

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

MFP Management Guide

Preface


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


The e-STUDIO456 Series and the e-STUDIO856 Series provide the scanning/printing function as an option. However, this optional scanning/printing function is already installed in some models.


■ How to read this manual

□ Symbols in this manual


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


 **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 objects.

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

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

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

 **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.

□ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

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

□ Explanation for control panel and touch panel

- Illustrations for the control panel and the touch panel shown in this manual are those of the e-STUDIO4540C Series. The shape and location of some buttons on the control panel and the dimension of the touch panel of the e-STUDIO6550C Series, e-STUDIO456 Series, e-STUDIO856 Series differ from those of the e-STUDIO4540C Series, however, the names and functions of the buttons and parts are the same.
- The details on the touch panel menus may differ depending on the operating environment such as whether options are installed.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

□ Trademarks

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
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SETTING ITEMS (USER)

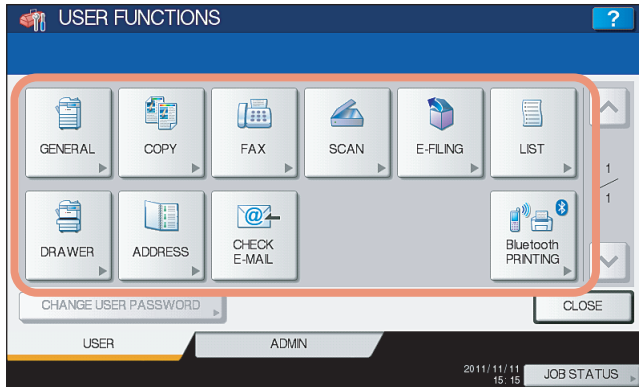
Entering User Menu	8
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Entering User Menu

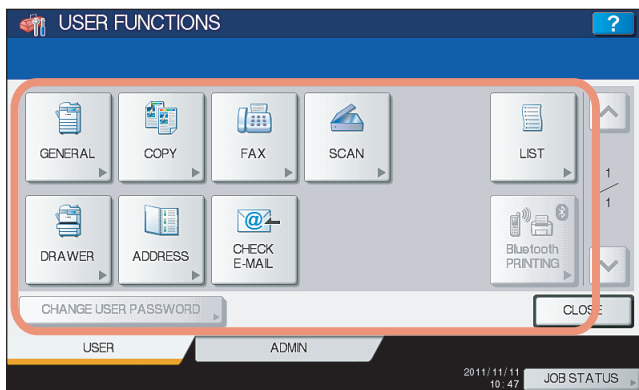
Follow the steps below to enter the USER menu in the USER FUNCTIONS screen.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the USER FUNCTIONS menu.
- 2** Press the [USER] tab.
The USER menu is displayed.
- 3** Continue the user setting operation that you require.

For e-STUDIO6550C Series, e-STUDIO4540C Series



For e-STUDIO456 Series, e-STUDIO856 Series



- 📖 P.9 "Setting General Functions"
- 📖 P.16 "Setting Copy Functions"
- 📖 P.22 "Setting Fax Functions"
- 📖 P.24 "Setting Scan Functions"
- 📖 P.27 "Setting e-Filing Functions"
- 📖 P.28 "Printing Lists"
- 📖 P.31 "Setting Drawer"
- 📖 P.35 "Managing Address Book"
- 📖 P.70 "Checking E-mail"
- 📖 P.71 "Setting BIP Printing"
- 📖 P.72 "Change User Password"

Notes

- [Bluetooth PRINTING] is available only when the Bluetooth Module (optional) is installed. For instructions on how to set BIP printing, refer to the **GN-2010/GN-2020 Operator's Manual for Bluetooth Module "Chapter 1: SETTING UP BLUETOOTH"**.
- [CHANGE USER PASSWORD] is available only when the MFP Local Authentication feature is enabled.
- When the User Management feature is enabled, the [ADMIN] tab will be unavailable if a user who has no administrator privilege logs into the MFP.
- [E-FILING] appears only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

Setting General Functions

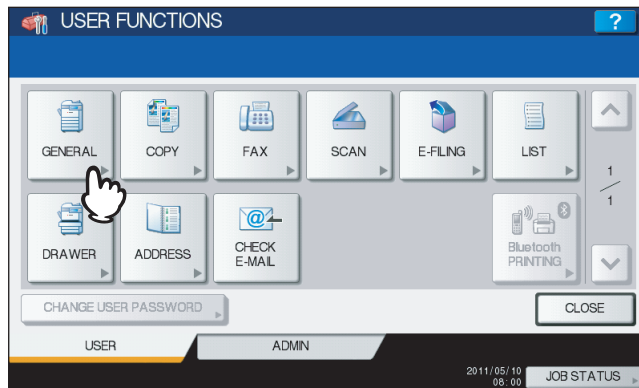
This menu allows you to perform the following operations:

- P.9 “Changing the display language”
- P.10 “Setting the reversed display mode”
- P.12 “Adjusting the display contrast”
- P.13 “Setting the calibrations”
- P.15 “Setting the registration”

■ Changing the display language

The language used on the touch panel can be changed to a different one.

1 Press [GENERAL] in the USER menu.



The GENERAL menu is displayed.

Tip

To display the USER menu, see the following page:

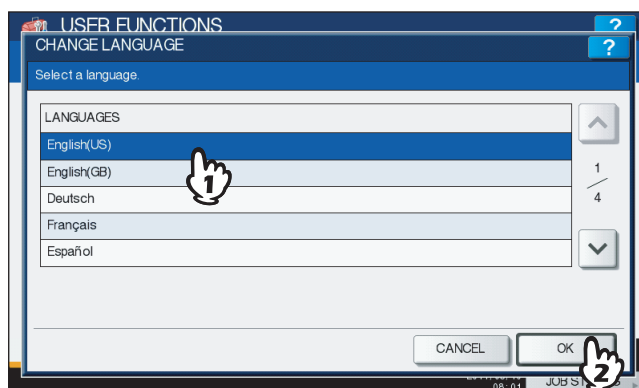
P.8 “Entering User Menu”

2 Press [CHANGE LANGUAGE].



The CHANGE LANGUAGE screen is displayed.

3 Select the desired language and press [OK].



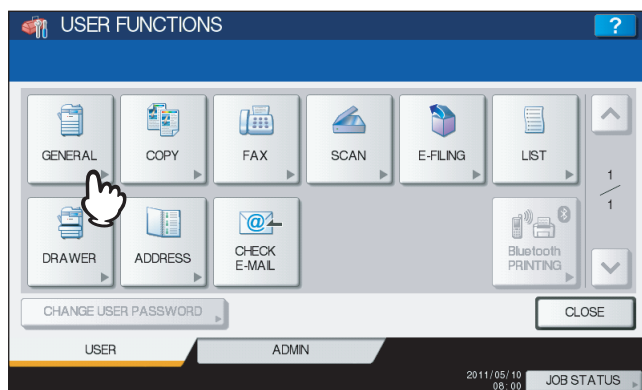
The touch panel is displayed in the selected language.

■ Setting the reversed display mode

You can change the touch panel to be displayed in the Reversed Display mode in which the white portion is black and the black portion is white.

Changing to the Reversed Display mode helps to display the touch panel more clearly when it is too bright.

1 Press [GENERAL] in the USER menu.



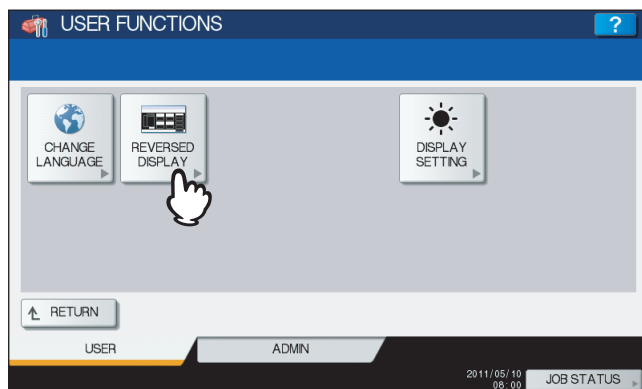
The GENERAL menu is displayed.

Tip

To display the USER menu, see the following page:

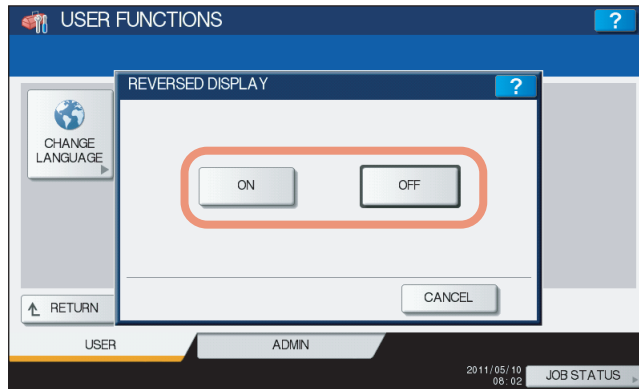
📖 P.8 "Entering User Menu"

2 Press [REVERSED DISPLAY].

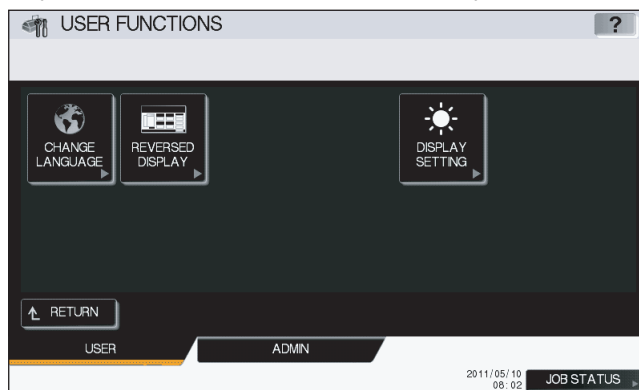


The REVERSED DISPLAY screen is displayed.

3 Press [ON] to enable the reversed display, or [OFF] to disable the reversed display.



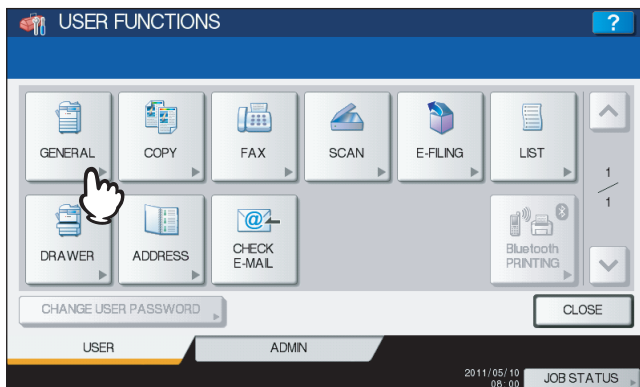
When you select [ON], the touch panel is displayed in the Reversed Display mode.



■ Adjusting the display contrast

This function allows you to adjust the touch panel contrast.

1 Press [GENERAL] in the USER menu.



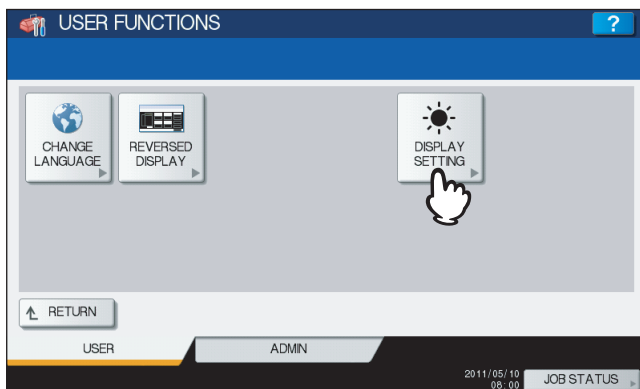
The GENERAL menu is displayed.

Tip

To display the USER menu, see the following page:

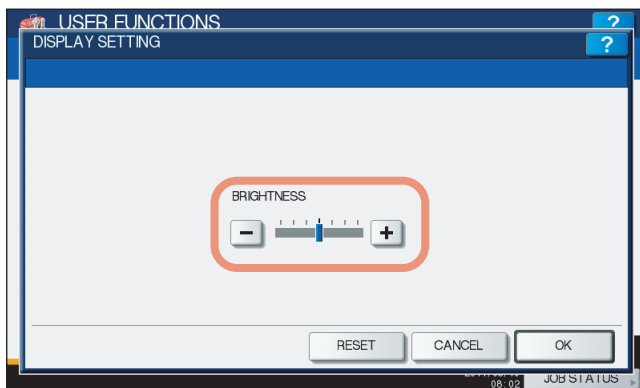
📖 P.8 “Entering User Menu”

2 Press [DISPLAY SETTING].



The DISPLAY SETTING menu is displayed.

3 Adjust the touch panel contrast.



Use **+** to brighten the touch panel display. Use **-** to darken the touch panel display.

Tip

Pressing [RESET] resets the display contrast settings back to the factory defaults.

■ Setting the calibrations

This function automatically calibrates the color gradation of the machine. You can use this function when the shading and hue cannot be reproduced accurately because of the following reasons:

- For color models: When the shading of the image is not appropriate, or when the hue has deviated in copy and printing jobs
- For monochromatic models: When the shading of the copied image is not appropriate

Notes

- The calibration setting in the USER menu can be configured only when an administrator has set the Calibration Display Level to [USER].
 📖 P.93 “Setting the calibration and registration display level”
- Place LT or A4 paper (recommended paper) in the drawer*1 before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the glass is dirty or any foreign objects are stuck to it, calibration may not be performed properly. Keep the glass clean.
- Never raise the original cover or the Reversing Automatic Document Feeder*2, or open the front cover while the calibration is in progress. If this does happen, calibration cannot be finished properly.
- Interrupt copying is not available during the calibration.
- If the color often deviates, call your service technician.

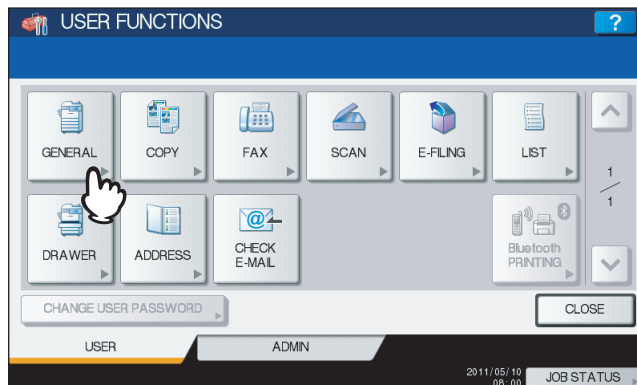
*1 Place paper in the Large Capacity Feeder if one is installed. If not, place paper in the uppermost drawer in which A4 or LT has been registered.

*2 The Reversing Automatic Document Feeder is optional for the e-STUDIO4540C Series and e-STUDIO456 Series.

1 Place the paper to be used for the calibration in the drawer.

Place paper in the Large Capacity Feeder if one is installed. If not, place paper in the uppermost drawer in which A4 or LT has been registered.

2 Press [GENERAL] in the USER menu.



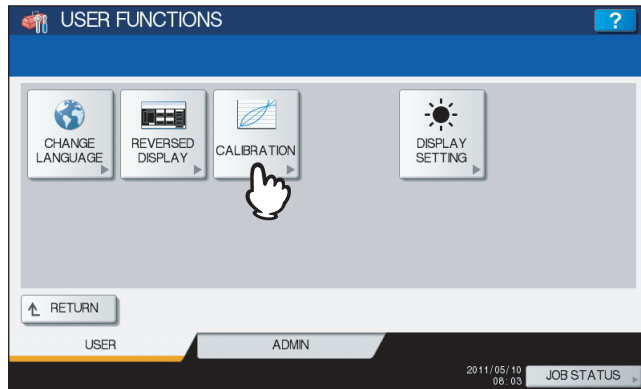
The GENERAL menu is displayed.

Tip

To display the USER menu, see the following page:

📖 P.8 “Entering User Menu”


3 Press [CALIBRATION].




The CALIBRATION menu is displayed.

4 Refer to Step 1 in the following operations.

To perform copy calibration, see the following page:

 P.95 "Setting the copy calibration"

To perform print calibration, see the following page:

 P.97 "Setting the print calibration"

Tip

Instructions on how to perform copy and print calibrations are the same when they are performed in the ADMIN menu.

■ Setting the registration

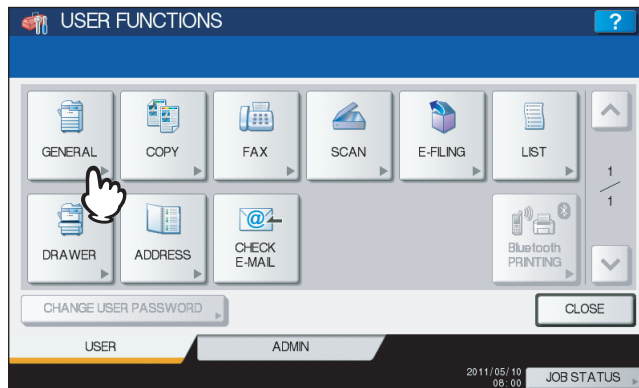
When color misregistration occurs, this function allows you to align the position of each color. This option is available only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

Note

The registration setting in the USER menu can be configured only when an administrator has set the Registration Display Level to [USER].

📖 P.93 “Setting the calibration and registration display level”

1 Press [GENERAL] in the USER menu.



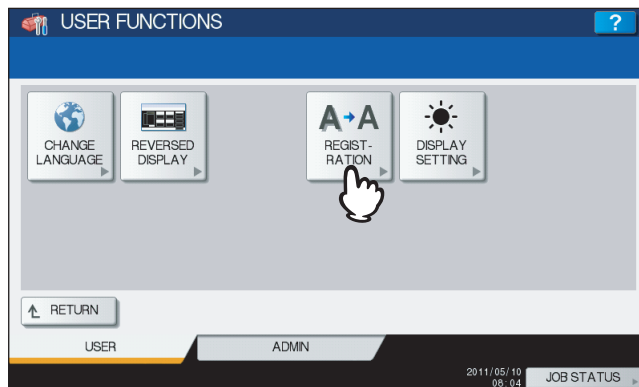
The GENERAL menu is displayed.

Tip

To display the USER menu, see the following page:

📖 P.8 “Entering User Menu”

2 Press [REGISTRATION].



The REGISTRATION menu is displayed.

