page is displayed.

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.
2 Click [Search].

The Search Contact page is displayed.

3 Select the directory service name that you want to search in the “Directory Service Name” field, and enter the search terms in the fields that you want to search.

Tips

• If you select the model name of this equipment at the Directory Service Name drop down box, you can search for recipients in the address book of this equipment.
• TopAccess will search for recipients that contain the text entered in each item.
• Leaving the field blank allows wild card searching. However, you must specify one of them.

4 Click [Search].

• TopAccess will start searching for recipients in the LDAP server and the Search Address List page will display the results.
5 Check the boxes of contacts that you want to add to the Address Book.

Search Address List

<table>
<thead>
<tr>
<th>Name</th>
<th>Attribute 1</th>
<th>Attribute 2</th>
<th>Email Address</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UserID User</td>
<td>account</td>
<td>github</td>
<td><a href="mailto:userID@fax.com">userID@fax.com</a></td>
<td>412</td>
</tr>
</tbody>
</table>

- You can select all users in the list by clicking on the check box button.

6 Click [Add].
- Selected contacts are added in the Address Book.

Managing Groups in the Address Book

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

P.91 “Adding or editing a group”
P.93 “Deleting a group”

Adding or editing a group

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

Note

When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2 Click the Group submenu.
- The Group submenu page is displayed.
3 Click [New] to add new group, or click the group link that you want to edit in the groups list.

4 Enter following items to specify the group properties.

- The Group Properties page is displayed.

5 Check the Email boxes of users to add the Internet Fax recipients, and check the Fax boxes of users to add the Fax recipients.

6 Click [OK].

- The group is created.
Deleting a group

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

   **Note**

   When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

2. **Click the Group submenu.**
   - The Group submenu page is displayed.

3. **Click the group link that you want to delete in the groups list.**
   - The Group Properties page is displayed.

4. **Click [Delete].**
   - Selected group is deleted.
Managing Mailboxes

**Note**

Mailboxes can be managed only when the optional Fax unit is installed.

**Tip**

Mailboxes can be managed using the Touch Panel Display. See the *Operator's Manual for Facsimile Function*.

This equipment supports the ITU-T compatible mailboxes that allow storage and retrieval of documents via mailboxes that are already set up in a mailbox hub.

The following three types of Mailboxes are available:

**Confidential mailbox**

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

**Bulletin Board mailbox**

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

**Forward mailbox**

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

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

- **Save as file agent** — The received faxes in this mailbox are forwarded to the local folder in this equipment or network folders.

- **Email agent** — The received faxes in this mailbox are forwarded to the email addresses recipients specified in the mailbox.

- **Store to e-Filing agent** — The received faxes in this mailbox are forwarded to the Box in this equipment. The data stored in the Box can be printed later, and also can be managed using the e-Filing web utility, which is a web-based utility that allows you to display, print, and merge the files in the Box.

The Save as file agent and Email agent are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

**Note**

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

Using TopAccess, you can set up, edit, and delete mailboxes on this equipment.
Setting Up an Open Mailbox

To carry out ITU-T communications, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 300 mailboxes.

Setting up or editing a mailbox

1. Click the Registration tab and the Inbound FAX routing menu.
   - The Inbound FAX routing menu page is displayed.

   **Note**
   When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.

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

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

3. Enter the 5-digit password (or administrator’s password) for the mailbox and click [OK].
4 Click [Edit].

Select agents and click [Select Agent].

Confidential — Select this to create a Confidential mailbox.
Bulletin Board — Select this to create a Bulletin Board mailbox.
Forward — Select this to create a relay station mailbox. When you select this, select the agent from "Internet/Fax(Relay)", "Save as file", "Email", or "Store to e-Filing".
- Internet/Fax(Relay) — Select this to create a Forward mailbox of Internet/Fax (Relay) agent. This agent can be combined with the Save as file or Store to e-Filing agent.
- Save as file — Select this to create a Forward mailbox of the Save as file agent. This agent can be combined with the Internet/Fax(Relay), Email, or Store to e-Filing agent.
- Email — Select this to create a Forward mailbox of the Email agent. This agent can be combined with the Save as file agent or Store to e-Filing agent.
- Store to e-Filing — Select this to create a Forward mailbox of the Store to e-Filing agent. This agent can be combined with the Internet/Fax(Relay) agent, Save as file agent, or Email agent.

"Email", and "Save as file" are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.
6 Click each button displayed in the page to set the template properties.

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

P.98 “MailBox Setting”

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

P.99 “Destination Setting (Mailbox)”

When Creating the Internet/Fax(Relay) agent:

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Internet/Fax(Relay) agent.

P.100 “Internet Fax Setting (Mailbox)”

[Relay End Terminal Report] — Click this to specify where the transmission result list will be sent. This can be set only when creating the Internet/Fax(Relay) agent.

P.100 “Relay End Terminal Report”

[Email Setting] — Click this to specify how the document will be sent. This can be set only when creating the Email agent.

P.100 “Email Setting (Mailbox)”

[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when creating the Save as file agent.

P.101 “Save as file Setting (Mailbox)”

[Box Setting] — Click this to specify how the document will be stored in the Box. This can be set only when creating the Store to e-Filing agent.

P.101 “Box Setting (Mailbox)”
7 After configuring the desired mailbox properties, click [Save].
• The mailbox properties are registered.

MailBox Setting
In the MailBox Settings page, specify the general information of the mailbox such as the box number, password, owner, comment, and notification.

Specifying email addresses for the destinations is available only when the Scanner Kit is installed, or the Printer/Scanner Kit is installed.

Note
The “Notification” and “Document Print” options are not available when creating the Confidential mailbox or Bulletin Board mailbox.

1) Box Number
Enter the box number of the mailbox. You can enter up to 20 characters including numbers, sharp marks (#), and asterisks (*).
You can also specify the sender’s fax number to enable the Inbound Fax Routing when registering a Forward mailbox. If you specify the sender’s fax number here, the faxes that are received from the specified fax number will be routed according to the mailbox settings.
The Inbound Fax Routing is available only for a Forward mailbox. If you select “Confidential” or “Bulletin Board” as an agent, you cannot specify the fax number.

When a fax is sent from the specified fax number with a box number (or sub address), the Inbound Fax Routing will not apply to the transmission and it is processed according to the specified box number (or sub address) settings.

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

3) User Name
Enter the user name of this mailbox. You can enter up to 64 characters.

4) Comment
Enter the comment. You can enter up to 64 characters.

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

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

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

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

Note
When you enable the Notification setting, make sure to set up the Email settings in the Email submenu page of the Setup menu in the TopAccess Administrator’s mode. For instructions on how to set up the Email settings, refer to the Network Administration Guide.

6) Document Print
Select whether printing the document sent to this mailbox.

Destination Setting (Mailbox)
In the Recipient List page, you can specify the destinations of the Internet/Fax (Relay), or Email agent.
When you are setting up the destinations for the Email agent, you can only specify the email addresses for the destinations.
When you are setting up the destinations for the Internet/Fax (Relay) agent, you can specify both fax numbers and email addresses for the destinations.
You can specify the recipients by entering their email addresses or fax numbers manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.

Note
The methods of entering the recipients manually and searching for the recipients in the LDAP server are not available if you are setting the destination for the Internet/Fax (Relay) agent.

The instructions on how to setting up the destination setting for the mailbox is same as setting up the destination setting for the private template.
Internet Fax Setting (Mailbox)

In the Internet Fax Settings page, you can specify the content of the Internet Fax to be sent. The instructions on how to setting up the Internet Fax settings for the mailbox is same as setting up the Internet Fax settings for the private template.

P.65 “Internet Fax Setting (Private Template)”

Relay End Terminal Report

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

Adding the relay end terminal report recipients

1. Click [Relay End Terminal Report].
   - The Relay End Terminal Report page is displayed.

2. Enter the fax number or Email address, or select an Email or Fax option button of a user that you want to send the transmission result list.

   ![Relay End Terminal Report](image)

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

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

3. Click [Save].
   - The selected recipient is set for the transmission result list recipient.

Email Setting (Mailbox)

In the Email Settings page, you can specify the content of email document to be sent.
The instructions on how to setting up the Email setting for the mailbox is same as setting up the Email setting for the private template.

P.68 “Email Setting (Private Template)”

**Save as file Setting (Mailbox)**

In the Save as file Setting page, you can specify how and where a received fax will be stored. The instructions on how to setting up the Save as file setting for the mailbox is same as setting up the Save as file setting for the private template.

P.70 “Save as file Setting (Private Template)”

**Box Setting (Mailbox)**

In the Box Setting page, you can specify how a received fax will be stored in the Box. The instructions on how to setting up the Box setting for the mailbox is same as setting up the Box setting for the private template.

P.73 “Box Setting (Private Template)”

**Deleting an Open Mailbox**

You can delete an existing Open Mailbox from TopAccess.

**Note**

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

**Deleting an mailbox**

1. **Click the Registration tab and the Inbound FAX routing menu.**
   - The Inbound FAX routing menu page is displayed.

   **Note**
   
   When the User Management Setting and Role Based Access Control are enabled, the login page will be displayed. When the Role Based Access Control is enabled, only users that has the privilege to operate the registration can login to the Registration tab page.
2 Click the box number link that you want to delete in the mailboxes list.

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

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

- The MailBoxes Properties page is displayed.

4 Click [Delete].

- The confirmation dialog box appears.

5 Click [OK].

- Selected mailbox is deleted.
Managing Counters

This section describes about the Counter tab page of TopAccess end-user mode.

**Viewing Counters**
- Displaying the Total Counter
- Displaying the Department Counter
Viewing Counters

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

- P.104 “Displaying the Total Counter”
- P.104 “Displaying the Department Counter”

Note

Neither an end user nor an administrator can reset counters from TopAccess. However, an administrator can reset the department counters from the Touch Panel Display. See the User Functions Guide.

Displaying the Total Counter

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

Displaying the total counter

1. Click the Counters tab and the Total Count menu.
   - The Total Count menu page is displayed.
2. You can check the total counter in this page.

Displaying the Department Counter

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

1. Click the Counters tab and the Department menu.
   - The Department menu page is displayed.

2. Enter a department code that you want to display the counter in the “Department Code” field and click [Enter].
   - The department counter for specified department is displayed.

3. Click the department name link to display the detailed counters for the department.

4. The Department Information page opens.
TopAccess Administrator Mode

This section describes about administrative functions of TopAccess.

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Features and Functions

With the TopAccess web-based device management utility in the administrator mode, you can configure network and device settings, display and filter message and job logs, and control current jobs using a web browser.

About Setup from TopAccess

Following setup options are performed from TopAccess in the administrator mode:

Configuring device settings
An administrator can configure the device settings such as device information, energy save, date and time, and language for TopAccess web utility.

Configuring network settings
An administrator can configure the network settings such as TCP/IP, IPX/SPX, AppleTalk, Bonjour, LDAP Session, DNS Session, DDNS Session, NetWare Session, HTTP Network Service, SMTP Client, SMTP Server, POP3 Network Service, SNTP Service, FTP Client, FTP Server, SNMP Network Service, and Security Service.

Configuring copier settings
An administrator can configure the default copier settings such as original mode exposure, bypass feed, book > 2, magazine sort, 2in1/4in1, maximum copies, auto 2-sided mode, and sorter mode priority.

Configuring fax settings
An administrator can configure the facsimile device settings such as terminal ID, fax number, line 2 number, monitor volume, completion tone volume, reception mode, dial type, dial type (line 2), line-2 mode, resolution, original mode, exposure, TTI, RTI, ECM, discard, reduction, duplex print, rotate sort, recovery transmit, journal auto print, memory transmission report, multi transmission report, polling report, and relay originator.

Note
The fax settings are available only when the fax option is installed on this equipment.

Configuring save as file settings
An administrator can configure the save as file settings such as storage maintenance, destination, remote 1, remote 2, N/W-Fax destination, and N/W-Fax folder.

Configuring Email settings
An administrator can configure the Email settings such as from address, from name, file format, fragment message size, and default body strings.

Configuring Internet Fax settings
An administrator can configure the Internet Fax settings such as from address, from name, file format, fragment page size and default body strings.

Configuring printer settings
An administrator can configure the default printer settings such as number of days to save private, proof and invalid jobs, duplex printing, default paper size, default paper type, default orientation, default stapling, default output tray, PCL form line, PCL font pitch, PCL font point size, PCL font number, auto paper size conversion, and print startup page.
Configuring print service settings
An administrator can configure the print services such as Raw TCP/IP print, LPD print, IPP print, FTP print, NetWare print, and Email print.

About Maintenance from TopAccess
Following maintenance options are performed from TopAccess in the administrator mode:

Updating client software
An administrator can update the client software saved in this equipment. When a new version of client software is released, an administrator should update the client software in this equipment so clients can install new versions of their client software from TopAccess.

Removing client software
An administrator can remove client software saved in this equipment.

Creating backup files
An administrator can save the data in the address book, mailboxes, and templates as files for backups.

Restoring data from backup files
An administrator can restore the data in the address book, mailboxes, and templates using the backup files.

Deleting data in hard disk
An administrator can delete data such as scan, transmission, and reception data in the hard disk. Use this feature to delete data periodically for restoring the hard disk space if there is not enough disk space for operation.

Registering the directory service
An administrator can add or delete directory service for LDAP servers. If any LDAP servers are registered, clients can search for data using the registered LDAP servers to add new Email addresses to the address book.

Setting up the notification settings
An administrator can enable or disable Email notifications for specific events that occur in this equipment. An administrator specifies the Email address to send a notification.

Importing and exporting address book data
An administrator can import/export the address book data in CSV format.

Importing and exporting department code data
An administrator can import/export the department code data in CSV format.

Exporting logs
An administrator can export the logs and journals in CSV format such as print job logs, fax transmit journals, fax reception journals, scan logs, and message logs.

Clearing logs
An administrator can clear the logs and journals in CSV format such as print job logs, fax transmit journals, fax reception journals, scan logs, and message logs.
Rebooting the equipment
An administrator can reboot the equipment.

About Registration from TopAccess
Registering is performed from TopAccess in the administrator mode:

Registering public templates
An administrator can register public templates that are available for all users.

Registering Fax or Internet Fax Received Forward
An administrator can register the agents for the relay transmission of received faxes or Internet Faxes. Using these agents, an administrator can collect the all received faxes by transmitting them to another internet fax device, saving them as a file in the hard disk or network folders, sending them to specific Email addresses, or storing to e-Filing.

Note
The Fax Received Forward is available only when the fax option is installed on this equipment.

About Other Administrative Functions in TopAccess

Displaying message logs
An administrator can display the message logs from TopAccess in the administrator mode.

Registering department codes
An administrator can manage department codes from the Counter tab.

Setting up authentication
An administrator can configure the authentication for the operations in this equipment.
Accessing TopAccess Administrator Mode

TopAccess, web-based utility available on this equipment, allows you to manage this equipment remotely via the Internet or via your company's intranet. To operate TopAccess, this equipment should be connected to the network and configured with the TCP/IP settings. After you complete the TCP/IP setup, you can access to the TopAccess web site to operate various functions from your computer using a Web browser such as Netscape Navigator and Internet Explorer. You can use the TopAccess web-based utility from a Windows, Macintosh or Unix operating system environment. The following browsers are supported:

Windows
- Internet Explorer 5.5 or later
- Netscape Navigator 7.1 or later

Macintosh
- Safari 2.0
- Netscape Navigator 7.1 or later

Unix
- Netscape Navigator 7.1 or later

Accessing TopAccess in the administrator mode

1. To navigate to TopAccess, enter the following URL on the address box of your Internet browser.

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

   For example
   - When the IP address of the equipment is "10.10.70.105":
     http://10.10.70.105
   - When the device name of this equipment is "mfp-00c67861":
     http://mfp-00c67861

   **Note**
   When SSL for the HTTP network service is enabled, the alert message may appear when you enter the URL in the address box. In that case, please click [Yes] to proceed the operation.

2. The TopAccess web page opens.
3 Click the [Administration] tab.

- The Login page is displayed.

4 Enter the administrator password in the “Password” field. Then click [Login].

- You cannot change a name in the User Name field. It always must be “Admin” to login TopAccess in the administrator mode.
- The Setup page is displayed.

Tip

The default administrator password is “123456” if you have not change the administrator password.

5 Click the menu and submenu to display the desired page.

Tip

To logout from the administrator mode, click the Logout link that is displayed in the upper right.
Setting up from TopAccess

This section describes how to set up the equipment using TopAccess.

- P.114 “Setting up Device Settings”
- P.119 “Setting up Network Settings”
- P.157 “Setting up Copier Settings”
- P.160 “Setting up Fax Settings”
- P.165 “Setting up Save as file Settings”
- P.172 “Setting up Email Settings”
- P.175 “Setting up Internet Fax Settings”
- P.178 “Setting up Printer Settings”
- P.184 “Setting up Print Service Settings”
- P.190 “Displaying Version Information”

**Note**

The paper size for each drawer cannot be set from TopAccess. Please set from the touch panel of the equipment. For instructions on how to set the paper size for each drawer, please refer to the *Operator’s Manual For Basic Functions*.

### Setting up Device Settings

In the General submenu page in the Setup menu, an administrator can configure the general settings such as Device Information, Energy Save, Date and Time, and Web General Setting.

**Note**

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

### Setting the device settings

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Setup menu and General submenu.**

   ![TopAccess Setup Menu]

   - The General submenu page is displayed.
3 In the General submenu page, set the device settings as required.

- In the General submenu page, you can set the following:
  - P.116 “Setting up the Device Information”
  - P.117 “Setting up the Energy Save”
  - P.118 “Setting up the Time and Date”
  - P.118 “Setting up the Web General Setting”

4 Click [Save].

- The confirmation dialog box appears.

Tip

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

5 Click [OK] to apply the changes.

Note

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

You can set the device information displayed in the Device tab page.

<table>
<thead>
<tr>
<th>Device Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>MFP-84885926</td>
</tr>
<tr>
<td>Copier Model</td>
<td>TOSHIBA e-STUDIO452</td>
</tr>
<tr>
<td>Save as File Space Available</td>
<td>3897 MB</td>
</tr>
<tr>
<td>Store to e-Filing Space Available</td>
<td>4904 MB</td>
</tr>
<tr>
<td>Fax Transmission Space Available</td>
<td>501 MB</td>
</tr>
<tr>
<td>Fax Reception Space Available</td>
<td>122 MB</td>
</tr>
<tr>
<td>Work Space Available</td>
<td>99.8%</td>
</tr>
<tr>
<td>Department Code</td>
<td>Disable</td>
</tr>
<tr>
<td>Department Code Enforcement</td>
<td>ON</td>
</tr>
<tr>
<td>e-Filing</td>
<td>Enable</td>
</tr>
<tr>
<td>Data Cloning Function</td>
<td>Enable</td>
</tr>
<tr>
<td>Queue name</td>
<td>print</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>Service Phone Number</td>
<td></td>
</tr>
<tr>
<td>Administrative Message</td>
<td></td>
</tr>
<tr>
<td>Administrator's Password</td>
<td>******</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>******</td>
</tr>
</tbody>
</table>

1) Name
This displays the equipment's device name.

2) Copier Model
This displays the equipment's model name.

3) Save as File Space Available
This displays the available size to store the Save as file documents.

4) Store to e-Filing Space Available
This displays the available size to store the e-Filing documents.

5) Fax Transmission Space Available
This displays the available size to send the fax data. This is displayed only when the fax unit is installed.

6) Fax Reception Space Available
This displays the available size to receive the fax data. This is displayed only when the fax unit is installed.

7) Work Space Available
This displays the percentages of available hard disk space to store the temporary data.

8) Department Code
Select whether the department management is enabled or disabled.

9) Department Code Enforcement
Select whether invalid jobs, which a department code is not specified or invalid department code is specified, are printed or stored in the invalid job list when the department code is enabled.
- **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
- **Print** — Select this to print the invalid jobs.
- **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.
10) Data Cloning Function
   When this function is enabled, the service technician can move user data such as address
   books to other equipment.
   Set to "Enable" upon request from the service technician. Be sure to set it back to "Disable"
   after the operation is finished.

11) e-Filing
   Select whether the e-Filing functions are enabled or disabled.

12) Queue name
   Display the queue name for SMB printing. This queue name is used when users use the dis-
   covery function of the installer to obtain the network queue during the installation.

13) Location
   Enter the name of the department or site. This is displayed in the Device tab page that
   appears first when accessing the TopAccess web site for users.

14) Contact Information
   Enter the name or title of the contact person for this equipment. This is displayed in the
   Device tab page that appears first when accessing the TopAccess web site for users.

15) Service Phone Number
   Enter the phone number for service on this equipment. This is displayed in the Device tab
   page that appears first when accessing the TopAccess web site for users.

16) Administrative Message
   Enter the message about this equipment for all users to read. This is displayed in the Device
   tab page that appears first when accessing the TopAccess web site for users.

17) Administrator’s Password
   If you want to change the administrator’s password used to log in functions from the Touch
   Panel Display and TopAccess, enter a new password. You can enter alphanumeric charac-
   ters of 6 or more and 10 or less for the administrator’s password. You cannot leave this field
   blank.

18) Confirm Password
   Enter a new password that you entered in the “Administrator’s password” field.

Setting up the Energy Save
You can set the time to enter the Auto Clear, Auto Power Save and Auto Power Off mode.

<table>
<thead>
<tr>
<th>Energy Save</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 — Auto Clear</td>
<td>45 Seconds</td>
</tr>
<tr>
<td>2 — Auto Power Save</td>
<td>15 Minutes</td>
</tr>
<tr>
<td>3 — Sleep/Auto Shut Off</td>
<td>60 Minutes</td>
</tr>
</tbody>
</table>

1) Auto Clear
   Select how long this equipment can remain inactive before the Touch Panel Display auto-
   matically returns to the default display and settings.
2) **Auto Power Save**
   Select how long this equipment can remain inactive before entering the power save mode.

3) **Sleep/Auto Shut Off**
   Select how long this equipment can remain inactive before entering the sleep mode or auto shut off mode.

### Setting up the Time and Date

You can set the date, time, time zone, and date format. You can also enable the daylight mode.

```
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
1  | 2006 | October | 16 | 00 |
2  | GMT+12:00 Wellington, Auckland |
3  | Data Format | MM/DD/YY |
4  | Daylight Mode | OFF |
```

1) **Date/Time**
   To adjust the date, select year in the first field, select month in the second field, and enter date in the third field.
   To adjust the time, enter hour in the fourth field, and enter time in the fifth field.

2) **Time Zone**
   Select the time zone where this equipment is located.

3) **Date Format**
   Select the date format.

4) **Daylight Mode**
   Select "ON" to set the daylight saving time system.

### Setting up the Web General Setting

You can set the displayed language of TopAccess, and session timer to automatically log out from the administrator mode.

```
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
1  | Web Language | English |
2  | Session Timer | 10 Minutes |
```

1) **WEB Language**
   Select the displayed language of TopAccess.

2) **Session Timer**
   Enter how long you want this equipment to preserve the session data of TopAccess. You can enter any integer between 5 to 999. This setting also applies to the session data of e-Filing web utility.
Setting up Network Settings

In the Network submenu page in the Setup menu, an administrator can configure the network settings such as TCP/IP, IPX/SPX, AppleTalk, Bonjour, LDAP Session, DNS Session, DDNS Session, SMB Session, NetWare Session, HTTP Network Service, SMTP Client, SMTP Server, POP3 Network Service, SNTP Service, FTP Client, FTP Server, SNMP Network Service, and Security Service.

Setting the network settings

1. Access TopAccess in the administrator mode.  
   P.112 “Accessing TopAccess Administrator Mode”

2. Click the Setup menu and Network submenu.

   ![Network submenu page]

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

- In the Network submenu page, you can set the following:
  - P.121 “Setting up the TCP/IP”
  - P.124 “Setting up the IPv6”
  - P.126 “Setting up the IPX/SPX”
  - P.126 “Setting up the AppleTalk”
  - P.127 “Setting up the Bonjour”
  - P.127 “Setting up the LDAP Session”
  - P.128 “Setting up the DNS Session”
  - P.129 “Setting up the DDNS Session”
  - P.131 “Setting up the SMB Session”
  - P.134 “Setting up the NetWare Session”
  - P.135 “Setting up the HTTP Network Service”
  - P.135 “Setting up the SMTP Client”
  - P.138 “Setting up the SMTP Server”
  - P.139 “Setting up the POP3 Network Service”
  - P.140 “Setting up the SNTP Service”
  - P.141 “Setting up the FTP Client”
  - P.141 “Setting up the FTP Server”
  - P.142 “Setting up the SNMP Network Service”
  - P.143 “Setting up the Security Service”
  - P.156 “Setting up the Web Service Setting”

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

5. Click [Save].
   - The confirmation dialog box appears.

   **Tip**

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

- This equipment starts initializing the network interface card to apply the changes

**Note**

During the initialization of the network interface card, the network will not be available. TopAccess will display "Please restart after waiting a few minutes." During the initialization, the Touch Panel Display will display "NETWORK INITIALIZING". When this message disappears, TopAccess will once again be available.

**Setting up the TCP/IP**

You can set the TCP/IP protocol to enable communication over TCP/IP. The TCP/IP must be configured to enable TopAccess, SMB printing, Raw TCP or LPR printing, IPP printing, Save as file to network folder, Scan to Email, and Internet Fax.

**TCP/IP**

1) Ethernet Speed Duplex Mode
Select the ethernet speed.
When you select a specific ethernet speed, you must select the same ethernet speed as set in the connected network. If you do not know the ethernet speed that must be used, select “AUTO”.

2) Address Mode
Select how to set the IP address.
- **Static IP** — Select this to assign the static IP address manually. When this is selected, enter the static IP address in the IP Address field.
- **Dynamic** — Select this to assign the IP address using the DHCP with Auto-IP addressing enabled. When this is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address can be automatically obtained from the DHCP server if the network supports the DHCP, and the IP address can be also assigned using Auto-IP addressing even if the network does not support the DHCP.
- **No AutoIP** — Select this to assign the IP address using the DHCP with Auto-IP addressing disabled. When this is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address can be automatically obtained from the DHCP server if the network supports the DHCP, but the last IP address will not be used if the equipment cannot communicate with the DHCP server.

3) Obtain a Domain Name automatically
Select “Enable” when you want to obtain a domain name automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

**Note**
When the DHCP server does not have a domain name, the blank data is set to in the domain name even if you set the correct domain name manually in the DDNS Session. In that case, select “Disable” here and set the correct domain name in the DDNS Session.

4) Obtain a Domain Server Address automatically
Select “Enable” when you want to obtain a domain server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

**Note**
When the DHCP server does not have a primary and secondary DNS server addresses, the blank data is set to in the primary and secondary DNS server addresses even if you set the correct primary and secondary DNS server addresses manually in the DNS Session. In that case, select “Disable” here and set the correct primary and secondary DNS server address in the DNS Session.

5) Obtain a WINS Server Address automatically
Select “Enable” when you want to obtain a primary or secondary WINS server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.
When the DHCP server does not have a primary and secondary WINS server addresses, the blank data is set to in the primary and secondary WINS server addresses even if you set the correct primary and secondary WINS server addresses manually in the SMB Session. In that case, select “Disable” here and set the correct primary and secondary WINS server address in the SMB Session.

P.131 “Setting up the SMB Session”

6) Obtain a SMTP Server Address automatically
Select “Enable” when you want to obtain a SMTP server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note
When the DHCP server does not have a SMTP server address, the blank data is set to in the SMTP server address even if you set the correct SMTP server address manually in the SMTP Client. In that case, select “Disable” here and set the correct SMTP server address in the SMTP Client.

P.135 “Setting up the SMTP Client”

7) Obtain a POP3 Server Address automatically
Select “Enable” when you want to obtain a POP3 server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note
When the DHCP server does not have a POP3 server address, the blank data is set to in the POP3 server address even if you set the correct POP3 server address manually in the POP3 Network Service. In that case, select “Disable” here and set the correct POP3 server address in the POP3 Network Service.