3 Refer to Step 3 in the following operation.

📖 P.99 “Setting the registration”

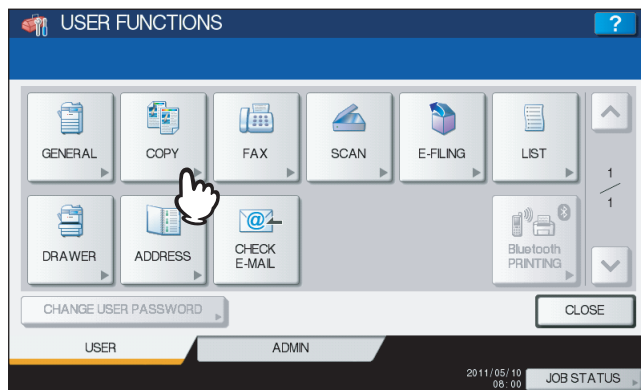
Tip

Instructions on how to perform registration are the same when it is performed in the ADMIN menu.

Setting Copy Functions

You can change the initial settings (defaults) for copy jobs.

1 Press [COPY] in the USER menu.



The COPY screen is displayed.

- When you are using the e-STUDIO6550C Series or e-STUDIO4540C Series, see the following page:
[P.16 “Setting Copy Functions \(e-STUDIO6550C Series, e-STUDIO4540C Series\)”](#)
- When you are using the e-STUDIO456 Series or e-STUDIO856 Series, see the following page:
[P.18 “Setting Copy Functions \(e-STUDIO456 Series, e-STUDIO856 Series\)”](#)

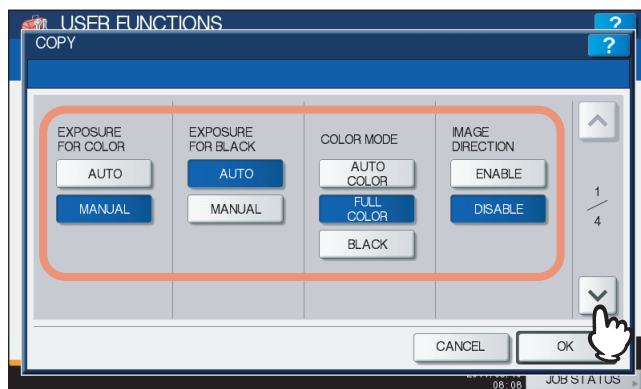
Tip

To display the USER menu, see the following page:

[P.8 “Entering User Menu”](#)

Setting Copy Functions (e-STUDIO6550C Series, e-STUDIO4540C Series)

1 Specify the following items as required and press .



EXPOSURE FOR COLOR — Select the default exposure for color copies. Press [MANUAL] to set the desired contrast manually, or [AUTO] for allowing the equipment to automatically detect the contrast of the original.

EXPOSURE FOR BLACK — Select the default exposure for black copies. Press [MANUAL] to set the desired contrast manually, or [AUTO] for allowing the equipment to automatically detect the contrast of the original.

COLOR MODE — Select the default color mode for copying. Only [BLACK] can be selected when the No Limit Black function ([P.240](#)) is enabled.

IMAGE DIRECTION — Select whether to use the IMAGE DIRECTION option. Press [ENABLE] to use it, or [DISABLE] to not use it.

Tip

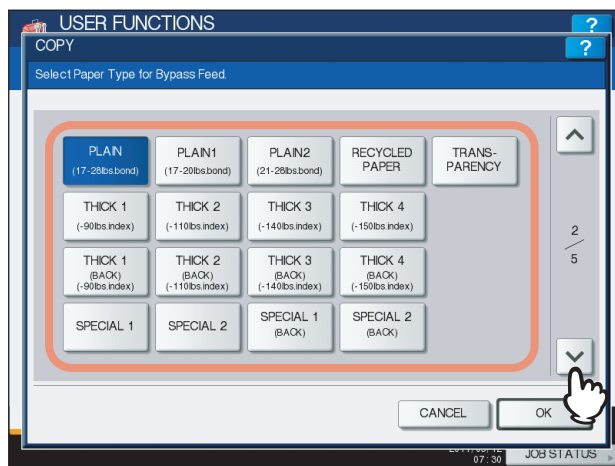
For details on the IMAGE DIRECTION option, refer to the *Copying Guide “Chapter 4: EDITING FUNCTIONS”*.

2 Press the desired media type button and press .

For the e-STUDIO4540C Series



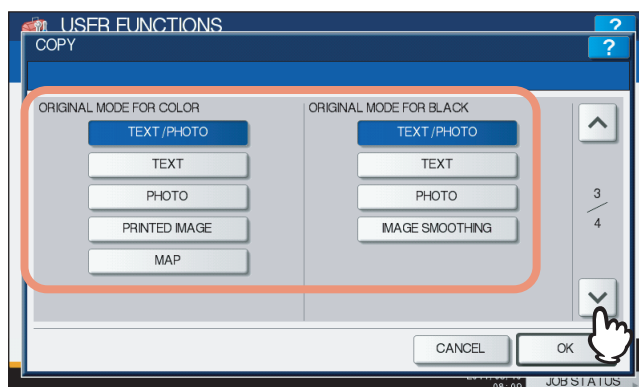
For the e-STUDIO6550C Series



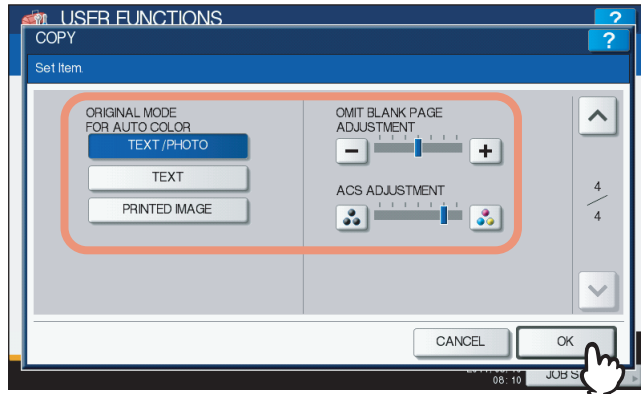
Tip

For more information about the paper types, refer to the *Copying Guide "Chapter 1: BEFORE USING EQUIPMENT"*.

3 Press the desired mode button for the ORIGINAL MODE FOR COLOR and ORIGINAL MODE FOR BLACK options and press .





4 Specify the following items as required and press [OK].



ORIGINAL MODE FOR AUTO COLOR — Press the desired mode button that is applied when you copy documents in the Auto Color mode.

OMIT BLANK PAGE ADJUSTMENT — Use **+** and **-** to select the appropriate sensitivity from 7 levels to detect blank pages from the scanned data in a copy job. The higher the level is, the more likely the equipment is to detect blank pages. For more information about the Omit Blank Page function, refer to the **Copying Guide “Chapter 4: EDITING FUNCTIONS”**.

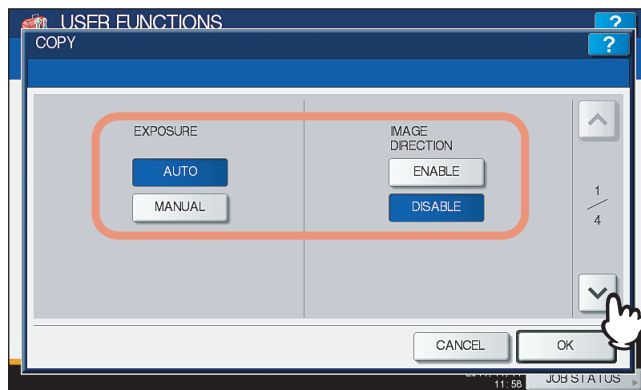
ACS ADJUSTMENT — Use  and  to select the appropriate sensitivity from 7 levels to detect whether the data scanned in the Auto Color Copy mode are color or black. The higher the level is, the more likely the equipment is to detect the scanned data as a color document.

Tip

The default settings are changed as specified.

Setting Copy Functions (e-STUDIO456 Series, e-STUDIO856 Series)

1 Specify the following items as you require and press .

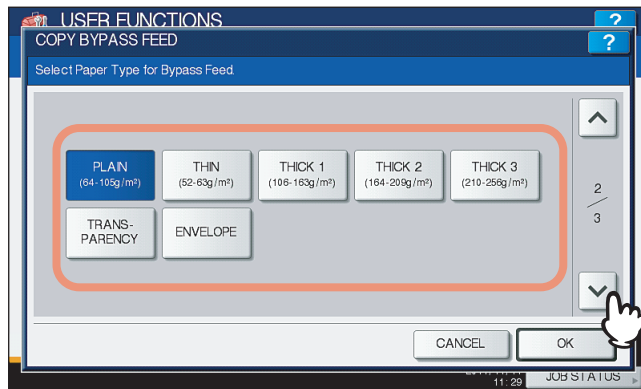


EXPOSURE — Press the desired mode button.

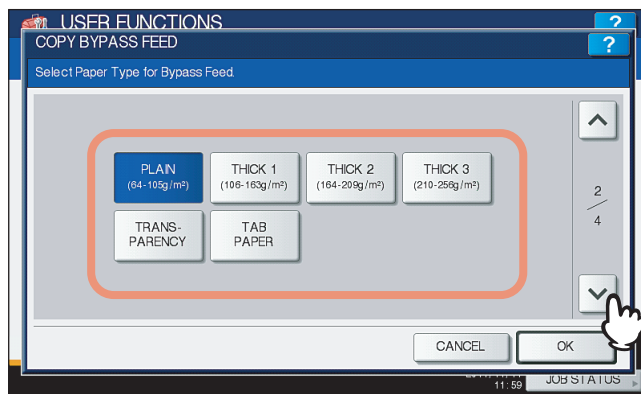
IMAGE DIRECTION — Press the desired mode button. For details on the image direction option, refer to the **Copying Guide “Chapter 4: EDITING FUNCTIONS”**.

2 Press the desired media type button and press .

For e-STUDIO456 Series



For e-STUDIO856 Series

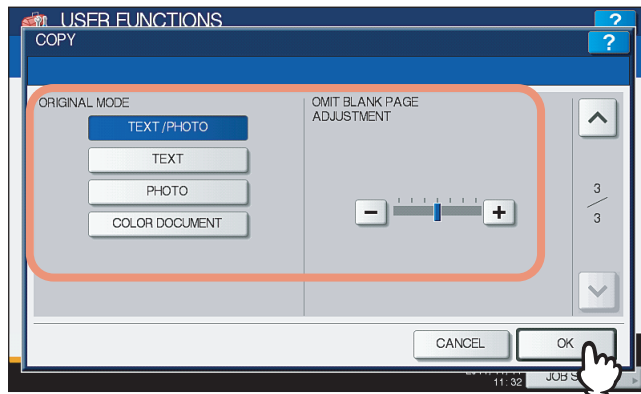


Tip

For more information about the paper type, refer to the **Copying Guide “Chapter 1: BEFORE USING EQUIPMENT”**.

3 Specify the following items as you require.

For e-STUDIO456 Series



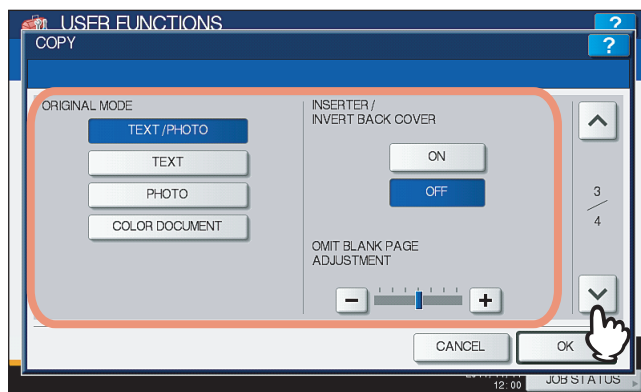
ORIGINAL MODE — Press the desired mode button.

OMIT BLANK PAGE ADJUSTMENT — Use **+** and **-** to select the appropriate sensitivity from 7 levels to detect blank pages from the scanned data in a copy job. The higher the level is, the more likely the equipment is to detect blank pages. For more information about the omit blank page function, refer to the **Copying Guide** “**Chapter 4: EDITING FUNCTIONS**”.

Tip

When you are using the e-STUDIO456 Series, press [OK] to save the settings.

For e-STUDIO856 Series



ORIGINAL MODE — Press the desired mode button.

INSERTER/INVERT BACK COVER — Press [ON] if you want to invert the back cover that is fed from the Inserter Unit. This option is useful when you want to output the front cover as the face side will be front side, and output the back cover sheet as the face side will be the back side.

OMIT BLANK PAGE ADJUSTMENT — Use **+** and **-** to select the appropriate sensitivity from 7 levels to detect blank pages from the scanned data in a copy job. The higher the level is, the more likely the equipment is to detect blank pages. For more information about the omit blank page function, refer to the **Copying Guide** “**Chapter 4: EDITING FUNCTIONS**”.

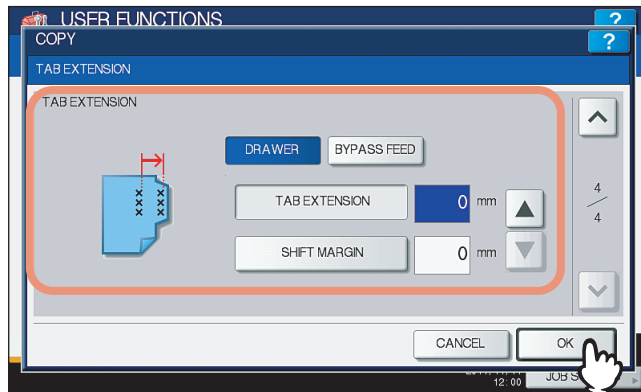
Tip

When you are using the e-STUDIO856 Series, press **↓** to display the next screen.

4 Specify the following item as you require and press [OK].

1

For e-STUDIO856 Series



TAB EXTENSION — This option allows you to set the tab extension of the tab paper that are set in the drawers or Bypass Feed Tray. This option also allows you to specify the shift margin for moving the copy image to the desired position on the tab extension.

Tip

The default settings are changed as specified.

Setting Fax Functions

You can change the initial settings (defaults) for fax and Internet Fax jobs.

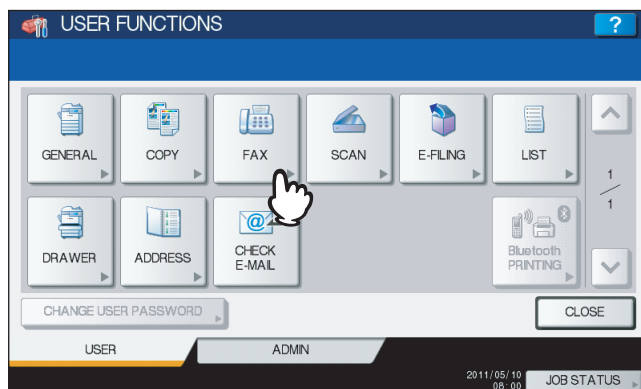
If the FAX Unit (optional) is not installed, only five options are available: “RESOLUTION”, “ORIGINAL MODE”, “EXPOSURE”, “PREVIEW SETTING” and “INITIAL PREVIEW TYPE”.

For details on other fax options, refer to the *GD-1250/GD-1260/GD-1270 Operator’s Manual for FAX Unit “Chapter 6: SETTING ITEMS”*.

Tips

- If the FAX Unit (optional) is not installed, the setting items in this menu are applied to Internet Fax transmission jobs.
- For the e-STUDIO456 Series or e-STUDIO856 Series, [FAX] in the USER menu is available only when the Scanner Kit (optional) or Printer/Scanner Kit (optional) is installed.

1 Press [FAX] in the USER menu.



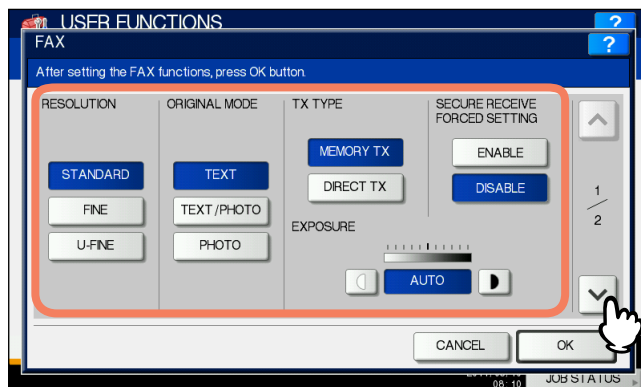
The FAX screen is displayed.

Tip

To display the USER menu, see the following page:

P.8 “Entering User Menu”

2 Specify the following items as required and press .



RESOLUTION — Select the resolution based on the fineness of the original.

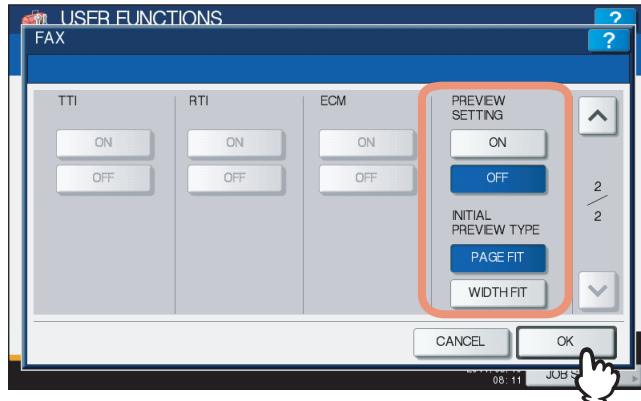
- STANDARD: This option is suitable for an original with regular size text.
- FINE: This option is suitable for an original with small size text and fine illustrations.
- U-FINE: This option is suitable for an original with ultra-fine illustrations.

ORIGINAL MODE — Select the scanning mode based on the type of the original.

- TEXT: This option is suitable for an original with text and line drawings.
- TEXT/PHOTO: This option is suitable for an original with a mixture of text and photos.
- PHOTO: This option is suitable for an original with photos.

EXPOSURE — Press or to set the desired contrast manually, or [AUTO] for allowing the equipment to automatically detect the contrast of the original.

3 Specify the following items as required and press [OK].



PREVIEW SETTING — Press [ON] to enable the Preview function to preview the scans before you send them via fax or Internet Fax. Press [OFF] to disable it.

INITIAL PREVIEW TYPE — Select [PAGE FIT] or [WIDTH FIT] for the preview screen.

Note

[PREVIEW SETTING] and [INITIAL PREVIEW TYPE] are available only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

Tip

The default settings are changed as specified.