P.139 “Setting up the POP3 Network Service”

8) Obtain a SNTP Server Address automatically
Select “Enable” when you want to obtain a SNTP server address automatically using the DHCP server. This setting will apply only when “No AutoIP” or “Dynamic” is selected in the Address Mode option.

Note
When the DHCP server does not have a SNTP server address, the blank data is set to in the SNTP server address even if you set the correct SNTP server address manually in the SNTP Network Service. In that case, select “Disable” here and set the correct SNTP server address in the SNTP Network Service.

P.142 “Setting up the SNMP Network Service”

9) IP Address
Enter the static IP address that is assigned to this equipment when “Static IP” is selected in the “Address Mode” drop down box.

10) Subnet mask
Enter the subnet mask if required when “Static IP” is selected in the “Address Mode” drop down box.
11) Default Gateway
Enter the gateway address if required when “Static IP” is selected in the “Address Mode” drop down box.

12) IP Filtering
When you want to set the IP filtering for Raw TCP, LPR, and IPP printing, specify the range of IP addresses in the Start Address and End Address fields.
When you specify the range of IP addresses, only the client that the specified IP address range is assigned can perform Raw TCP, LPR, and IPP printing.

**Note**
IP Filtering can restrict the accesses for Raw TCP, LPR, and IPP printing. The accesses using other protocols are not restricted.

**Setting up the IPv6**
You can set the IPv6 protocol to enable the communication over IPv6.

1) Enable IPv6
Select whether the IPv6X/SPX protocol is enabled or disabled.

2) Link Local Address
The unique address used for the IPv6 is displayed.
3) Manual
You assign the IPv6 address, prefix and default gateway manually. In this mode, you can assign one IPv6 address to this equipment.
- IP ADDRESS — Assign the IPv6 address for this equipment.
- PREFIX — Assign the prefix for the IPv6 address.
- GATEWAY — Assign the default gateway.
- Use DHCPv6 Server for options — Select whether or not the optional information (IPv6 address for the DNS server, etc.) except the IPv6 address for this equipment, which is issued from the DHCPv6 server is used on this equipment.

Tip
In "MANUAL" mode, you cannot select "Statefull Address (IP Address)" option.

4) Auto Configuration
This equipment can obtain multiple IPv6 addresses from the DHCPv6 server and routers automatically. In this mode, up to 9 IPv6 addresses can be registered on this equipment.

Tips
- Up to 7 IPv6 addresses can be obtained from routers. One IPv6 address can be obtained from the DHCPv6 server. One link local address is also generated automatically.
- In "AUTO" mode, you cannot assign "IP ADDRESS", "PREFIX" and "GATEWAY" manually.

5) Use Router Advertisement
Use the IPv6 addresses issued from routers.
- Keep Configuration(If router setting is changed) — Select the method on how to handle IPv6 address data when new IPv6 address is provided from the same router providing the current IPv6 address to this equipment.
- Use DHCPv6 Server for IP Address(M frag) — Use the IPv6 address issued from the DHCPv6 server in the stateless network environment.
- Use DHCPv6 Server for Options(O frag) — Use the optional information (IPv6 address for the DNS server, etc.) issued from the DHCPv6 server in the stateless network environment.
- IP Address — IPv6 addresses obtained from routers are displayed. Up to 7 IPv6 addresses can be retained.

6) USE DHCPv6
Use the IPv6 addresses issued from DHCPv6 server.
- Use DHCPv6 Server for IP Address — Select whether or not the IPv6 address which is issued from the DHCPv6 server is used for this equipment.
- Use DHCPv6 Server for Options — Select whether or not the optional information (IPv6 address for the DNS server, etc.) except the IPv6 address for this equipment, which is issued from the DHCPv6 server is used on this equipment.
- IP Address — IPv6 addresses obtained from DHCPv6 Server is displayed.
Setting up the IPX/SPX
You can set the IPX/SPX protocol to enable the communication over IPX/SPX. The IPX/SPX must be configured to enable Novell printing with NetWare server 5.1, 6.0, 6.5 over IPX/SPX.

1) Enable IPX/SPX
Select whether the IPX/SPX protocol is enabled or disabled. Please enable this when configuring Novell printing over the IPX/SPX network.

2) Frame Type
Select the desired frame type for IPX/SPX.
- **Auto Sense** — Select this to use an appropriate frame type that the equipment found first.
- **IEEE 802.3/Ethernet II/IEEE 802.3 Snap/IEEE802.2** — Instead of “Auto Sense”, select the frame types to be used from these options.

3) Actual Frame
This displays the actual frame type of the equipment.

Setting up the AppleTalk
You can set the protocol to enable communication over AppleTalk. The AppleTalk must be configured to enable AppleTalk printing from Macintosh computers.

1) Enable Apple Talk
Select whether the AppleTalk protocol is enabled or disabled. Please enable this when configuring AppleTalk printing.

2) Device Name
Enter the device name of the equipment that will be displayed in the AppleTalk network.

3) Desired Zone
Enter the zone name where the equipment will connect — if required. If you leave an asterisk in this field, the equipment will connect to the default zone.
Setting up the Bonjour

In Bonjour, you can enable or disable the Bonjour networking that is available for Mac OS X.

<table>
<thead>
<tr>
<th>Bonjour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enable Bonjour</td>
</tr>
<tr>
<td>2. Link-Local Host Name</td>
</tr>
<tr>
<td>3. Service Name</td>
</tr>
</tbody>
</table>

1) **Enable Bonjour**
Select whether the Bonjour is enabled or disabled.

2) **Link-Local Host Name**
Enter the DNS host name of this equipment.

3) **Service Name**
Enter the device name of this equipment that will be displayed in the Bonjour network.

Setting up the LDAP Session

In LDAP Session, you can enable or disable the LDAP directory service.

<table>
<thead>
<tr>
<th>LDAP Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enable LDAP</td>
</tr>
<tr>
<td>2. Enable SSL</td>
</tr>
</tbody>
</table>

1) **Enable LDAP**
Select whether the LDAP directory service is enabled or disabled.

2) **Enable SSL**
Select whether the SSL (Secure Sockets Layer) is enabled or disabled for communicating the LDAP directory service.

- **Disable** — Select this to disable the SSL for communicating the LDAP directory service.
- **Verify with imported cert** — Select this to enable the SSL using the imported CA certificate.
- **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.
When “Verify with imported cert” is selected, you must import the CA certificate in this equipment.

128 “Setting up the Security Service”

If at least one of the registered LDAP directory services requires the SSL, you must enable the “Enable SSL” option. When the “Enable SSL” option is enabled, this equipment will connect the registered LDAP directory services using SSL first. Then if the connection fails using SSL, this will connect to the registered LDAP directory service without using SSL. Therefore, even if you enable the “Enable SSL” option, this equipment can also connect to the LDAP directory service that the SSL is not required.

The SSL port number can be set for each LDAP directory service when it is registered.

P.201 “Managing Directory Service”

Not all operating systems support SSL for all protocols.

Setting up the DNS Session

In DNS Session, you can specify the DNS server to enable the FQDN (Fully Qualified Domain Name) rather than the IP address on specifying each server address such as SMTP server, POP3 server, and LDAP server.

Tip

When the DNS service is enabled and the DNS server supports the dynamic DNS service, please set the DDNS Session as well.

P.129 “Setting up the DDNS Session”