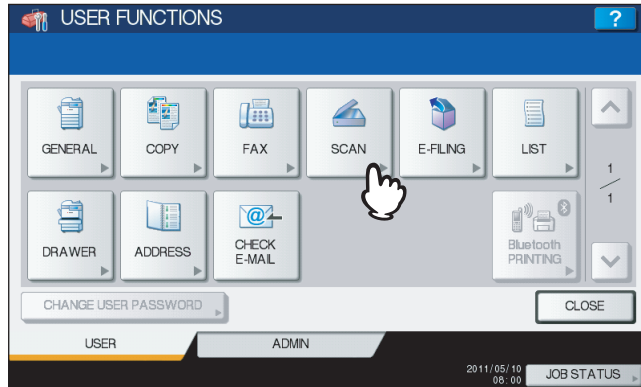
Setting Scan Functions

You can change the initial settings (defaults) for scan jobs.

Tip

For the e-STUDIO456 Series or e-STUDIO856 Series, [SCAN] in the USER menu is available only when the Scanner Kit (optional) or Printer/Scanner Kit (optional) is installed.

1 Press [SCAN] in the USER menu.



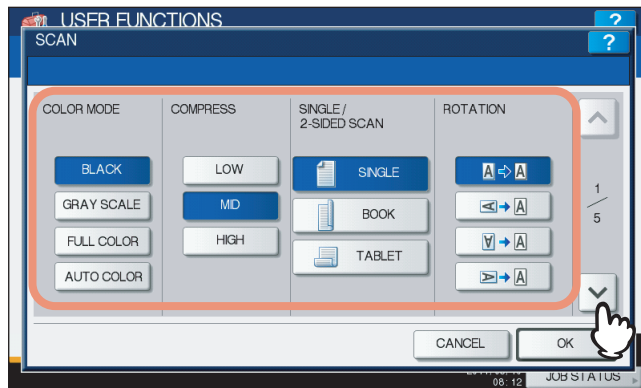
The SCAN screen is displayed.

Tip

To display the USER menu, see the following page:

P.8 “Entering User Menu”

2 Specify the following items as required and press .



COLOR MODE — Press the desired mode button.

COMPRESS — Press the desired mode button that applies to scan jobs in the Gray Scale, Full Color, or Auto Color mode.

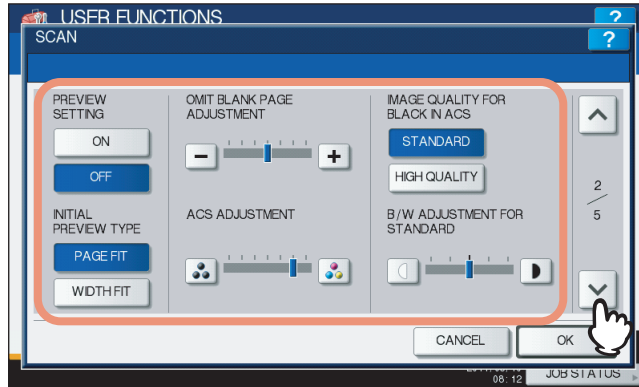
SINGLE/2-SIDED SCAN — Press the desired mode button.

- **[SINGLE]** — Press this button to set the Single Page Scan mode as the default scan mode.
- **[BOOK]** — Press this button to set the Book Scan mode as the default scan mode. This enables scans of both sides of originals in the same direction.
- **[TABLET]** — Press this button to set the Tablet Scan mode as the default scan mode. This enables scans of the front page in the general direction, and scans of the back page rotated 180 degree.

ROTATION — Press the desired mode button.



- — Select this option to scan originals without a change in orientation.
- — Select this option to rotate your scans 90 degrees to the right.
- — Select this option to rotate your scans 180 degrees.
- — Select this option to rotate your scans 90 degrees to the left.

3 Specify the following items as required and press .



PREVIEW SETTING — Press [ON] to enable the Preview function to preview the scans before you save or e-mail them. Press [OFF] to disable it.

INITIAL PREVIEW TYPE — Select [PAGE FIT] or [WIDTH FIT] for the preview screen.

OMIT BLANK PAGE ADJUSTMENT — Use  and  to select the appropriate sensitivity from 7 levels to detect blank pages from the scanned data in a scan job. The higher the level is, the more likely the equipment is to detect blank pages. For more information about the Omit Blank Page function, refer to the **Scanning Guide** “Chapter 3: USEFUL FUNCTIONS”.





ACS ADJUSTMENT — Use  and  to select the appropriate sensitivity from 7 levels to detect whether the data scanned in the Auto Color Scan mode are color or black. The higher the level is, the more likely the equipment is to detect the scanned data as a color document.

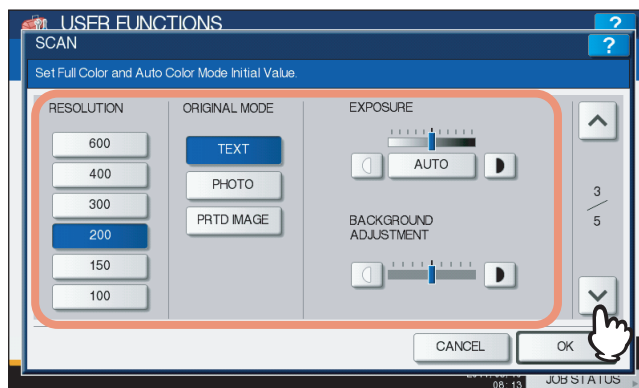
IMAGE QUALITY FOR BLACK IN ACS — Press the desired mode button that is applied when scanning a black original in the Auto Color mode.

B/W ADJUSTMENT FOR STANDARD — Press  or  to specify the exposure that applies when scanning a black original in the Auto Color mode. If you move it to the left, the black and white in an original will be scanned lightly. If you move it to the right, the black and white in an original will be scanned deeply.

Note



[PREVIEW SETTING] and [INITIAL PREVIEW TYPE] appear only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

4 Specify the following items as required and press .



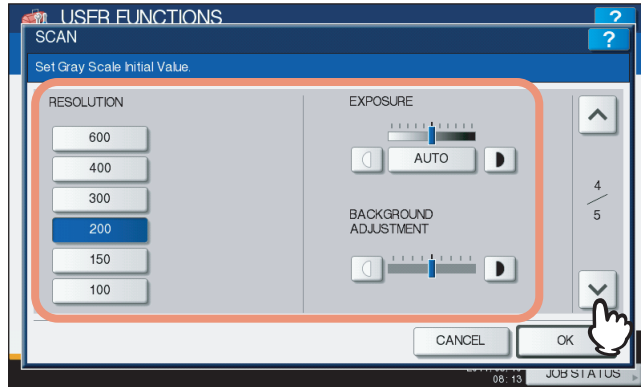
RESOLUTION — Select the corresponding button for the default resolution applied when scanning in the Color mode.

ORIGINAL MODE — Press the desired mode button applied for color scans. (The selectable modes differ between the color print models and the other ones.)

EXPOSURE — Press the  or  button to specify the default exposure for color scans manually, or press [AUTO] to select the Auto mode as the default exposure mode for color scans.

BACKGROUND ADJUSTMENT — Press the  or  button to specify the contrast for color scans. If you move it to the left, the background color will be lighter. If you move it to the right, the background color will be darker.

5 Specify the following items as required and press .

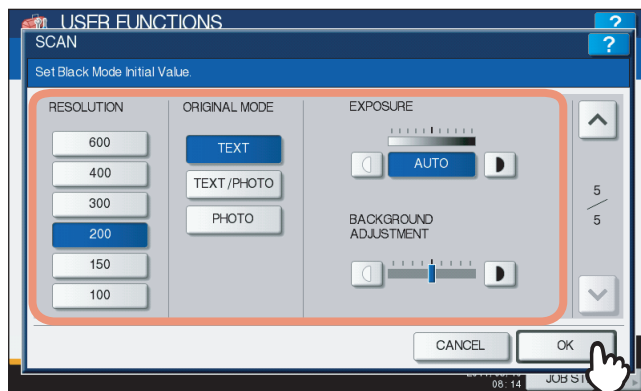


RESOLUTION — Select the corresponding button for the default resolution applied when scanning in the Gray Scale mode.

EXPOSURE — Press the or button to specify the default exposure for gray scale scans manually, or press [AUTO] to select the Auto mode as the default exposure mode for gray scale scans.

BACKGROUND ADJUSTMENT — Press the or button to specify the contrast for gray scale scans. If you move it to the left, the background color will be lighter. If you move it to the right, the background color will be darker.

6 Specify the following items as required and press [OK].



RESOLUTION — Select the corresponding button for the default resolution applied when scanning in the Black mode.

ORIGINAL MODE — Press the desired mode button applied for black scans.

EXPOSURE — Press the or button to specify the default exposure for black scans manually, or press [AUTO] to select the Auto mode as the default exposure mode for black scans.

BACKGROUND ADJUSTMENT — Press the or button to specify the contrast for black scans. If you move it to the left, the background color will be lighter. If you move it to the right, the background color will be darker.

Tip

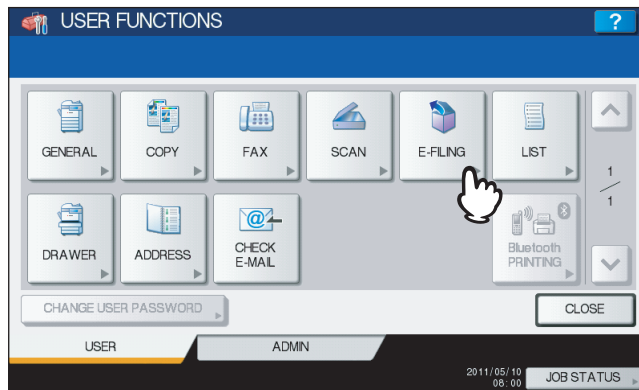
The default settings are changed as specified.

Setting e-Filing Functions

You can set the image quality type for printing color documents that have been stored by Scan to e-Filing. This option is available only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

1

1 Press [E-FILING] in the USER menu.

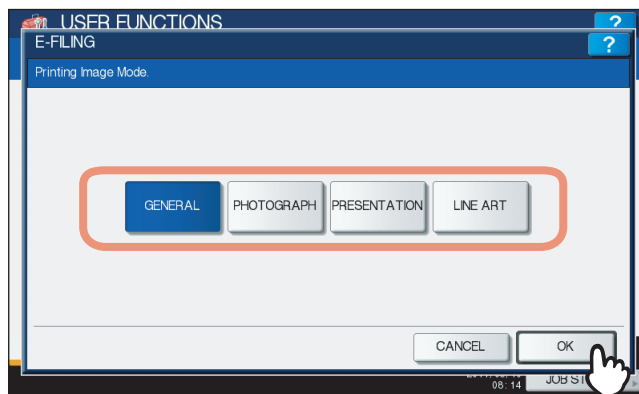


The E-FILING screen is displayed.

Tip

To display the USER menu, see the following page:
 P.8 "Entering User Menu"

2 In the Printing Image Mode option, press the desired mode button and press [OK].



[GENERAL] — Press this button to apply proper color quality for printing a general color document.

[PHOTOGRAPH] — Press this button to apply proper color quality for printing photos.

[PRESENTATION] — Press this button to apply proper image quality for printing a vivid document.

[LINE ART] — Press this button to apply proper image quality for printing a document containing many characters or line arts.

Printing Lists

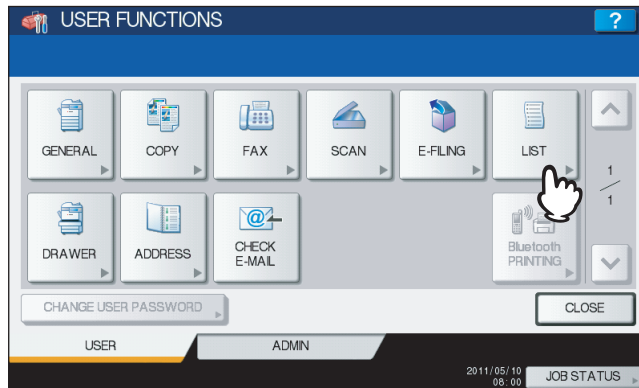
This function allows you to print the following lists.

- **ADDRESS BOOK INFORMATION**
You can print ADDRESS BOOK INFORMATION that shows all registered contacts in the equipment.
- **GROUP NUMBER INFORMATION**
You can print GROUP NUMBER INFORMATION that shows all registered groups and members in the equipment.
- **FUNCTION LIST (User)**
You can print FUNCTION LIST that shows the function flow under [USER] of the user functions.

Tip

The list is printed on paper that is fed from the drawer in which LT-R or A4-R paper is set and exits to the receiving tray.

1 Press [LIST] in the USER menu.



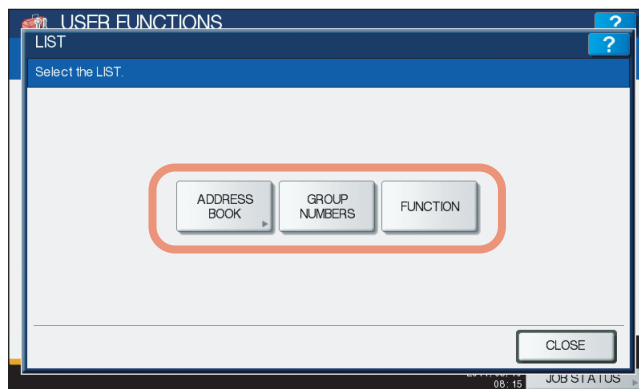
The LIST menu is displayed.

Tip

To display the USER menu, see the following page:

📖 P.8 “Entering User Menu”

2 Continue the operation that you require.



📖 P.29 “Printing ADDRESS BOOK INFORMATION”

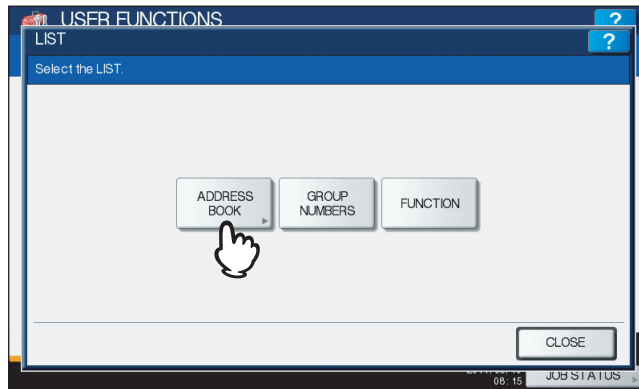
📖 P.30 “Printing GROUP NUMBER INFORMATION”

📖 P.30 “Printing FUNCTION LIST (User)”

Printing ADDRESS BOOK INFORMATION

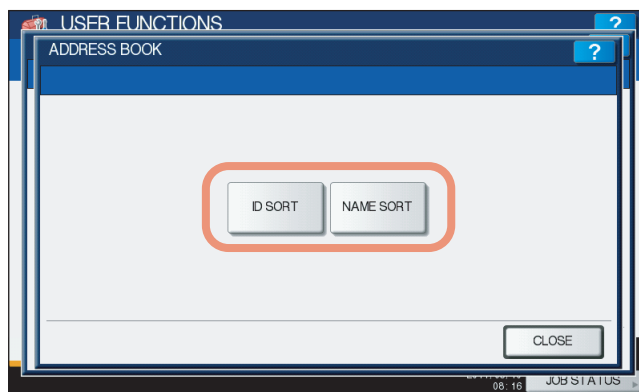
1

1 Press [ADDRESS BOOK].



The ADDRESS BOOK menu is displayed.

2 Press [ID SORT] to print it as sorted by the ID number, or [NAME SORT] to print it as sorted by the last name.



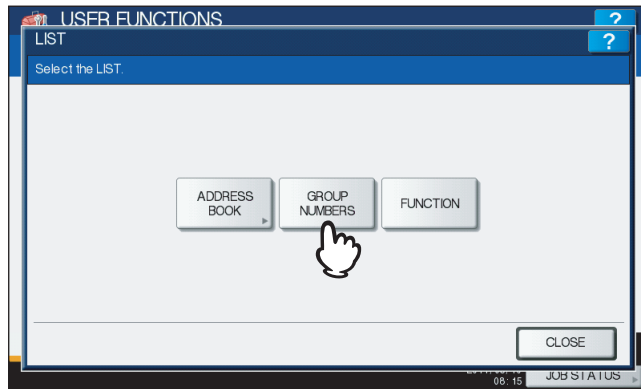
- When the Department Management feature is disabled, ADDRESS BOOK INFORMATION is printed.
- When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code using the on-screen keyboard and press [OK] to print ADDRESS BOOK INFORMATION. However, when the No Limit Black function (P.240) is enabled, ADDRESS BOOK INFORMATION will be printed without displaying the screen for inputting the department code.

Tip

For an output example of ADDRESS BOOK INFORMATION, see the following page:
 P.248 "ADDRESS BOOK INFORMATION"

Printing GROUP NUMBER INFORMATION

1 Press [GROUP NUMBERS].



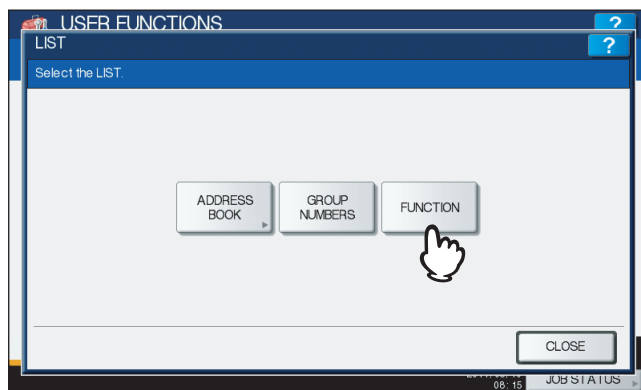
- When the Department Management feature is disabled, GROUP NUMBER INFORMATION is printed.
- When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code using the on-screen keyboard and press [OK] to print GROUP NUMBER INFORMATION. However, when the No Limit Black function (P.240) is enabled, GROUP NUMBER INFORMATION will be printed without displaying the screen for inputting the department code.

Tip

For an output example of GROUP NUMBER INFORMATION, see the following page:
 P.249 "GROUP NUMBER INFORMATION"

Printing FUNCTION LIST (User)

1 Press [FUNCTION].



- When the Department Management feature is disabled, FUNCTION LIST is printed.
- When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code using the on-screen keyboard and press [OK] to print FUNCTION LIST. However, when the No Limit Black function (P.240) is enabled, FUNCTION LIST will be printed without displaying the screen for inputting the department code.