---

### DNS Session

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enable DNS</td>
</tr>
<tr>
<td>2</td>
<td>Primary DNS Server Address</td>
</tr>
<tr>
<td>3</td>
<td>Secondary DNS Server Address</td>
</tr>
<tr>
<td>4</td>
<td>Primary DNS Server Address (IPv6)</td>
</tr>
<tr>
<td>5</td>
<td>Secondary DNS Server Address (IPv6)</td>
</tr>
</tbody>
</table>
```

1) **Enable DNS**
   Select whether the DNS server is used or not.

2) **Primary DNS Server Address**
   Specify the IP address of the primary DNS server when the DNS service is enabled.

3) **Secondary DNS Server Address**
   Specify the IP address of the secondary DNS server when the DNS service is enabled, as you require.

4) **Primary DNS Server Address (IPv6)**
   Specify the IP address of the primary DNS server when the DNS service is enabled in IPv6.

5) **Secondary DNS Server Address (IPv6)**
   Specify the IP address of the secondary DNS server when the DNS service is enabled in IPv6, as required.
When the “Obtain a Domain Server Address automatically” option is enabled in the TCP/IP settings, the server address of the primary and secondary DNS server addresses can be obtained using the DHCP server.

Tip

P.121 “Setting up the TCP/IP”

Setting up the DDNS Session

In DDNS Session, you can enable the Dynamic DNS service if the DNS server supports the dynamic DNS.
When using DDNS and the IP address is assigned using DHCP, enable “006 DNS Servers” and “015 DNS Domain Name” in the DHCP Server’s Scope Options or Server Options.

When using DDNS, make sure the “Allow dynamic updates?” option is set to “Yes” (for Windows 2000 Server) or “Nonsecure and Secure” (for Windows Server 2003) for the Forward Lookup Zones and Reversed Lookup Zones. If setting of Windows Server 2003 is “Secure” mode or “None” for this DDNS function, you need to set the correct primary login name and primary password for update the DNS server by DDNS, or add the equipment’s host name manually in the Forward and Reversed Lookup Zone.

DDNS Session
Selecting “Save” in the Main Windows is required to save the new settings.

1) Enable DDNS
Select whether the dynamic DNS service is enabled or disabled.

2) Host Name
Enter the host name that will be added to the DNS server using DDNS.

3) Domain Name
Enter the domain name that will be added to the DNS server using DDNS.
When the “Obtain a Domain Name automatically” option is enabled in the TCP/IP settings, the domain name can be obtained using the DHCP server.

4) **Primary Login Name**
   Enter the primary login name for the dynamic DNS service.

5) **Primary Password**
   Enter the primary password for the dynamic DNS service.

6) **Secondary Login Name**
   Enter the secondary login name for the dynamic DNS service.

7) **Secondary Password**
   Enter the secondary password for the dynamic DNS service.

### Setting up the SMB Session

In SMB Session, you can specify the SMB network properties to access this equipment through a Microsoft Windows Network and enable SMB printing. When you enable the SMB, users can also browse the local folder in the equipment. You can also specify the WINS server when the WINS server is used to enable the Windows print sharing and Windows file sharing services between the different subnets.

---

#### SMB Session

![SMB Session Diagram]

1) **SMB Server Protocol**
   Select whether the SMB protocol is enabled or disabled.
   - **Enable** — Select this to enable SMB.
- **Disable** — Select this to disable SMB.
- **Disable Print Share** — Select this to enable the file sharing service using SMB, but disable SMB printing.
- **Disable File Share** — Select this to enable SMB printing, but disable the file sharing service using SMB.

2) **Enable IPv6**
Select whether the IPv6 protocol is enabled or disabled.
- **Enable** — Select this to enable IPv6.
- **Disable** — Select this to disable IPv6.

3) **NetBIOS Name**
Enter the NetBIOS name of this equipment. The equipment uses "MFP-<NIC Serial Number>" as the default NetBIOS name.

**Note**
You can enter only alphanumeric characters and "-" (hyphenation) for NetBIOS name. If you use any other characters, a warning message will be displayed.

4) **Logon**
Enter the workgroup or domain that this equipment joins.
- **Workgroup** — Select this and enter the workgroup name when the equipment will logon in the workgroup. All client computers can access this equipment without a user name and password.
- **Domain** — Select this and enter the domain name when the equipment will logon in the domain. Any client computers which are not a member of the domain will need a valid user name and password to access this equipment. Use this for a more secure access to this equipment.

**Tip**
When the “Obtain a Domain Name automatically” option is enabled in the TCP/IP settings, the domain name can be obtained using the DHCP server.

**Note**
You can enter only alphanumeric characters and symbols except following characters for Workgroup.
- ; : " < > * + = \ | ? ,
If you use any other characters, a warning message will be displayed.

5) **Primary Domain Controller**
Specify the server name or IP address of the primary domain controller when this equipment will logon the domain network.

6) **Backup Domain Controller**
Specify the server name or IP address of the backup domain controller when this equipment will logon the domain network, if required. If the Primary Domain Controller is unavailable, the Backup Domain Controller will be used to logon.

**Note**
If the wrong primary or backup domain controller is specified, the NIC INITIALIZING message will be displayed for 5 to 10 minutes while this equipment searches for the primary or backup domain controller. In that case, correct the primary or backup domain controller setting after the NIC INITIALIZING message disappears.
7) **Logon User Name**
   Enter a valid user name that is able to logon the specified domain.

8) **Password**
   Enter the password for the specified logon user name to logon the domain network.

9) **Primary WINS Server**
   Specify the IP address of the primary WINS server when the WINS server is used to provide the NetBIOS name in your local area network. This option would be more useful to access this equipment using the NetBIOS Name form a different subnet.

   **Tip**
   When the “Obtain a WINS Server Address automatically” option is enabled in the TCP/IP settings, the primary and secondary WINS server address can be obtained using the DHCP server.
   
   [P.121 “Setting up the TCP/IP”]

10) **Secondary WINS Server**
    Specify the IP address of the secondary WINS server as you require when the WINS server is used to provide NetBIOS name in your local area network. If the Primary WINS Server is unavailable, the Secondary WINS Server will be used.

    **Tip**
    When the “Obtain a WINS Server Address automatically” option is enabled in the TCP/IP settings, the primary and secondary WINS server address can be obtained using the DHCP server.
    
    [P.121 “Setting up the TCP/IP”]

    **Note**
    If “0.0.0.0” is entered for Primary WINS Server and Secondary WINS Server, this equipment will not use the WINS server.

11) **SMB Signing of SMB Server**
    Select whether SMB Signing is enabled or disabled when a client accesses this equipment using SMB, such as when a client accesses the shared folder in this equipment.
    
    - **If client agrees, digital signature is done for the communication** — Select this to use the digital signature to secure the communication only when a client accesses this equipment with a digital signature. Even if a client accesses this equipment without a digital signature, the communication is allowed without the digital signature.
    
    - **Digital signature is always done for the communication on the server side** — Select this to allow the communication only when a client accesses this equipment with a digital signature. When a client accesses this equipment without a digital signature, the communication is not allowed.
    
    - **Digital signature isn’t done for the communication for the server** — Select this to allow the communication only when a client accesses this equipment without a digital signature. When a client is set as that it will always access a SMB server with a digital signature, the communication is not allowed.

    **Note**
    If you do not know whether the SMB Signing of SMB Client is enabled or disabled in the client computers, it is recommended to select “If client agrees, digital signature is done for the communication”. If this is set incorrectly, the SMB communication may become unavailable.
12) SMB Signing of SMB Client
Select whether SMB Signing is enabled or disabled when this equipment accesses the clients using SMB, such as when this equipment stores the scanned data in the network folder using SMB.

- **If server agrees, digital signature is done for the communication** — Select this to use the digital signature to secure the communication to a SMB server only when the SMB Signing of SMB Server that this equipment accesses is enabled. If the SMB Signing of SMB Server is disabled in a SMB server, the communication is performed without the digital signature.

- **Digital signature is always done for the communication on the client side** — Select this to make that this equipment always accesses a SMB server with a digital signature. When the SMB Signing of SMB Server is disabled in a SMB server, the communication is not allowed.

- **Digital signature isn’t done for the communication for the client** — Select this to communicate a SMB server without the digital signature. If the SMB Signing of SMB Server is always enabled in a SMB server, the communication is not allowed.

**Notes**

- If you do not know whether the SMB Signing of SMB Server is enabled or disabled in the SMB servers, it is recommended to select "If server agrees, digital signature is done for the communication". If this is set incorrectly, the SMB communication may become unavailable.
- When communicating the Windows Server 2003 as a SMB server, it is recommended to select "If server agrees, digital signature is done for the communication" or "Digital signature is always done for the communication on the client side", because the SMB Signing of SMB Server is enabled on the Windows Server 2003 as the default.

**Setting up the NetWare Session**

In NetWare Session, you can set the NetWare Bindery or NDS service. This must be set when configuring a Novell printing environment.

**NetWare Session**

1) **Enable Bindery**
Select whether the NetWare Bindery mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in bindery mode, you must enable this.

2) **Enable NDS**
Select whether the NetWare NDS mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in NDS mode, you must enable this. When this is enabled, you should also specify the context and tree for the NDS.
3) **Context**  
Enter the NDS context that the NetWare print server for this equipment is located.

4) **Tree**  
Enter the NDS tree.

5) **Search root**  
Enter the NetWare server name that this equipment preferentially searches for the queues.

### Setting up the HTTP Network Service

In HTTP Network Service, you can enable or disable Web-based services such as TopAccess and e-Filing web utility.

<table>
<thead>
<tr>
<th>HTTP Network Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Enable HTTP Server</td>
</tr>
<tr>
<td>2) Enable SSL</td>
</tr>
<tr>
<td>3) Primary Port Number</td>
</tr>
<tr>
<td>4) Secondary Port Number</td>
</tr>
<tr>
<td>5) SSL Port Number</td>
</tr>
</tbody>
</table>

1) **Enable HTTP Server**  
Select whether the Web-based services such as TopAccess and e-Filing web utility are enabled or disabled.

2) **Enable SSL**  
Select whether the SSL (Secure Sockets Layer) is enabled or disabled. When this is enabled, the data transferred between the equipment and client computers will be encrypted using a private key when operating TopAccess and e-Filing web utility.

#### Notes

- To enable SSL, you must create a self-signed certificate or import a server certificate in Security Service. If the self-signed certificate is not created or a server certificate is not imported, the SSL will not work correctly.  
  P.143 “Setting up the Security Service”  
- Not all operating systems support SSL for all protocols.

3) **Primary Port Number**  
Enter the port number for the NIC HTTP server. Generally “80” is used for this port.

4) **Secondary Port Number**  
Enter the port number for TopAccess and the e-Filing web utility. Generally “8080” is used for this port.

5) **SSL Port Number**  
Enter the port number for the SSL. Generally “10443” is used for this port.

### Setting up the SMTP Client

In SMTP Client, you can enable or disable SMTP transmission for sending the Internet Fax and Emails.
A From Address setting is also required to send Internet Fax and Emails. For information about the From Address setting, please refer to the following sections.
- P.172 “Setting up Email Settings”
- P.175 “Setting up Internet Fax Settings”

The From Address can be also determined automatically when the User Management Setting is enabled. For more information about the User Management Setting, please refer to User Management Guide.

### SMTP Client

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enable SMTP Client</td>
</tr>
<tr>
<td>2</td>
<td>Enable SSL</td>
</tr>
<tr>
<td>3</td>
<td>SSL/TLS</td>
</tr>
<tr>
<td>4</td>
<td>SMTP Server Address</td>
</tr>
<tr>
<td>5</td>
<td>POP Before SMTP</td>
</tr>
<tr>
<td>6</td>
<td>Authentication</td>
</tr>
<tr>
<td>7</td>
<td>Login Name</td>
</tr>
<tr>
<td>8</td>
<td>Password</td>
</tr>
<tr>
<td>9</td>
<td>Maximum Email/InternetFax Size</td>
</tr>
<tr>
<td>10</td>
<td>Port Number</td>
</tr>
</tbody>
</table>

#### 1) Enable SMTP Client

When this is enabled, this equipment sends an Internet Fax and an Email to the specified SMTP server for transmission over the Internet.

#### 2) Enable SSL

Select whether the SSL (Secure Sockets Layer) is enabled or disabled for SMTP transmission.
- **Disable** — Select this to disable the SSL for SMTP transmission.
- **Verify with imported cert** — Select this to enable the SSL using the imported CA certificate.
- **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.

**Notes**

- When “Verify with imported cert” is selected, you must import the CA certificate in this equipment.
- P.143 “Setting up the Security Service”
- Not all operating systems support SSL for all protocols.

#### 3) SSL/TLS

Select the protocol for the SSL when the “Enable SSL” option is enabled.
- **STARTTLS** — Select this to send a message in TLS (Transport Layer Security) using STARTTLS that is the extension command for SMTP transmission.
- **Over SSL** — Select this to send a message in SSL (Secure Socket Layer).

**Note**

When you select “Over SSL”, please make sure to change the port number correctly. Generally, “465” port is used for the Over SSL instead of “25” port.
4) SMTP Server Address
Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server when “Enable SMTP Client” is enabled.

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

**Tip**
When the “Obtain a SMTP Server Address automatically” option is enabled in the TCP/IP settings, the SMTP server address can be obtained using the DHCP server.

P.121 “Setting up the TCP/IP”

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

6) Authentication
Select the type of the authentication to access the SMTP server.
- **Disable** — Select this to access the SMTP server using no authentication.
- **Plain** — Select this to access the SMTP server using the plain authentication.
- **Login** — Select this to access the SMTP server using the login authentication.
- **CRAM-MD5** — Select this to access the SMTP server using the CRAM-MD5 authentication.
- **Digest-MD5** — Select this to access the SMTP server using the Digest-MD5 authentication.
- **NTLM(IWA)** — Select this to access the SMTP server using the NTLM (IWA) authentication.
- **Kerberos** — Select this to access the SMTP server using the Kerberos authentication.
- **Auto** — Select this to access the SMTP server using the appropriate authentication that this equipment detects.

7) Login Name
Enter the login name to access the SMTP server if the SMTP authentication is enabled.

8) Password
Enter the password to access the SMTP server if the SMTP authentication is enabled.

9) Maximum Email / Internet Fax Size
Select the maximum size that this equipment allows to send using the SMTP.

10) Port Number
Enter the port number for accessing the SMTP server when “Enable SMTP Client” is enabled. The port number depends on the port setting in the SMTP server. Generally “25” is used.
Setting up the SMTP Server

In SMTP Server, you can enable or disable SMTP transmission for receiving the Internet Fax and Emails. This function is usually set when you want to enable the Offramp Gateway feature.

1) **Enable SMTP Server**
Select whether this equipment works as an SMTP server or not. This must be enabled when you enable the Offramp Gateway feature. When this is enabled, this equipment can receive Internet Faxes or Emails that are forwarded through the SMTP to the domain of this equipment.

2) **Port Number**
Enter the port number to transmit an Internet Faxes or Emails. Generally “25” is used for the SMTP transmission.

3) **Email Address**
Enter the Email address of this equipment. When this equipment works as an SMTP server, it can receive all Internet Faxes and Emails that contain its domain name. When the Email address of received Internet Faxes or Emails match, this equipment will print the document.

4) **Enable OffRamp Gateway**
Select whether the Offramp Gateway transmission is enabled or disabled.

5) **OffRamp Security**
Select whether the Offramp Security is enabled or disabled. When enabled, this equipment cancel the offramp gateway transmissions that are forwarding to the fax numbers not registered in the Address Book of this equipment. This can prevent the unauthorized offramp gateway transmission.

6) **OffRamp Print**
Select whether this equipment should print documents sent using the offramp gateway transmission. When enabled, you can confirm the documents that are transmitted using the offramp gateway transmission by printing them.
Setting up the POP3 Network Service

In POP3 Network Service, you can specify the POP3 server to receive an Internet Fax and Emails.

**POP3 Network Service**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enable POP3 Client</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enable SSL</strong></td>
<td>Disable</td>
<td></td>
</tr>
<tr>
<td><strong>POP3 Server Address</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Authentication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Type POP3 Login</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Account Name</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scan Rate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Port Number</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSL Port Number</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1) **Enable POP3 Client**

Select whether retrieving an Internet Fax and an Email from the POP3 server is enabled or disabled.

2) **Enable SSL**

Select whether the SSL (Secure Sockets Layer) is enabled or disabled for POP3 transmission.

- **Disable** — Select this to disable the SSL for POP3 transmission.
- **Verify with imported cert** — Select this to enable the SSL using the imported CA certificate.
- **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.

**Notes**

- When “Verify with imported cert” is selected, you must import the CA certificate in this equipment.
  - P.143 “Setting up the Security Service”
- Not all operating systems support SSL for all protocols.

3) **POP3 Server Address**

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

**Note**

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

**Tip**

When the “Obtain a POP3 Server Address automatically” option is enabled in the TCP/IP settings, the POP3 server address can be obtained using the DHCP server.

- P.121 “Setting up the TCP/IP”
4) **Authentication**
Enable or disable the authentication for accessing the POP3 server.
- **Disable** — Select this to disable the authentication.
- **NTLM/SPA** — Select this to access the POP3 server using the NTLM/SPA authentication.
- **Kerberos** — Select this to access the POP3 server using the Kerberos authentication.

5) **Type POP3 Login**
Select the POP3 login type.
- **Auto** — Select this to automatically designate the POP3 login type of the POP3 server.
- **POP3** — Select this to use the general POP3 login type.
- **APOP** — Select this to use APOP login type. APOP allows users to access the POP3 server by encrypting the user name and password.

**Note**
If it is not possible to Login to the mail server using “Auto”, manually set the type of POP3 Login to either “POP3” or “APOP”.

6) **Account Name**
Enter the account name for this equipment to access the POP3 server.

**Note**
Please enter the account name without the domain name when “NTLM/SPA” or “Kerberos” is selected at the “Authentication” option.

7) **Password**
Enter the password to access the POP3 server.

8) **Scan Rate**
Enter how often this equipment should access the POP3 server for new messages.

9) **Port Number**
Enter the port number to access the POP3 server. The port number depends on the port setting in the POP3 server. Generally “110” is used.

10) **SSL Port Number**
Enter the port number to access the POP3 server using SSL. The SSL port number depends on the port setting in the POP3 server. Generally “995” is used.

**Setting up the SNTP Service**
In SNTP Service, you can specify the SNTP server to refresh the time settings of this equipment using SNTP service.

<table>
<thead>
<tr>
<th>SNTP Service</th>
<th>Selecting &quot;Save&quot; in the Main Window is required to Save the new settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March 1970</td>
<td>Enable SNTP</td>
</tr>
<tr>
<td>2 16:10:00</td>
<td>Primary SNTP Address</td>
</tr>
<tr>
<td>3 16:10:00</td>
<td>Secondary SNTP Address</td>
</tr>
<tr>
<td>4 00:24:00</td>
<td>Start Rate</td>
</tr>
<tr>
<td>5 123</td>
<td>Port Number</td>
</tr>
</tbody>
</table>

140 Setting up from TopAccess
1) **Enable SNTP**
   Select whether the SNTP service is enabled or disabled. When this is enabled, the time settings of this equipment can be adjusted using the SNTP service.

2) **Primary SNTP Server**
   Specify the IP address of the primary SNTP server when the SNTP service is enabled.

3) **Secondary SNTP Server**
   Specify the IP address of the secondary SNTP server as you require.

   **Tip**
   When the “Obtain a SNTP Server Address automatically” option is enabled in the TCP/IP settings, the SNTP server address can be obtained using the DHCP server.
   
   P.121 “Setting up the TCP/IP”

4) **Scan Rate**
   Enter how often this equipment should access the SNTP server.

5) **Port Number**
   Enter the port number for the SNTP service. Generally “580” is used for the SNTP port number.

### Setting up the FTP Client

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

![FTP Client](image)

1) **Default Port Number**
   Enter the port number to access the FTP site. The port number depends on the port setting in the FTP site. Generally “21” is used.

### Setting up the FTP Server

In FTP Server, you can enable or disable the FTP server functions.

![FTP Server](image)

1) **Enable FTP Server**
   Select whether the FTP server is enabled or disabled. Select Enable to enable the following functions.
   - FTP printing
- Reading/writing the address book data using the AddressBook Viewer
- Backing up/Restoring the e-Filing data using the e-Filing Backup/Restore Utility

2) **Enable SSL**
Select whether the SSL (Secure Sockets Layer) is enabled or disabled for FTP server.

**Notes**

- To enable SSL, you must create a self-signed certificate or import a server certificate in Security Service. If the self-signed certificate is not created or a server certificate is not imported, the SSL will not work correctly.
  - P.143 “Setting up the Security Service”
- Not all operating systems support SSL for all protocols.

3) **Default Port Number**
Enter the port number for the FTP server. Generally “21” is used.

4) **SSL Port Number**
Enter the port number that is used to access this equipment using FTP with SSL. Generally “990” is used.

**Setting up the SNMP Network Service**

In SNMP Network Service, you can enable or disable the SNMP to monitor the device status using a network monitoring utility. If an administrator wants to monitor the device status with a monitoring utility, programmed to fit the MIB, you must enable the SNMP and SNMP Traps.

1) **Enable SNMP**
Select whether the SNMP monitoring with MIB is enabled or disabled. This must be enabled to allow users to connect using TopAccessDocMon, TWAIN driver, File Downloader, and the AddressBook Viewer.
2) **Read Community**

Enter the SNMP read community name for the SNMP access.

**Notes**
- If you specify a community name other than “public” for the Read Community, the applications that use MIB (TopAccessDocMon, TWAIN driver, File Downloader, and AddressBook Viewer) will be unavailable. The SNMP communication of the printer driver also will be unavailable, so that the obtaining the configurations, confirming the department code, and obtaining the available boxes in e-Filing will be disabled.
- When you set the “Read Community” option blank, the SNMP communication between the SNMP Browser of Client PC and this equipment will be disabled.

3) **Read Write Community**

Enter the SNMP Read Write community name for the SNMP access.

**Notes**
- If you specify a community name other than “private” for the Read Write Community, the applications that use MIB (TopAccessDocMon, TWAIN driver, File Downloader, and AddressBook Viewer) will be unavailable. The SNMP communication of the printer driver also will be unavailable, so that the obtaining the configurations, confirming the department code, and obtaining the available boxes in e-Filing will be disabled.
- When you set the “Read Write Community” option blank, the SNMP communication between the SNMP Browser of Client PC and this equipment will be disabled.

4) **Enable Authentication Trap**

Select whether sending a SNMP Traps when this equipment is accessed using SNMP from a different read community.

5) **Enable Alerts Trap**

Select whether sending a SNMP Traps when an alert condition occurs.

6) **IP Trap Address 1-10**

Enter the IP address where the SNMP Traps will be sent. You can specify up to 10 addresses.

7) **IP Trap Community**

Enter the trap community name for the IP Traps.

8) **IPX Trap Address**

Enter the IPX address where the SNMP Traps will be sent.

---

**Setting up the Security Service**

In Security Service, you can install the certificate for the authentication with the RADIUS server in the Wireless LAN network, create or install a server certificate to enable SSL for the HTTP Network Service, FTP Server, and IPP Print Service, and install CA certificates to be used for SSL of LDAP, SMTP Client, and POP3 Network Service.

- P.144 “Installing Certificate for Wireless LAN”
- P.145 “Installing Server Certificate”
- P.152 “Installing CA Certificate”
--- Installing Certificate for Wireless LAN

When you want to set the 802.1x authentication with the RADIUS server for the optional Wireless LAN Module (GN-1041), you must install user certificate and CA certificate as required.

**Notes**

- This equipment supports CA certificate and User certificate that are the following encoding format.
  - CA Certificate: DER, BASE64, PKCS#7
  - User Certificate: PKCS#12
- This equipment supports md5RSA and sha1RSA certificate. Please make sure to use the certificate in these algorithms.

**Tip**

For further information about the Wireless LAN, please see *Operator’s Manual for Wireless LAN Module* which is included in the CD-ROM for the GN-1041 Wireless LAN Module.

---

**Installing certificate for Wireless LAN**

1. Click [Security Service].

   ![Security Service](image)

   - The Security Service page is displayed.

   - [Certificate for Wireless LAN]
   - [Server certificate]
   - [CA certificate]

---

**Setting up from TopAccess**
2 Click [Browse] to select CA certificate and user certificate file as required. Then click [Upload].

- It start installing the certificates.

**Note**

Please wait until the installation is completed and the Security Service page is displayed.

3 Click [Previous] to close the Security Service page.

---

**Installing Server Certificate**

To enable SSL for the HTTP Network Service, FTP Server, and IPP Print Service, you must install a server certificate. To install a server certificate, you create a self-signed certificate, or install a server certificate in your computer.

- P.146 “Creating a self-signed certificate”
- P.148 “Deleting a self-signed certificate”
- P.149 “Installing an imported server certificate”
- P.151 “Deleting an imported server certificate”
Creating a self-signed certificate

1 Click [Security Service].

[Image]

- The Security Service page is displayed.

2 Select “self-signed certificate” below “Server certificate” and click [Create].

[Image]

- The Create self-signed certificate page is displayed.
3 Enter the following items and click [Save].

Country/Region Code — Enter the country or region code using two alphabet characters.
State or Province Name — Enter the State or Province Name.
Locality Name — Enter the city or locality name.
Organization Name — Enter the company name or organization name.
Organizational Unit Name — Enter the department name or organization unit name.
Common Name — Enter your name or common name.
Email Address — Enter your Email address.

4 Click [OK].

- The self-signed certificate is created.

5 Click [Previous] to close the Security Service page.

6 Then you can enable SSL for the following network settings.
- P.135 “Setting up the HTTP Network Service”
- P.141 “Setting up the FTP Server”
- P.186 “Setting up the IPP Print”
Deleting a self-signed certificate

1 Click [Security Service].

- The Security Service page is displayed.

2 Click [DELETE] in the “self-signed certificate” option.

- The confirmation dialog box appears.

Note
If the self-signed certificate has not been created, you cannot delete the self-signed certificate.

3 Click [OK].

- The self-signed certificate is deleted.
4 Click [Previous] to close the Security Service page.

Installing an imported server certificate

1 Click [Security Service].

- The Security Service page is displayed.
2 Click [Browse] to select server certificate file and then click [Upload].

3 Click [OK].

4 Select “Import” and click [Previous] to close the Security Service page.

---

**Tip**

This message appears to inform you to input the password for the server certificate from the touch panel of the equipment before saving the network settings.
5 Before enabling SSL, you must input the password for the imported server certificate from the touch panel of the equipment.
For instructions on how to input the password, please refer to the following section in User Functions Guide.
Chapter 4 “SETTING ITEMS (ADMIN)”
  - “SETTING NETWORK FUNCTIONS”
  - “Setting the User Certificate”

6 Then you can enable SSL for the following network settings.
   - P.135 “Setting up the HTTP Network Service”
   - P.141 “Setting up the FTP Server”
   - P.186 “Setting up the IPP Print”

Deleting an imported server certificate

1 Click [Security Service].

- The Security Service page is displayed.
2 Click [DELETE] in the “Import” option.

- The confirmation dialog box appears.

**Note**

If the server certificate has not been imported, you cannot delete the server certificate.

3 Click [OK].

- The self-signed certificate is deleted.

4 Click [Previous] to close the Security Service page.

— Installing CA Certificate

When you want to enable SSL and verify with a CA certificate for the LDAP Session, SMTP Client, and POP3 Network Service, you must install the CA certificate.

You can install up to 10 CA certificates in this equipment.

- P.153 “Installing a CA certificate”
- P.154 “Deleting a CA certificate”
Installing a CA certificate

1. Click [Security Service].

   ![Security Service page]

   - The Security Service page is displayed.

2. Select the encryption of the CA certificate and click [Browse] to select a CA certificate file. Then click [Upload].

   ![CA certificate selection]

   - The CA certificate is installed.
3 Click [Previous] to close the Security Service page.

4 Then you can enable SSL by selecting “Verify with imported cert” for the following network settings.
   - P.127 “Setting up the LDAP Session”
   - P.135 “Setting up the SMTP Client”
   - P.139 “Setting up the POP3 Network Service”

Deleting a CA certificate