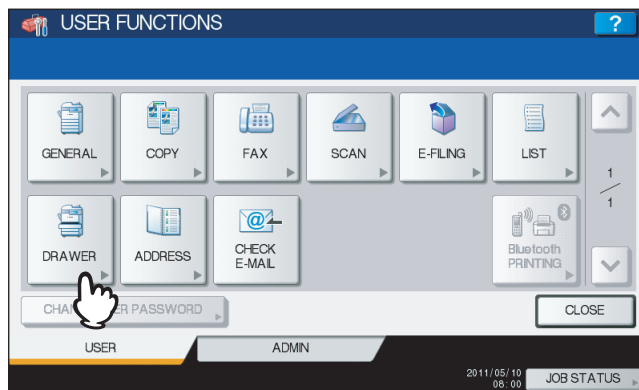
Tip

For an output example of FUNCTION LIST, see the following page:
 P.250 "FUNCTION LIST (User)"

Setting Drawer

This function allows you to set the paper size and paper type for each drawer.

1 Press [DRAWER] in the USER menu.



The DRAWER screen is displayed.

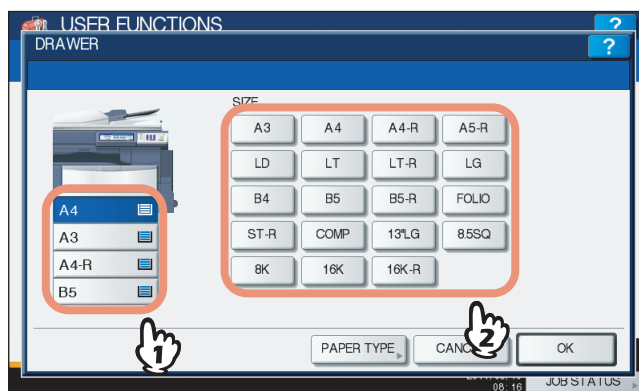
Tip

To display the USER menu, see the following page:

P.8 "Entering User Menu"

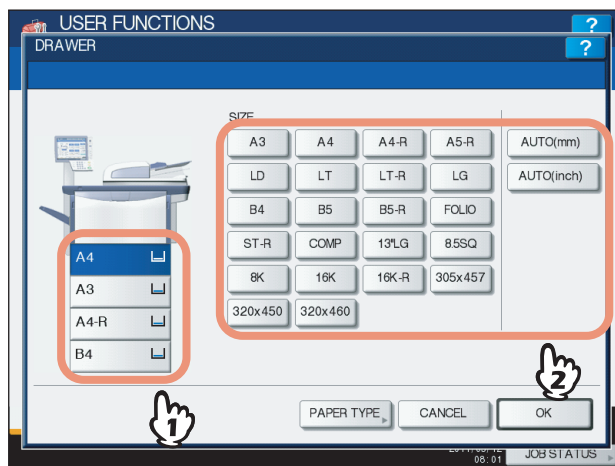
2 Press the drawer portion in the illustration to highlight the drawer whose paper size you want to change, and press the desired paper size button.

For e-STUDIO4540C Series, e-STUDIO456 Series, e-STUDIO856 Series



- The selected paper size is displayed in the drawer in the illustration.
- If you want to change the paper type from plain paper to another or want to specify the purpose of use of the paper in the drawer, press [PAPER TYPE] and proceed to step 3. If you do not need to make settings for [PAPER TYPE], press [OK].

For the e-STUDIO06550C Series



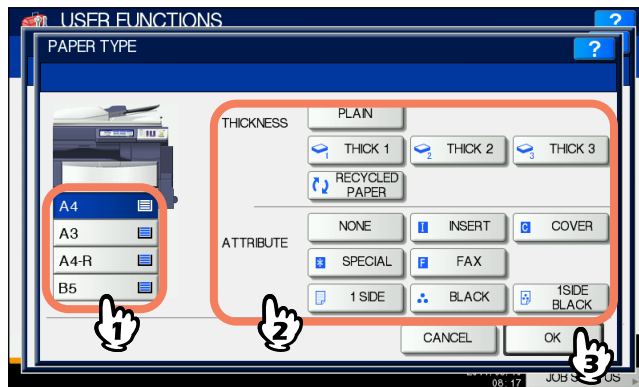
- The selected paper size is displayed in the drawer in the illustration.
- If you want to change the paper type from plain paper to another or want to specify the purpose of use of the paper in the drawer, press [PAPER TYPE] and proceed to step 3.
- Selecting [AUTO (mm)] or [AUTO (inch)] allows the equipment to automatically detect the size of paper in the drawer. To set A/B format paper such as A3 and A4, press [AUTO (mm)]. To set LT format paper such as LD and LT, press [AUTO (inch)]. When paper is placed in the drawer, the equipment automatically detects the paper size.
If you do not need to make settings for [PAPER TYPE], press [OK].

Note

The equipment may fail to detect the paper size and displays the “!” mark if the LT format paper is placed in the drawer for which [AUTO (mm)] is set or vice versa. In this case, select the correct button.

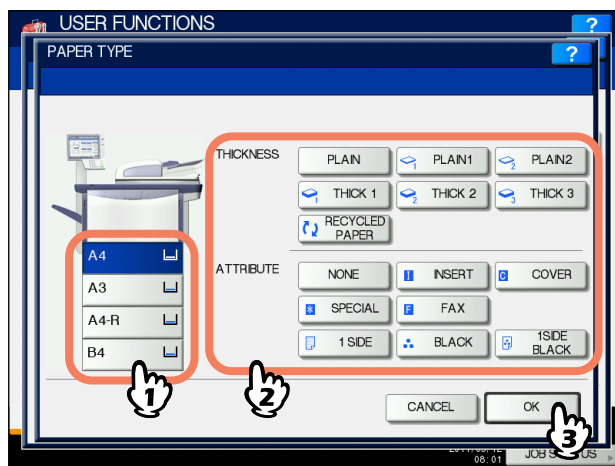
- 3** Press the drawer portion in the illustration to highlight the drawer whose paper type you want to change, and press the desired paper type button, and then press [OK] to save the settings.

For the e-STUDIO4540C Series



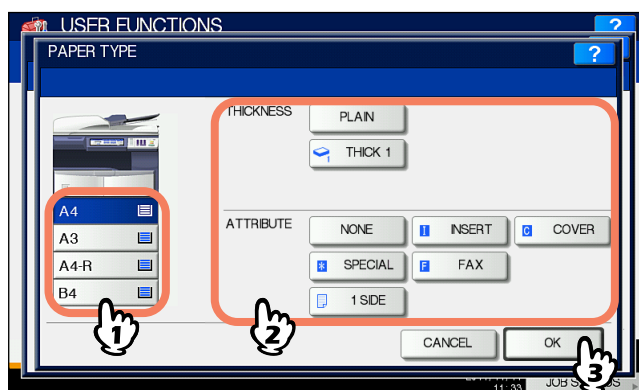
You can select either [RECYCLED PAPER], [THICK1], [THICK2], or [THICK3] for the paper type.

For the e-STUDIO6550C Series



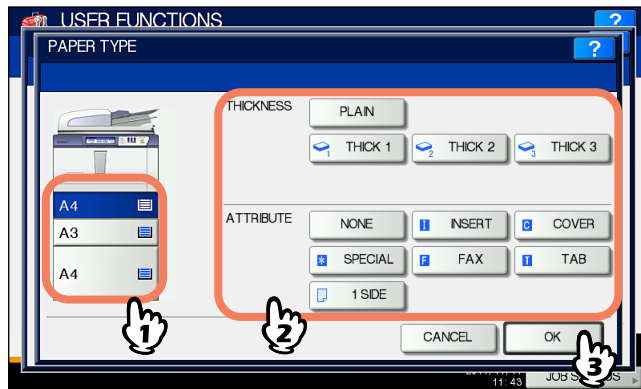
You can select either [PLAIN 1], [PLAIN 2], [RECYCLED PAPER], [THICK1], [THICK2], or [THICK3] for the paper type.

For e-STUDIO456 Series



You can select [THICK1] for the paper type.

For e-STUDIO856 Series



You can select either [THICK1], [THICK2], or [THICK3] for the paper type.

Tips

- For details of the paper types, refer to the **Copying Guide "Chapter 1: BEFORE USING EQUIPMENT"**.
- You can select each button of the attribute to restrict the uses for a specific job. For example, if you select [INSERT] for a drawer, the paper in the drawer is always used for copy insertion.
- When the thickness "THICK 1, 2 or 3" (THICK 1 only for the e-STUDIO456 Series), or an attribute other than "NONE" is set for a drawer, the paper placed in this drawer will not be used for Automatic Paper Selection (APS).
For details of APS, refer to the **Copying Guide "Chapter 3: BASIC COPY MODES"**.
- When an attribute other than "NONE" is set for a drawer, the Automatic Change of Paper Source function is disabled for the paper in this drawer.
For details of this function, see the following page:
📖 P.166 "Setting Copy Functions"

Managing Address Book

This menu allows you to perform the following operations:

- P.35 “Managing contacts in address book”
- P.50 “Managing groups in address book”

■ Managing contacts in address book

The address book is made accessible by pressing [ADDRESS BOOK]. Entries in the address book are used to specify e-mail addresses and/or fax numbers for fax transmission and Scan to E-mail.

In the address book, you can register up to 3000 contacts, which can contain a fax number, an e-mail address, or both in each contact. When the FAX Unit (optional) is installed, you can also specify the option settings for the fax transmission in each contact, such as transmission type, ECM, quality transmission, line select, and subaddress settings.

Notes

- You can use the registered fax numbers to specify the destinations for fax transmissions only when the FAX Unit (optional) is installed.
- For the e-STUDIO456 Series or e-STUDIO856 Series, you can use e-mail addresses registered in the address book to specify destinations for Scan to E-mail or Internet Fax only when the Scanner Kit (optional) or Printer/Scanner Kit (optional) is installed.

In the ADDRESS BOOK menu, you can perform the following operations to manage contacts.

- P.35 “Registering contacts”
- P.41 “Editing contacts”
- P.43 “Deleting contacts”
- P.45 “Searching for contacts”

Tip

You can import and export address book data in the TopAccess administrator mode. For details, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.

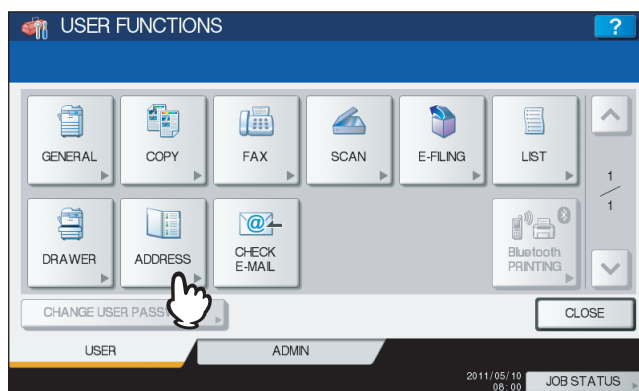
□ Registering contacts

The following two methods can be used to register new contacts in the address book.

- P.35 “Registering contacts from the [USER FUNCTIONS] button”
- P.39 “Registering contacts from Log lists”

Registering contacts from the [USER FUNCTIONS] button

1 Press [ADDRESS] in the USER menu.



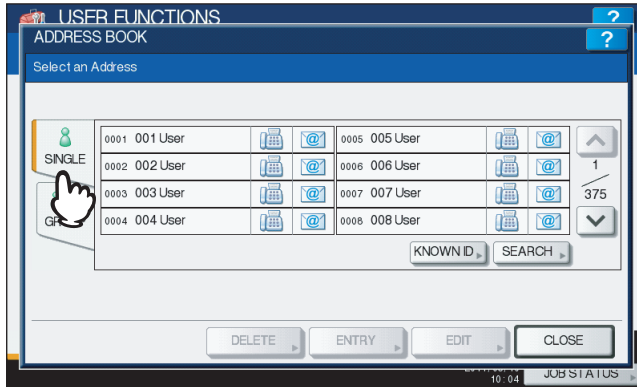
The ADDRESS BOOK screen is displayed.

Tip

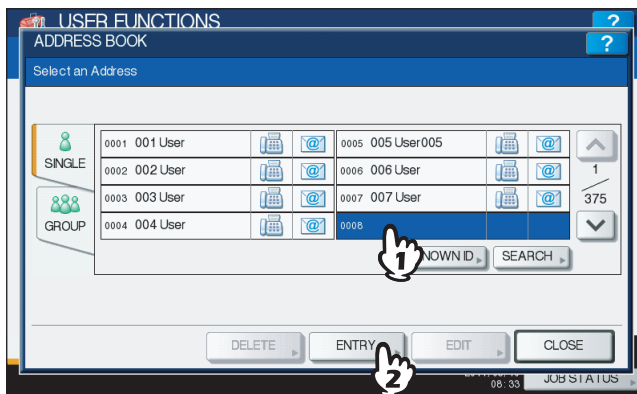
To display the USER menu, see the following page:

- P.8 “Entering User Menu”

2 Press the [SINGLE] tab.



3 Press an undefined button to create a new contact and press [ENTRY].



The ADDRESS BOOK REGISTRATION screen is displayed.

Tip

If the touch panel does not display an undefined contact, press to display the next screen.

4 Press each button on the touch panel to enter the following contact information.

[FIRST NAME] — Press this button to enter the first name of the contact. This name will appear in the address book list on the touch panel.

[LAST NAME] — Press this button to enter the last name of the contact. This name will appear in the address book list on the touch panel.

[FAX NO.] — Press this button to enter the fax number of the contact.

[2ND FAX] — Press this button to enter the second fax number of the contact.

[E-MAIL] — Press this button to enter the e-mail address of the contact.

[CORP.] — Press this button to enter the company name of the contact.

[DEPT.] — Press this button to enter the department name of the contact.

[KEYWORD] — Press this button to enter a keyword for the contact. This keyword can be used to search for this contact.

The following table shows the number of characters you can enter into each box.

Item	The number of characters
[FIRST NAME]	Up to 32 characters can be entered.
[LAST NAME]	
[FAX NO.]	Up to 128 characters can be entered.
[2ND FAX]	
[E-MAIL]	Up to 192 characters can be entered.
[CORP.]	Up to 64 characters can be entered.
[DEPT.]	
[KEYWORD]	Up to 256 characters can be entered.

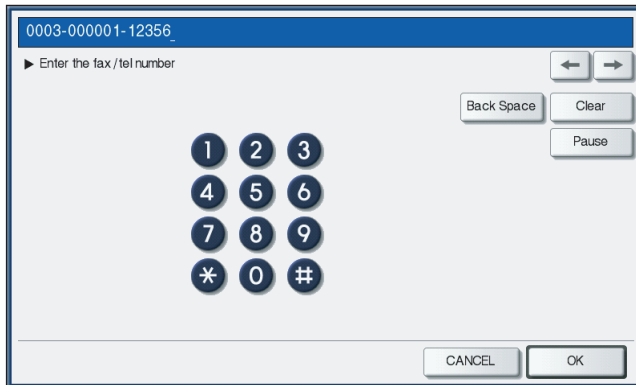
Note

You must at least enter either [FIRST NAME] or [LAST NAME], and either [FAX NO.] or [E-MAIL] to register the contact.

Tips

- When you press each button (excluding [FAX NO.] and [2ND FAX]), the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.
- When you press [FAX NO.] and [2ND FAX], the following on-screen keyboard for entering the fax number will be displayed. Press [Pause] to enter “-” in [FAX NO.] and [2ND FAX]. If you enter “-” in them, a three-second pause is added for dialing the fax number.

You can also use the digital keys on the control panel to enter fax numbers.

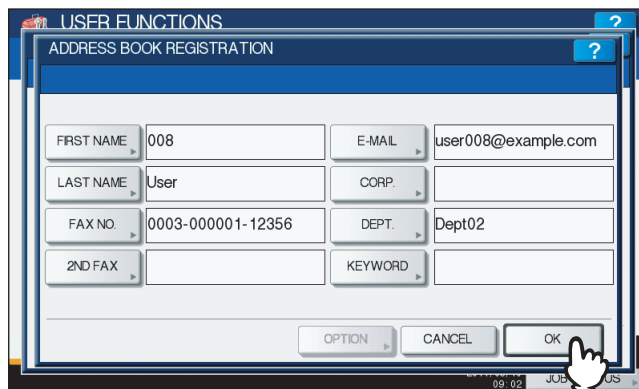


5 Press [OPTION] to specify the default settings for a fax transmission.

Notes

- This is available only when the FAX Unit (optional) is installed.
- For details of the settings, refer to the *GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit* “Chapter 6: SETTING ITEMS”.

6 Press [OK] to register the contact.



The contact is registered in the address book.

Registering contacts from Log lists

You can register information such as remote fax numbers and e-mail addresses in the address book from the Send/Receive Log screen.

The following information can be registered from the Send Log:

- Remote fax numbers that were dialed by direct entry, or that were searched for by the LDAP server
- E-mail addresses that were manually entered, or that were searched for by the LDAP server

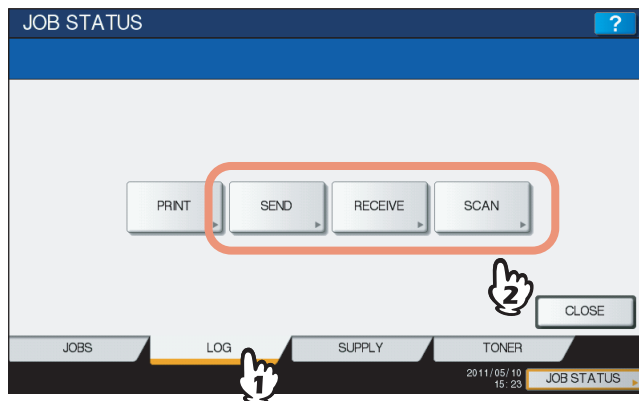
The following information can be registered from the Receive Log:

- Remote fax numbers that were dialed by direct entry, or that were searched for by the LDAP server for a polling reception
- E-mail address of the sender

The following information can be registered from the Scan Log:

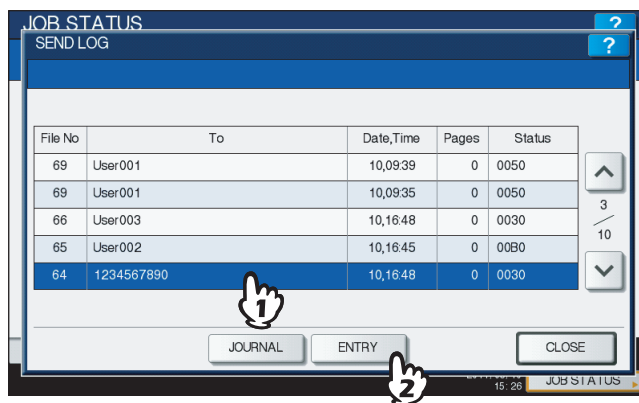
- E-mail addresses that were manually entered

- 1 Press [JOB STATUS] on the touch panel.
- 2 Press the [LOG] tab and press [SEND] (or [RECEIVE] or [SCAN]).