1 Click [Security Service].

- The Security Service page is displayed.
2 Select the CA certificate file that you want to delete in the “Certificate File” list, and click [DELETE].

   — The confirmation dialog box appears.

3 Click [OK].

   — The self-signed certificate is deleted.

4 Click [Previous] to close the Security Service page.
## Setting up the Web Service Setting

In Web Service Print and Web Service Scan, you can set the Web service Setting. The Web Service Print operations and Web Service Scan operations are performed on client computers with Windows Vista through a network.

### Web Services Setting

Selecting 'Save' in the Main Window is required to Save the new settings.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Friendly Name</td>
<td>TOSHIBA e-STUDIO</td>
</tr>
<tr>
<td>2</td>
<td>Web Service Print</td>
<td>Enable</td>
</tr>
<tr>
<td>3</td>
<td>Printer Name</td>
<td>TOSHIBA e-STUDIO</td>
</tr>
<tr>
<td>4</td>
<td>Printer Information</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Web Service Scan</td>
<td>Enable</td>
</tr>
<tr>
<td>6</td>
<td>Scanner Name</td>
<td>TOSHIBA e-STUDIO</td>
</tr>
<tr>
<td>7</td>
<td>Scanner Information</td>
<td></td>
</tr>
</tbody>
</table>

1. **Friendly Name**
   - Assign the friendly name for this equipment.

2. **Web Service Print**
   - Select whether the Web Service Print is enabled or disabled.

3. **Printer Name**
   - Assign the printer name for this equipment.

4. **Printer Information**
   - Assign the printer information for this equipment.

5. **Web Service Scan**
   - Select whether the Web Service Scan is enabled or disabled.

6. **Scanner Name**
   - Assign the scanner name for this equipment.

7. **Scanner Information**
   - Assign the scanner information for this equipment.
Setting up Copier Settings

In the Copier submenu page in the Setup menu, an administrator can configure the copier settings that initially apply to copy operations.

**Note**

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

Setting the copier settings

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”
2. **Click the Setup menu and Copier submenu.**
   - The Copier submenu page is displayed.
3. **In the Copier submenu page, set the copier settings as required.**
   - To set the Copier Settings, see the following:
     - P.158 “Setting up the Copier Settings”
4. **Click [Save].**
   - The confirmation dialog box appears.

**Tip**

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

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

Setting up the Copier Settings
In Copier Settings, you can set the default copier settings that apply for copy operation from the Touch Panel Display.

<table>
<thead>
<tr>
<th>Copier Setting</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 — Original Mode</td>
<td>Text/Photo</td>
</tr>
<tr>
<td>2 — Exposure</td>
<td>Auto</td>
</tr>
<tr>
<td>3 — Duplex Feed</td>
<td>Plain</td>
</tr>
<tr>
<td>4 — BOOK &gt; 2</td>
<td>Open from left</td>
</tr>
<tr>
<td>5 — Magazine Sort</td>
<td>Open from left</td>
</tr>
<tr>
<td>6 — 2in1/4in1</td>
<td>Letter/Letter</td>
</tr>
<tr>
<td>7 — Bypass Tray</td>
<td>OFF</td>
</tr>
<tr>
<td>8 — Auto 2-sided Mode</td>
<td>Non-Sort</td>
</tr>
<tr>
<td>9 — Sort Mode Priority</td>
<td></td>
</tr>
</tbody>
</table>

1) Original Mode
Select the default original mode for black/white originals.

2) Exposure
Select the type of image density for black and white copy.
- Auto — Select this to set the Auto mode as the default exposure for black and white copy. The Auto mode automatically detects the density of the original to make copies at the optimum exposure.
- Manual — Select this to set the Manual mode as the default exposure for black and white copy. The manual mode manually specifies the density of the original.

3) Bypass Tray
Select the default paper type for the Bypass Tray.

4) BOOK > 2
Select the default page arrangement of the book-type originals for Book to 2-sided copy.
- Open from left — Select this to copy the booklet originals that are read from a left page.
- Open from right — Select this to copy the booklet originals that are read from a right page.

5) Magazine Sort
Select the default page arrangement for magazine sort copy.
- Open from left — Select this to set to create a booklet that can be read from a left page.
- Open from right — Select this to set to create a booklet that can be read from a right page.

6) 2in1/4in1
Select the default page arrangement for 2in1/4in1 copy.
- **Write Laterally** — Select this to copy each two pages or four pages from right to left or top to bottom. When the portrait originals are copied using 2in1 or 4in1, this equipment copies them from right to left. When the landscape originals are copied using 2in1 or 4in1, this equipment copies them from to bottom.

- **Write Vertically** — Select this to copy each two pages or four pages from left to right or top to bottom. When the portrait originals are copied using 2in1 or 4in1, this equipment copies them from left to right. When the landscape originals are copied using 2in1 or 4in1, this equipment copies them from to bottom.

7) **Maximum Copies**
Select the maximum numbers of pages that users can specify for copying. You can select either “999”, “99”, or “9” for the Maximum Copies.

8) **Auto 2-sided Mode**
Select how the 2-sided mode initially applies to copy settings when originals are set in the Automatic Document Feeder.

- **OFF** — Select this to initially apply [1->1 SIMPLEX] when originals are set in the Automatic Document Feeder.

- **One-sided/Double-sided** — Select this to initially apply [1->2 DUPLEX] when originals are set in the Automatic Document Feeder.

- **Double-sided/Double-sided** — Select this to initially apply [2->2 DUPLEX] when originals are set in the Automatic Document Feeder.

- **User Selection** — Select this to initially display the screen to select the 2-sided mode when originals are set in the Automatic Document Feeder.

9) **Sorter Mode Priority**
Select the default sort mode for copying.
Setting up Fax Settings

In the Fax submenu page in the Setup menu, an administrator can configure the fax device settings and the settings initially apply to fax operations.

Notes

- Some settings may not apply to the Touch Panel Display as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.
- The Fax submenu page in the Setup menu is available only when the optional Fax unit is installed.

Setting the fax settings

1. **Access TopAccess in the administrator mode.**
   
   P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Setup menu and Fax submenu.**

   ![TopAccess Setup Menu](image)

   - The Fax submenu page is displayed.

3. **In the Fax submenu page, set the fax settings as required.**

   ![Fax Setting Page](image)

   - To set the Fax Settings, see the following:
     
     P.162 “Setting up the Fax Settings”
4 **Click [Save].**
   - The confirmation dialog box appears.

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

5 **Click [OK] to apply the changes.**

   ![Microsoft Internet Explorer](image)

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

In Fax Settings, you can set the default fax settings that apply to fax operation from the Touch Panel Display.

<table>
<thead>
<tr>
<th>Fax Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Terminal ID</td>
</tr>
<tr>
<td>2</td>
<td>Fax Number</td>
</tr>
<tr>
<td>3</td>
<td>Line 2 Number</td>
</tr>
<tr>
<td>4</td>
<td>Monitor Volume</td>
</tr>
<tr>
<td>5</td>
<td>Completion Tone Volume</td>
</tr>
<tr>
<td>6</td>
<td>Reception Mode</td>
</tr>
<tr>
<td>7</td>
<td>Dial Type</td>
</tr>
<tr>
<td>8</td>
<td>Dial Type (Line 2)</td>
</tr>
<tr>
<td>9</td>
<td>Line 2 Mode</td>
</tr>
<tr>
<td>10</td>
<td>Resolution</td>
</tr>
<tr>
<td>11</td>
<td>Original Mode</td>
</tr>
<tr>
<td>12</td>
<td>Exposure</td>
</tr>
<tr>
<td>13</td>
<td>TTI</td>
</tr>
<tr>
<td>14</td>
<td>NTI</td>
</tr>
<tr>
<td>15</td>
<td>ECH</td>
</tr>
<tr>
<td>16</td>
<td>Discard</td>
</tr>
<tr>
<td>17</td>
<td>Reduction</td>
</tr>
<tr>
<td>18</td>
<td>Duplex Print</td>
</tr>
<tr>
<td>19</td>
<td>Rotate Sort</td>
</tr>
<tr>
<td>20</td>
<td>Recovery Transmit</td>
</tr>
<tr>
<td>21</td>
<td>Journal Auto Print</td>
</tr>
<tr>
<td>22</td>
<td>Memory Transmission Report</td>
</tr>
<tr>
<td>23</td>
<td>Multi Transmission Report</td>
</tr>
<tr>
<td>24</td>
<td>Polling Report</td>
</tr>
<tr>
<td>25</td>
<td>Relay Originator</td>
</tr>
</tbody>
</table>

1) **Terminal ID**
   Enter the terminal ID name (company name) to identify this equipment. The name will be printed at the leading edge of all documents transmitted.

2) **Fax Number**
   Enter the fax number of this equipment. This fax number will be printed at the leading edge of all documents transmitted from Line 1.

3) **Line 2 Number**
   Enter the fax number for Line 2 of this equipment — if installed. This fax number will be printed at the leading edge of all documents transmitted from Line 2.

4) **Monitor Volume**
   Select the volume of the line monitor during transmission.

5) **Completion Volume**
   Select the volume of the line monitor when completing the print for received fax.

6) **Reception Mode**
   Select how this equipment activates when a fax is received.
- **Auto** — Select this to automatically receive incoming originals when the bell rings. Select this when the line is being used exclusively by the fax transmission.
- **Manual** — Select this to manually receive incoming originals after pressing the Start button on the Control Panel.

7) **Dial Type**
Select the dial type for the Line 1.
- **DP** — Select this to use the Dial Pulse type for the Line 1.
- **MF** — Select this to use the Multi-frequency type for the Line 1.

8) **Dial Type (Line 2)**
Select the dial type for the Line 2, if installed.
- **DP** — Select this to use the Dial Pulse type for the Line 2.
- **MF** — Select this to use Multi-frequency type for the Line 2.

9) **Line-2 Mode**
Select how the Line 2 is used, if installed.
- **Tx/Rx** — Select this to use Line 2 for sending and receiving a fax.
- **Rx Only (24 Hour)** — Select this to use Line 2 only for receiving a fax.
- **Rx Only (Timer)** — Select this to use Line 2 only for receiving a fax during specified time. When this is selected, enter the start time and end time that Line 2 is used for only receiving a fax.

10) **Resolution**
Select the default resolution for sending faxes.
- **Standard** — Select this to set the Standard mode as the default resolution appropriate for the originals in which the text is regular size.
- **Fine** — Select this to set the Fine mode as the default resolution appropriate for the originals in which the text is small or a detailed drawing is contained.
- **Ultra Fine** — Select this to set the Ultra-Fine mode as the default resolution appropriate for the originals in which the text is particularly small or a precision drawing is contained.

11) **Original Mode**
Select the default image quality mode for sending faxes.
- **Text** — Select this to set the Text mode as the default image quality mode appropriate for sending text originals.
- **Text/Photo** — Select this to set the Text/Photo mode as the default image quality mode appropriate for sending originals containing both text and photos.
- **Photo** — Select this to set the Photo mode as the default image quality mode appropriate for sending photo originals.

12) **Exposure**
Select the default exposure for sending faxes.
Select “Auto” to automatically apply the ideal contrast according to the original or select the contrast manually in 11 stages.

13) **TTI**
Select whether printing a transmission header (TTI) to identify the sender of received faxes.

14) **RTI**
Select whether printing a reception header (RTI) on received faxes to clearly identify the time, date, and page count of received faxes.

15) **ECM**
Select whether enabling or disabling the ECM (Error Correction Mode) to automatically re-send any portion of the document affected by phone line noise or distortion.

16) **Discard**
Select whether discarding the lower portion of the received fax image if it is larger than the recording paper.
17) Reduction
Select whether reducing the received fax image if it is larger than the effective printing area of the recording paper.

18) Duplex Print
Select whether printing the received fax images on both sides of the recording paper.

19) Rotate Sort
Select whether rotating the output direction in the tray for each reception.

20) Recovery Transmit
Select whether re-transmitting a fax after failing the initially specified number of redial attempts. When this is enabled, select the stored time length from 1 to 24 hours.

21) Journal Auto Print
Select whether automatically printing a transmission and reception journal after every transmission is completed.

22) Memory Transmission Report
Select how to print a result report after a memory transmission.
- OFF — Select this to not print a memory transmission report.
- Always — Select this to print a memory transmission report with all page images for each memory transmission is completed.
- ON ERROR — Select this to print a memory transmission report with all page images only when the memory transmission is not successfully completed.
- Always (Print 1st Page Image) — Select this to print a memory transmission report with the 1st page image for each memory transmission is completed.
- ON ERROR (Print 1st Page Image) — Select this to print a memory transmission report with the 1st page image only when the memory transmission is not successful.

23) Multi Transmission Report
Select how to print a result report after a multi-address transmission.
- OFF — Select this to not print a multi-address transmission report.
- Always — Select this to print a multi-address transmission report with all page images for each multi-address transmission is completed.
- ON ERROR — Select this to print a multi-address transmission report with all page images only when the multi-address transmission is not successfully completed.
- Always (Print 1st Page Image) — Select this to print a multi-address transmission report with the 1st page image for each multi-address transmission is completed.
- ON ERROR (Print 1st Page Image) — Select this to print a multi-address transmission report with the 1st page image only when the multi-address transmission is not successful.

24) Polling Report
Select how to print a result report after a multi-polling reception.
- OFF — Select this to not print a multi-polling report.
- Always — Select this to print a multi-polling report for each multi-polling reception.
- ON ERROR — Select this to print a multi-polling report only when the multi-polling reception is not successful.

25) Relay Originator
Select how to print a result report after a relay transmission.
- OFF — Select this to not print a relay station report.
- Always — Select this to print a relay station report with all page images for each relay transmission is completed.
- ON ERROR — Select this to print a relay station report with all page images only when the relay transmission is not successful.
- Always (Print 1st Page Image) — Select this to print a relay station report with the 1st page image for each relay transmission is completed.
- ON ERROR (Print 1st Page Image) — Select this to print a relay station report with the 1st page image only when the relay transmission is not successful.
Setting up Save as file Settings

In the Save as file submenu page in the Setup menu, an administrator can configure the Save as file settings that apply to the Save as file operations. An administrator also configures the Save as file settings that apply to the Save as file operation using the N/W-Fax driver.

The settings in the Save as file submenu page are only applied when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

Note

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

Setting the Save as file settings

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Setup menu and Save as file submenu.**

- The Save as file submenu page is displayed.
3 In the Save as file submenu page, set the Save as file settings as required.

- In the Save as file submenu page, you can set the following:
  - P.167 “Setting up the Local Storage Path”
  - P.167 “Setting up the Storage Maintenance”
  - P.167 “Setting up the Destination”
  - P.168 “Setting up the Remote 1 and Remote 2”
  - P.169 “Setting up the N/W-Fax Destination”
  - P.170 “Setting up the N/W-Fax Folder”

4 Click [Save].
   - The confirmation dialog box appears.

   **Tip**

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

5 Click [OK] to apply the changes.

   **Note**

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

You can see the folder path where files are stored by the Save as file to local folder.

1) Storage Path
   This displays the local storage path where files are stored when files are saved to the local folder by the Save as file functions.

2) Send scanned documents to a sub folder in the storage path
   Select this to save the files in the sub folder that is named as "Group Number-Group Name-Template Name".

3) Send scanned documents directly to the storage path
   Select this to save the files directly in the storage path.

Setting up the Storage Maintenance

In Storage Maintenance, you can select how to delete files stored in the local folder.

Note

The folder that was created when storing the files in the local folder will be deleted automatically when all files in the folder are deleted.

1) Do not delete documents automatically
   Select this to delete files stored in the local folder manually.

2) Delete documents after [ ] day(s)
   Select this to automatically delete files stored in the local folder after a specified number of days. When this is selected, enter the number of days that the files are to remain.

Setting up the Destination

You can specify that a network folder can be used for Save as file.

1) Do not allow any network folder to be used as a destination
   When this is selected, users can only save a file in the local folder.
2) **Use Network Folder Destination**

When this is selected, set the Remote 1 and Remote 2 settings to specify how users can select the network folders for Save as file destination.

**Note**

When you select “Use Network Folder Destination”, make sure both “Remote 1” and “Remote 2” are set properly. For example, even if you want to specify only the Remote 1, you must select “Allow user to select network folder to be used as a destination” for the Remote 2. When you select “Use Network Folder Destination”, “Allow the following network folder to be used as a destination” is initially selected for both Remote 1 and Remote 2 and other fields are left blank. If you do not change the settings, the error message to ask you to enter the required items to complete the setup will be displayed.

3) **Default file path**

Select the destination that will be set as the default destination when performing Save as file from the Touch Panel Display.

---

### Setting up the Remote 1 and Remote 2

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

<table>
<thead>
<tr>
<th>Remote 1</th>
<th>Protocol</th>
<th>Server Name</th>
<th>Port Number/Command</th>
<th>Network Path</th>
<th>Login User Name</th>
<th>Password</th>
<th>[Yes]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[Yes] Allow the following network folder to be used as a destination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>[Yes] Protocol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>[Yes] Port Number/Command</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[Yes] Network Path</td>
<td>[Yes]</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[Yes] Login User Name</td>
<td>[Yes]</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[Yes] Password</td>
<td>[Yes]</td>
<td></td>
</tr>
</tbody>
</table>

1) **Allow the following network folder to be used as a destination**

Select this to restrict users to select only the network folder that you specified. Otherwise, select “Allow user to select network folder to be used as a destination”.

2) **Protocol**

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

- **SMB** — Select this to send a file to the network folder using the SMB protocol.
- **FTP** — Select this to send a file to the FTP server.
- **NetWare IPX/SPX** — Select this to send a file to the NetWare file server using the IPX/SPX protocol.
- **NetWare TCP/IP** — Select this to send a file to the NetWare file server using the TCP/IP protocol.
3) **Server Name**
When you select “FTP” as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field. You can specify the directory at the “Network Path” field.
When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).
When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

4) **Port Number (Command)**
Enter the port number to be used for controls, if you select “FTP” as the protocol. Generally “-” is entered for the control port. When “-” is entered, the port number, that is set at “FTP Client” in the Network menu page of the Setup tab, will be used. Change this option if you want to use another port number.

5) **Network Path**
Enter the network path to store a file.
When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “user/scanned” folder in the computer named “Client01”, enter “\Client01\users\scanned”.
When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”.
When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.

6) **Login User Name**
Enter the login user name to access a SMB server or an FTP server or NetWare file server, if required. When you select “FTP” as the protocol, an anonymous login is assumed if you leave this field blank.

7) **Password**
Enter the password to access a SMB server or an FTP server or NetWare file server, if required. The space can be entered.

8) **Re-type Password**
Enter the same password again for confirmation.

9) **Allow user to select network folder to be used as a destination**
Select this to allow users to specify a network folder as a destination. Otherwise, select “Allow the following network folder to be used as a destination”.

### Setting up the N/W-Fax Destination
You can configure a network folder to store documents that are sent using the N/W-Fax driver with the Save as file option enabled.

<table>
<thead>
<tr>
<th><strong>N/W Fax Destination</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

1) **Do not allow any network folder to be used as a destination**
Select this to not allow any network folders to be used as Save as file destinations for N/W-Faxes documents. When selected, users can only save an N/W-Fax document with the Save as file option enabled to local storage.
2) Use Network Folder Destination
   Select this to allow network folders to be used as Save as file destinations for N/W-Fax documents. When selected, set the N/W-Fax Folder settings to specify which network folder to use.

Setting up the N/W-Fax Folder
In the N/W-Fax Folder, you can specify in which network folder N/W-Fax documents are saved.

1) Protocol
   Select the protocol for uploading an N/W-Fax document to a network folder.
   - SMB — Select this to send an N/W-Fax document to the network folder using the SMB protocol.
   - FTP — Select this to send a file to the FTP server.
   - NetWare IPX/SPX — Select this to send a file to the NetWare file server using the IPX/SPX protocol.
   - NetWare TCP/IP — Select this to send a file to the NetWare file server using the TCP/IP protocol.

2) Server Name
   When you select “FTP” as the protocol, enter the FTP server name or IP address where an N/W-Fax document will be sent. For example, to send an N/W-Fax document to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field. You can specify the directory at the “Network Path” field.
   When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).
   When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

3) Port Number (Command)
   Enter the port number to be used for controls, if you select “FTP” as the protocol. Generally “-” is entered for the control port. When “-” is entered, the port number, that is set at “FTP Client” in the Network menu page of the Setup tab, will be used. Change this option if you want to use another port number.

4) Network Path
   Enter the network path to store an N/W-Fax document.
   When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “\Client01\users\nw-fax” folder in the computer named “Client01”, enter “\Client01\users\nw-fax”.
   When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/nw-fax” FTP folder in the FTP server, enter “user/nw-fax”.
   When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.

---

Setting up from TopAccess
5) **Login User Name**
   Enter the login user name to access a SMB server, FTP server, or NetWare file server, if required. When you select “FTP” as the protocol, anonymous login is assumed if you leave this field blank.

6) **Password**
   Enter the password to access a SMB server, FTP server, or NetWare file server, if required. The space can be entered.

7) **Retype Password**
   Enter the same password again for a confirmation.
Setting up Email Settings

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

Note

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

Setting the Email settings

1. Access TopAccess in the administrator mode.
   P.112 “Accessing TopAccess Administrator Mode”

2. Click the Setup menu and Email submenu.

   - The Email submenu page is displayed.

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

   - To set the Email settings, see the following:
     P.173 “Setting up the Email Settings”

4. Click [Save].
   - The confirmation dialog box appears.

Tip

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

![Microsoft Internet Explorer](image)

**Note**

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

### Setting up the Email Settings

You can specify the file format, fragment message size, and default body strings that apply to the Scan to Email documents.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From Address</td>
</tr>
<tr>
<td>2</td>
<td>From Name</td>
</tr>
<tr>
<td>3</td>
<td>File Format</td>
</tr>
<tr>
<td>4</td>
<td>Number of Retries</td>
</tr>
<tr>
<td>5</td>
<td>Retries Interval</td>
</tr>
<tr>
<td>6</td>
<td>Fragment Message Size</td>
</tr>
<tr>
<td>7</td>
<td>Default Body Strings</td>
</tr>
</tbody>
</table>

1) **From Address**

Enter the email address of this equipment.

**Note**

You must enter the email address in the “From Address” field to enable the Scan to Email unless the From Address is being determined automatically by the User Management Setting. For more information about User Management Setting, refer to the **User Management Guide**.

2) **From Name**

Enter the name of this equipment.

3) **File Format**

Select the file format of files to be sent when scanning.

- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.
- **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file.
- **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files.
If you saved the data in an XPS format, it may not be opened depending on the specification of your computer.

4) **Number of Retry**
   Enter the number of times to retry sending scanned images when it fails.

5) **Retry interval**
   Enter the interval to retry sending scanned images when it fails.

Note
When the “Number of Retry” and “Retry interval” options are changed, the “Number of Retry” and “Retry interval” options in the Internet Fax settings are also changed.

6) **Fragment Message Size**
   Select the size for the message fragmentation.

7) **Default Body Strings**
   Enter the body text that will be automatically entered in the Body field when users operate Scan to Email from the Touch Panel Display. This sets only the default body text, so that it can be changed on each operation by users.
Setting up Internet Fax Settings

In the Internet Fax submenu page in the Setup menu, an administrator can configure the Internet Fax settings needed for Internet Fax transmissions.

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

Setting the Internet Fax settings

1. Access TopAccess in the administrator mode.
   P.112 “Accessing TopAccess Administrator Mode”

2. Click the Setup menu and Internet Fax submenu.

   The Internet Fax submenu page is displayed.

3. In the Internet Fax submenu page, set the Internet Fax settings as required.

   To set the Internet Fax Settings, see the following:
   P.176 “Setting up the Internet Fax Settings”
4 Click [Save].
  - The confirmation dialog box appears.

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

5 Click [OK] to apply the changes.

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

Setting up the Internet Fax Settings
You can specify the fragment page size and default body strings that apply to the Internet Faxes.

<table>
<thead>
<tr>
<th>Internet Fax Setting</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Address</td>
<td><a href="mailto:mflp-0493028@nfpx.com">mflp-0493028@nfpx.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Name</td>
<td>MFP-0493028</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Retry</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retry Interval</td>
<td>1 Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fragmental Page Size</td>
<td>No Fragmentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Body Strings</td>
<td>Enable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1) From Address
Enter the email address of this equipment.

Note
You must enter the email address in the “From Address” field to enable the Internet Fax
unless the From Address is being determined automatically by the User Management Set-
ting. For more information about User Management Setting, refer to the User Management
Guide.

2) From Name
Enter the name of this equipment.
3) **Number of Retry**  
Enter the number of times to retry sending the Internet Faxes when it fails.

4) **Retry interval**  
Enter the interval to retry sending the Internet Faxes when it fails.

### Note

When the “Number of Retry” and “Retry interval” options are changed, the “Number of Retry” and “Retry interval” options in the Email settings are also changed.  
P.173 “Setting up the Email Settings”

5) **Fragment Page Size**  
Select the size for the message fragmentation.

6) **Default Body Strings**  
Enter the body text that will be automatically entered in the Body field when users operate Scan to Internet Fax from the Touch Panel Display. This sets only the default body text, so that it can be changed on each operation by users.

7) **Body Strings Transmission**  
Select whether the body strings will be send or not.
Setting up Printer Settings

In the Printer submenu page in the Setup menu, an administrator can configure how the printer works and the printer options needed for the raw print jobs.

The Printer submenu page in the Setup menu is available only when the Printer Kit or the Printer/Scanner Kit is installed.

Setting the Printer settings

1. **Access TopAccess in the administrator mode.**
   
   [P.112 “Accessing TopAccess Administrator Mode”]

2. **Click the Setup menu and Printer submenu.**

   ![TopAccess Menu](image)

   - The Printer submenu page is displayed.

3. **In the Printer submenu page, set the Printer settings as required.**

   ![TopAccess Printer Settings](image)

   - To set the Printer Settings, see the following:
     - [P.179 “Setting up the General Setting”]
     - [P.179 “Setting up the Default Raw Job Setting”]
     - [P.181 “Setting up the Raw Job Setting”]

4. **Click [Save].**

   - The confirmation dialog box appears.

   **Tip**

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

![Image]

**Note**

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

### Setting up the General Setting

In General Setting, you can specify the printer related options.

<table>
<thead>
<tr>
<th>General Setting</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of time to save Private, Proof and Invalid Jobs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LT&lt;--&gt;A4 / LD&lt;--&gt;A3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Startup Page</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1) **Number of days to save Private, Proof and Invalid Jobs**

   Select the number of days that this equipment retains the jobs in the Private, Proof, and Invalid queues. Select "Indefinite" to save all jobs in the queues until users delete the jobs manually, or select the period until they are deleted.

2) **LT<-->A4/LD<-->A3**

   Select whether printing a document intended for that one paper size can be printed on paper of a different size. For example, you can print a document set up for Letter size on A4 paper. When disabled, this equipment will prompt users for the correct paper size.

3) **Print Startup Page**

   Select whether printing the startup page every time this equipment is powered on. The startup page is the NIC Configuration page. You can also print the startup page from the Touch Panel Display manually.

### Setting up the Default Raw Job Setting

In Default Raw Job Setting, you can specify the default raw job setting, which applies a raw job that no queue name is specified or specified queue name does not exist.
You can also add LPR queue names and specify the raw job setting for each queue.

P.181 “Setting up the Raw Job Setting”

### Default Raw Job Setting

<table>
<thead>
<tr>
<th></th>
<th>Raw Jobs - Duplex Printing</th>
<th>Enable/Disable</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Raw Jobs - Default Paper Size</td>
<td>A4</td>
</tr>
<tr>
<td>3</td>
<td>Raw Jobs - Default Paper Type</td>
<td>Plain</td>
</tr>
<tr>
<td>4</td>
<td>Raw Jobs - Default Orientation</td>
<td>Portrait</td>
</tr>
<tr>
<td>5</td>
<td>Raw Jobs - Default Stapling</td>
<td>OFF</td>
</tr>
<tr>
<td>6</td>
<td>Raw Jobs - Default Output Tray</td>
<td>Tray 1</td>
</tr>
<tr>
<td>7</td>
<td>PCL Form Line</td>
<td>12.0</td>
</tr>
<tr>
<td>8</td>
<td>PCL Font Pitch</td>
<td>10.0</td>
</tr>
<tr>
<td>9</td>
<td>PCL Font Point Size</td>
<td>12.0</td>
</tr>
<tr>
<td>10</td>
<td>PCL Font Number</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>PCL Line Termination</td>
<td>Auto</td>
</tr>
<tr>
<td>12</td>
<td>Symbol Set</td>
<td>Roman-8</td>
</tr>
<tr>
<td>13</td>
<td>Paper Source</td>
<td>Auto</td>
</tr>
<tr>
<td>14</td>
<td>Do not Print Blank Pages</td>
<td>OFF</td>
</tr>
</tbody>
</table>

1) **Raw jobs - Duplex Printing**
   Select whether a raw job will be printed on both sides of the paper.

   **Note**
   The “Raw jobs - Duplex Printing” option is available only when the Automatic Duplexer Unit is installed.

2) **Raw jobs - Default Paper Size**
   Select the default paper size that applies to a raw job.

3) **Raw jobs - Default Paper Type**
   Select the default paper type that applies to a raw job.

4) **Raw jobs - Default Orientation**
   Select the default orientation that applies to a raw job.

5) **Raw jobs - Default Stapling**
   Select whether a raw job will be stapled.

6) **Raw jobs - Default Output Tray**
   Select the default output tray that applies to a raw job. A banner page that is created by NetWare, UNIX, and Windows operating systems also will be outputted to the tray set here.

7) **PCL Form Line**
   Enter the number of lines printed per page.

8) **PCL Font Pitch**
   Enter the font pitch when the selected font number represents a fixed pitch scalable font. Pitch is measured by characters per inch, so a 10-pitch is ten characters per inch.

9) **PCL Font Point Size**
   Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.
10) PCL Font Number
Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Please see the Printing Guide for the font number of internal PCL fonts.

11) PCL Line Termination
Select the type of the line termination.

12) Symbol set
Select the symbol set that applies to a raw job.

13) Paper Source
Select the paper source that applies to a raw job.

14) Do not Print Blank Pages
Select whether blank pages are printed or not.

Setting up the Raw Job Setting
In Raw Job Setting, you can add up to 16 LPR queue names and specify the raw job setting for each queue. These queue names can be used when printing without a printer driver, such as printing from Unix workstation.

You can add, edit, or delete a LPR queue.

P.181 “Adding or Editing a LPR queue”
P.183 “Deleting a LPR queue”

Adding or Editing a LPR queue

1 To add a new LPR queue, click [Add] in Raw Job Setting. To edit an existing LPR queue, select a radio button of a queue that you want to edit and click [Edit].

• The Add New LPR Queue page is displayed.
2 Enter following items as required.

| Queue Name | Enter the queue name using up to 31 alphanumeric characters. The queue name is case sensitive so that “Queue1” and “queue1” will be added as different queues. |
| Raw jobs - Duplex Printing | Select whether a raw job will be printed on both sides of the paper. |
| Raw jobs - Default Paper Size | Select the default paper size that applies to a raw job. |
| Raw jobs - Default Paper Type | Select the default paper type that applies to a raw job. |
| Raw jobs - Default Orientation | Select the default orientation that applies to a raw job. |
| Raw jobs - Default Stapling | Select whether a raw job will be stapled. |
| Raw jobs - Default Output Tray | Select the default output tray that applies to a raw job. A banner page that is created by NetWare, UNIX, and Windows operating systems also will be outputted to the tray set here. |
| PCL Form Line | Enter the number of lines printed per page. |
| PCL Font Pitch | Enter the font pitch when the selected font number represents a fixed pitch scalable font. Pitch is measured by characters per inch, so a 10-pitch is ten characters per inch. |
| PCL Font Point Size | Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font. |
| PCL Font Number | Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Please see the Printing Guide for the font number of internal PCL fonts. |
| PCL Line Termination | Select the type of the line termination. |
| Symbol set | Select the symbol set that applies to a raw job. |
| Paper Source | Select the paper source that applies to a raw job. |
| Do not Print Blank Pages | Select whether blank pages are printed or not. |

3 Click [Save].
- The queue name is added in the list.
Deleting a LPR queue

1 Select a radio button of a queue that you want to delete and click [Delete].

- The confirmation dialog box appears.

2 Click [OK].

- The selected queue is deleted.
Setting up Print Service Settings

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

The Print Service submenu page in the Setup menu is available only when the Printer Kit or the Printer/Scanner Kit is installed.

Setting the Print Service settings

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Setup menu and Print Service submenu.**

   ![TopAccess Setup Menu](image.png)

   - The Scan to Print Service submenu page is displayed.

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

   ![Print Service Settings](image.png)

   - In the Print Service submenu page, you can set the following:
     - P.185 “Setting up the Raw TCP Print”
     - P.185 “Setting up the LPD Print”
     - P.186 “Setting up the IPP Print”
     - P.187 “Setting up the FTP Print”
     - P.188 “Setting up the NetWare Print”
     - P.188 “Setting up the Email Print”
4 Click [Save].
   - The confirmation dialog box appears.

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

5 Click [OK] to apply the changes.

   ![Confirmation dialog box](image)

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

### Setting up the Raw TCP Print

In Raw TCP Print, you can enable or disable the Raw TCP print service.

<table>
<thead>
<tr>
<th>Raw TCP Print</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 —— Enable Raw TCP</td>
<td>Enable</td>
</tr>
<tr>
<td>2 —— Port Number</td>
<td>9100</td>
</tr>
<tr>
<td>3 —— Enable Raw bi-directional</td>
<td>Disable</td>
</tr>
</tbody>
</table>

1) **Enable Raw TCP**
   Enable or disable Raw TCP print service.

2) **Port Number**
   If enabling the Raw TCP, enter the Raw TCP port number for the Raw TCP print. Generally “9100” is used.

3) **Enable Raw bi-directional**
   Enable or disable Raw bi-directional communication.

### Setting up the LPD Print

In LPD Print, you can set the LPD print options to enable the LPD/LPR print service.

<table>
<thead>
<tr>
<th>LPD Print</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 —— Enable LPD</td>
<td>Enable</td>
</tr>
<tr>
<td>2 —— Port Number</td>
<td>515</td>
</tr>
<tr>
<td>3 —— Banners</td>
<td>OFF</td>
</tr>
</tbody>
</table>

1) **Enable LPD**
   Enable or disable LPD print service.

2) **Port Number**
   If enabling the LPD, enter the LPD port number. Generally “515” is used.
3) Banners
Select whether printing a banner page for each print job using LPR printing.

Setting up the IPP Print
In IPP Print, you can set the IPP Print options to enable the IPP print service.

<table>
<thead>
<tr>
<th>IPP Print</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Enable IPP</td>
<td>Enable</td>
</tr>
<tr>
<td>2) Port80 Enable</td>
<td>Enable</td>
</tr>
<tr>
<td>3) Port Number</td>
<td>631</td>
</tr>
<tr>
<td>4) URL</td>
<td><a href="http://10.19.70.120:631/Print">http://10.19.70.120:631/Print</a></td>
</tr>
<tr>
<td>5) Enable SSL</td>
<td>Disable</td>
</tr>
<tr>
<td>6) SSL Port Number</td>
<td>443</td>
</tr>
<tr>
<td>7) SSL URL</td>
<td><a href="https://10.19.70.120:443/Print">https://10.19.70.120:443/Print</a></td>
</tr>
<tr>
<td>8) Administrator’s Name</td>
<td>admin</td>
</tr>
<tr>
<td>9) Administrator’s Password</td>
<td>******</td>
</tr>
<tr>
<td>10) Authentication</td>
<td>Disable</td>
</tr>
<tr>
<td>11) User Name</td>
<td>user</td>
</tr>
<tr>
<td>12) Password</td>
<td>******</td>
</tr>
</tbody>
</table>

1) Enable IPP
Enable or disable IPP print service.

2) Port80 Enable
Enable or disable the Port80 for IPP printing. Port631 is usually used for the IPP access so users must specify to the URL, i.e. “http://<IP address or DNS name>:631/Print”, for the IPP port. When this is enabled, this equipment allows IPP access through the Port80, which is the default port for the HTTP access so users do not have to specify the port number in the IPP port, i.e. “http://<IP address or DNS name>/Print”.

3) Port Number
If enabling the IPP, enter the IPP port number. Generally “631” is used.

4) URL
Display the URL for IPP printing. You cannot change the URL for IPP printing. This URL should be set as the print port when users set up the printer driver for IPP printing.

5) Enable SSL
Enable or disable the SSL for IPP printing.

**Notes**

- To enable SSL, you must create a self-signed certificate or import a server certificate in Security Service. If the self-signed certificate is not created or a server certificate is not imported, the SSL will not work correctly. P.143 “Setting up the Security Service”
- When the SSL is enabled, users can print to the IPP print port using the SSL. To print the IPP print port using the SSL, specify the following URL for the IPP print port. https://<IP Address>:<SSL Port Number>/Print
- Not all operating systems support SSL for all protocols.

6) SSL Port Number
Enter the port number for SSL. Generally “443” is used.
7) SSL URL
Display the SSL URL for IPP printing. You cannot change the SSL URL for IPP printing. This SSL URL should be set as the print port when users set up the printer driver for IPP printing if the SSL for IPP printing is enabled.

8) Administrator’s Name
Enter the user name of the administrator’s client computer. When logging in to the client computer using this administrator’s name, an administrator can delete all jobs in the IPP queue by selecting [Cancel All Documents] command in the [File] menu of printer queue dialog box on Windows.

9) Administrator’s Password
Enter the password of user to be allowed to perform the [Cancel All Documents] function.

10) Authentication
Enable or disable the authentication for creating the IPP queue on the client computers. When this is enabled, the dialog box to enter a user name and password will be displayed when a user creates the IPP print port.
- Disable — Select this to disable the authentication.
- Basic — Select this to enable the authentication.

Note
When IPP printing is used for printing from Macintosh computer, do not enable the authentication. The Mac OS do not support the authentication for IPP printing.

11) User Name
Enter the user name when the Authentication option is enabled. Users must enter this user name to create a IPP queue on the client computers.

12) Password
Enter the password when the Authentication option is enabled. Users must enter this password to create a IPP queue on the client computers. “password” has been set as the default.

Setting up the FTP Print
In FTP Print, you can set the FTP Print options to enable the FTP print service.

<table>
<thead>
<tr>
<th>FTP Print</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enable FTP Printing</td>
</tr>
<tr>
<td>2</td>
<td>Port Number</td>
</tr>
<tr>
<td>3</td>
<td>Print User Name</td>
</tr>
<tr>
<td>4</td>
<td>Print Password</td>
</tr>
</tbody>
</table>

1) Enable FTP Printing
Enable or disable FTP print service.

2) Port Number
Enter the FTP port number for FTP printing. Generally “21” is used.

3) Print User Name
Enter the user name who attempt FTP printing. If you leave this field blank, the default user name “Print” is used.

4) Print Password
Enter the password if you want to request the login password of users who attempt FTP printing.
Setting up the NetWare Print

In NetWare Print, you can set the NetWare print options to enable the Novell print service.

<table>
<thead>
<tr>
<th>NetWare Print</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 — Login Name</td>
<td>MFP_admin10020</td>
</tr>
<tr>
<td>2 — Password</td>
<td></td>
</tr>
<tr>
<td>3 — Print Queue Scan Rate</td>
<td>5</td>
</tr>
</tbody>
</table>

1) **Login Name**  
Enter the print server name that is created in the NetWare file server.

2) **Password**  
Enter the password that is set to the print server, if required.

3) **Print Queue Scan Rate**  
Enter how frequently to scan the print queues for print jobs. This should be entered in seconds. You can enter between 1 to 255.

Setting up the Email Print

In Email Print, you can set how the Email print jobs are printed.

<table>
<thead>
<tr>
<th>Email Print</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 — Enable Print Header</td>
<td>Disable</td>
</tr>
<tr>
<td>2 — Enable Print Message Body</td>
<td>Enable</td>
</tr>
<tr>
<td>3 — Maximum Email Body Print</td>
<td>5</td>
</tr>
<tr>
<td>4 — Enable Print Email Error</td>
<td>Enable</td>
</tr>
<tr>
<td>5 — Enable Email Error Forward</td>
<td>Disable</td>
</tr>
<tr>
<td>6 — Email Error Transfer Address</td>
<td></td>
</tr>
<tr>
<td>7 — Enable Partial Email</td>
<td>Enable</td>
</tr>
<tr>
<td>8 — Partial Delivery Time</td>
<td>24</td>
</tr>
<tr>
<td>9 — MDN Reply</td>
<td>Disable</td>
</tr>
</tbody>
</table>

1) **Enable Print Header**  
Select whether to print the Email header when receiving Email print jobs.

2) **Enable Print Message Body**  
Select whether to print the body message when receiving Email print jobs.

3) **Maximum Email Body Print**  
Enter the maximum number of pages to print the body strings of the received Email print job. You can enter between 1 to 99.

4) **Enable Print Email Error**  
Select whether to print the report when an error occurs for Email printing.

5) **Enable Email Error Forward**  
Select whether to send an error message to an administrative Email address when Email printing cannot be completed.

6) **Email Error Transfer Address**  
If enabling the Email Error Forward, enter an administrative Email address where the error message is sent.

7) **Enable Partial Email**  
Select whether to print Email jobs that are partially received.
8) **Partial Wait Time**
   Enter how long this equipment should wait before printing a partial Email job. This should be entered in hour.

9) **MDN Reply**
   Select whether sending the MDN message reply or not when the equipment receives an Email print job with a MDN request.
Displaying Version Information

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

Displaying the version information

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Setup menu and Version submenu.**
   - The Version submenu page is displayed.

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

This section details procedures for maintaining this equipment. It covers backing up and restoring files, deleting files stored on this equipment, and updating the software on TopAccess.

About the Maintenance Functions

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

Updating client software in TopAccess
An administrator can upload client software that allows users to download to their computers from TopAccess. This maintenance feature is used to upload new versions of software in TopAccess.

P.192 “Updating the Software”

Removing client software from TopAccess
An administrator can remove client software that restricts users from downloading software from TopAccess. This maintenance feature is used to disable specific software in TopAccess.

P.194 “Removing the Client Software”

Backing up data in the hard disk
An administrator can create backup files of address book, mailboxes, and templates in the hard disk. This maintenance feature is used to create the backup files before updating the system software or hard disk replacement, etc.

P.195 “Backing up Data”

Restoring data from the backup files
An administrator can restore the address book, mailboxes, and templates data from the backup files. This maintenance feature is used to restore the data after updating the system software or hard disk replacement, etc.

P.197 “Restoring Data from Backup File”

Deleting files stored in the hard disk
An administrator can delete scanned data, transmission data, and reception data in the hard disk. This maintenance feature must be operated periodically to maintain the hard disk space for future operation.

P.200 “Deleting the Data from Local Folder”

Registering directory service
An administrator can register the directory service properties of the LDAP (Lightweight Directory Access Protocol) server.

P.201 “Managing Directory Service”

Setting up notifications
An administrator can enable the notifications by Emails and specify the events causing the notifications.

P.204 “Setting up Notification”

Importing or exporting address book data
This equipment allows you to import and export address book data in CSV format.

P.209 “Importing and Exporting the Address Book”

Importing or exporting department code
An administrator can import and export department code data in CSV format.

P.213 “Importing and Exporting the Department Code”
Exporting logs and journals
An administrator can export logs and journals as CSV files. This feature is used to save the logs and journals as files before clearing them, if you want to maintain them.

P.216 “Exporting the Logs, Journals, and Counters”

Clearing logs and journals
An administrator can clear logs and journals in this equipment. This maintenance feature is recommended for periodic maintenance of the hard disk.

P.218 “Clearing the Logs and Journals”

Rebooting the equipment
An administrator can reboot the equipment.

P.219 “Rebooting the Equipment”

Updating the Software
You can upload client software to this equipment so end-users can download the software to their computers from TopAccess.

You can upload the following components:
- Installer (Setup files) for Client Utilities CD-ROM
- Macintosh PPD Files
- Unix Filters
- Printer Driver files for Point and Print

Note
Uploading new software overwrites the old version of software that had been uploaded.

Updating new versions of client software in TopAccess

1 Access TopAccess in the administrator mode.

P.112 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Upload Software submenu.

3 Select the language of the software that you are going to upload in the “Language” drop down box.
4 Select the software that you are going to upload in the “Upload Files” drop down box.

- **Driver Files** — Select this to upload the setup files for the Client Utilities CD-ROM.
- **Macintosh PPD Files** — Select this to upload the self-extracting files that contains the Macintosh PPD files for Mac OS 8.6/9.x and Mac OS X.
- **UNIX Filter** — Select this to upload the tar files that contains filters for each UNIX workstation.
- **Point And Print** — Select this to upload the printer driver files for the Point and Print installation.

5 Click [OK].

- The bottom section in the page will be changed for selected software.

6 In each field displayed, click [Browse] to locate the setup files to be uploaded.

7 Click [Upload].

- Specified files are uploaded in this equipment.
Removing the Client Software

You can remove client software in TopAccess so that it can no longer be installed from TopAccess.

**Note**

The printer drivers for Point and Print that had been uploaded cannot be deleted. However, you can upload new printer drivers to overwrite them.

Removing the software from TopAccess

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Maintenance menu and Remove Software submenu.**

   - The Remove Software submenu page is displayed.

3. **Check the box of the software which you are going to remove and click [Delete].**

   - The selected software is deleted from this equipment.
Back uping Data

An administrator can create backup files of the address book, mailboxes, and templates data in the hard disk. This maintenance feature is used to create backup files before updating the system software or hard disk replacement, etc. The backup files can be used to restore or upload to another e-STUDIO452 Series or e-STUDIO282 Series.

Tip

The address book, mailbox, and template data are stored in the hard disk. Please periodically back up data in the hard disk to secure the data from hard disk collapse.

Back uping data as files

Notes

- Before backing up the data, please confirm that there is no print job, no scan job, and no fax job. The backup files cannot be created if there are any jobs that have been processed. If backing up the data takes a long time, perform backing up the data after the equipment turns in a Sleep/Auto Shut Off mode.
- The password for the template will be displayed as texts in the backup file. Please keep the backup file carefully when backing up the template data.

1. Access TopAccess in the administrator mode.
   ✅ P.112 “Accessing TopAccess Administrator Mode”

2. Click the Maintenance menu and Backup submenu.

   - The Backup submenu page is displayed.

   Tip

   If you previously created a backup file, the backup file link and information are displayed in each area. You can click the link to save the previous backup file.
3. Click [Create New File] for the data that you want to backup, or click [Create New File] in the “Combined Backup” section to create a backup file of all data.

   - The backup file name and the file size will be displayed.

**Note**

Creating the backup file may takes a few minutes depending on the file size.

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

   - The Save As dialog box appears.
5 Select the file location and select “All Files” in the “Save as type” drop down box.

![Image of Save As dialog box]

Note

It is recommended to save the backup file as it is named. If you change the file name, the equipment cannot restore the data from the backup files. The file name of each backup data must be the following name:
- Address Book: BACKUP_ADDR<date>.tbf
- MailBoxes: BACKUP_MBOX<date>.tbf
- Template: BACKUP_TEMP<date>.tbf
- Combined Backup: BACKUP_ALL<date>.tbf

6 Click [Save].

- The backup file is saved in the selected location.

Restoring Data from Backup File

An administrator can restore the address book, mailboxes, and templates data using the backup files. This maintenance feature is used to restore data from backup files after updating the system software or hard disk replacement, etc., to recover the original environments. Also you can upload the data in different equipment using this Function.

Note

When restoring the data from the backup file, the same template number settings and mailbox settings are overwritten.

Restoring data from backup files

Note

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

1 Access TopAccess in the administrator mode.

[Refer to P.112 “Accessing TopAccess Administrator Mode”]
2 Click the Maintenance menu and Restore submenu.

- The Restore submenu page is displayed.

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

**Note**

You cannot restore several backup files at a time.

- The Choose File dialog box appears.
4 Select a backup file and click [Open].

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

**Note**

If the backup file name is not the name as shown below, the equipment cannot restore the data from the backup files.
- Address Book: BACKUP_ADDR<date>.tbf
- MailBoxes: BACKUP_MBOX<date>.tbf
- Template: BACKUP_TEMP<date>.tbf
- Combined Backup: BACKUP_ALL<date>.tbf

5 Click [Upload].

- The Restore screen displays the backup file information.
Check the box of data that you uploaded a backup file and click [Restore].

The restore process begins. This procedure may take several minutes.

Deleting the Data from Local Folder

An administrator can delete information such as, scanned data, transmission data, and reception data that are stored in the local folder using the Save as file function. It is recommended to delete the stored data periodically to maintain the hard disk.

Deleting data

1 Access TopAccess in the administrator mode.
   P.112 “Accessing TopAccess Administrator Mode”

2 Click the Maintenance menu and Delete Files submenu.

   The Delete Files submenu page is displayed.
Check the box of data that you want to delete and click [Delete Files].

Scan — The data in the “SCAN” folder within the “FILE_SHARE” folder of this equipment, that are stored by Scan to File operations, will be deleted.

Transmission — The data in the “TXFAX” folder within the “FILE_SHARE” folder of this equipment, that are stored by Fax to File operations, will be deleted.

Reception — The data in the “RXFAX” folder within the “FILE_SHARE” folder of this equipment, that are stored by Save as file mailbox and Save as file Fax Received Forward or Internet Fax Received Forward.

Managing Directory Service

You can use TopAccess to register the Directory Service properties of the LDAP (Lightweight Directory Access Protocol) server and add a new directory service that allows users to search for Email addresses in the LDAP server.

Setting up the directory service

1 Access TopAccess in the administrator mode.

2 Click the Maintenance menu and Directory Service submenu.

- The Directory Service submenu page is displayed.
3 Click [New] to add a new Directory Service, or click the Directory Service name link to edit the Directory Service properties.

- The Directory Service Properties page is displayed.
Enter following items as required.

<table>
<thead>
<tr>
<th>Directory Service Properties</th>
<th>Directory Service List</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Required</td>
<td></td>
</tr>
<tr>
<td><strong>Directory Service Name</strong></td>
<td>ldap1</td>
</tr>
<tr>
<td><strong>Server IP Address</strong></td>
<td>192.168.1.100</td>
</tr>
<tr>
<td><strong>Port Number</strong></td>
<td>389</td>
</tr>
<tr>
<td>Authentication</td>
<td>Auto</td>
</tr>
<tr>
<td>Search Base</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Search Timeout</td>
<td>10</td>
</tr>
</tbody>
</table>

Directory Service Name — Enter the directory service name that identifies the directory service.

Server IP Address — Enter the IP address or FQDN of the LDAP server.

Port Number — Enter the port number to access the LDAP server. Generally “389” port is used to access the LDAP server without SSL. When the SSL is required, generally “636” port is used to access the LDAP server.

Authentication — Select the authentication type for SASL. If you do not know the authentication type, select “Auto”.
- Auto — Select this to access the LDAP server using the appropriate authentication that this equipment detects.
- Kerberos — Select this to access the LDAP server using the Kerberos authentication.
- Digest-MD5 — Select this to access the LDAP server using the Digest-MD5 authentication.
- CRAM-MD5 — Select this to access the LDAP server using the CRAM-MD5 authentication.
- Login — Select this to access the LDAP server using the login authentication.
- Plain — Select this to access the LDAP server using the plain authentication.
- Simple Bind — Select this to access the LDAP server using the Simple Bind authentication.

Search Base — Enter the search root suffix. When you configure the Active Directory in Windows server, make sure to enter this option.

User Name — Enter the user name to access the LDAP server, if required.
Password — Enter the password to access the LDAP server, if required.
Search Timeout — Select the time interval to quit a communication when the LDAP server does not respond.

Notes

- If you use FQDN to specify the LDAP server, you must configure the DNS server and enable the DNS in the DNS Session.
- When you configure the Active Directory in Windows server and Role Based Access Control will be enabled for the User Management Setting, please specify the domain administrator or account operator for the user name.
- When you configure the Active Directory in Windows server, make sure to enter the Search Base.
You can clear the entered values by clicking [Reset].
You can delete the Directory Service by clicking [Delete] when you edit the Directory Service.

5 Click [OK].
- Entered Service Directory is added in the Directory Service List.

6 Select a radio button of the directory service that you want to set as default server.

Tip
The default server will be used for a LDAP search from the Control Panel. If you select this equipment as default server, no default server will be set.

Setting up Notification
As administrator, you can configure notification settings and receive Email notification of system errors.

Note
To enable the Email notification, the Email settings in the Setup menu page must be configured correctly.
 filings [172 “Setting up Email Settings”

Setting up the notifications of system errors and events

1 Access TopAccess in the administrator mode.
 filings [112 “Accessing TopAccess Administrator Mode”
2 Click the Maintenance menu and Notification submenu.

- The Notification submenu page is displayed.

3 In Email Settings, check the box “Notify administrator at Email Address” to enable the notifications, and enter the administrator’s Email address where the notifications are sent.

4 In General Notification Events, check the boxes for general events to be notified.

Note

“Used toner container is Full” is not displayed for e-STUDIO282 Series.
5 In Received Fax/Internet Fax Notification Events, check the boxes for the events and status to be notified.

When these are enabled, the following events will be notified:

- Failed to print or store the received fax or Internet Fax jobs.
- Failed to receive the Internet Fax jobs from the POP3 server.
- Deleting files automatically by Storage Maintenance is successfully done.
- Deleting manually by the Delete Files function in the Maintenance menu is successfully done.

6 In Any Scan Notification Events, check the boxes for scanning status to be notified.

When “Send email when an error occurs” is enabled, the following events will be notified:
- Failed to acquire resource.
- Failed to delete files automatically by Storage Maintenance.
7 In Scan Notification Events, check the boxes for scanning status to be notified.

When these are enabled, the following events will be notified.
- When "Warning" is enabled:
  - Deleting files automatically by Storage Maintenance is successfully done.
- When "Information" is enabled:
  - Deleting manually by the Delete Files function in the Maintenance menu is successfully done.

8 In e-Filing Notification Events, check the boxes for the status to be notified.

When these are enabled, the following events will be notified.
- When "Warning" is enabled:
  - Hard Disk space for Electronic Filing is nearly full.
  - Document(s) will expire in a few days.
- When "Information" is enabled:
  - Initialize e-Filing Box.

In order to notify whether the e-Filing operations are successfully performed, please set the notification settings in the box properties using the e-Filing web utility. For instructions on how to set the notification settings in the box properties using the e-Filing web utility, please refer to the e-Filing Guide.
9 In Fax Received Forward Notification Events, check the boxes for the events to be notified.

Note
Even if you check the items in the Fax Received Forward Notification Events, Emails are sent only when the optional Fax unit is installed.

10 In Internet Fax Received Forward Notification Events, check the boxes for the events to be notified.

11 Click [Save].
Importing and Exporting the Address Book

This equipment allows you to import and export address book data in CSV format.

P.209 “Importing the Address Book Data”
P.211 “Exporting the Address Book Data”

Importing the Address Book Data

You can import address information that has been exported from another TopAccess address book or from a different address book program. The imported file must be the comma delimited CSV file and created in the suitable format for the TopAccess address book. The imported address book data will be added in the existing address book.

The format for the TopAccess address book is as below:

```
"First Name","Last Name","Email Address","Tel Number","Company","Department"
"User01","User","user01@ifax.com","00000000001","12345 COMPANY","Dept01"
"User02","User","user02@ifax.com","00000000002","12345 COMPANY","Dept01"
"User03","User","user03@ifax.com","00000000003","12345 COMPANY","Dept01"
```

Note

If an address data of any entry items exceeds the number of characters as describe below, the address data will not be imported.
- First Name: 32 characters
- Last Name: 32 characters
- Email Address: 192 characters
- Tel Number: 128 characters
- Company: 64 characters
- Department: 64 characters

Importing the address book data from a CSV file

Note

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

1. **Access TopAccess in the administrator mode.**

   P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Maintenance menu and Import submenu.**

   - The Import submenu page is displayed.
3. **Click [Browse...] in the Address Book area.**

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

5. **Click [Import].**

- The Choose File dialog box appears.

- **The data is imported to the address book.**
Exporting the Address Book Data

You can export address information for use in another TopAccess address book or another address book program.

Exporting the address book data as a CSV file

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Maintenance menu and Export/Clear Log submenu.**
   - The Export/Clear Log submenu page is displayed.
   - The CSV file name will be displayed.

3. **Click [Create New File] in the Address Book area.**
   - The CSV file name will be displayed.

**Tip**

If you previously exported address book data, the exported file link and information are displayed in the Address Book area. You can click the link to save the previously exported file.
4 Right-click the File Name link and select [Save Target As...].

- The Save As dialog box appears.

5 Select the file location and select “All Files” or “.csv Document” in the “Save as type” drop down box.

6 Click [Save]
- The CSV file that contains the address book data is saved in a selected location.
Importing and Exporting the Department Code

An administrator can import and export department code data in CSV format.

P.213 “Importing the Department Code Data”

P.214 “Exporting the Department Code Data”

Importing the Department Code Data

You can import department code information from a file that has been exported from another device. The imported department code data will be overwritten in the existing department code data.

The imported file must be the comma delimited CSV file and created in the suitable format for the department code data.

Importing the department code data from a CSV file

**Note**

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

1. **Access TopAccess in the administrator mode.**

   P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Maintenance menu and Import submenu.**

3. **Click [Browse...] in the Department Code area.**

   - The Choose File dialog box appears.
4 Select the CSV file that contains department code data and click [Open].

5 Click [Import].

- The data is imported to the department code.

Exporting the Department Code Data

You can export department code information for use in other equipment.

Exporting the department code data as a CSV file

1 Access TopAccess in the administrator mode.
   P.112 "Accessing TopAccess Administrator Mode"

2 Click the Maintenance menu and Export/Clear Log submenu.

- The Export/Clear Log submenu page is displayed.
When you want to export only the department code information, click [Create New File] in the “Department Code Export (Department Information)” area.

When you want to export the department code information with counter information, click [Create New File] in the “Department Code Export (Department Information + All Counters)” area.

- The CSV file name will be displayed.

Tip

If you previously exported department code data, the exported file link and information are displayed in the Department Code Export area. You can click the link to save the previously exported file.

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

- The Save As dialog box appears.
Select the file location and select “All Files” or “.csv Document” in the “Save as type” drop down box.

Click [Save].
- The CSV file that contains the department code data is saved in a selected location.

Exporting the Logs, Journals, and Counters

An administrator can export logs and journals in this equipment as CSV files. Before clearing them, you can save the logs, journals, and counters as files.

Exporting the logs, journals, and counters as a CSV file

1 Access TopAccess in the administrator mode.
2 Click the Maintenance menu and Export/Clear Log submenu.
- The Export/Clear Log submenu page is displayed.
3 Click [Create New File] in the area of logs or journals that you want to export.

You can export the following logs and journals.
- Print Job Log
- Fax Transmission Journal
- Fax Reception Journal
- Scan Log
- Message Log
- Department Code (Small/Large Counter)

The CSV file name will be displayed.

**Tip**

If you previously exported data, the exported file link and information are displayed in each area. You can click the link to save the previously exported file.
4 Right-click the File Name link and select [Save Target As...].

- The Save As dialog box appears.

5 Select the file location and select “All Files” or “.csv Document” in the “Save as type” drop down box.

6 Click [Save].
- The CSV file that contains the logs or journals data is saved in a selected location.

Clearing the Logs and Journals

An administrator can clear logs and journals in this equipment. This maintenance procedure is recommended periodically to maintain the hard disk.

Clearing the logs and journals

1 Access TopAccess in the administrator mode.
   ≥ P.112 “Accessing TopAccess Administrator Mode”
2 Click the Maintenance menu and Export/Clear Log submenu.

- The Export/Clear Log submenu page is displayed.

3 Click [Clear Logs] in the area of logs or journals that you want to clear.

- The selected logs are cleared.

Rebooting the Equipment

An administrator can reboot the equipment

Note

Rebooting the equipment cannot be performed when there are jobs in progress.

Rebooting the equipment

1 Access TopAccess in the administrator mode.

P.112 “Accessing TopAccess Administrator Mode”
2. **Click the Maintenance menu and Reboot submenu.**

   ![TopAccess Menu]

   - The Reboot submenu page is displayed.

3. **Click [Reboot] to reboot the equipment.**

   ![TopAccess Reboot]

   - The confirmation dialog box appears.

4. **Click [OK].**

   ![Confirmation Dialog]

   - The equipment is restarted.

**Note**

During the equipment is restarted, the network will not be available. TopAccess will display “Please restart after waiting a few minutes.” During the equipment is restarted, the Touch Panel Display will display “NETWORK INITIALIZING”. When this “NETWORK INITIALIZING” message disappears, TopAccess will once again be available.
Registering from TopAccess

About the Registrations

In the Registration menu in the TopAccess administrator mode, an administrator can register the public Templates, and relay transmissions of received faxes/internet faxes.

Public Template
An administrator can create public templates that are held in a public template group available to everyone.
P.221 “Registering Public Templates”

Fax Received Forward, Internet Fax Received Forward
An administrator can register the agent to which all received faxes/internet faxes are forwarded so that he or she can check the documents.
P.229 "Registering Fax and Internet Fax Received Forward"

Note
The Fax Received Forward can be registered only when the optional Fax unit is installed.

Registering Public Templates

Administrators create and maintain public templates and manage the public template group. Users can display and use public templates but cannot modify them. The public group can contain up to 60 public templates. Typically, these are general-purpose templates available to all users.
TopAccess in the administrator mode allows the following operations for managing the public templates:
P.221 “Creating or Editing the Public Templates”
P.226 “Resetting the Public Template”

Creating or Editing the Public Templates

Use the Templates page to set up and modify templates.

Creating or Editing the public templates

1 Access TopAccess in the administrator mode.
P.112 “Accessing TopAccess Administrator Mode”

2 Click the Registration menu and Public Template submenu.
   • The Public Template submenu page is displayed.
3 From the templates list, click the “Undefined” icon to register a new template, or click defined icon to edit the template.

- If the templates list is displayed in the List view, click the “Undefined” template name to register new template, or click the defined template name to edit the template.
- If you select the public template that has not been defined, the Template Properties page to select agents is displayed. Skip to step 5.
- If you select the defined private template, the Template Properties page is displayed. Go to the next step.

Tips
- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which public template you want to define or edit, click the number of the public template in the “Jump to” links.
4 When you edit the existing template, the following window will be displayed. Click [Edit].

- The Template Properties page to select agents is displayed.

5 Select agents and click [Select Agent].

You can select one of the following templates:

- **Copy** — Select this to create a copy template. Usually, this is selected to print copies as well as sending originals to other destinations. This agent can also be combined with the Save as file agent or Store to e-Filing agent.
- **Fax/Internet Fax** — Select this to create a fax and Internet Fax transmission template. This agent can be combined with the Save as file agent.
- **Scan** — Select this to create a scan template combined with the Email, Save as file, and Store to e-Filing agents. When you select this, select the agent from “Email”, “Save as file”, or “Store to e-Filing”. You can specify up to two agents for a scan template.

- “Fax/Internet Fax” is available only when the Scanner Kit is installed, when the Printer/Scanner Kit is installed, or when the optional Fax unit is installed.
- “Scan”, “Email”, and “Save as file” are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.
6. Click each button displayed in the page to specify or edit the associated template properties.

[Panel Setting] — Click this to specify the icon settings for the template.  
   
P.225 “Panel Setting (Public Template)”

[Destination Setting] — Click this to specify the document’s destination. This can be set only when creating the Fax/Internet Fax agent or Email agent.  
   
P.225 “Destination Setting (Public Template)”

When Creating the Fax/Internet Fax agent:

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.  
   
P.226 “Internet Fax Setting (Public Template)”

When Creating the Email agent:

[Fax Setting] — Click this to specify how the document will be sent. This can be set only when creating the Fax/Internet Fax agent.  
   
P.226 “Fax Setting (Public Template)”

[Email Setting] — Click this to specify how the document will be sent. This can be set only when creating the Email agent.  
   
P.226 “Email Setting (Public Template)”

[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when creating the Save as file agent.  
   
P.226 “Save as file Setting (Public Template)”
After configuring the desired template properties, click [Save].

- The template properties are registered.

— Panel Setting (Public Template)

In the Panel Setting page, specify how the icon for the template is displayed in the Touch Panel Display, and the notification settings for the template.
The instructions on how to setting up the Panel settings for the public template is same as setting up the Panel settings for the private template.

P.57 “Panel Setting (Private Template)”

— Destination Setting (Public Template)

In the Recipient List page, you can specify the destinations to which the fax, Internet Fax, or Scan to Email document will be sent.
When you are setting up the destinations for the Email agent, you can only specify the Email addresses for the destinations.
When you are setting up the destinations for the Fax/Internet Fax agent, you can specify both fax numbers and Email addresses for the destinations.

Specifying email addresses for the destinations is available only when the Scanner Kit is installed, or the Printer/Scanner Kit is installed.

Note

However, the optional Fax unit must be installed in this equipment to specify the fax numbers of the destinations.

You can specify the recipients by entering their Email addresses or fax numbers manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.
The instructions on how to setting up the Destination settings for the public template is same as setting up the Destination settings for the private template.
For more details on how to set up the public template, refer to the following sections:

- **Internet Fax Setting (Public Template)**
  In the Internet Fax Settings page, you can specify the content of the Internet Fax to be sent. The instructions on how to setting up the Internet Fax settings for the public template is same as setting up the Internet Fax settings for the private template.
  - P.58 “Internet Fax Setting (Private Template)"

- **Fax Setting (Public Template)**
  In the Fax Setting page, you can specify how the fax will be sent. The instructions on how to setting up the Fax settings for the public template is same as setting up the Fax settings for the private template.
  - P.66 “Fax Setting (Private Template)"

- **Email Setting (Public Template)**
  In the Email Setting page, you can specify the content of the Scan to Email document to be sent. The instructions on how to setting up the Email settings for the public template is same as setting up the Email settings for the private template.
  - P.68 “Email Setting (Private Template)"

- **Save as file Setting (Public Template)**
  In the Save as file Setting page, you can specify how and where a scanned file will be stored. The instructions on how to setting up the Save as file settings for the public template is same as setting up the Save as file settings for the private template.
  - P.70 “Save as file Setting (Private Template)"

- **Box Setting (Public Template)**
  In the Box Setting page, you can specify how scanned images will be stored in the Box. The instructions on how to setting up the Box settings for the public template is same as setting up the Box settings for the private template.
  - P.73 “Box Setting (Private Template)"

- **Scan Setting (Public Template)**
  In the Scan Setting page, you can specify how originals are scanned for the Save as file, Email, and Store to e-Filing agent. The instructions on how to setting up the Scan settings for the public template is same as setting up the Scan settings for the private template.
  - P.74 “Scan Setting (Private Template)"

### Resetting the Public Template
You can reset the public template that you registered. You can reset a public template that you select, or you can reset all public templates that are registered in the Public Template Group.

- P.226 “Resetting a Public Template”
- P.228 “Resetting All Public Templates”

- **Resetting a Public Template**
  To reset an unnecessary public template, perform the following procedure.
Resetting a public template

1. **Access TopAccess in the administrator mode.**
   - P.112 “Accessing TopAccess Administrator Mode”

2. **Click the Registration menu and Public Template submenu.**
   - The Public Template submenu page is displayed.

3. **From the templates list, click the template icon that you want to reset.**

   ![TopAccess Interface]

   - If the templates list is displayed in the List view, click the template name that you want to reset.
   - The Template Properties page is displayed.

**Tips**

- You can change the template list view by clicking on either “Panel View” or “List View”.
- If you know which public template you want to reset, click the number of the public template in the “Jump to” links.
4 Click [Reset Template].

   ![TopAccess Administrator Mode](image)

   - The confirmation dialog box appears.

5 Click [OK].

   - The selected template is cleared.

— Resetting All Public Templates

To reset all public templates, perform the following procedure.

Resetting all public templates

1 Access TopAccess in the administrator mode.
   P.112 “Accessing TopAccess Administrator Mode”

2 Click the Registration menu and Public Template submenu.
   - The Public Template submenu page is displayed.
3 **Click [Reset].**

   ![TopAccess interface with selected [Registration] tab]

   **Registration**

   - The confirmation dialog box appears.

4 **Click [OK].**

   ![Confirmation dialog box]

   - The group information is cleared.

---

**Registering Fax and Internet Fax Received Forward**

The Fax Received Forward and Internet Fax Received Forward allow you to transmit received fax or Internet Faxes to specific destinations — to check all fax and Internet Faxes received.

**Notes**

- The Fax Received Forward can be registered only when the optional Fax unit is installed.
- When the 2nd line board is installed, the received faxes are forwarded to the specified destinations according to the Fax Received Forward setting regardless of whether the faxes are received through line 1 or line 2.

The Internet Fax Received Forward is available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

The received fax and Internet Faxes can be transmitted to following destinations:

- Other Internet Fax devices
- Local folder in this equipment or network folders
- Email addresses
- Box in this equipment
Registering the Fax or Internet Fax Received Forward

Tip

The procedures to register the Fax Received Forward and Internet Fax Received Forward are almost the same.

1 **Access TopAccess in the administrator mode.**
   P.112 “Accessing TopAccess Administrator Mode”

2 **Click the Registration menu and Fax Received Forward submenu to register the Fax Received Forward, or click the Internet Fax Received Forward submenu to register the Internet Fax Received Forward.**

   ![TopAccess Interface]

   - When you click the Fax Received Forward submenu, the Fax Received Forward submenu page is displayed.
   - When you click the Internet Fax Received Forward submenu, the Internet Fax Received Forward submenu page is displayed.
3 Check the “Forward” check box and select the desired agents and click [Select Agent].

To disable the Fax Received Forward or Internet Fax Received Forward, uncheck the “Forward” check box and click [Select Agent], and then click [Save].

**Internet Fax** — Select this to transmit received fax or Internet Faxes to another Internet Fax devices. This agent can be combined with the Save as file agent or Store to e-Filing agent.

**Save as file** — Select this to transmit received fax or Internet Faxes to local folder in this equipment or to network folders. This agent can be combined with another agent.

**Email** — Select this to transmit received fax or Internet Faxes to Email addresses. This agent can be combined with the Save as file agent or Store to e-Filing agent.

**Store to e-Filing** — Select this to transmit received fax or Internet Faxes to e-Filing. This agent can be combined with another agent.

**Note**

The image quality of the file that is stored by Save as file, Email, and Store to e-Filing is different from the output of the received fax when it is printed.

“Internet Fax”, “Save as file”, and “Email” are available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.
4 Select when the Fax or Internet Fax Received Forward document will be printed in the “Document Print” drop down box.

Always — Select this to always print a forwarded document.
ON ERROR — Select this to print a forwarded document when the document will not be sent for all destinations due to errors.
5 Click each button displayed in the page to specify or edit the associated properties.

[Destination Setting] — Click this to specify the destinations of documents sent. This can be set only when registering the Internet Fax, or Email agent.

- P.234 “Destination Setting (Fax/Internet Fax Received Forward)”

When Registering the Internet Fax agent:

- Click to specify the destinations of documents sent. This can be set only when registering the Internet Fax agent.

When Registering the Email agent:

- Click to specify the destinations of documents sent. This can be set only when registering the Email agent.

[Internet Fax Setting] — Click this to specify how the document will be sent. This can be set only when registering the Internet Fax agent.

- P.239 "Internet Fax Setting (Fax/Internet Fax Received Forward)"

[Email Setting] — Click this to specify how the document will be sent. This can be set only when registering the Email agent.

- P.240 "Email Setting (Fax/Internet Fax Received Forward)"

[Save as file Setting] — Click this to specify how the document will be stored in local hard disk or network folder. This can be set only when registering the Received to File agent.

- P.242 “Save as file Setting (Fax/Internet Fax Received Forward)"

[Box Setting] — Click this to specify how the document will be stored in e-Filing. This can be set only when registering the Store to e-Filing agent.

- P.245 "Box Setting (Fax/Internet Fax Received Forward)"

6 After configuring the desired properties, click [Save].

- The Fax or Internet Fax Received Forward properties are registered.

Setting up the Fax or Internet Fax Received Forward Properties

This section describes how to set items in each agent’s properties.
— Destination Setting (Fax/Internet Fax Received Forward)

In the Recipient List page, you can specify the destinations to which the received faxes or Internet Faxes will be transmitted. You can specify the recipients by entering Email addresses manually, selecting recipients from the address book, selecting recipient groups from the address book, or searching for recipients in the LDAP server.

P.234 “Entering the recipients manually”
P.235 “Selecting the recipients from the address book”
P.236 “Selecting the groups from the address book”
P.237 “Searching for recipients in the LDAP server”
P.239 “Removing the contacts from the recipient list”

Entering the recipients manually

Using this method, you can add a recipient manually to the Recipient List.

1. **Click [Destination Setting] to open the Recipient List page.**
2. **Click [New].**
   - The Contact Property page is displayed.
3. **Enter the Email address of the recipient, in the Destination field.**
4. **Click [OK].**
   - Entered recipient is added in the Recipient List page.
5. **Repeat step 2 to 4 to add all recipients you require.**

**Tip**

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

P.239 “Removing the contacts from the recipient list”
6 Click [Save].

- The contacts are added as the destinations.

**Selecting the recipients from the address book**

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

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

- The Address Book page is displayed.

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

**Note**

If you want to sort recipient list by a specific group, select the desired group name at the Group drop down box.
4 Click [Add].
   • The selected recipients are added in the Recipient List page.

   **Tip**

   You can remove the contacts that you added in the recipient list before saving the destination settings.
   □ P.239 “Removing the contacts from the recipient list”

5 Click [Save].

   • The contacts are added as the destinations.

**Selecting the groups from the address book**

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

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

   • The Address Group page is displayed.

3 Check the Group boxes that contain the desired recipients.
4 Click [Add].
   • All recipients in the selected groups are added in the Recipient List page.

   **Tip**

You can remove the contacts that you added in the recipient list before saving the destination settings.
   ❚ P.239 “Removing the contacts from the recipient list”

5 Click [Save].

   • The contacts are added as the destinations.

**Searching for recipients in the LDAP server**

By this method, you can search for recipients in the registered LDAP server and in the address book.

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

2 Click [Search].

   • The Search Contact page is displayed.
3. Select the directory service name that you want to search in the “Directory Service Name” field, and enter the search terms in the fields that you want to search.

TopAccess Administrator Mode

Search Contact

Enter a partial name or email address to search for a contact.

Directory Service Name: ldap
First Name: User
Last Name: 
Email Address: 
Company: 
Department:

Tips

- If you select the model name of this equipment at the Directory Service Name drop down box, you can search for recipients in the address book of this equipment.
- TopAccess will search for the recipients that match the entries.
- Leaving the field blank allows wild card searching. (However, you must specify one of them.)

4. Click [Search].

- TopAccess will start searching for recipients in the LDAP server and the Search Address List page will display the results.

5. Check the Email boxes of users you want to add.

Search Address List

<table>
<thead>
<tr>
<th>Email</th>
<th>Name</th>
<th>Attribute 1</th>
<th>Attribute 2</th>
<th>Email Address</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>User1@User</td>
<td>acsct1</td>
<td>ghrmhn</td>
<td><a href="mailto:user1@User.com">user1@User.com</a></td>
<td></td>
<td>412</td>
</tr>
</tbody>
</table>

Note

The received documents cannot be sent to the fax numbers even if you check the Fax boxes.
6 Click [Add].
   • The selected recipients are added in the Recipient List page.

   Tip
   You can remove the contacts that you added in the recipient list before saving the destination settings.
   ☐ P.239 "Removing the contacts from the recipient list"

7 Click [Save].
   • The contacts are added as the destinations.

Removing the contacts from the recipient list

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

— Internet Fax Setting (Fax/Internet Fax Received Forward)
In the Internet Fax Setting page, you can specify the content of the Internet Fax to be sent. The instructions on how to setting up the Internet Fax settings for the Fax or Internet Fax Received Forward is same as setting up the Internet Fax settings for the private template.
☐ P.65 "Internet Fax Setting (Private Template)"
— Email Setting (Fax/Internet Fax Received Forward)

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

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

2) From Address
Enter the Email address of the sender. When the recipient replies, the message will be sent to this Email address.

3) From Name
Enter the sender name of the Email document.

4) Body
Enter the body message of the Email document. You can enter up to 1000 characters (including spaces).

5) File Format
Select the file format that the received document will be converted.
- **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.

6) Encryption
Set this for encrypting PDF files if you have selected “PDF (Multi)” or “PDF (Single)” in the File Format setting.

**Encryption**
Check this if you want to encrypt PDF files.

**User Password**
Enter a password for opening encrypted PDF files.
**Master Password**
Enter a password for changing the Encrypt PDF setting.

**Tips**
- The user password is set "12345" at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

**Notes**
- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, see the User Functions Guide.

**Encryption Level**
Select the desired encryption level.
- **128-bit RC4** - Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

**Authority**
Check the desired types of authority for Encrypt PDF.
- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

7) **File Name**
The file name will be "(From Name)-NNN". The file name cannot be changed.

8) **Fragment Message Size**
Select the size of the message fragmentation.
— Save as file Setting (Fax/Internet Fax Received Forward)

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

### Save as file Setting

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Format</strong></td>
<td></td>
<td>PDF (Multi)</td>
<td></td>
</tr>
</tbody>
</table>

#### 1) Encryption
- **User Password**
- **Master Password**
- **Encryption Level** 128-bit RC4
- **Activity**
  - Printing
  - Change of Documents
  - Content Copying or Extraction
  - Content Extraction for accessibility

#### 2) Select following 2 items
- Use local folder
  - Storage Path: N:\PPP-045E778\FILE_SHARE

#### 3) Remote 1
- Use Administrator Setting
- Protocol: SMB, FTP, NetWare PDS/PS, NetWare TCP/IP

#### 4) Remote 2
- Use Administrator Setting
- Protocol: SMB, FTP, NetWare PDS/PS, NetWare TCP/IP

#### 5) File Name
- (Example): NN7777 where NN is a sequential number

1) **File Format**
   - **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file.
   - **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
- **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file.
- **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files.

2) **Encryption**
Set this for encrypting PDF files if you have selected “PDF (Multi)” or “PDF (Single)” in the File Format setting.

**Encryption**
Check this if you want to encrypt PDF files.

**User Password**
Enter a password for opening encrypted PDF files.

**Master Password**
Enter a password for changing the Encrypt PDF setting.

**Tips**
- The user password is set “12345” at our factory. Ask the administrator for resetting master password.
- The passwords must be entered in one-byte alphanumeric characters. The minimum and maximum numbers of characters allowed are 1 and 32.
- The user password must differ from the master password.

**Notes**
- These passwords can be re-entered only by an authorized user. Users cannot change the settings of the Encryption Level field and the Authority field noted below if they are not authorized to change the master password. Ask the administrator for resetting these passwords.
- For the details of the encryption setting, see the *User Functions Guide*.

**Encryption Level**
Select the desired encryption level.
- **128-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
- **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.

**Authority**
Check the desired types of authority for Encrypt PDF.
- **Printing**
- **Change of Documents**
- **Content Copying or Extraction**
- **Content Extraction for accessibility**

3) **Destination — Use local folder**
Select this to save a received document to the “FILE_SHARE” folder.

4) **Destination — Remote 1**
Check this box to save a scanned file to the Remote 1. How you can set this item depends on how your administrator configured the Save as file settings.
If the Remote 1 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.
If the Remote 1 allows to specify a network folder, you can select “Use User Settings” and specify the network folder settings by entering the following items:

**Protocol**
Select the protocol to be used for uploading a scanned file to the network folder.
- **SMB** — Select this to send a scanned file to the network folder using the SMB protocol.
- **FTP** — Select this to send a scanned file to the FTP server.
- **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol.
- **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.

**Server Name**
When you select “FTP” as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field. You can specify the directory at the “Network Path” field.
When you select “NetWare IPX/SPX” as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).
When you select “NetWare TCP/IP” as the protocol, enter the IP address of the NetWare file server.

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

**Network Path**
Enter the network path to store a scanned file.
When you select “SMB” as the protocol, enter the network path to the network folder. For example, to specify the “\Client01\users\scanned” folder in the computer named “Client01”, enter “\Client01\users\scanned”.
When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”.
When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “\sys\scan” folder in the NetWare file server, enter “\sys\scan”.

**Login User Name**
Enter the login user name to access a SMB server, an FTP server, or NetWare file server, if required. When you select “FTP” as the protocol, an anonymous login is assumed if you leave this field blank.

**Password**
Enter the password to access a SMB server, an FTP server, or NetWare file server, if required.

**Retype Password**
Enter the same password again for a confirmation.

5) **Destination — Remote 2**
Check this box to save a received document to the Remote 2. How you can set this item depends on how the 2st Folder has been set up in the Save as file submenu in the Setup menu.
If the Remote 2 does not allow to specify a network folder, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.
If the Remote 2 allows to specify a network folder, you can select “Use User Settings” and specify the network folder settings. Please refer to the description of the Remote 1 option for each item.

6) **File Name**
Display how the a received document will be named. You cannot change the file name.
Up to 999 files that are sent from the same sender can be stored in a same destination. If 999 files that are sent from the same sender have already been stored in the specified destination, this equipment will print the received document of the same sender instead of storing as file.

— **Box Setting (Fax/Internet Fax Received Forward)**

In the Box Setting page, you can specify how a received document will be stored in the Box.

1) **Destination**
   Specify the destination box number for e-Filing.

   **Box Number**
   Enter the Box number where a received document will be stored.

   **Password**
   Enter the password if the specified Box number requires a password.

   **Retype Password**
   Enter the password again if the specified Box number requires a password.

2) **Folder Name**
   Enter the name of the folder where a received document will be stored.

3) **Document Name**
   Display how the a received document will be named. You cannot change the document name.
In the Message Logs menu page, you can display the system message logs such as job information, warnings, and errors. You can use this page to find out what happened and troubleshoot the problem.

Displaying the message logs

1. Access TopAccess in the administrator mode.
   \[ P.112 \text{ “Accessing TopAccess Administrator Mode”} \]

2. Click the Message Logs menu.

   - The Message Logs menu page is displayed.
Managing Department Code

In the Department menu page at the Counters tab, an administrator can:
- Display the department list that contains the counter information for each department
- Display the department counter of a specific department
- Clear all department counters
- Clear the department counter of a specific department
- Register new department code settings
- Modify the department code settings
- Delete all department codes
- Delete a department code

To do this, you must know the administrator password.

**Note**

There is “Undefined” department group that is registered as the default. This department group is used to count the Invalid jobs. You can view the counter of this department group, but cannot modify or delete this default department group.

**Tip**

You can also manage the department code in the Department Management submenu page that can be displayed by clicking the User Management tab and Department Management submenu in the User Confirm/Create/Modify menu page.

Displaying the Department List and Counters

An administrator can display the department list registered in this equipment and the counter information for each department code.

Displaying the departments list

1. **Click the Counters tab and the Department menu.**
   - The Department menu page is displayed.

2. **Enter the administrator password in the “Department Code” field and click [Enter].**
   - The Department Management page is displayed.
3 The departments list containing the counter information is displayed.

Displaying the department counters

1. Click the Counters tab and the Department menu.
   - The Department menu page is displayed.

2. Enter the administrator password in the “Department Code” field and click [Enter].
   - The Department Management page is displayed.

3. Click the department name link to display more details.
4 The Department Information page opens.

Clearing the Department Counters

An administrator can clear the counters for all departments at one time, or individually.

Clearing all department counters

1 Click the Counters tab and the Department menu.
   • The Department menu page is displayed.

2 Enter the administrator password in the “Department Code” field and click [Enter].
   • The Department Management page is displayed.
3. Click [Reset All Counter].

![Image of TopAccess Administrator Mode]

- The confirmation dialog box appears.

4. Click [OK].

![Microsoft Internet Explorer window]

- The department counters for all departments are cleared.

### Clearing the department counter for a department

1. Click the Counters tab and the Department menu.

   - The Department menu page is displayed.

2. Enter the administrator password in the “Department Code” field and click [Enter].

![Department Management page]

- The Department Management page is displayed.
3 Click the department name link whose counter you want to clear.

4 Click [Reset Counters].

5 Click [OK].

**Registering or modifying the Department Code**

An administrator can register new department code or modify the department code settings.

1 Click the Counters tab and the Department menu.

- The Department menu page is displayed.
2 Enter the administrator password in the “Department Code” field and click [Enter].

- The Department Management page is displayed.

3 Click [New] to set up a new department code, or click the department name link that you want to edit in the departments list.

- The Department Information page is displayed.
4 Enter following items to specify the department information.

**Department Information**

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Dept110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Code</td>
<td>10110</td>
</tr>
<tr>
<td>Set Limitation</td>
<td>OFF</td>
</tr>
<tr>
<td>Maximum reached</td>
<td></td>
</tr>
</tbody>
</table>

**Department Name** — Enter the department name to identify the department code. You can enter up to 20 characters.

**Department Code** — Enter a 5-digit department code.

**Set Limitation** — Select whether enabling the limitation for outputs for this department code. When you select “ON”, enter the maximum number of outputs for this department code in the “Maximum reached” field.

**Maximum reached** — Enter the maximum number of outputs for this department code when the “Set Limitation” option is enabled.

**Note**

When the number of outputs exceeds the limitation during the job is being printed, few copies that exceeds the limitation are printed and counted because the equipment cannot stop the job immediately.

5 Click [Save].

- The department code is added or edited.

**Deleting the Department Code**

An administrator can delete all department code settings at one time, or individually.

**Deleting all department code settings**

1 Click the Counters tab and the Department menu.
- The Department menu page is displayed.

2 Enter the administrator password in the “Department Code” field and click [Enter].

- The Department Management page is displayed.
3 Click [Delete All].

- The confirmation dialog box appears.

4 Click [OK].

- All department code settings are deleted.

Deleting a department code setting

1 Click the Counters tab and the Department menu.

- The Department menu page is displayed.

2 Enter the administrator password in the “Department Code” field and click [Enter].

- The Department Management page is displayed.
3 Click the department name link that you want to delete.

4 Click [Delete].

- The Department Information page opens.

5 Click [OK].

- The confirmation dialog box appears.

- The selected department code is deleted.
Setting up User Management

In the User Management tab page, you can enable or disable the department management, configure the User Management Setting, and configure the User Authentication for Scan to E-mail.

P.256 “Enabling Department Management”
P.259 “Setting up User Management Setting”
P.294 “Setting up User Authentication for Scan to E-mail”

Enabling Department Management

The department management is disabled as the default setting. When you want to manage the counters for every department, enable the department management. If the department management is enabled, the department code input screen will be displayed in the Touch Panel Display when you perform copying, scanning, faxing, and e-Filing box operations to manage the operations separately every department. The printing can be also managed using the department code.

Notes

• To enable the department management, at least one department code must be registered. Before enabling the department management, register the department code that you require. P.251 “Registering or modifying the Department Code”
• Department management will not be enabled automatically even if the User Authentication is enabled. When you configure the User Authentication, you will not need to register more than one department code. However, if you want to enable “Create User Information Automatically”, you must enable the department management with more than one department code registered.