The SEND (or RECEIVE or SCAN) LOG list is displayed.

- 3 Select the job that includes the fax number or e-mail address you want to register into the address book, and press [ENTRY].



Note

To register e-mail addresses specified as Bcc contacts into the address book from the scan log, it is necessary to enable the [BCC Address Display] option from the TopAccess - Email menu. If the [BCC Address Display] option is disabled, the description [BCC Address] is displayed instead of an e-mail address in the Scan Log screen. In this case, even if you select the description [BCC Address], [ENTRY] cannot be used. For instructions on how to enable the [BCC Address Display] option, refer to the *TopAccess Guide "Chapter 8: [Administration] Tab Page"*.

4 Enter the contact information.

SCREENSHOT: ADDRESS ENTRY

ID NO. : 0018

FIRST NAME	018	E-MAIL	user018@example.com
LAST NAME	User	CORP.	
FAX NO.	1234567890	DEPT.	
2ND FAX		KEYWORD	

Buttons: OPTION, CANCEL, OK

For the description of each item, see step 4 in the following operation:

📖 P.35 “Registering contacts from the [USER FUNCTIONS] button”

5 Press [OPTION] to specify the default settings for a fax transmission.

Notes

- This is available only when the FAX Unit (optional) is installed.
- For details of the settings, refer to the *GD-1250/GD-1260/GD-1270 Operator’s Manual for FAX Unit “Chapter 6: SETTING ITEMS”*.

6 Press [OK] to register the contact.

SCREENSHOT: ADDRESS ENTRY

ID NO. : 0018

FIRST NAME	018	E-MAIL	user018@example.com
LAST NAME	User	CORP.	
FAX NO.	1234567890	DEPT.	
2ND FAX		KEYWORD	

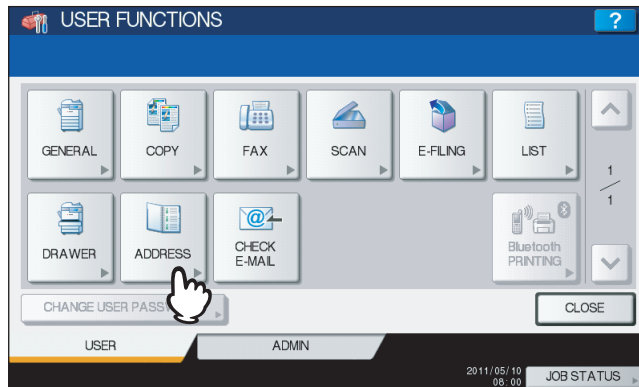
Buttons: OPTION, CANCEL, OK

The contact is registered in the address book.

□ Editing contacts

You can edit existing contacts in the address book.

1 Press [ADDRESS] in the USER menu.



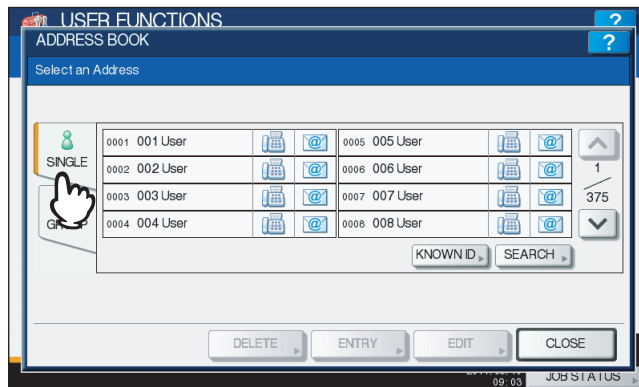
The ADDRESS BOOK screen is displayed.

Tip

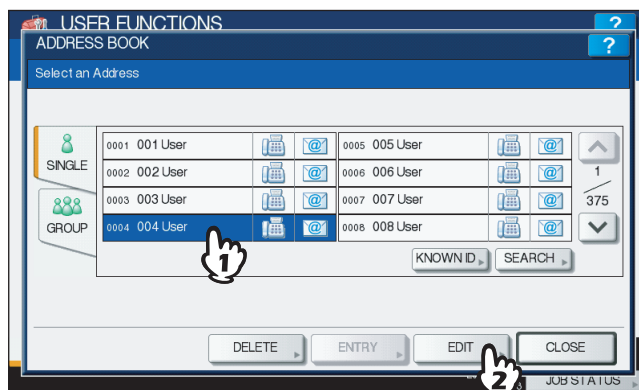
To display the USER menu, see the following page:

📖 P.8 “Entering User Menu”

2 Press the [SINGLE] tab.



3 Press the contact that you want to edit and press [EDIT].



The ADDRESS BOOK EDIT screen is displayed.

Tips

- If the touch panel does not display the contact that you want to edit, press to display the next screen.
- You can quickly search for the contact that you want to edit. To search for the contact, see the following page:
📖 P.45 “Searching for contacts”

4 Press each button on the touch panel to edit the contact information.

For the description of each item, see step 4 in the following operation:

P.35 “Registering contacts from the [USER FUNCTIONS] button”

5 Press [OPTION] to specify the default settings for a fax transmission.

Notes

- This is available only when the FAX Unit (optional) is installed.
- For details on the settings, refer to the *GD-1250/GD-1260/GD-1270 Operator’s Manual for FAX Unit* “Chapter 6: SETTING ITEMS”.

6 Press [OK] to save the contact.

The contact is edited.

□ Deleting contacts

You can delete existing contacts in the address book.

1 Press [ADDRESS] in the USER menu.



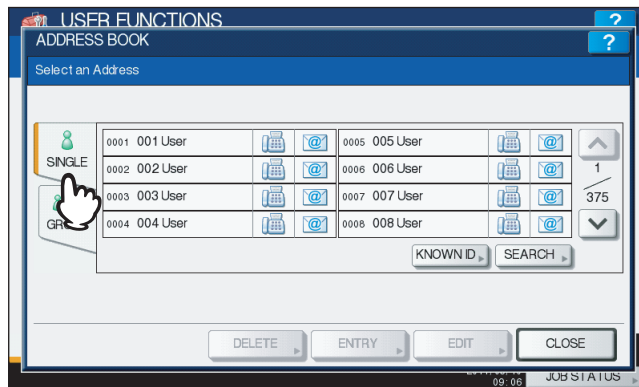
The ADDRESS BOOK screen is displayed.

Tip

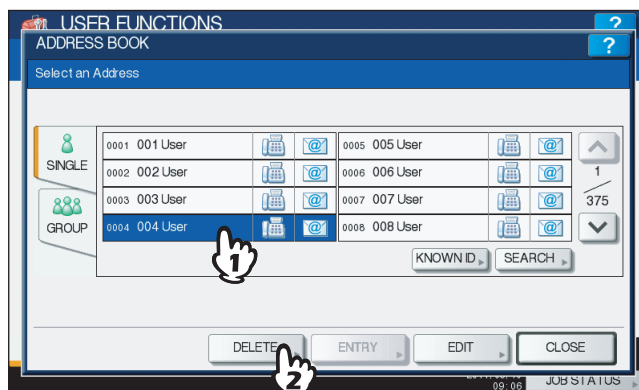
To display the USER menu, see the following page:

📖 P.8 “Entering User Menu”

2 Press the [SINGLE] tab.



3 Press the contact that you want to delete and press [DELETE].



The message “Delete OK?” is displayed in the ATTENTION screen.

Tip

If the touch panel does not display the contact that you want to delete, press to display the next screen.

4 Press [YES] to delete the contact.



The selected contact is deleted.

Tip

Press [NO] to cancel the deletion.

□ Searching for contacts

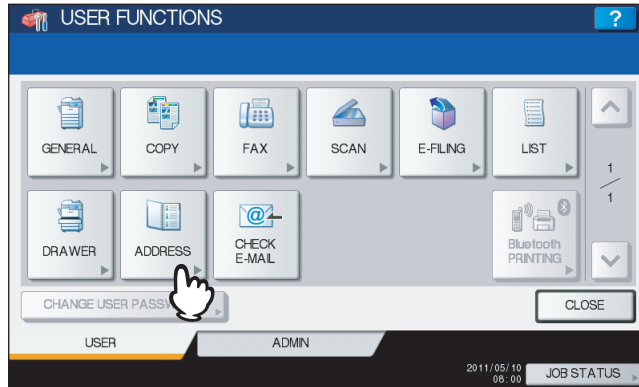
The following two methods can be used to search the address book for contacts. They are useful to find the contact that you want to edit.

📖 P.45 “Searching for contacts by ID number”

📖 P.46 “Searching for contacts by entering a search string”

Searching for contacts by ID number

1 Press [ADDRESS] in the USER menu.



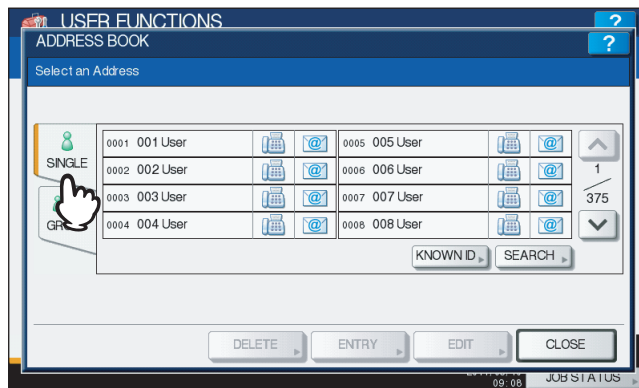
The ADDRESS BOOK screen is displayed.

Tip

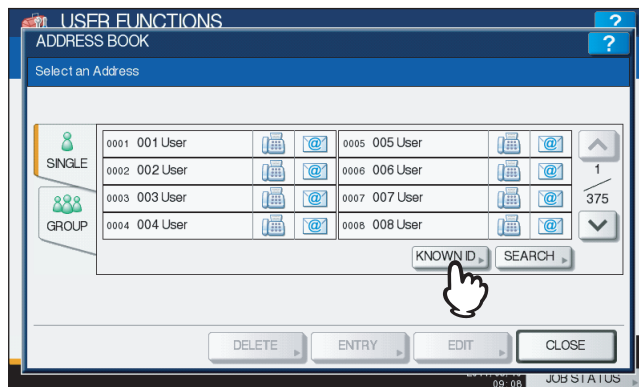
To display the USER menu, see the following page:

📖 P.8 “Entering User Menu”

2 Press the [SINGLE] tab.

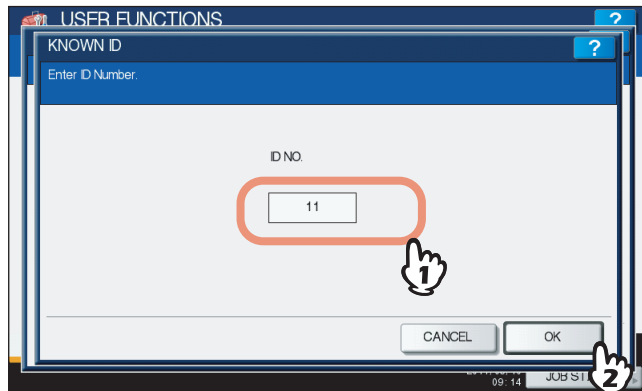


3 Press [KNOWN ID].

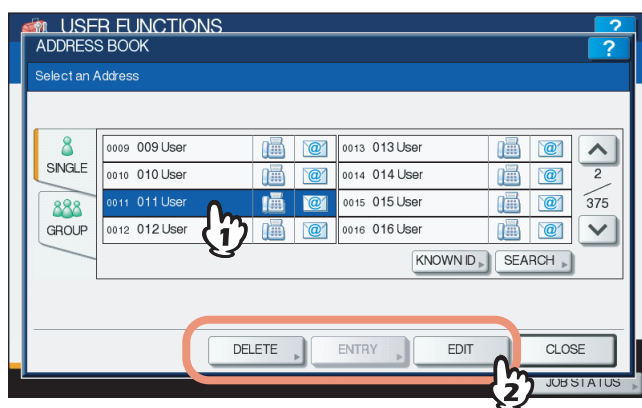


The KNOWN ID screen is displayed.

4 Enter the ID Number using the digital keys and press [OK].



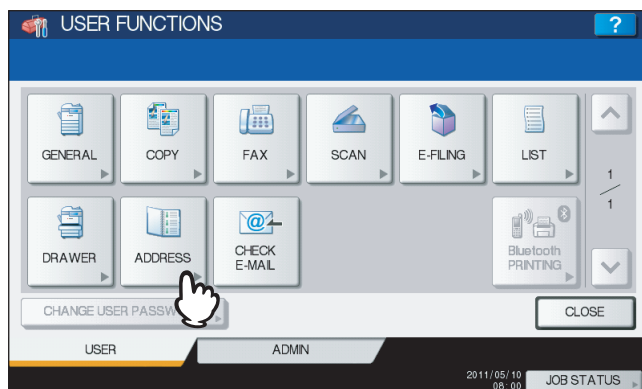
5 The touch panel displays the found contact. Press the contact and press [EDIT] to edit the contact information, or press [DELETE] to delete the contact.



For instructions on editing the contact, see the following page:
 P.41 “Editing contacts”

Searching for contacts by entering a search string

1 Press [ADDRESS] in the USER menu.

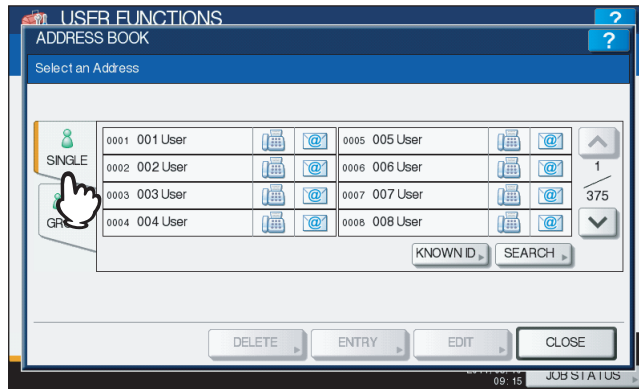


The ADDRESS BOOK screen is displayed.

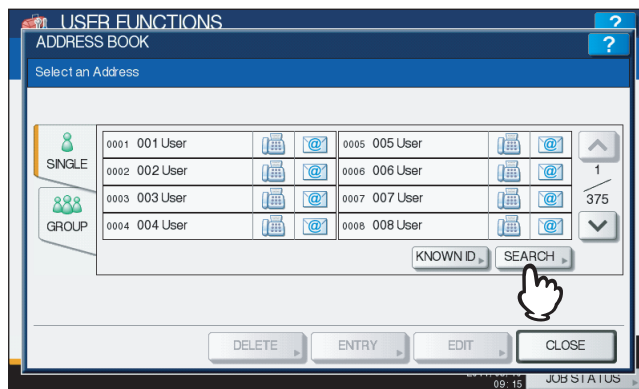
Tip

To display the USER menu, see the following page:
 P.8 “Entering User Menu”

2 Press the [SINGLE] tab.

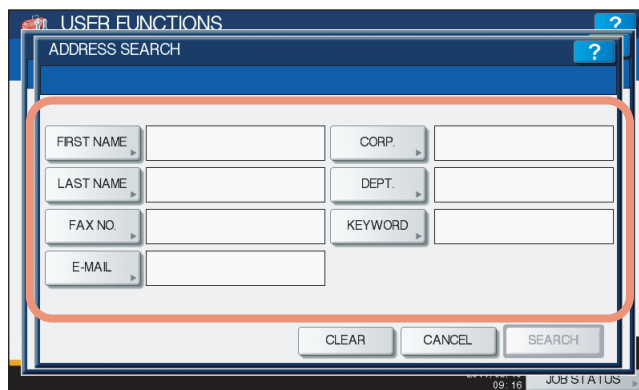


3 Press [SEARCH].



The ADDRESS SEARCH screen is displayed.

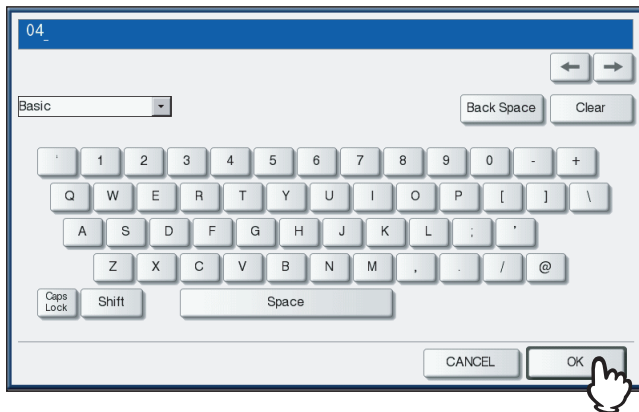
4 Press the corresponding button(s) for the desired search category.



- When you press each button (excluding [FAX NO.]), the on-screen keyboard will be displayed.
- When you press [FAX NO.], the on-screen keyboard for entering the fax number will be displayed.

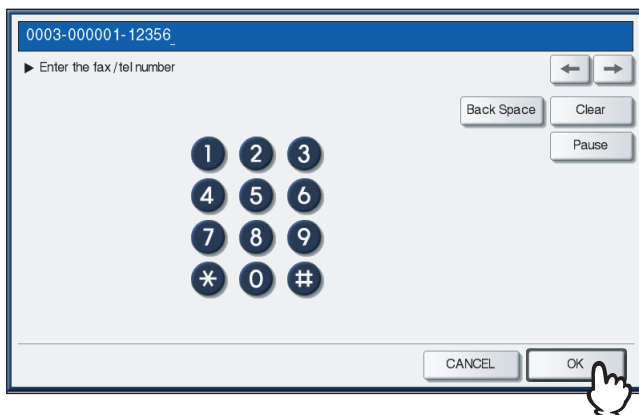
5 Enter the search string and press [OK].

- On-screen keyboard



You can also use the digital keys on the control panel to enter numerals.