• Enabling or disabling the department management can be operated in the General sub-menu page in the Setup menu page. P.116 “Setting up the Device Information”
• Enabling or disabling the department management can be operated using the Control Panel. For instructions using the Control Panel, see User Functions Guide.

Enabling the department management

1 Click the User Management tab and the Authentication menu.

2 Enter the administrator password and click [Login].
3 Click [Department Setting].

The Department Setting page opens.

4 Specify the following items and click [Finish].

- **Department Code**
  Select whether the department management is enabled or disabled.

  **Note**

  When the User Management Setting is enabled, the Department Code option cannot be disabled.
• **Department Code Enforcement**
  Select whether invalid jobs, which a department code is not specified or invalid department code is specified, are printed or stored in the invalid job list when the department code is enabled.
  **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
  **Print** — Select this to print the invalid jobs.
  **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.

  **Notes**

  • If the Department Code Enforcement is set to ON and the SNMP communication is enabled in the printer driver, the user will be prompted to enter the correct department code if an invalid department code was entered in the printer driver.
  • The Department Code Enforcement setting is not applied when the User Management Setting is enabled.
Setting up User Management Setting

When the User Management Setting is enabled, users must enter the user name and password before operating this equipment. Therefore, you can secure the equipment from the unexpected users.

When the User Management Setting is enabled, the following functions will be available.
- The counters for each user can be managed.
- The limitations for each user can be set.
- Up to 10000 users can be registered.
- The user name and password will be required to operate the [COPY], [SCAN], [e-FILING], [FAX], [TEMPLATE], [USER FUNCTIONS], and [JOB STATUS] buttons.
- The user name and password will be required to operate the e-Filing web utility.
- The print jobs can be accepted only from the computer of which the login user name can be attested. (When the Windows Domain Authentication or LDAP Authentication is used, the computer must also join the domain.)
- When the Windows Domain or LDAP Authentication is used, the user information will be registered automatically in the equipment when a user enters the user name and password in the User Authentication screen and then enter the department code.

The following table shows which function will use the User Management Setting.

<table>
<thead>
<tr>
<th>Operation</th>
<th>Authentication</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COPY</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>SCAN</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>e-FILING</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>EXTENSION</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>JOB STATUS</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>ACCESS</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>INTERRUPT</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>TEMPLATE</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>USER FUNCTIONS</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Web</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TopAccess</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>e-Filing</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Client Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer Driver</td>
<td>Yes (User Name Only)</td>
<td>The computer must login the domain.</td>
</tr>
<tr>
<td>N/W-Fax Driver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TopAccessDocMon</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>File Downloader</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>TWAIN Driver</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Backup/Restore</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>AddressBook Viewer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Remote Scan</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Web Service Scan</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Note

Please remember the following limitations and considerations for the User Management Setting.
- The jobs cannot be printed or deleted from TopAccess. When you want to print or delete the jobs, please perform the operation from the [JOB STATUS] button on the Control Panel.
- The department codes that any users are registered cannot be deleted. If you want to delete the department codes, make sure that the no user is registered in the department codes that you want to delete.
- When the Windows Domain or LDAP Authentication is enabled, the password setting in the User Information will not be used for the authentication. Do not specify the password for the User Information when the Windows Domain or LDAP Authentication is used.
- When the user’s jobs are in progress or the user currently log in the touch panel, the user information cannot be deleted or you cannot reset the user’s counters.

Before registering the user information, enable the User Management Setting.
- P.260 “Enabling User Management Setting”
After you enable the User Management Setting, register the user information.
- P.273 “Managing User Information”

Note

When you enable the User Management Setting, the department management will be enabled automatically. However, no department code has been registered, you cannot enable the User Management Setting. In that case, please register the department code before enabling the User Management Setting.
- P.251 “Registering or modifying the Department Code”

Enabling User Management Setting

This equipment supports the following methods for the User Management Setting.

- **Windows Domain Authentication**
  When your network manages the network users using the Windows Domain, this equipment can be managed using the Windows Domain Authentication.
  When this is configured, users must enter the user name and password that is registered in the Windows Domain to perform any operations on the Control Panel of this equipment.
  - P.261 “Enabling Windows Domain Authentication”

- **LDAP Authentication**
  When your network manages the network users using the LDAP, this equipment can be managed using the LDAP Authentication.
  When this is configured, users must enter the user name and password that is registered in the LDAP server to perform any operations on the Control Panel of this equipment.
  - P.266 “Enabling LDAP Authentication”

- **MFP Local Authentication**
  When you do not have any network authentication systems in your network, you can use the MFP Local Authentication.
  When this is configured, users must enter the user name and password that is registered in the MFP to perform any operations on the Control Panel of this equipment.
  - P.271 “Enabling MFP Local Authentication”

Note

If you want to change the authentication method, please change the domain name and password settings of the User Information as required. It’s easy to change the settings of the User Information using the Export/Import function.
- P.281 “Exporting User Information and Counters”
- P.284 “Importing User Information”
Enabling Windows Domain Authentication

To use the Windows Domain Authentication, you must have Windows Domain Authentication system in your network.

**Note**

When the Windows Domain Authentication is enabled, the SNMP Communication must be enabled for printing.

---

**Enabling Windows Domain Authentication**

1. **Click the User Management tab and the Authentication menu.**

   - The login page is displayed.

2. **Enter the administrator password and click [Login].**

   - The Authentication page is displayed.

3. **Click [User Management Setting].**

   - The User Management Setting page opens.
4 Select “Windows Domain Authentication”.

- The confirmation dialog box appears.

**Note**

You can disable the User Management Setting by selecting “Disable” and click [Next].

5 Click [OK].

6 Select how to process a print job whose user authentication has failed in the User Authentication Enforcement drop down box, and then click [Next].

- In the “User Authentication Enforcement” drop down box, select whether invalid jobs, which an authentication failed, are printed or stored in the invalid job list.
  - **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
  - **Print** — Select this to print the invalid jobs.
  - **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.

**Tips**

- If you want to automatically register user information entered in the authentication screen on the touch panel, TopAccess, or e-Filing Web Utility into this equipment, enable the department management and then check the “Create User Information Automatically” checkbox.
- If you want to gest user operations, check the “Enable Guest User” check box.
7 Enter domain names for the network in the Domain Name 1, Domain Name 2 and Domain Name 3 fields, and then click [Detail Setting].

![User Management Setting](image)

![Windows Domain Authentication Setting](image)

**Note**
You can specify up to 3 domain names. You must specify at least one domain name to enable the Windows Domain Authentication.

8 Click [NT Domain], and Enter the following items. Then click [Next].

![User Management Setting](image)

![Windows Domain Authentication Setting](image)

**Domain Name** — The domain name entered in Step 7 is displayed.

**PDC** — Enter the server name or IP address of the Primary Domain Controller.

**BDC** — Enter the server name or IP address of the Backup Domain Controller as you required.

**Note**
If the wrong primary or backup domain controller is specified, the [ENTER] button in the USER AUTHENTICATION screen on the touch panel is highlighted while this equipment searches for the primary or backup domain controller for 2 to 4 minutes. In that case, correct the primary or backup domain controller setting after the beep will sound and the alert message will be displayed on the touch panel.
9 Specify the following items and click [Next].

**User Management Setting**

- **Role Based Access** — Select whether the Role Based Access Control is enabled or not.
- **LDAP Server** — Select the LDAP server that manages the Role Based Access Control.

**Tips**

- When you enable Role Based Access Control, you must export the role based data setting file embedded in this equipment or another equipment of the e-STUDIO3510C series, the e-STUDIO451c series, the e-STUDIO850 series, the e-STUDIO452 series and the e-STUDIO282 series. Then edit this file into a form that required for LDAP server setting and import it into the equipment. For instructions on how to edit role based data setting file, see P.287 “Exporting Role Information” and P.290 “Importing Role Information”.

- The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu. When you configure the Active Directory in Windows server, please specify the domain administrator or account operator for the user name. See P.201 “Managing Directory Service”

- If you checked the “Enable Guest User” checkbox in Step 6, the Guest ACL Settings page is displayed. Go to the next step. If you did not check it, go to Step 11.

10 Enter the following items and click [Next].

**Guest ACL Settings**

- **Enable Copy** — Check this to enable copying.
- **Enable Email** — Check this to enable Emailing.
- **Enable File Share** — Check this to enable the file saving operation
- **Enable Internet Fax** — Check this to enable the Internet Fax function.
- **Enable Print** — Check this to enable printing.
- **Enable e-Filing Box** — Check this to enable the e-Filing function.
- **Enable Fax** — Check this to enable the Fax function.
- **Enable Color Print** — Check this to enable color printing.
11 Specify how the From Address is set for Scan to Email.

**User Management Setting**

- **Setting Address is 'User Name + @ + Mail Domain Name'**
  - Setting Address is searching from 'User Name' of LDAP.
  - From Address is acquired from Email setting.
  - From Address cannot be edited in Scan to Email.

**Note**

When the User Authentication for Scan to Email is not enabled, these settings are not used for Scan to Email.

**Setting Address is 'User Name + @ + Mail Domain Name'** — Select this to set the From Address as "User Name@Mail Domain Name", whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, enter the domain name in the “Mail Domain Name” field.

**Setting Address is searching from 'User Name' of LDAP** — Select this to set the From Address as the email address that is searched from the LDAP server. When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the “LDAP Server” drop down box and “Attribute type of ‘User Name’” field. If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server. If the user name is not found in the LDAP server, this equipment sets the From Address as the "User Name@Mail Domain Name", whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, select the LDAP server in the “LDAP Server” drop down box, enter the attribute type to search the user name in the “Attribute type of ‘User Name’” field, and the domain name that is used when the user name is not found in the "Mail Domain Name" field.

**From Address is acquired from Email setting** — Select this to set the From Address as the email address set in the Email setting.

**From Address cannot be edited in Scan to Email** — Check this box if you do not want to allow users to edit the From Address.

12 Click [Finish].

- The Windows Domain Authentication is enabled.
— Enabling LDAP Authentication

To enable the LDAP Authentication, you must have LDAP directory service in your network.

**Notes**

- Before enabling the LDAP Authentication, please see “Setting up LDAP Authentication Service” in the *Network Administration Guide*.
- To enable LDAP with SSL, please see the following section. □ P.127 “Setting up the LDAP Session”

**Enabling LDAP Authentication**

1. **Click the User Management tab and the Authentication menu.**

   ![User Management and Authentication Menu]

   - The login page is displayed.

2. **Enter the administrator password and click [Login].**

   ![Authentication Page]

   - The Authentication page is displayed.

3. **Click [User Management Setting].**

   ![User Management Setting Page]

   - The User Management Setting page opens.
4 Select “LDAP Authentication”.

- The confirmation dialog box appears.

**Note**

You can disable the User Management Setting by selecting “Disable” and click [Next].

5 Click [OK].

6 Select how to process a print job whose user authentication has failed in the User Authentication Enforcement drop down box, and then click [Next].

- In the “User Authentication Enforcement” drop down box, select whether invalid jobs, which an authentication failed, are printed or stored in the invalid job list.
  - ON — Select this to not print the invalid jobs and store them in the invalid job list.
  - Print — Select this to print the invalid jobs.
  - Delete — Select this to delete the invalid jobs without storing them in the invalid job list.

**Tips**

- If you want to automatically register user information entered in the authentication screen on the touch panel, TopAccess, or e-Filing Web Utility into this equipment, enable the department management and then check the “Create User Information Automatically” checkbox.
- If you want to enable the guest user operations, check the “Enable Guest User” checkbox.
7 Select the LDAP server to be used for the authentication and select the type of the LDAP server. Then click [Detail Setting].

**User Management Setting**

- **Cancel**
- **Next**
- **Detail Setting**

**LDAP Authentication Setting**

- **Windows Server**
- **LDAP Server (Other than Windows Server)**

The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu.

P.201 “Managing Directory Service”

8 Specify the following items and click [Next].

**Role Based Access**

- **Enable**

**Role Based Access Setting**

- **Role Based Access**
- **LDAP Server**

The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu.

P.201 “Managing Directory Service”

If you checked the “Enable Guest User” checkbox in Step 6, the Guest ACL Settings page is displayed. Go to the next step. If you did not check it, go to Step 10.

Tip

- When you enable Role Based Access Control, you must export the role based data setting file embedded in this equipment or another equipment of the e-STUDIO3510C series, the e-STUDIO451c series, the e-STUDIO850 series, the e-STUDIO452 series and the e-STUDIO282 series. Then edit this file into a form that required for LDAP server setting and import it into the equipment. For instructions on how to edit role based data setting file, see P.287 “Exporting Role Information” and P.290 “Importing Role Information”.
- The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu. When you configure the Active Directory in Windows server, please specify the domain administrator or account operator for the user name.

P.201 “Managing Directory Service”

- If you checked the “Enable Guest User” checkbox in Step 6, the Guest ACL Settings page is displayed. Go to the next step. If you did not check it, go to Step 10.
9 Select the following items to enable the privileges for the Guest account.

Enable Copy — Check this to enable copying.
Enable Email — Check this to enable Emailing.
Enable File Share — Check this to enable the file saving operation
Enable Internet Fax — Check this to enable the Internet Fax function.
Enable Print — Check this to enable printing.
Enable e-Filing Box — Check this to enable the e-Filing function.
Enable Fax — Check this to enable the Fax function.
Enable Color Print — Check this to enable color printing.
10 Specify how the From Address is set for Scan to Email.

User Management Setting

Setting method of From Address field.
- Setting Address is "User Name + @ + Mail Domain Name"
  Mail Domain Name
- Setting Address is searching from 'User Name' of LDAP.
  LDAP Server
  Attribute type of 'User Name'
  Mail Domain Name
- From Address is acquired from Email setting.
- From Address cannot be edited in Scan to Email.

Note

When the User Authentication for Scan to Email is not enabled, these settings are not used for Scan to Email.

Setting Address is 'User Name + @ + Mail Domain Name' — Select this to set the From Address as "User Name@Mail Domain Name", whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, enter the domain name in the “Mail Domain Name” field.

Setting Address is searching from 'User Name' of LDAP — Select this to set the From Address as the email address that is searched from the LDAP server. When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the “LDAP Server” drop down box and “Attribute type of ‘User Name’” field.

If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server.

If the user name is not found in the LDAP server, this equipment sets the From Address as the "User Name@Mail Domain Name", whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, select the LDAP server in the “LDAP Server” drop down box, enter the attribute type to search the user name in the “Attribute type of ‘User Name’” field, and the domain name that is used when the user name is not found in the “Mail Domain Name” field.

From Address is acquired from Email setting — Select this to set the From Address as the email address set in the Email setting.

From Address cannot be edited in Scan to Email — Check this box if you do not want to allow users to edit the From Address.

11 Click [Finish].

- The LDAP Authentication is enabled.
— Enabling MFP Local Authentication

When no network authentication system is configured in your network, you can enable the MFP Local Authentication. The MFP Local Authentication uses the account information that is registered in this equipment for the authentication. Therefore, you must register the user account information first before enabling the MFP Local Authentication. This equipment also manages the counters for each user if the MFP Local Authentication is enabled.

P.274 “Creating or modifying user information”

After you register the user information, enable the MFP Local Authentication.

P.271 “Enabling MFP Local Authentication”

Enabling MFP Local Authentication

1 Click the User Management tab and the Authentication menu.

   • The login page is displayed.

2 Enter the administrator password and click [Login].

   • The Authentication page is displayed.

3 Click [User Management Setting].

   • The User Management Setting page opens.
4 Select “MFP Local Authentication” in the “User Authentication” drop down box, and select how invalid jobs are processed in the “User Authentication Enforcement” drop down box. Then click [Next].

- The MFP Local Authentication is enabled.
- In the “User Authentication Enforcement” drop down box, select whether invalid jobs, which an authentication failed, are printed or stored in the invalid job list.
  - **ON** — Select this to not print the invalid jobs and store them in the invalid job list.
  - **Print** — Select this to print the invalid jobs.
  - **Delete** — Select this to delete the invalid jobs without storing them in the invalid job list.

**Tips**

- If you want to automatically register user information entered in the authentication screen on the touch panel, TopAccess, or e-Filing Web Utility into this equipment, enable the department management and then check the “Create User Information Automatically” checkbox.
- You can disable the User Management Setting by selecting “Disable” and click [Next].
- If you want to gest user operations, check the “Enable Guest User” check box. Go to the next step.
5 Enter the following items and click [Next].

**User Management Setting**

- Enable Copy — Check this to enable copying.
- Enable Email — Check this to enable Emailing.
- Enable File Share — Check this to enable the file saving operation.
- Enable Internet Fax — Check this to enable the Internet Fax function.
- Enable Print — Check this to enable printing.
- Enable e-Filing Box — Check this to enable the e-Filing function.
- Enable Fax — Check this to enable the Fax function.
- Enable Color Print — Check this to enable color printing.

**Managing User Information**

After enabling the User Management Setting, you must register the user information in the User Confirm/Create/Modify page.

In this page, you can do:
- P.274 “Creating or modifying user information”
- P.275 “Deleting user information”
- P.277 “Deleting all user information”
- P.278 “Resetting the counters for specific users”
- P.280 “Resetting the counters for all users”
- P.281 “Exporting User Information and Counters”
- P.284 “Importing User Information”

The registered users can view the own user information in the User Confirm/Create/Modify page. Users can also change the own password (only when the Local MFP Authentication is enabled).
- P.292 “Viewing the own user information by a user”
- P.293 “Changing a password by a user (Local MFP Authentication only)”

**Notes**

- When the Windows Domain or LDAP Authentication is used and the “Create User Information Automatically” option is enabled when enabling the User Management Setting, the user information can be registered automatically in the equipment when a user enters the user name and password in the User Authentication screen and then enter the department code.
- There is “Undefined” user information that is registered as the default. This user information is used to count the Invalid jobs. You can view the counter information of this user information, but cannot modify or delete this default user information.
Creating or modifying user information

1. Click the User Management tab.

2. Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

• The User Information List submenu page is displayed.

Tips

• Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
• You do not have to select the “Domain Name” field when you log in as the Administrator.

3. Click [New] to create a new user or click the user name link to modify the existing user information.

• The User Information page is opened.
4 Enter the following items and press [Save].

**User Name** — Enter a login user name. You can enter up to 128 characters.

**Domain Name** — Select the domain name that this user will login. The domain name that is set while enabling the Windows Domain authentication is used for the authentication.

**Password** — Enter a login password. You can enter up to 64 characters. You do not have to specify this when the Windows Domain or LDAP authentication is used.

**Department Number** — Select the department code that the user belongs. The jobs that are performed by the user are counted as the specified department code.

**Account Manager** — Select whether this user is registered as the Account Manager. The users that are registered as the Account Manager can login to the User Information List submenu page.

**Set Limitation** — Select whether enabling the limitation of outputs for this user. When you select “ON”, enter the maximum number of outputs for this user in the “Maximum reached” field.

**Maximum reached** — Enter the maximum number of outputs for this user when the “Set Limitation” option is enabled.

**Tips**

• You can also delete the user information by clicking [Delete].
• You can also reset the counter for this user by clicking [Reset Counters].
• When you editing the existing user information, the counter information of the user is displayed in the page.

**Deleting user information**

**Notes**

• When the user’s jobs are in progress or the user currently log in the touch panel, the user information cannot be deleted.
• The “Undefined” user information cannot be deleted.
1 Click the User Management tab.

- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Check the boxes of users that you want to delete and click [Delete].

- The confirmation dialog box appears.
4 Click [OK] to delete the user information.

- The selected users are deleted.

Deleting all user information

Notes

- When the user’s jobs are in progress or the user currently log in the touch panel, the user information cannot be deleted.
- The “Undefined” user information cannot be deleted.

1 Click the User Management tab.

- The login page is displayed.

2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

- The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.
3 Click [Delete All].

The confirmation dialog box appears.

4 Click [OK] to delete all user information.

The counters of selected users are cleared.

Resetting the counters for specific users

**Note**

When the user’s jobs are in progress or the user currently log in the touch panel, you cannot reset the user’s counters.

1 Click the User Management tab.

The login page is displayed.
2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Check the boxes of users that you want to reset counters and click [Reset Counters].

The confirmation dialog box appears.

4 Click [OK] to reset the counters.

The counters of selected users are cleared.
Resetting the counters for all users

**Note**
When the user’s jobs are in progress or the user currently log in the touch panel, you cannot reset the user’s counters.

1. **Click the User Management tab.**

   ![User Management Tab](image1)

   - The login page is displayed.

2. **Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].**

   ![Login Page](image2)

   - The User Information List submenu page is displayed.

**Tips**

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.
3 Click [Reset All Counters].

The confirmation dialog box appears.

4 Click [OK] to reset all counters.

- The counters of selected users are cleared.

Exporting User Information and Counters

The user information can be exported as a CSV file for use in other equipment.

1 Click the User Management tab.

- The login page is displayed.
2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

- The User Information List submenu page is displayed.

**Tips**

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click the “Export/Import” link at the upper right of the page.

- The Export/Import window appears.
4 Click [Create New File] of which you want to export.

Export (Small/Large Counter) — Click [Create New File] of this area to export the counter information only.
Export (User Information) — Click [Create New File] of this area to export the user information only.
Export (User Information + All Counter) — Click [Create New File] of this area to export the counter information and user information.

Tip
If you previously exported user information data, the exported file link and information are displayed in the page. You can click the link to save the previously exported file.

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

• The Save As dialog box appears.

Note
If the File Name link is not displayed or not updated, close the window and try again. Creating a new file may take a few minutes.
6 Select the file location and select “All Files” in the “Save as type” drop down box. Then click [Save].

- The CSV file that contains the user information data is saved in a selected location.

Importing User Information

You can import user information from a file that has been exported from another device such as e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, and e-STUDIO282 Series. The imported file must be the comma delimited CSV file and created in the suitable format for the user information data.

Notes

- When the user information data is imported, the old data will be cleared and overwritten with the new data.
- Before importing the user information data, please confirm that there is no print job, no scan job, and no fax job. The user information data cannot be imported if there are any jobs that have been processed. If importing the user information data takes a long time, perform restoring the data after the equipment turns in a Sleep/Auto Shut Off mode. It may take a long time when there are too many user information or the data includes the too long user name or domain name.
- Before importing the CSV file, please confirm that all required data for each item is entered in the CSV file. The required items vary depending on the authentication type.
  * Yes = Required, No = Not Required

<table>
<thead>
<tr>
<th>Items</th>
<th>Windows Domain</th>
<th>LDAP</th>
<th>Local</th>
<th>Supplements</th>
</tr>
</thead>
<tbody>
<tr>
<td>UserId</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Username</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>The value must be deleted for Windows Domain or LDAP.</td>
</tr>
<tr>
<td>Domainname</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>The value must be deleted for LDAP or Local.</td>
</tr>
<tr>
<td>Department Code</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Access Manager</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>When the value is blank, the value is set to “0”. 0 = Disable, 1 = Enable</td>
</tr>
</tbody>
</table>
When user sends a print job while importing the user information, the alert message will be displayed to tell that the equipment cannot receive the print job. When this equipment receives a fax while importing the user information, this equipment cannot start receiving the fax so that it continues ringing.

1. **Click the User Management tab.**

   ![User Management Tab](image)

   - The login page is displayed.

2. **Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].**

   ![Login Page](image)

   - The User Information List submenu page is displayed.

### Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.
3 Click the “Export/Import” link at the upper right of the page.

- The Export/Import window appears.

4 Click Import menu and click [Browse...].

- The Choose file dialog box appears.

5 Select the CSV file that contains user information data and click [Open].
6 Click [Import].

- The data is imported to the User Information list page.

**Exporting Role Information**

Role information is stored in this equipment in the XML format. The role information can be exported as a CSV file for use in other equipment.

**Note**

Web Services Scanning is not given any restrictions by the user management setting.

**Tip**

To edit the role information, refer to information described in the exported role information configuration file.

1 Click the User Management tab.

- The login page is displayed.
2 Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].

The User Information List submenu page is displayed.

Tips

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3 Click the “Role Information”.

The Role Information page is displayed.
4 Click the “Export/Import” link at the upper right of the page.

The Export/Import window appears.

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

The Save As dialog box appears.

6 Select the file location and select “XML Document” in the “Save as type” drop down box. Then click [Save].

The XML file that contains the role information data is saved in a selected location.
Importing Role Information

You can import role information exported from any of other e-STUDIO3510c Series, e-STUDI451c Series, e-STUDIO850 Series, e-STUDIO452 Series or e-STUDIO282 Series as an XML file. The file to be imported must be created in an XML format compliant with the TopAccess role information format.

1. **Click the User Management tab.**

   ![User Management Tab](image1)

   - The login page is displayed.

2. **Enter “Admin” in the “User Name” field, enter the administrator password in the “Password” field, and click [Login].**

   ![Login](image2)

   - The User Information List submenu page is displayed.

**Tips**

- Users can also login using the user name, domain name (required only when Windows Domain Authentication is enabled), and password that has been set as the Account Manager in the User Information.
- You do not have to select the “Domain Name” field when you log in as the Administrator.

3. **Click the “Role Information”**.

   ![Role Information](image3)
4 Click the “Export/Import” link at the upper right of the page. The Export/Import window appears.

5 Click Import menu. The Import page appears

6 Click [Browse...]. The Choose file dialog box appears.

7 Select the XML file that contains user information data and click [Open].
8 Click [Import].

- The data is imported to the Role Information.

**Viewing the own user information by a user**

Users can view the own user information by login the User Confirm/Create/Modify page. When the Role Based Access Control is enabled, users can also confirm the functions to be allowed.

1 Click the User Management tab.

- The login page is displayed.

2 Enter your user name in the “User Name” field, select a domain name (required only when Windows Domain Authentication is enabled), enter the your password in the “Password” field, and click [Login].

*Only Administrator or Account Manager can Create/Modify.*

---

292 Setting up User Management
3 The User Information page is displayed.

Changing a password by a user (Local MFP Authentication only)

When the Local MFP Authentication is enabled, not only an administrator or account managers but also each registered user can change the password himself.

1 Click the User Management tab.

- The login page is displayed.

2 Enter your user name in the “User Name” field, enter the your password in the “Password” field, and click [Login].

- The User Information page is displayed.
3 Click [Change Password].

- The Change Password window appears.

4 Enter the following items and click [Save].

- Old Password — Enter your login password.
- New Password — Enter a new login password. You can enter up to 64 characters.
- Retype Password — Enter a new login password again.

5 Click [OK].

- The password is changed.

Setting up User Authentication for Scan to E-mail

When the User Authentication for Scan to Email is enabled, users must enter the user name and password before performing Scan to E-mail.

You can select either the SMTP or LDAP for User Authentication for Scan to Email.

- SMTP Authentication
  - This equipment can be managed using the SMTP Authentication.
  - When this is configured, users must enter the user name and password that is registered in the SMTP server to perform Scan to E-mail on the Control Panel of this equipment.

P.295 “Enabling User Authentication for Scan to Email (SMTP)”
• LDAP Authentication
   When your network manages the network users using the LDAP, this equipment can be managed using the LDAP Authentication.
   When this is configured, users must enter the user name and password that is registered in the LDAP server to perform Scan to E-mail on the Control Panel of this equipment.
   &gt; P.297 “Enabling User Authentication for Scan to Email (LDAP)”

Note

When the User Authentication for Scan to Email is enabled, the Email Notification may not be sent to the administrator. Please make sure to set the login name and password in the SMTP Client settings.
&gt; P.135 “Setting up the SMTP Client”

Enabling User Authentication for Scan to Email (SMTP)

1 Click the User Management tab and the Authentication menu.

   - The login page is displayed.

2 Enter the administrator password and click [Login].

   - The Authentication page is displayed.
3 Click [User Authentication for Scan to Email].

- The User Authentication for Scan to Email page opens.

4 Select “SMTP” in the “Method” drop down box and click [Next].

- This equipment can set the authentication for Scan to Email, but cannot set the authentication for Internet Fax transmission. If you do not want to allow users to perform the Internet Fax transmission, check the “Internet Fax Not Allowed” check box. When you check on this box, users no longer perform the Internet Fax transmission.
- When you want to disable the User Authentication for Scan to Email, select “Disable” in the “Method” and click [Next].

5 Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server and select the authentication type in the “Authentication” drop down box. Then click [Next].

- If you have set the SMTP Client settings in the Network setup page, the setting values of the SMTP Client settings in the Network setup page are reflected in these settings.
6 Specify how the From Address is set for Scan to Email.

**User Authentication for Scan to Email**

- Setting method of From Address field:
  - Setting Address is 'User Name + @ + Mail Domain Name'
    - Mail Domain Name: ax.com
  - Setting Address is searching from 'User Name' of LDAP
    - LDAP Server:
      - ldap1
    - Attribute type of 'User Name':
      - cid
    - Mail Domain Name:
      - ax.com
  - Setting Address is acquired from Email setting
    - From Address registered by what Email Setting is used.
  - From Address cannot be edited in Scan to Email.

**Setting Address is 'User Name + @ + Mail Domain Name'** — Select this to set the From Address as "User Name@Mail Domain Name", whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, enter the domain name in the “Mail Domain Name” field.

**Setting Address is searching from 'User Name' of LDAP** — Select this to set the From Address as the email address that is searched from the LDAP server. When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the “LDAP Server” drop down box and “Attribute type of ‘User Name’” field. If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server. If the user name is not found in the LDAP server, this equipment sets the From Address as the “User Name@Mail Domain Name”, whose “User Name” is the user name that is entered on the Touch Panel Display for the authentication, and “Mail Domain Name” is the domain name that is entered in the “Mail Domain Name” field. When this is selected, select the LDAP server in the “LDAP Server” drop down box, enter the attribute type to search the user name in the “Attribute type of ‘User Name’” field, and the domain name that is used when the user name is not found in the “Mail Domain Name” field.

**From Address is acquired from Email setting** — Select this to set the From Address as the email address set in the Email setting.

**From Address cannot be edited in Scan to Email** — Check this box if you do not want to allow users to edit the From Address.

7 Click [Finish].
- The User Authentication for Scan to Email is enabled.

---

**Enabling User Authentication for Scan to Email (LDAP)**

1 Click the User Management tab and the Authentication menu.

- The login page is displayed.

---
2. Enter the administrator password and click [Login].

- The Authentication page is displayed.

3. Click [User Authentication for Scan to Email].

- The User Authentication for Scan to Email page opens.

4. Select “LDAP” in the “Method” drop down box and click [Next].

Tips

- This equipment can set the authentication for Scan to Email, but cannot set the authentication for Internet Fax transmission. If you do not want to allow users to perform the Internet Fax transmission, check the “Internet Fax Not Allowed” check box. When you check on this box, users no longer perform the Internet Fax transmission.
- When you want to disable the User Authentication for Scan to Email, select “Disable” in the “Method” and click [Next].
5 Select the LDAP server to be used for the authentication and select the type of the LDAP server. Then click [Next].

- **Windows Server** — Select this when LDAP is running on Windows server.
- **LDAP Server (Other than Windows Server)** — Select this when the LDAP is running the server other than Windows server. When this is selected, you have to specify the attribute type of ‘User Name’.

**Tip**

The LDAP server to be used for the authentication must be configured in the Directory Service submenu page in the Maintenance menu. 

P.201 “Managing Directory Service”
6 Specify how the From Address is set for Scan to Email.

**User Authentication for Scan to Email**

- Setting Address is 'User Name + @ + Mail Domain Name'
  - Select this to set the From Address as "User Name@Mail Domain Name", whose "User Name" is the user name that is entered on the Touch Panel Display for the authentication, and "Mail Domain Name" is the domain name that is entered in the "Mail Domain Name" field.
  - When this is selected, enter the domain name in the "Mail Domain Name" field.
- Setting Address is searching from 'User Name' of LDAP
  - Select this to set the From Address as the email address that is searched from the LDAP server.
  - When this is selected, this equipment will search the user name, which is entered on the Touch Panel Display for the authentication, from the records of the attribute type in the LDAP server that you specify in the "LDAP Server" drop down box and "Attribute type of 'User Name'" field.
  - If the user name is found, this equipment sets the From Address as the email address of the user name registered in the LDAP server.
  - If the user name is not found in the LDAP server, this equipment sets the From Address as the "User Name@Mail Domain Name", whose "User Name" is the user name that is entered on the Touch Panel Display for the authentication, and "Mail Domain Name" is the domain name that is entered in the "Mail Domain Name" field.
  - When this is selected, select the LDAP server in the "LDAP Server" drop down box, enter the attribute type to search the user name in the "Attribute type of 'User Name'" field, and the domain name that is used when the user name is not found in the "Mail Domain Name" field.
- From Address is acquired from Email setting
  - Select this to set the From Address as the email address set in the Email setting.
- From Address cannot be edited in Scan to Email
  - Check this box if you do not want to allow users to edit the From Address.

7 Click [Finish].

- The User Authentication for Scan to Email is enabled.
Troubleshooting

This chapter describes the most common TopAccess errors and provides steps to resolve the conditions. If the problem persists after you have followed all of the steps, make sure to note what you were trying to do and any error messages appear, etc. — and then contact your service representative.

**TopAccess Error Messages**

- Print Job Status Messages ................................................................. 302
- Transmission/Reception Journal Status Messages ............................ 302
- Scan Job Status Messages ................................................................. 307
- Message Log ..................................................................................... 312
TopAccess Error Messages

Note

The error messages displayed in the Touch Panel Display are described in the Operator's Manual for Basic Function.

Print Job Status Messages

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Cause</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>402F</td>
<td>PM size error</td>
<td>1200 dpi print jobs cannot be printed without the optional expansion memory. Send a print job with a 600 dpi setting.</td>
</tr>
<tr>
<td>4030</td>
<td>Print enable error</td>
<td>Please purchase the Printer Kit or Printer/Scanner Kit if you want to use the printing function.</td>
</tr>
<tr>
<td>4031</td>
<td>HDD full error</td>
<td>Delete unnecessary private print jobs and invalid department print jobs.</td>
</tr>
<tr>
<td>A221</td>
<td>Job canceled</td>
<td>(Job was canceled.)</td>
</tr>
<tr>
<td>A222</td>
<td>Power failure</td>
<td>Check if the power cable is connected properly and it is inserted securely. Check if the power voltage is unstable.</td>
</tr>
</tbody>
</table>

Transmission/Reception Journal Status Messages

The result of the transmission and reception is indicated as follows in the Transmission Journal and Reception Journal pages in the Logs tab. The following table describes the Error Code.

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Cause</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011</td>
<td>Paper jam</td>
<td>Clear the jammed printing paper.</td>
</tr>
<tr>
<td>0012</td>
<td>Original jam</td>
<td>Clear the jammed original.</td>
</tr>
<tr>
<td>0013</td>
<td>Door open</td>
<td>Firmly close the open door.</td>
</tr>
<tr>
<td>0020</td>
<td>Power interruption</td>
<td>Check the power interruption report.</td>
</tr>
<tr>
<td>0030</td>
<td>Reset</td>
<td>(The transmission was canceled by pressing the [FUNCTION CLEAR] button.)</td>
</tr>
<tr>
<td>0033</td>
<td>Polling Error</td>
<td>Check polling options setup (Security Code, etc.), and check if the polling document exists.</td>
</tr>
<tr>
<td>0042</td>
<td>Memory full</td>
<td>Make sure that there is sufficient memory before making the call again.</td>
</tr>
<tr>
<td>0050</td>
<td>Line busy</td>
<td>Retry communications.</td>
</tr>
<tr>
<td>0053</td>
<td>Security Mismatch in Relay or Mail Box transmission</td>
<td>Confirm the remote party’s Security Code, system password and your setup.</td>
</tr>
<tr>
<td>00B0-00B5 00C0-00C4 00D0-00D2</td>
<td>Signal Error or Line Condition Error</td>
<td>Retry communications. Frequent failures may indicate a phone line problem. If possible, move the unit to another line and try your communications again.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Cause</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>00E8</td>
<td>HDD error</td>
<td>Retry communications. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>00F0</td>
<td>Software failure</td>
<td>Retry communications. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>00F1</td>
<td>Hardware noise</td>
<td>Retry communications. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>1C10</td>
<td>System access abnormality</td>
<td>Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>1C11</td>
<td>Insufficient memory</td>
<td>When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.</td>
</tr>
<tr>
<td>1C12</td>
<td>Message reception error</td>
<td>Turn the power OFF and then back ON. Perform the job in error again.</td>
</tr>
<tr>
<td>1C13</td>
<td>Message transmission error</td>
<td>Turn the power OFF and then back ON. Perform the job in error again.</td>
</tr>
<tr>
<td>1C14</td>
<td>Invalid parameter</td>
<td>When a template is used, form the template again. If the error still occurs, turn the power OFF and then back ON, and perform the job again.</td>
</tr>
<tr>
<td>1C15</td>
<td>Exceeding file capacity</td>
<td>Ask your administrator to change the “Fragment Page Size” setting for the Internet Fax setting, or reduce the number of pages and perform the job again.</td>
</tr>
<tr>
<td>1C20</td>
<td>System management module access abnormality</td>
<td>Turn the power OFF and then back ON. Perform the job in error again. If the recovery is still not completed, contact your service representative.</td>
</tr>
<tr>
<td>1C21-1C22</td>
<td>Job control module access abnormality</td>
<td>Turn the power OFF and then back ON. Perform the job in error again. If the recovery is still not completed, contact your service representative.</td>
</tr>
<tr>
<td>1C30-1C33</td>
<td>Disk access error</td>
<td>When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.</td>
</tr>
<tr>
<td>1C40</td>
<td>Image conversion abnormality</td>
<td>Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Cause</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1C60</td>
<td>HDD full failure during processing</td>
<td>Reduce the number of pages of the job in error and perform the job again. Check if the server or local disk has a sufficient space in disk capacity.</td>
</tr>
<tr>
<td>1C61</td>
<td>Address Book reading failure</td>
<td>Turn the power OFF and then back ON. Perform the job in error again. Reset the data in the Address Book and perform the job again. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>1C62</td>
<td>Memory acquiring failure</td>
<td>Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>1C63</td>
<td>Terminal IP address unset</td>
<td>Ask your administrator to set the IP address of the equipment.</td>
</tr>
<tr>
<td>1C64</td>
<td>Terminal mail address unset</td>
<td>Ask your administrator to set the E-mail address of the equipment.</td>
</tr>
<tr>
<td>1C65</td>
<td>SMTP address unset</td>
<td>Ask your administrator to set the SMTP server address.</td>
</tr>
<tr>
<td>1C66</td>
<td>Server time time-out error</td>
<td>Check if the SMTP server is operating properly.</td>
</tr>
<tr>
<td>1C69</td>
<td>SMTP server connection error</td>
<td>Ask your administrator to set the login name or password of SMTP server and perform the job again. Check if the SMTP server is operating properly.</td>
</tr>
<tr>
<td>1C6A</td>
<td>HOST NAME error</td>
<td>Ask your administrator to check if there is an illegal character in the device name. Delete the illegal character and reset the appropriate device name.</td>
</tr>
<tr>
<td>1C6B</td>
<td>Terminal mail address error</td>
<td>Ask your administrator to check if there is an illegal character in the E-mail address of the equipment. Delete the illegal character and reset the appropriate E-mail address, then perform the job again.</td>
</tr>
<tr>
<td>1C6C</td>
<td>Destination mail address error</td>
<td>Check if there is an illegal character in the Destination E-mail address. Delete the illegal character and reset the appropriate Destination E-mail address, then perform the job again.</td>
</tr>
<tr>
<td>1C6D</td>
<td>System error</td>
<td>Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>1C70</td>
<td>SMTP client OFF</td>
<td>Ask your administrator to enable the SMTP Client and perform the job again.</td>
</tr>
<tr>
<td>1C71</td>
<td>SMTP authentication error</td>
<td>Confirm the login name and password are correct. If SSL is enabled, make sure that SSL port number is correctly set.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Cause</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1C72</td>
<td>POP Before SMTP error</td>
<td>Confirm the POP Before SMTP settings and POP3 settings are correct.</td>
</tr>
<tr>
<td>1C80</td>
<td>Internet Fax transmission failure when processing E-mail job received</td>
<td>Confirm the “Received Internet Fax Forward” settings.</td>
</tr>
<tr>
<td>1C81</td>
<td>Onramp Gateway transmission failure</td>
<td>Confirm the mail box settings.</td>
</tr>
<tr>
<td>1C82</td>
<td>Internet Fax transmission failure when processing Fax job received</td>
<td>Confirm the “Received Fax Forward” setting.</td>
</tr>
<tr>
<td>1CC1</td>
<td>Power failure</td>
<td>Check if the power cable is connected properly and it is inserted securely. Check if the power voltage is unstable.</td>
</tr>
<tr>
<td>3A10-3A12</td>
<td>MIME format error</td>
<td>Ask the sender to resend the Email in the MIME1.0 format.</td>
</tr>
<tr>
<td>3A20-3A22</td>
<td>Email process error</td>
<td>Ask the sender to resend the Email.</td>
</tr>
<tr>
<td>3A30</td>
<td>Partial Email timeout error</td>
<td>Ask the sender to resend the Email, or change the Partial Wait time setting.</td>
</tr>
<tr>
<td>3A40</td>
<td>Invalid partial Email received</td>
<td>Ask the sender to resend the partial Email in the RFC2046 format.</td>
</tr>
<tr>
<td>3A50-3A52</td>
<td>HDD full error</td>
<td>Ask the sender to resend the Email by separating it to several Emails. If this error occurs because the paper empty occurs and too much waiting jobs are stored in the hard disk, add the paper to activate other jobs.</td>
</tr>
<tr>
<td>3A60-3A62</td>
<td>HDD full alert</td>
<td>Ask the sender to resend the Email by separating it to several Emails. If this error occurs because the paper empty occurs and too much waiting jobs are stored in the hard disk, add the paper to activate other jobs.</td>
</tr>
<tr>
<td>3A70</td>
<td>Interrupt partial Email reception</td>
<td>Ask your administrator to enable the Enable Partial Email setting and ask the sender to resend the Email.</td>
</tr>
<tr>
<td>3A80-3A82</td>
<td>Partial Email disabled</td>
<td>Ask your administrator to enable the Enable Partial Email setting and ask the sender to resend the Email.</td>
</tr>
<tr>
<td>3B10-3B12</td>
<td>Email format error</td>
<td>Ask the sender to resend the Email.</td>
</tr>
<tr>
<td>3B20-3B22</td>
<td>Context-Type error</td>
<td>Ask the sender to resend the Email with attached files that are the TIFF format.</td>
</tr>
<tr>
<td>3B30-3B32</td>
<td>Invalid character set</td>
<td>Ask the sender to resend the Email in the ISO-8559-1/2 format.</td>
</tr>
<tr>
<td>3B40-3B42</td>
<td>Email decode error</td>
<td>Ask the sender to resend the Email.</td>
</tr>
<tr>
<td>3C10-3C13</td>
<td>TIFF analysis error</td>
<td>Ask the sender to resend the Email with attached files that are the TIFF format.</td>
</tr>
<tr>
<td>3C20-3C22</td>
<td>TIFF compression error</td>
<td>Ask the sender to resend the Email with attached TIFF files in the MH, MR, MMR, or JBIG compression.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Cause</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3C30-3C32</td>
<td>TIFF resolution error</td>
<td>Ask the sender to resend the Email with attached TIFF files whose resolution is either 200x100, 200x200, 200x400, 300x300, or 400x400 dpi.</td>
</tr>
<tr>
<td>3C40-3C42</td>
<td>TIFF paper size error</td>
<td>Ask the sender to resend the Email with attached TIFF files that can be printed on the paper available for this equipment.</td>
</tr>
<tr>
<td>3C50-3C52</td>
<td>Offramp transmission error</td>
<td>Ask the sender to specify the correct fax numbers and resend the Email.</td>
</tr>
<tr>
<td>3C60-3C62</td>
<td>Offramp security error</td>
<td>Confirm that specified fax numbers are registered in the address book of the equipment. If not, register the fax numbers in the address book and ask the sender to resend the Email with correct fax numbers.</td>
</tr>
<tr>
<td>3C70</td>
<td>Power failure</td>
<td>Confirm the job is recovered or not. If not, ask the sender to resend the Email.</td>
</tr>
<tr>
<td>3D10</td>
<td>Destination address error</td>
<td>Ask your administrator whether the DNS and mail server settings are correctly set. If they are correctly set, ask the sender to confirm the destination address is correct.</td>
</tr>
<tr>
<td>3D20</td>
<td>Exceeding maximum offramp destinations</td>
<td>Ask the sender to specify up to 40 destinations for one offramp gateway job. The equipment cannot perform the offramp gateway transmission for more than 40 destinations.</td>
</tr>
<tr>
<td>3D30</td>
<td>Fax unit is not installed</td>
<td>Make sure the Fax unit is installed, or connected correctly.</td>
</tr>
<tr>
<td>3E10</td>
<td>POP3 server communication error</td>
<td>Ask your administrator that the POP3 server address is correctly set, or the POP3 server works properly. If SSL is enabled, make sure that SSL port number is correctly set.</td>
</tr>
<tr>
<td>3E20</td>
<td>POP3 server communication timeout</td>
<td>Ask your administrator that the POP3 server works properly and the LAN cable is connected to the server.</td>
</tr>
<tr>
<td>3E30</td>
<td>POP3 login error</td>
<td>Ask your administrator that the POP3 user name and password is set correctly.</td>
</tr>
<tr>
<td>3E40</td>
<td>POP3 login type error</td>
<td>Ask your administrator that the POP3 login type (Auto, POP3, APOP) is set correctly.</td>
</tr>
<tr>
<td>3F00, 3F10, 3F20, 3F30, 3F40</td>
<td>File I/O error</td>
<td>Ask the sender to resend the Email. If the error still occurs, contact your service representative.</td>
</tr>
</tbody>
</table>
### Scan Job Status Messages

The status and result of the scan jobs is indicated as following in the Scan Job page in the Job Status tab and Scan Log page in the Logs tab.

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Message</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>2C10, 2C12, 2C13, 2C20-2C22</td>
<td>Illegal Job status</td>
<td>A system error has occurred during sending an email. Retry it. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2C11, 2C62</td>
<td>Not enough memory</td>
<td>When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.</td>
</tr>
<tr>
<td>2C14</td>
<td>Invalid parameter specified</td>
<td>Make sure you specify the settings correctly and try again.</td>
</tr>
<tr>
<td>2C15</td>
<td>Message size exceeded limit or maximum size</td>
<td>You are sending too many documents at a time. Send your documents separately.</td>
</tr>
<tr>
<td>2C30-2C33</td>
<td>Disk access error</td>
<td>When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.</td>
</tr>
<tr>
<td>2C40</td>
<td>Failed to convert image file format</td>
<td>When this error occurs by converting the Slim PDF format, retry the scan. If the error still occurs, specify the general PDF format. When this error occurs by converting other than the Slim PDF format, turn the power OFF and then back ON. Then retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2C43</td>
<td>Encryption error. Failed to create file</td>
<td>Retry the job in error. If the error still occurs, turn the power OFF and then back ON. Then retry it.</td>
</tr>
<tr>
<td>2C61</td>
<td>Failed to read AddressBook</td>
<td>Turn the power OFF and then back ON. Retry the job in error. Reset the data in the Address Book and retry it. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2C63, 2C64</td>
<td>Invalid Domain Address</td>
<td>Ask your administrator to set the IP address.</td>
</tr>
<tr>
<td>2C65, 2C66, 2C69</td>
<td>Failed to connect to SMTP server</td>
<td>Make sure the SMTP server is correctly working, or the SMTP server address has been set correctly.</td>
</tr>
<tr>
<td>2C6A</td>
<td>Failed to send E-Mail message</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Message</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2C6B</td>
<td>Invalid address specified in From: field</td>
<td>Make sure that there is an illegal character in the Terminal mail address. Delete the illegal character and reset the appropriate Terminal mail address, then retry it.</td>
</tr>
<tr>
<td>2C6C</td>
<td>Invalid address specified in To: field</td>
<td>Make sure that there is an illegal character in the Destination mail address. Delete the illegal character and reset the appropriate Destination mail address, then retry it.</td>
</tr>
<tr>
<td>2C6D</td>
<td>NIC system error</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2C70</td>
<td>SMTP service is not available</td>
<td>Ask your administrator whether the SMTP service is enabled.</td>
</tr>
<tr>
<td>2C71</td>
<td>SMTP authentication error</td>
<td>Confirm the login name and password are correct. If SSL is enabled, make sure that SSL port number is correctly set.</td>
</tr>
<tr>
<td>2C72</td>
<td>POP Before SMTP error</td>
<td>Confirm the POP Before SMTP settings and POP3 settings are correct.</td>
</tr>
<tr>
<td>2C80</td>
<td>Failed to process received Email job</td>
<td>Ask your administrator whether the Internet Fax Received Forward is set.</td>
</tr>
<tr>
<td>2C81</td>
<td>Failed to process received Fax job</td>
<td>Ask your administrator whether the Fax Received Forward is set.</td>
</tr>
<tr>
<td>2CC0</td>
<td>Job canceled</td>
<td>(Job was canceled.)</td>
</tr>
<tr>
<td>2CC1</td>
<td>Power failure occurred</td>
<td>Make sure that the power cable is connected properly and it is inserted securely. Resend the job.</td>
</tr>
<tr>
<td>2D10, 2D12, 2D13, 2D20-2D22</td>
<td>Illegal Job status</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2D11</td>
<td>Not enough memory for saving the scan job</td>
<td>Wait for a while and retry the job. If the error still occurs, turn the power OFF and then back ON and retry it.</td>
</tr>
<tr>
<td>2D14</td>
<td>An internal error occurred</td>
<td>Turn the power OFF and then back ON, and retry the job. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2D15</td>
<td>Exceeding maximum file capacity</td>
<td>Divide the file into several files, or retry in a single-page format.</td>
</tr>
</tbody>
</table>

Save as file
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Message</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2D30</td>
<td>Failed to create directory</td>
<td>Make sure that the access privilege to the storage directory is writable and also the disk in the directory has enough space, and then retry the job. If more than one job is performed simultaneously, the error may occur because the disk temporarily runs out of space. In this case, wait for a while and retry the job. If the error still occurs, turn the power OFF and then back ON, and then retry it.</td>
</tr>
<tr>
<td>2D31, 2D33</td>
<td>Failed to create file</td>
<td>Make sure that the access privilege to the storage directory is writable and also the disk in the directory has enough space, and then retry the job. If more than one job is performed simultaneously, the error may occur because the disk temporarily runs out of space. In this case, wait for a while and retry the job. If the error still occurs, turn the power OFF and then back ON, and then retry it.</td>
</tr>
<tr>
<td>2D32</td>
<td>Failed to delete file</td>
<td>Make sure that the access privilege to the storage directory is writable and then retry the job. If the error still occurs, turn the power OFF and then back ON, and then retry it.</td>
</tr>
<tr>
<td>2D40</td>
<td>Failed to convert image file format</td>
<td>When this error occurs by converting the Slim PDF format, retry the scan. If the error still occurs, specify the general PDF format. When this error occurs by converting other than the Slim PDF format, turn the power OFF and then back ON. Then retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2D43</td>
<td>Encryption error. Failed to create file</td>
<td>Retry the job in error. If the error still occurs, turn the power OFF and then back ON. Then retry it.</td>
</tr>
<tr>
<td>2D60</td>
<td>Failed to copy file</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2D62</td>
<td>Failed to connect to network destination.</td>
<td>Make sure the network folder is shared in your network and retry the scan. If the error still occurs, ask your administrator to confirm whether the IP address or path of the server is correct. Also make sure that the server is operating properly.</td>
</tr>
<tr>
<td></td>
<td>Check destination path.</td>
<td></td>
</tr>
<tr>
<td>2D63</td>
<td>Specified network path is invalid.</td>
<td>Make sure you specify correct network folder and retry the scan.</td>
</tr>
<tr>
<td>2D64</td>
<td>Logon to file server failed.</td>
<td>Make sure you specify correct user name and password to logon the file server, or you specify correct file server. Then retry the scan.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Message</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2D65</td>
<td>There are too many documents in the folder. Failed in creating new document.</td>
<td>Delete the data in the local storage folder in the equipment and retry the scan.</td>
</tr>
<tr>
<td>2D66</td>
<td>Failed to process your job. Insufficient storage space.</td>
<td>Delete the data in the destination folder in the equipment and retry the scan.</td>
</tr>
<tr>
<td>2D67</td>
<td>FTP service is not available</td>
<td>Ask your administrator whether the FTP service is configured correctly.</td>
</tr>
<tr>
<td>2D68</td>
<td>File Sharing service is not available</td>
<td>Ask your administrator whether the SMB protocol is enabled.</td>
</tr>
<tr>
<td>2DC0</td>
<td>Job canceled</td>
<td>(Job was canceled.)</td>
</tr>
<tr>
<td>2DC1</td>
<td>Power failure occurred</td>
<td>Make sure that the power cable is connected properly and it is inserted securely. Resend the job.</td>
</tr>
<tr>
<td></td>
<td>Store to e-Filing</td>
<td></td>
</tr>
<tr>
<td>2A20</td>
<td>Failed to acquire resource.</td>
<td>Retry the scan.</td>
</tr>
<tr>
<td>2A40</td>
<td>System fatal error.</td>
<td>Turn the power OFF and then back ON. Retry the scan.</td>
</tr>
<tr>
<td>2A50</td>
<td>Job canceled.</td>
<td>(Job was canceled.)</td>
</tr>
<tr>
<td>2A51</td>
<td>Power failure occurred.</td>
<td>Make sure that the power cable is connected properly and it is inserted securely. Resend the job.</td>
</tr>
<tr>
<td>2B10</td>
<td>There was no applicable job.</td>
<td>Retry the scan.</td>
</tr>
<tr>
<td>2B11</td>
<td>Job status failed.</td>
<td>Retry the scan.</td>
</tr>
<tr>
<td>2B20</td>
<td>Failed to access file.</td>
<td>Retry the scan.</td>
</tr>
<tr>
<td>2B21</td>
<td>Message size exceeded limit or maximum size.</td>
<td>You are sending too many documents at a time. Send your documents separately.</td>
</tr>
<tr>
<td>2B30</td>
<td>Insufficient disk space.</td>
<td>Delete unnecessary documents in e-Filing and try again.</td>
</tr>
<tr>
<td>2B31</td>
<td>Failed to access Electronic Filing.</td>
<td>Make sure that the specified e-Filing or folder exists. (If not, this error would not occur.) Delete the specified e-Filing or folder and reset them. Retry the job in error. If the specified e-Filing or folder cannot be deleted, contact your service representative.</td>
</tr>
<tr>
<td>2B32</td>
<td>Failed to print Electronic Filing document.</td>
<td>Make sure that the specified document exists. (If not, this error would not occur.) Delete the specified document and reset them. Retry the job in error. If the specified document cannot be deleted, contact your service representative.</td>
</tr>
<tr>
<td>2B50</td>
<td>Failed to process image.</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Message</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2B51</td>
<td>Failed to process print image.</td>
<td>Make sure that the Function List can be printed out. Retry the print. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2B60</td>
<td>The folder was renamed. A folder of the same name already existed.</td>
<td>The same named folder cannot be created in the same box.</td>
</tr>
<tr>
<td>2B70</td>
<td>The document was renamed. A document of the same name already existed.</td>
<td>The same named document cannot be created in the same box or folder.</td>
</tr>
<tr>
<td>2B71</td>
<td>The storage period of e-Filing documents will expire</td>
<td>Check if necessary documents are stored in e-Filing. The documents will be deleted in few days.</td>
</tr>
<tr>
<td>2B80</td>
<td>The HDD for storing e-Filing data is running out of space.</td>
<td>Delete unnecessary documents in e-Filing.</td>
</tr>
<tr>
<td>2B90</td>
<td>Insufficient Memory.</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2BA0</td>
<td>Invalid Box password specified.</td>
<td>Make sure that the password is correct and retry the scan, or reset the password and retry the scan. When this error occurs for the print of the data in the e-Filing, perform the print with the administrator’s password. If the recovery is still not completed or in case of invalid password for the operation other printing (opening the file, etc.), contact your service representative.</td>
</tr>
<tr>
<td>2BA1</td>
<td>Incorrect paper size</td>
<td>Make sure to specify the supported paper size.</td>
</tr>
<tr>
<td>2BB0</td>
<td>Job canceled</td>
<td>(Job was canceled.)</td>
</tr>
<tr>
<td>2BB1</td>
<td>Power failure occurred</td>
<td>Make sure that the power cable is connected properly and it is inserted securely. Resend the job.</td>
</tr>
<tr>
<td>2BC0</td>
<td>System fatal error.</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2BC1</td>
<td>Failed to acquire resource.</td>
<td>Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.</td>
</tr>
<tr>
<td>2BD0</td>
<td>Power failure occurred during restoring</td>
<td>Make sure that the power cable is connected properly and it is inserted securely. Resend the job.</td>
</tr>
<tr>
<td>2BE0</td>
<td>Failed to obtain the machine parameters.</td>
<td>Turn the power OFF and then back ON. Retry the scan.</td>
</tr>
<tr>
<td>2BF0</td>
<td>Reached the maximum number of pages.</td>
<td>Reduce the pages and print again.</td>
</tr>
<tr>
<td>2BF1</td>
<td>Reached the maximum number of documents.</td>
<td>Delete the documents from the boxes or folders.</td>
</tr>
<tr>
<td>2BF2</td>
<td>Reached the maximum number of folders.</td>
<td>Delete the folders from the boxes.</td>
</tr>
</tbody>
</table>
The error messages displayed in the Touch Panel Display are described in the *Operator's Manual for Basic Function*.

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Message</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFC related</td>
<td>Syntax error, command unrecognized</td>
<td>Check if the Terminal mail address and Destination mail address are correct. Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again.</td>
</tr>
<tr>
<td>2500</td>
<td>Syntax error in parameters or arguments</td>
<td>Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, Contact your service representative.</td>
</tr>
<tr>
<td>2501</td>
<td>Bad sequence of commands</td>
<td>Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, Contact your service representative.</td>
</tr>
<tr>
<td>2503</td>
<td>Command parameter not implemented</td>
<td>Check if the mail server is operating properly. Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, Contact your service representative.</td>
</tr>
<tr>
<td>2504</td>
<td>Mailbox unavailable</td>
<td>Confirm that the destination Email addresses are correct. Confirm the access privilege for the mailbox in the mail server.</td>
</tr>
<tr>
<td>2550</td>
<td>User not local</td>
<td>Confirm that the destination Email addresses are correct. Check if the mail server is operating properly.</td>
</tr>
<tr>
<td>2551</td>
<td>Insufficient system storage</td>
<td>Confirm that the destination Email addresses are correct. Confirm the available size for the mailbox in the mail server.</td>
</tr>
<tr>
<td>2552</td>
<td>Mailbox name not allowed</td>
<td>Check if there is an illegal character in the mailbox in the mail server.</td>
</tr>
</tbody>
</table>

**Message Log**

**Note**

The error messages displayed in the Touch Panel Display are described in the *Operator's Manual for Basic Function*.

<table>
<thead>
<tr>
<th>TopAccess Message</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Cover Open - Please Close Cover.</td>
<td>Close the Front Cover.</td>
</tr>
<tr>
<td>TopAccess Message</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Paper Feeding Cover Open - Please Close Cover.</td>
<td>Close the Paper Feeding Cover.</td>
</tr>
<tr>
<td>Transfer/Transport unit Open - Please Close Cover.</td>
<td>Close the Transfer/Transport unit.</td>
</tr>
<tr>
<td>Large Capacity Feeder Cover Open - Please Close Cover.</td>
<td>Close the Large Capacity Feeder Cover.</td>
</tr>
<tr>
<td>Drawer Open - Please Close Cover.</td>
<td>Close the drawer.</td>
</tr>
<tr>
<td>Automatic Duplexing Unit Cover Open - Please Close Cover.</td>
<td>Close the Automatic Duplexing Unit Cover.</td>
</tr>
<tr>
<td>Relay Unit Cover Open - Please Close Cover.</td>
<td>Close the Relay Unit Cover.</td>
</tr>
<tr>
<td>Finisher Joint Cover Open - Please Close Cover.</td>
<td>Close the Finisher Joint Cover.</td>
</tr>
<tr>
<td>Staple Door Open - Please Close Cover.</td>
<td>Close the Staple Door.</td>
</tr>
<tr>
<td>Lower Tray Delivery Cover Open - Please Close Cover.</td>
<td>Close the Lower Tray Delivery Cover.</td>
</tr>
<tr>
<td>Lower Tray Front Cover Open - Please Close Cover.</td>
<td>Close the Lower Tray Front Cover.</td>
</tr>
<tr>
<td>Punch Unit Front Cover Open - Please Close Cover.</td>
<td>Close the Punch Unit Front Cover.</td>
</tr>
<tr>
<td>Hole Punch Unit Open - Please Close Cover.</td>
<td>Close the Hole Punch Unit.</td>
</tr>
<tr>
<td>Paper Jam in Auto Duplexer Unit - Please Clear Paper Path</td>
<td>Refer to HELP on the Touch Panel Display to remove jammed paper.</td>
</tr>
<tr>
<td>Paper Jam in Printer - Please Clear Paper Path</td>
<td>Refer to HELP on the Touch Panel Display to remove jammed paper.</td>
</tr>
<tr>
<td>Paper Ejection Jam - Please Clear Paper Path</td>
<td>Refer to HELP on the Touch Panel Display to remove jammed paper.</td>
</tr>
<tr>
<td>Paper Insertion Jam - Please Clear Paper Path</td>
<td>Refer to HELP on the Touch Panel Display to remove jammed paper.</td>
</tr>
<tr>
<td>Staple Jam in Finisher - Please Clear Staple</td>
<td>Remove jammed staples from the Finisher. Refer to the <em>Operator’s Manual for Basic Function</em> for instruction.</td>
</tr>
<tr>
<td>Staple Jam in Saddle Stitch Finisher - Please Clear Staple</td>
<td>Remove jammed staples from the Saddle Stitch Finisher. Refer to the <em>Operator’s Manual for Basic Function</em> for instruction.</td>
</tr>
<tr>
<td>Hole Punch Jam in Finisher - Please Clear Hole Punch</td>
<td>Clear hole punches from the Finisher. Refer to the <em>Operator’s Manual for Basic Function</em> for instruction.</td>
</tr>
<tr>
<td>Used Toner Container Full - Please Replace.</td>
<td>Replace the toner container. Refer to the <em>Operator’s Manual for Basic Function</em> for instruction. This message does not displayed for e-STUDIO282 Series.</td>
</tr>
<tr>
<td>Toner Not Recognized - Please Check Toner.</td>
<td>Check and adjust the toner bottle.</td>
</tr>
<tr>
<td>Black Toner Empty - Please Refill.</td>
<td>Replace the black toner. Refer to the <em>Operator’s Manual for Basic Function</em> for instruction.</td>
</tr>
</tbody>
</table>
### TopAccess Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Document Feeder Error - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>Alignment Error in Automatic Document Feeder - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>Motor Error in Automatic Document Feeder - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>I/F Error in Automatic Document Feeder - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>Fatal Error - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>Main Motor Error - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>Printer Output Error - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>Printer Input Error - Please Contact Service Technician.</td>
<td>Contact your service representative.</td>
</tr>
<tr>
<td>Expired scan documents deleted from share folder.</td>
<td>Expired documents are deleted automatically from the &quot;SCAN&quot; folder in the &quot;SHARE_FILE&quot; folder.</td>
</tr>
<tr>
<td>Expired Sent Fax documents deleted from share folder.</td>
<td>Expired documents are deleted automatically from the &quot;TXFAX&quot; folder in the &quot;SHARE_FILE&quot; folder.</td>
</tr>
<tr>
<td>Expired Received Fax documents deleted from share folder.</td>
<td>Expired documents are deleted automatically from the &quot;RXFAX&quot; folder in the &quot;SHARE_FILE&quot; folder.</td>
</tr>
<tr>
<td>Scanned documents in shared folder deleted upon user's request.</td>
<td>Documents in the &quot;SCAN&quot; folder have been deleted by a user.</td>
</tr>
<tr>
<td>Sent Fax documents in shared folder deleted upon user's request.</td>
<td>Documents in the &quot;TXFAX&quot; folder have been deleted by a user.</td>
</tr>
<tr>
<td>Received Fax documents in shared folder deleted upon user's request.</td>
<td>Documents in the &quot;RXFAX&quot; folder have been deleted by a user.</td>
</tr>
<tr>
<td>Failed to delete file.</td>
<td>The file cannot be deleted from the shared folder.</td>
</tr>
<tr>
<td>Failed to acquire resource.</td>
<td>The file cannot be acquired from the shared folder.</td>
</tr>
<tr>
<td>Document(s) expire(s) in a few days.</td>
<td>There are documents to be deleted in a few days in e-Filing.</td>
</tr>
<tr>
<td>Hard Disk space for Electronic Filing nearly full.</td>
<td>The hard disk has a few disk space available. Delete unnecessary documents to maintain the hard disk space.</td>
</tr>
<tr>
<td>Power failure occurred during e-Filing restoring.</td>
<td>The document could not be stored in e-Filing because of the power failure.</td>
</tr>
<tr>
<td>SMTP Destination Error has been detected in the received mail. This mail was deleted.</td>
<td>This equipment cannot received the Email that does not contain the sender’s Email address. Ask the sender to send the Email again with entering the sender’s Email address.</td>
</tr>
<tr>
<td>OffRamp Destination limitation Error has been detected in the received mail.</td>
<td>This equipment cannot perform the Offramp transmission to more than 40 destinations. Ask the sender to send the Offramp document separately for every 40 destinations.</td>
</tr>
</tbody>
</table>

---

8 Troubleshooting

TopAccess Error Messages
<table>
<thead>
<tr>
<th>TopAccess Message</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Unit Error has been occurred in the received mail.</td>
<td>This equipment cannot perform the Offramp transmission without the optional Fax unit.</td>
</tr>
<tr>
<td>POP3 Connection Error has been occurred in the received mail.</td>
<td>Make sure the POP3 server is properly running. Make sure correct IP address of the POP3 server is assigned.</td>
</tr>
<tr>
<td>POP3 Connection Timeout Error has been occurred in the received mail.</td>
<td>Make sure that the network cable is correctly connected. Make sure the POP3 server is properly running.</td>
</tr>
<tr>
<td>POP3 Login Error has been occurred in the received mail.</td>
<td>Make sure the correct login name and password is specified.</td>
</tr>
<tr>
<td>POP3 Login Error occurred in the received mail</td>
<td>Make sure that the POP3 login type (Auto, POP3, APOP) is set correctly.</td>
</tr>
<tr>
<td>File I/O Error has been occurred in this mail. The mail could not be received</td>
<td>Turn OFF then ON the power and confirm if the equipment can receive the Internet Fax. If the Internet Fax document cannot be received, confirm that any files other than TIFF and text files are attached in the Internet Fax.</td>
</tr>
<tr>
<td>Hard Disk space for File Share nearly full.</td>
<td>The hard disk has a few disk space available. Delete unnecessary documents to maintain the hard disk space.</td>
</tr>
<tr>
<td>Domain - General Failure during Authentication</td>
<td>Please verify the Network Settings again and retry connecting to the domain controller.</td>
</tr>
<tr>
<td>Domain - Invalid Username or Password</td>
<td>Please recheck the username and password and Please confirm if the Caps Lock key is switched on by accident.</td>
</tr>
<tr>
<td>Domain - Server not present in Network</td>
<td>The server is not on network or it could not be located. Also please check the DNS and DDNS settings on TopAccess.</td>
</tr>
<tr>
<td>Domain - User account is disabled on Server</td>
<td>Please confirm the User attributes on the server. This can be verified in -&gt; Active Directory Users and Computers.</td>
</tr>
<tr>
<td>Domain - User account has expired and cannot be used for logon</td>
<td>Please change the account expiration date and retry again. The expiration date can be modified from Active Directory Users and Computers.</td>
</tr>
<tr>
<td>Domain - User account is locked and cannot be used for logon</td>
<td>The lockout duration could be specified in account lockout security policy. If so please retry after the lockout duration.</td>
</tr>
<tr>
<td>Domain - Invalid logon hours for the User</td>
<td>The Administrator has set restrictions on the logon hours. The logon hours can be modified from Active Directory Users and Computers.</td>
</tr>
<tr>
<td>Active Directory Domain - Clock Skew error due to difference in Time between</td>
<td>The clocks need to be synchronized. Please confirm if SNTP is configured correctly on the equipment.</td>
</tr>
<tr>
<td>Server and MFP</td>
<td></td>
</tr>
<tr>
<td>Active Directory Domain - Kerberos Ticket has expired and cannot be used for</td>
<td>Please confirm the validity period of the ticket set by the Kerberos server. Please retry again after the fresh ticket is issued.</td>
</tr>
<tr>
<td>Authentication</td>
<td></td>
</tr>
</tbody>
</table>
### TopAccess Message | Corrective Action
--- | ---
Active Directory Domain - Verification of the Ticket has failed | Please verify the username and password and retry again. If the problem persists please contact the Administrator.
Active Directory Domain-The Domain specified could not be found | Please enter the correct domain name in network settings. If the problem persists please contact the Administrator for the correct realm name for your server.
Information Failed User Authentication | Check DomainName/UserName/Password
SNTP Server - Connect Error has occurred | The equipment could not connect to the SNTP Server. Please confirm the SNTP settings.
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</tr>
<tr>
<td>Importing</td>
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<tr>
<td>Address Book Data</td>
<td>Directory Service</td>
</tr>
<tr>
<td>Department Code</td>
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</tr>
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</tr>
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</tr>
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<tr>
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<td>IP Address</td>
<td>Upload Software</td>
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<tr>
<td>IP Filtering</td>
<td></td>
</tr>
<tr>
<td>IP Trap Address 1-10</td>
<td></td>
</tr>
<tr>
<td>IP Trap Community</td>
<td></td>
</tr>
<tr>
<td>IPX Trap Address</td>
<td></td>
</tr>
<tr>
<td>IPX/SPX</td>
<td></td>
</tr>
<tr>
<td>ITU-T</td>
<td></td>
</tr>
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<thead>
<tr>
<th>J</th>
<th>Managing</th>
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<tbody>
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<td></td>
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<td></td>
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</tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Print Jobs</td>
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<td></td>
<td>Scan Jobs</td>
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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Maximum Email / Internet Fax Size</td>
</tr>
<tr>
<td></td>
<td>Maximum Email Body Print</td>
</tr>
<tr>
<td></td>
<td>Maximum reached</td>
</tr>
<tr>
<td></td>
<td>MDN Reply</td>
</tr>
<tr>
<td></td>
<td>Memory Transmission Report</td>
</tr>
<tr>
<td></td>
<td>Memory Transmit</td>
</tr>
<tr>
<td></td>
<td>Menu Bar</td>
</tr>
<tr>
<td></td>
<td>Message</td>
</tr>
<tr>
<td></td>
<td>Message Logs</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Monitor Volume</td>
</tr>
<tr>
<td></td>
<td>Multi Transmission Report</td>
</tr>
</tbody>
</table>

<table>
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<th>Name</th>
</tr>
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