- On-screen keyboard for entering the fax number

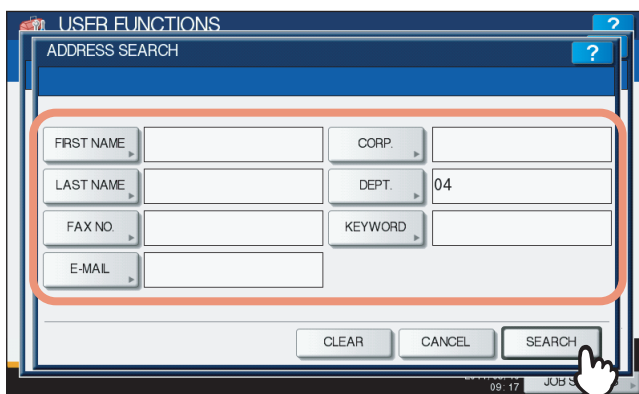


Press [Pause] to enter "-" in [FAX NO.]. You can also use the digital keys on the control panel to enter fax numbers.

Tip

Contacts that contain the search string for the specified items will be found.

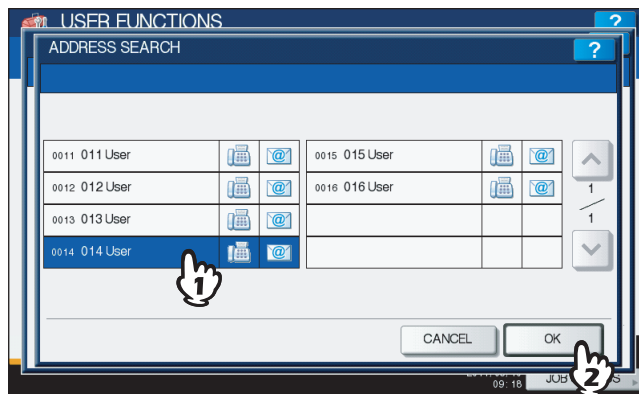
6 Specify the search string in the items that you require and press [SEARCH].



Tip

Press [CLEAR] to clear the search strings you entered.

- 7** The touch panel displays the found contacts. Press the desired contact and press [OK] to edit the contact information.



For instructions on editing the contact, see the following page:
📖 P.41 "Editing contacts"

■ Managing groups in address book

You can create groups that contain multiple contacts. This enables you to specify groups instead of each recipient separately when operating Scan to E-mail, or fax or Internet Fax transmissions.

In the address book, you can register up to 200 groups and each one can contain up to 400 members.

Notes

- One fax number or one e-mail address is counted as one destination. If you select a contact that contains both a fax number and an e-mail address, it results in two destinations in the group.
- You can register fax numbers in the groups, however, you can use them to specify the destinations for fax transmission only when the FAX Unit (optional) is installed.

In the GROUP menu, you can perform the following operations to manage groups.

📖 P.50 “Creating new groups”

📖 P.53 “Editing groups”

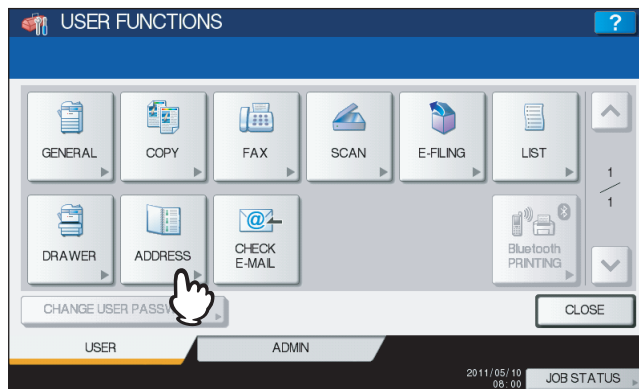
📖 P.61 “Deleting groups”

📖 P.63 “Searching for groups”

□ Creating new groups

You can create a new group in the address book.

1 Press [ADDRESS] in the USER menu.



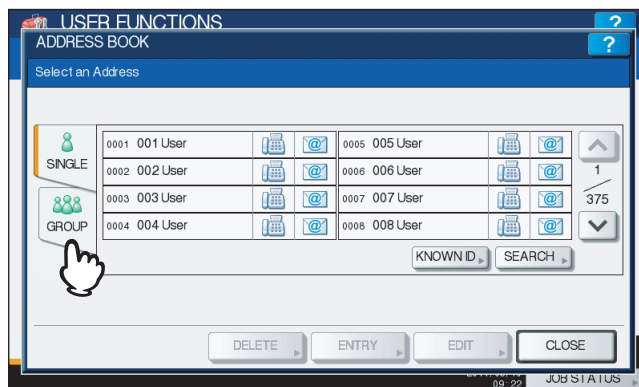
The ADDRESS BOOK screen is displayed.

Tip

To display the USER menu, see the following page:

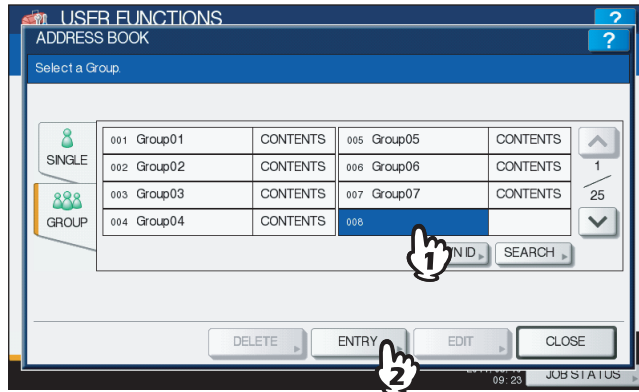
📖 P.8 “Entering User Menu”

2 Press the [GROUP] tab.



The group list is displayed.

3 Press an undefined button to create a new group and press [ENTRY].

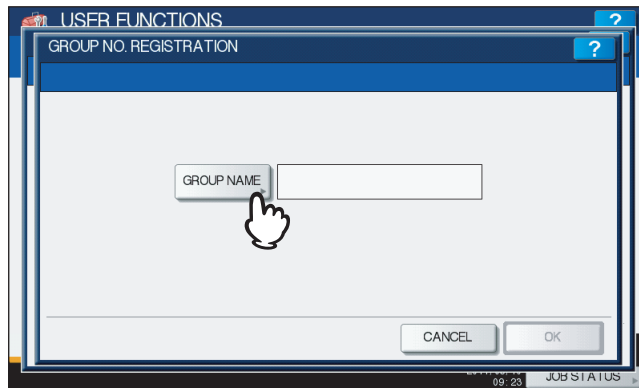


The GROUP NO. REGISTRATION screen is displayed.

Tip

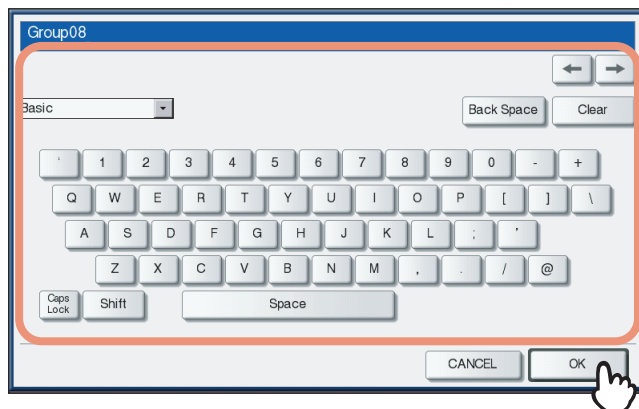
If the touch panel does not display an undefined group, press to display the next screen.

4 Press [GROUP NAME].



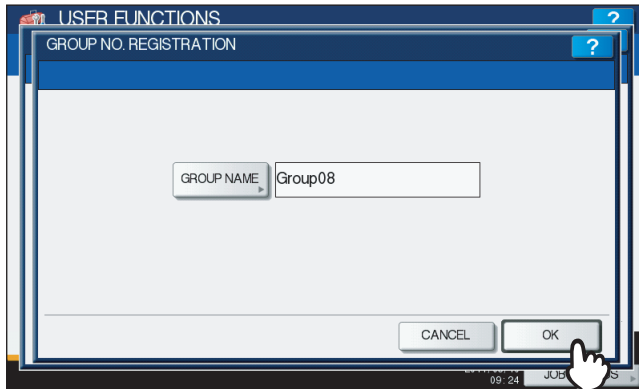
The on-screen keyboard is displayed.

5 Enter the group name and press [OK].



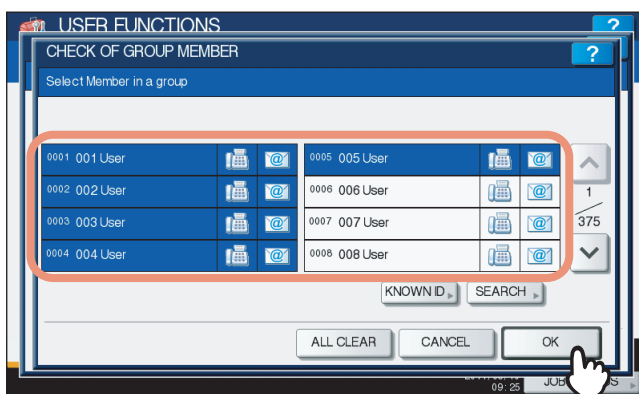
You can also use the digital keys on the control panel to enter numerals.

6 Press [OK].



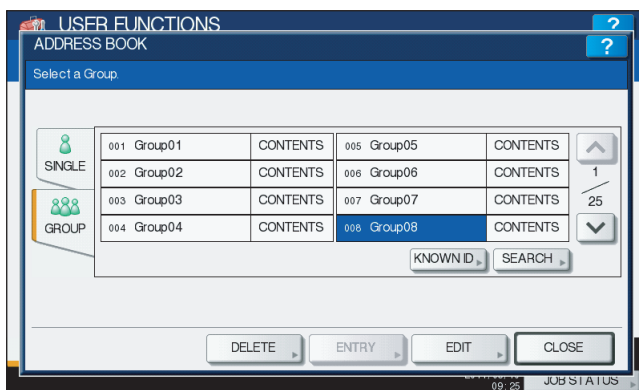
The CHECK OF GROUP MEMBER screen is displayed.

7 Select the contacts that you want to add to the group, and then press [OK].



- To add contacts by selecting each contact manually, see the following page:
[P.56 “Adding or removing contacts”](#)
- To add contacts by searching for them by ID number, see the following page:
[P.56 “Adding or removing contacts by searching by ID number”](#)
- To add contacts by searching for them with a search string, see the following page:
[P.58 “Adding or removing contacts by searching with a search string”](#)

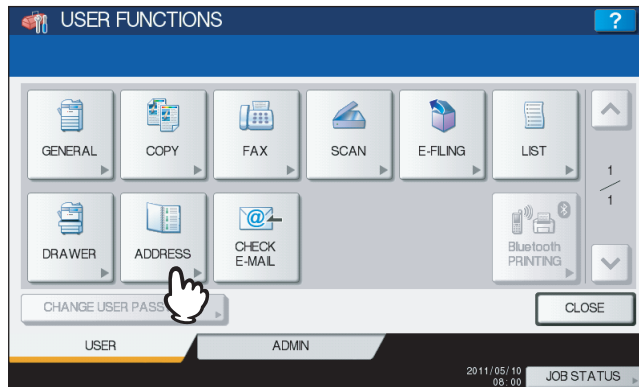
8 The new group is created and it appears on the touch panel.



□ Editing groups

You can edit the names of groups, or add or remove members in groups.

1 Press [ADDRESS] in the USER menu.



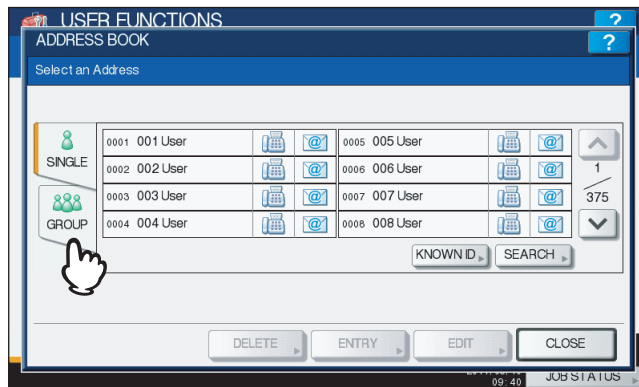
The ADDRESS BOOK screen is displayed.

Tip

To display the USER menu, see the following page:

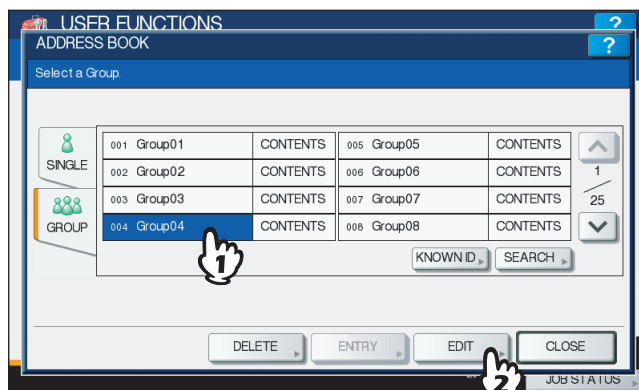
📖 P.8 “Entering User Menu”

2 Press the [GROUP] tab.



The group list is displayed.

3 Press the group that you want to edit and press [EDIT].

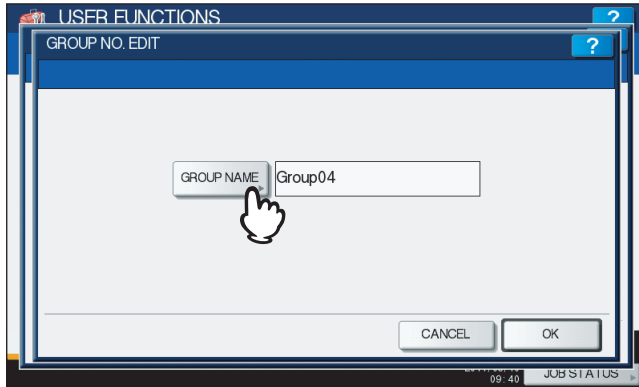


The GROUP NO. EDIT screen is displayed.

Tips

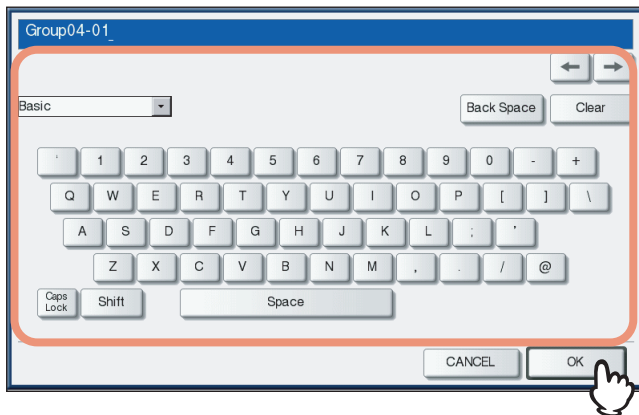
- If the touch panel does not display the group that you want to edit, press to display the next screen.
- The following two methods can be also used to find a group that you want to edit.
 - 📖 P.63 “Searching for groups by ID number”
 - 📖 P.65 “Searching for groups by group name”

4 Press [GROUP NAME] to edit the group name.



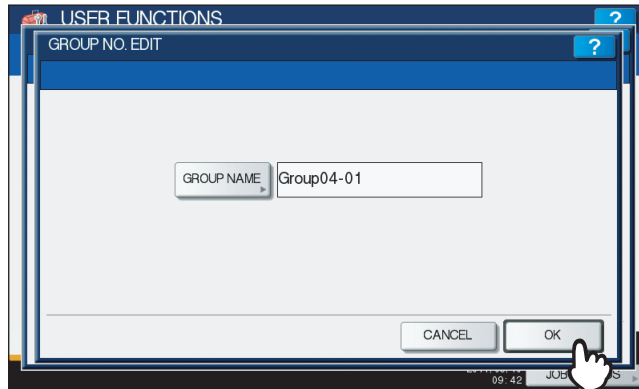
- The on-screen keyboard is displayed.
- If you do not need to edit the group name, proceed to step 6.

5 Enter the group name and press [OK].

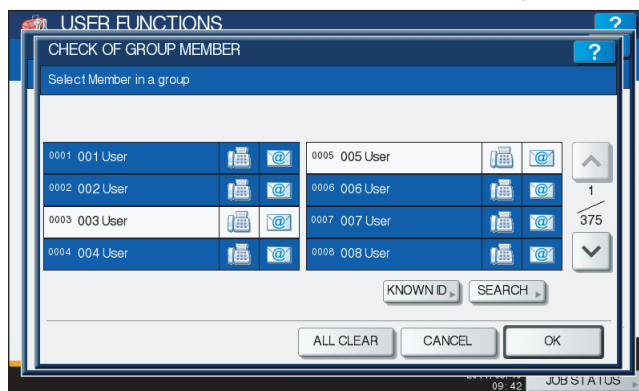


You can also use the digital keys on the control panel to enter numerals.

6 Press [OK].



The CHECK OF GROUP MEMBER screen is displayed.

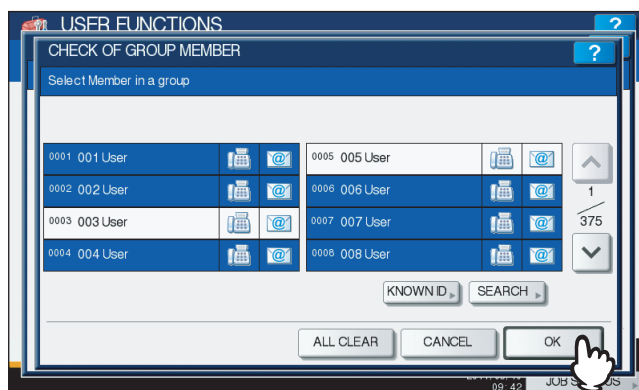


- If you do not need to change the members in a group, proceed to the next step.
- If you need to change the members in a group, see the following pages:
 - Adding or removing contacts by selecting each contact manually
[P.56 "Adding or removing contacts"](#)
 - Adding or removing contacts by searching for them by ID number
[P.56 "Adding or removing contacts by searching by ID number"](#)
 - Adding or removing contacts by searching for them with a search string
[P.58 "Adding or removing contacts by searching with a search string"](#)

Tip

The contacts that have been registered in the group are highlighted.

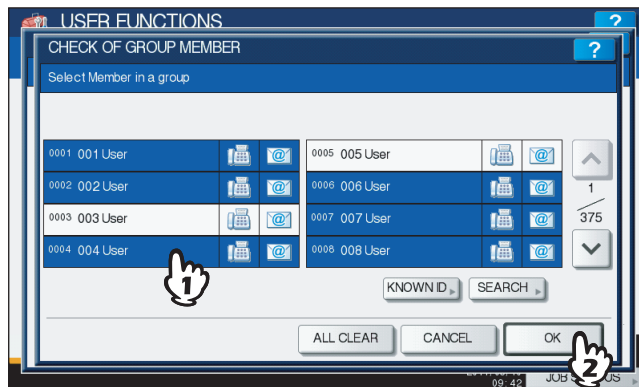
7 Press [OK].





The group is saved.



Adding or removing contacts

- 1 Press contacts that are not highlighted to add them to the group, or press highlighted contacts to remove them from the group, and then press [OK] to save the group.



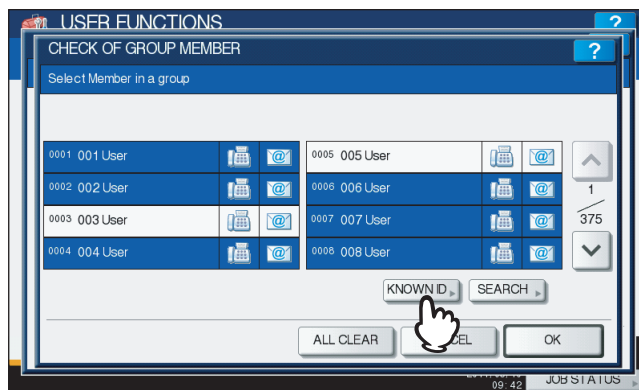
- To add/remove both the fax number and e-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press  in the contact.
- To add/remove only the e-mail address of a contact to/from the group, press  in the contact.

Tips

- Press  or  to display contacts on different pages.
- You can also clear all highlighted contacts by pressing [ALL CLEAR].

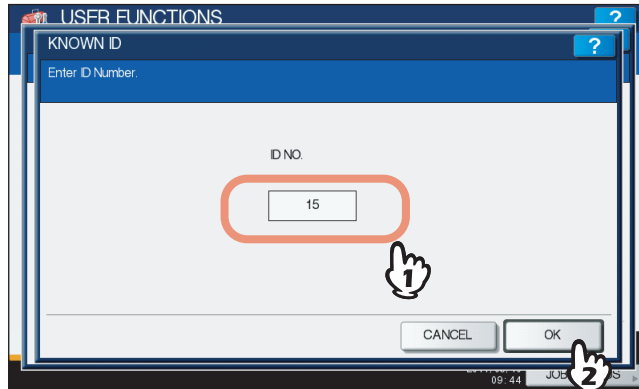
Adding or removing contacts by searching by ID number

- 1 Press [KNOWN ID].

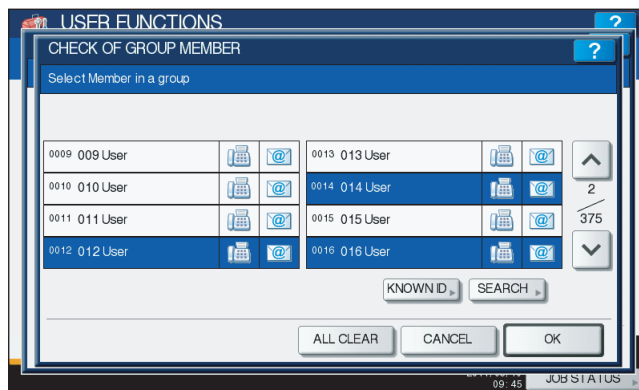


The KNOWN ID screen is displayed.

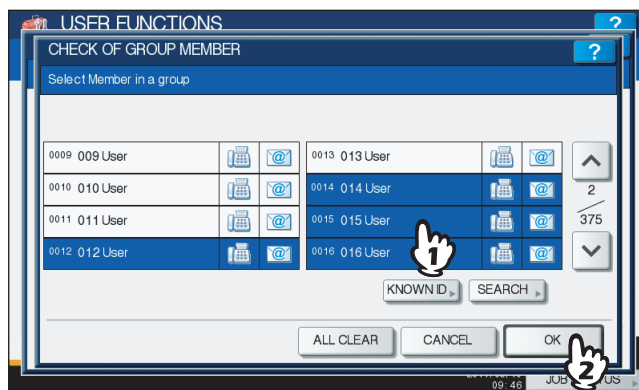
2 Enter the ID Number using the digital keys and press [OK].





The touch panel displays the found contact.



3 Press the non-highlighted contact to add it to the group, or press the highlighted contact to remove it from the group, and then press [OK] to save the group.



- To add/remove both the fax number and e-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press  in the contact.
- To add/remove only the e-mail address of a contact to/from the group, press  in the contact.

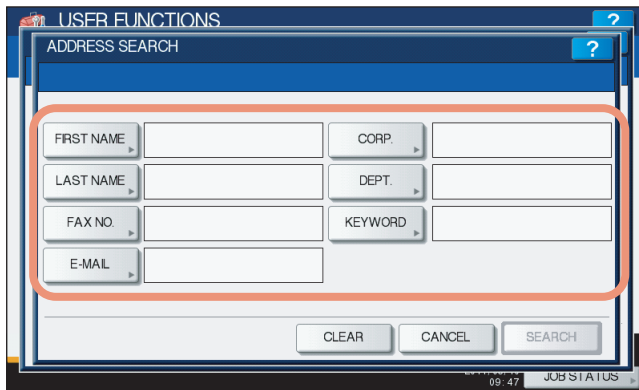
Adding or removing contacts by searching with a search string

1 Press [SEARCH].



The ADDRESS SEARCH screen is displayed.

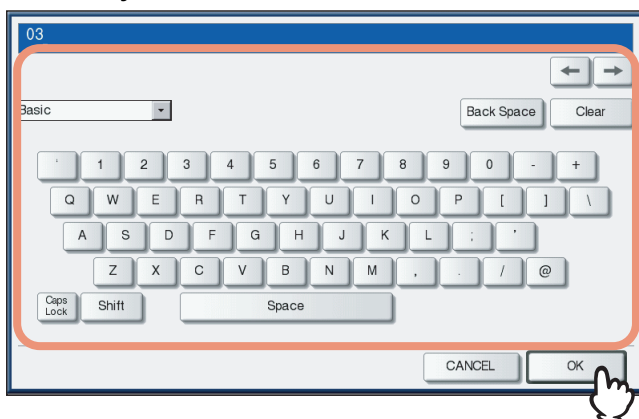
2 Press the corresponding button(s) for the desired search category.



- When you press each button (excluding [FAX NO.]), the on-screen keyboard will be displayed.
- When you press [FAX NO.], the on-screen keyboard for entering the fax number will be displayed.

3 Enter the search string and press [OK].

- On-screen keyboard



You can also use the digital keys on the control panel to enter numerals.

- On-screen keyboard for entering the fax number

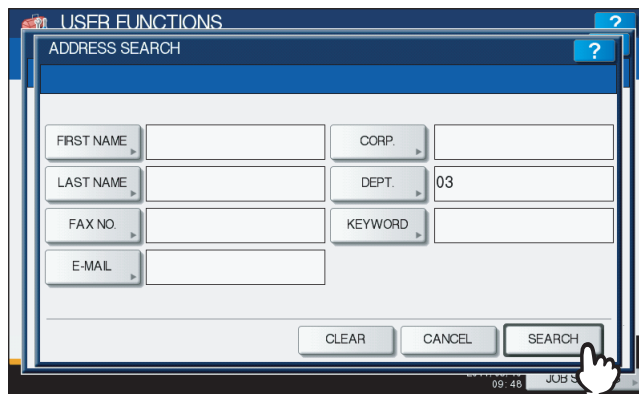


Press [Pause] to enter "-" in [FAX NO.]. You can also use the digital keys on the control panel to enter fax numbers.

Tip

Contacts that contain the search string for the specified items will be found.

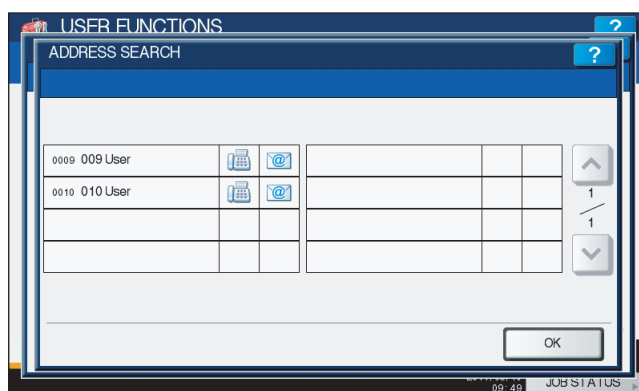
4 Specify the search string in the items that you require and press [SEARCH].



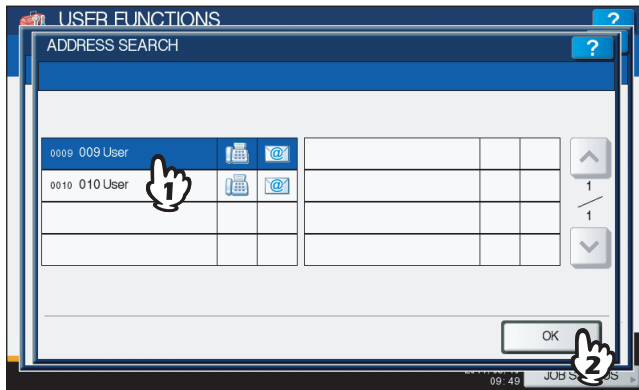
The touch panel displays the found contacts.



Tip

Press [CLEAR] to clear the search strings you entered.



- 5** Press the non-highlighted contacts that you want to add to the group, or press the highlighted contacts that you want to remove from the group, and then press [OK] to save the group.



- To add/remove both the fax number and e-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press  in the contact.
- To add/remove only the e-mail address of a contact to/from the group, press  in the contact.

Tip

Press  or  to display the found contacts on different pages if one page is not enough to display them.

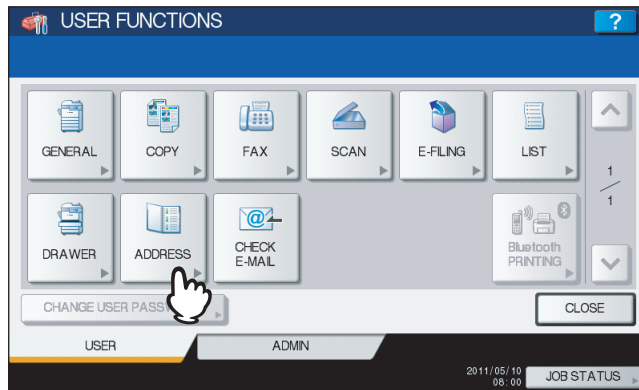
□ Deleting groups

You can delete a group from the address book.

Note

Though the selected group is deleted from the group list, the contacts still remain in the [SINGLE] tab. However, if the selected contact is deleted from the single list, this is also the case in the [GROUP] tab.

1 Press [ADDRESS] in the USER menu.

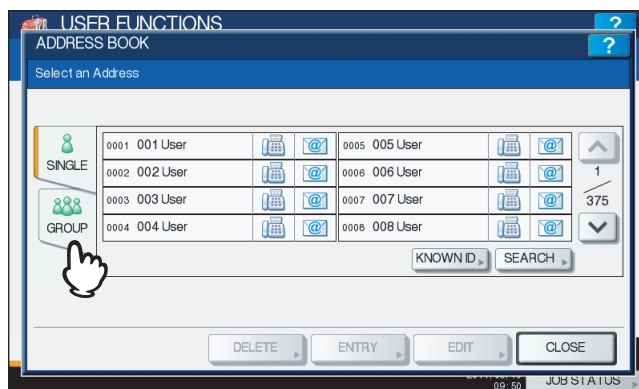


The ADDRESS BOOK screen is displayed.

Tip

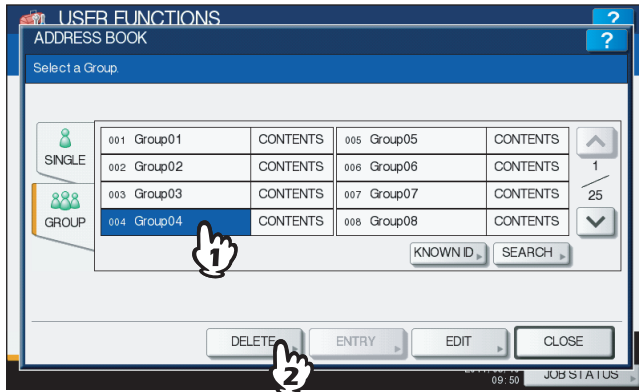
To display the USER menu, see the following page:
 P.8 "Entering User Menu"

2 Press the [GROUP] tab.



The group list is displayed.

3 Press the group that you want to delete and press [DELETE].



The message “Delete OK?” is displayed in the ATTENTION screen.

Tip

If the touch panel does not display the group that you want to delete, press to display the next screen.

4 Press [YES] to delete the group.



The selected group is deleted.

Tip

Press [NO] to cancel the deletion.

□ Searching for groups

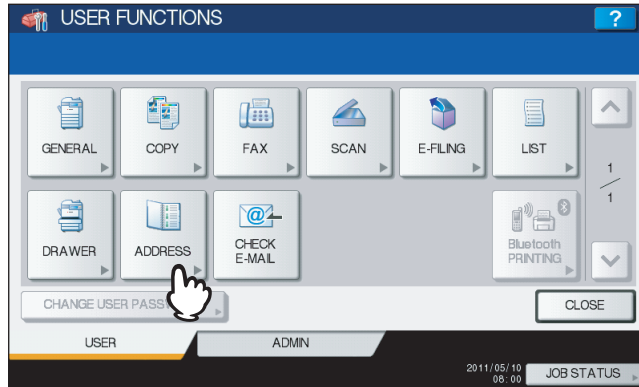
The following two methods can be used to search the address book for groups. This function is useful for finding a group that you want to edit.

📖 P.63 “Searching for groups by ID number”

📖 P.65 “Searching for groups by group name”

Searching for groups by ID number

1 Press [ADDRESS] in the USER menu.



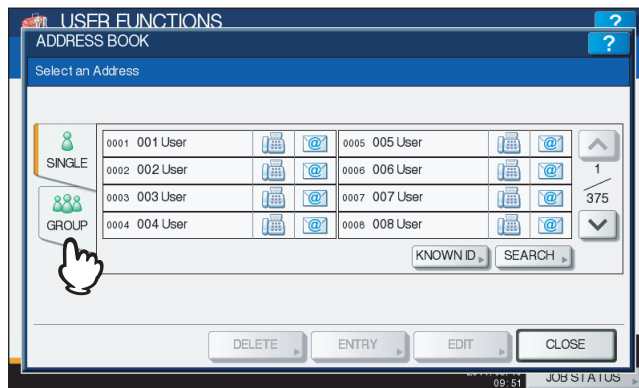
The ADDRESS BOOK screen is displayed.

Tip

To display the USER menu, see the following page:

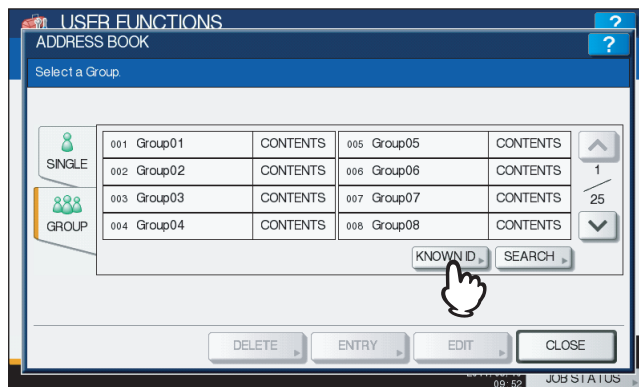
📖 P.8 “Entering User Menu”

2 Press the [GROUP] tab.



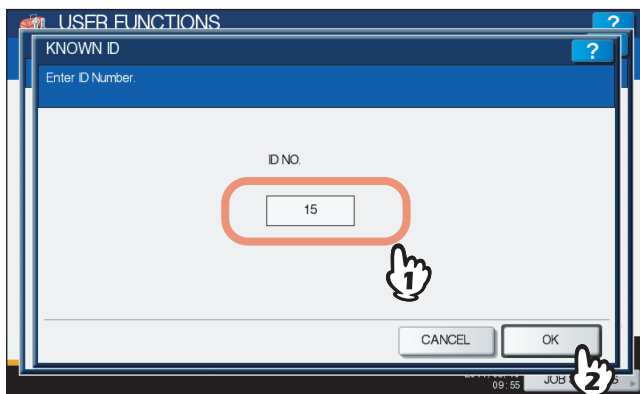
The group list is displayed.

3 Press [KNOWN ID].



The KNOWN ID screen is displayed.

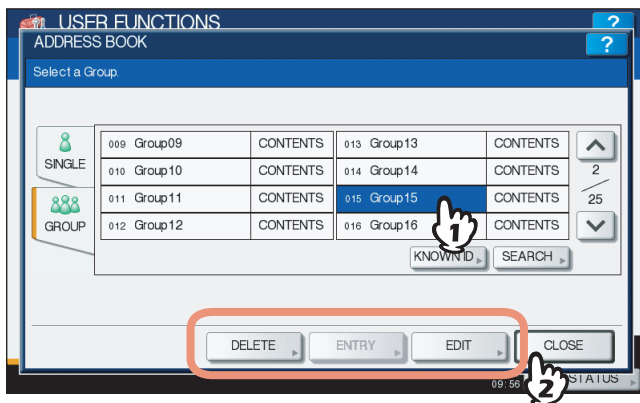
4 Enter the ID Number using the digital keys and press [OK].



The touch panel displays the found group.



5 Press the group and press [EDIT] to edit the group information, or press [DELETE] to delete the group.

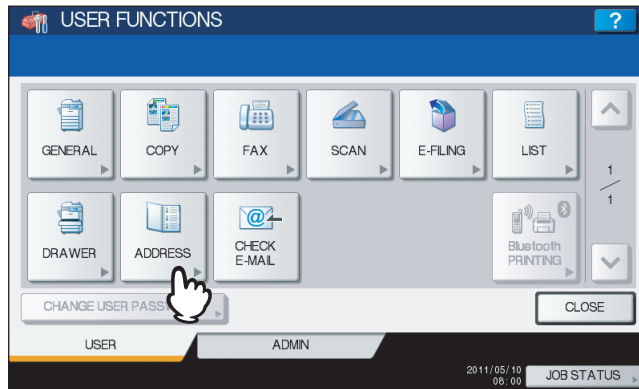


For instructions on editing groups, see the following page:
 P.53 “Editing groups”

Searching for groups by group name

1

1 Press [ADDRESS] in the USER menu.

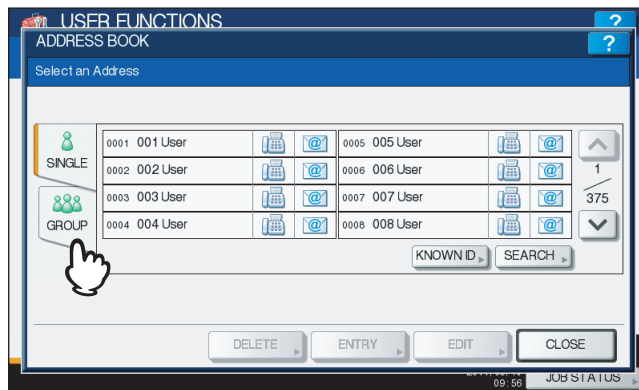


The ADDRESS BOOK screen is displayed.

Tip

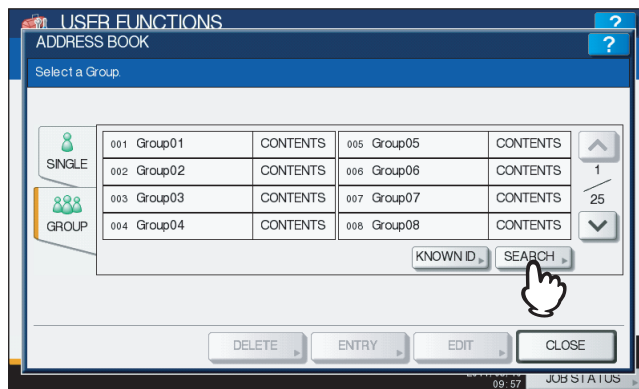
To display the USER menu, see the following page:
 P.8 "Entering User Menu"

2 Press the [GROUP] tab.



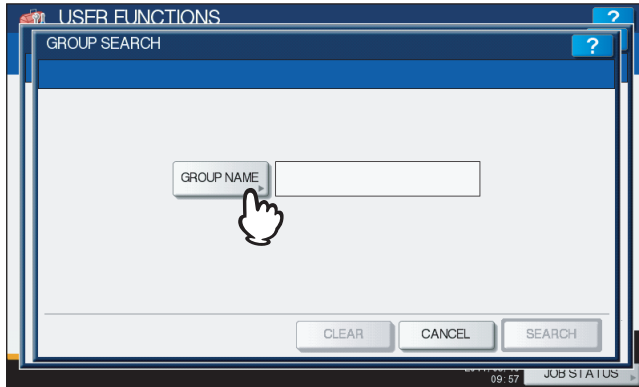
The group list is displayed.

3 Press [SEARCH].



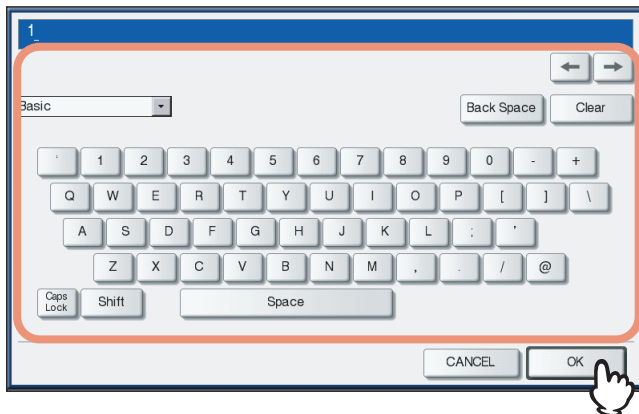
The GROUP SEARCH screen is displayed.

4 Press [GROUP NAME] to specify the search string.



The on-screen keyboard is displayed.

5 Enter the search string and press [OK].

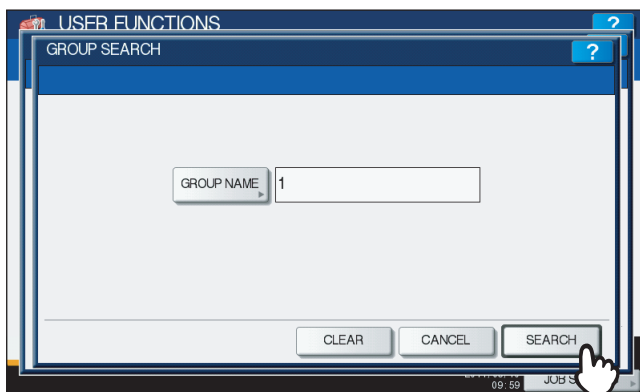


You can also use the digital keys on the control panel to enter numerals.

Tip

Groups that contain the search string in the [GROUP NAME] box will be found.

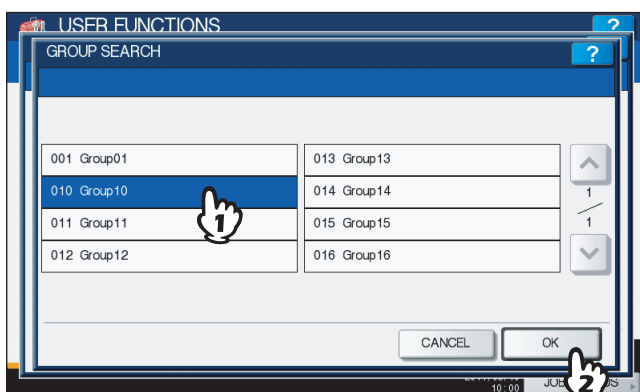
6 Press [SEARCH].




The touch panel displays the found groups.



7 Press the desired group and press [OK] to edit the group information.



For instructions on editing groups, see the following page:

 P.53 "Editing groups"

□ Confirming the members of a group

You can confirm the contacts that are registered in a group.

1 Press [ADDRESS] in the USER menu.



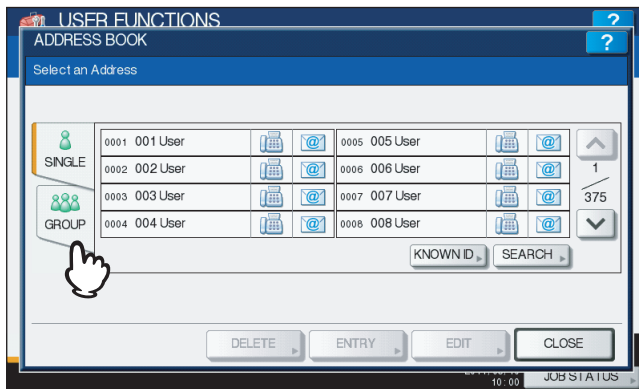
The ADDRESS BOOK screen is displayed.

Tip

To display the USER menu, see the following page:

📖 P.8 "Entering User Menu"

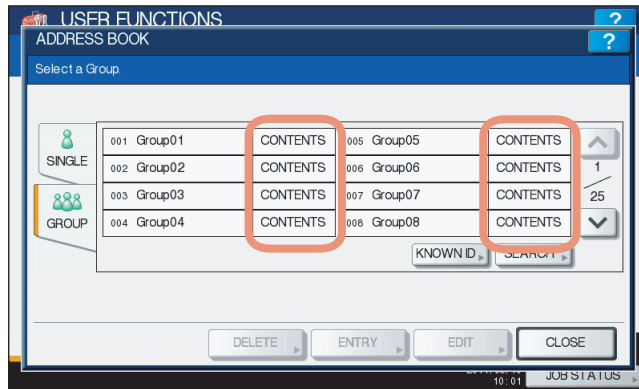
2 Press the [GROUP] tab.



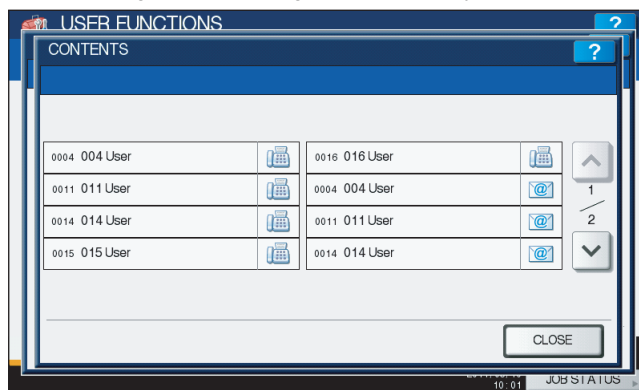
The group list is displayed.

3 Press [CONTENTS] of the group whose members you want to confirm.

1



The contacts registered in the group are displayed.



Tip

In the CONTENTS screen, you will see all the fax numbers listed first, and then all the e-mail addresses.

Checking E-mail

This function allows you to check for new e-mails (Internet Faxes) on the POP3 server.

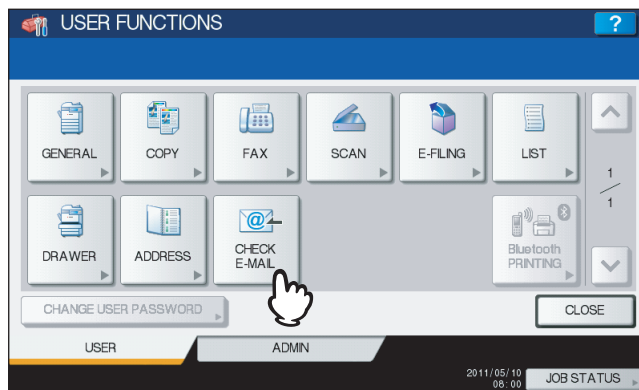
Note

It is necessary to configure the POP3 server using TopAccess to perform this function. For instructions on how to configure the POP3 server, refer to the *TopAccess Guide* “**Chapter 8: [Administration] Tab Page**”.

Tip

The equipment also automatically checks for new e-mails on the POP3 server.

1 Press [CHECK E-MAIL] in the USER menu.



The equipment begins communicating with the POP3 server. If a new e-mail is on the POP3 server, the equipment automatically prints the e-mail data after retrieving them from the POP3 server.

Tip

To display the USER menu, see the following page:

P.8 “Entering User Menu”

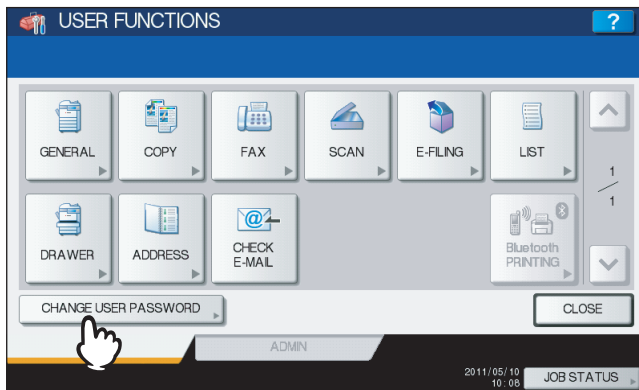
Setting BIP Printing

[Bluetooth PRINTING] is available only when the Bluetooth Module (optional) is installed. For instructions on how to set BIP printing, refer to the *GN-2010/GN-2020 Operator's Manual for Bluetooth Module* "**Chapter 1: SETTING UP BLUETOOTH**".

Change User Password

When the MFP Local Authentication feature is used, this function allows each user to change his or her authentication password that has been entered in the authentication screen.

1 Press [CHANGE USER PASSWORD] in the USER menu.



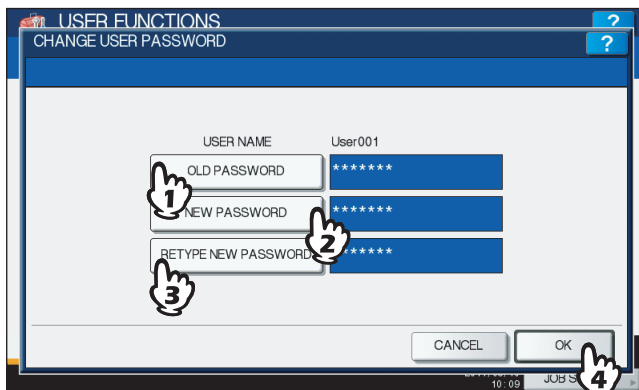
The CHANGE USER PASSWORD screen is displayed.

Tips

- To display the USER menu, see the following page:
 P.8 “Entering User Menu”
- [CHANGE USER PASSWORD] is available only when the MFP Local Authentication feature is enabled.

2 Change the password.

- 1) Press [OLD PASSWORD] to enter the current password.
- 2) Press [NEW PASSWORD] to enter the new password.
- 3) Press [RETYPE NEW PASSWORD] to re-enter the new password.
- 4) Press [OK] to save the new password.



You will be returned to the USER menu screen.

Tips

- When you press each button ([OLD PASSWORD], [NEW PASSWORD], and [RETYPE NEW PASSWORD]), the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.
- The input password appears as asterisks (*) in the [OLD PASSWORD], [NEW PASSWORD], and [RETYPE NEW PASSWORD] boxes.

SETTING ITEMS (ADMIN)

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Entering Admin Menu

Follow the steps below to enter the ADMIN menu in the USER FUNCTIONS screen.

1 Press the [USER FUNCTIONS] button on the control panel to enter the USER FUNCTIONS menu.

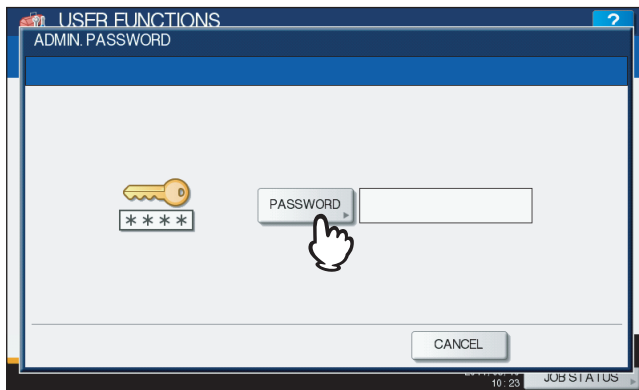
2 Press the [ADMIN] tab.

- When the User Management feature is disabled, you must enter the administrator password. Proceed to the next step.
- When the User Management feature is enabled, you must log into the MFP as a user having the administrator privilege. When you press the [ADMIN] tab, the ADMIN menu will be displayed. Proceed to step 5.

Note

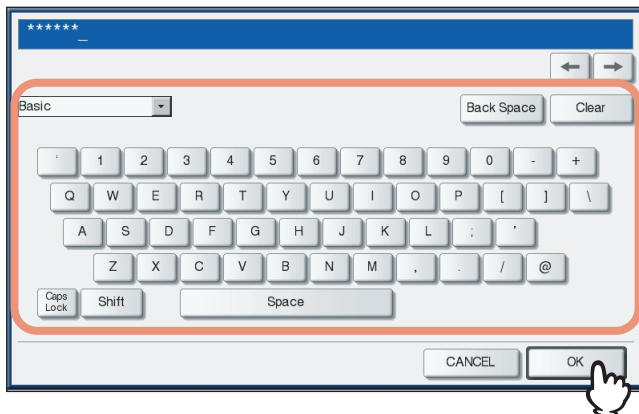
If you log into the MFP as a user who has no administrator privilege, the [ADMIN] tab will be unavailable. Setting role information allows you to give privileges to users. For details of role information, refer to the *TopAccess Guide "Chapter 7: [User Management] Tab Page"*.

3 Press [PASSWORD].



The on-screen keyboard is displayed.

4 Enter the administrator password and press [OK].



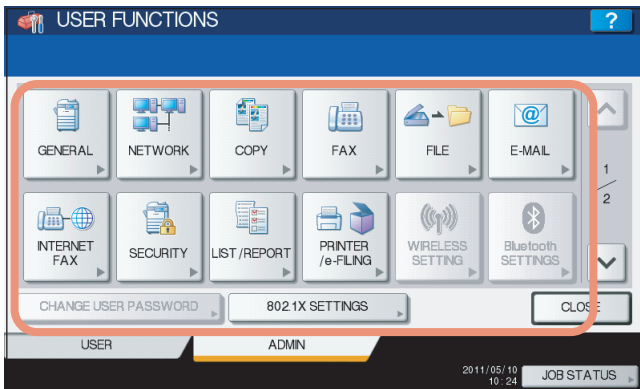
The ADMIN menu is displayed.

Tips

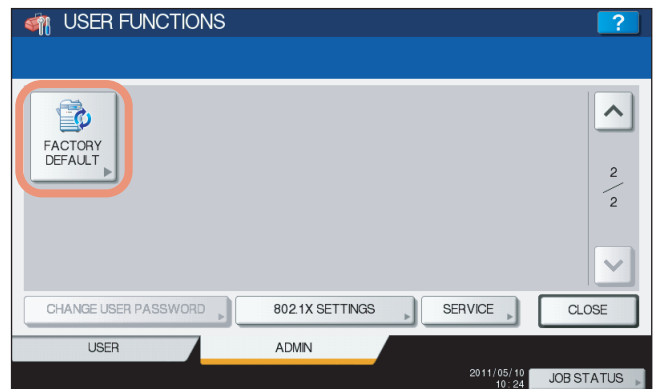
- If the administrator password has not been changed before, enter the default administrator password "123456".
- The input password appears as asterisks (*). You can also use the digital keys on the control panel to enter numerals.

5 Continue the administrative operation that you require.

ADMIN menu (1/2)



ADMIN menu (2/2)



- 📖 P.77 "Setting General Functions"
- 📖 P.134 "Setting Network Functions"
- 📖 P.166 "Setting Copy Functions"
- 📖 P.169 "Setting Fax Functions"
- 📖 P.171 "Setting File Functions"
- 📖 P.172 "Setting E-mail Functions"
- 📖 P.175 "Setting Internet Fax Functions"
- 📖 P.177 "Setting Security Functions"
- 📖 P.190 "Setting List/Report"
- 📖 P.195 "Printing Lists"
- 📖 P.196 "Setting Printer/e-Filing Functions"
- 📖 P.199 "Wireless Settings and Bluetooth Settings"
- 📖 P.200 "Change User Password"
- 📖 P.201 "IEEE 802.1X Authentication Setting"
- 📖 P.215 "Resetting the equipment settings back to the factory defaults"

Notes

- [WIRELESS SETTING] in the ADMIN menu is available only when the Wireless LAN Module (optional) is installed. For details on [WIRELESS SETTING], refer to the **GN-1060 Operator's Manual for Wireless LAN Module "Chapter 1: SETTING UP WIRELESS NETWORK"**.
- [Bluetooth SETTINGS] in the ADMIN menu is available only when the Bluetooth Module (optional) is installed. For details on [Bluetooth SETTINGS], refer to the **GN-2010/GN-2020 Operator's Manual for Bluetooth Module "Chapter 1: SETTING UP BLUETOOTH"**.

Setting General Functions

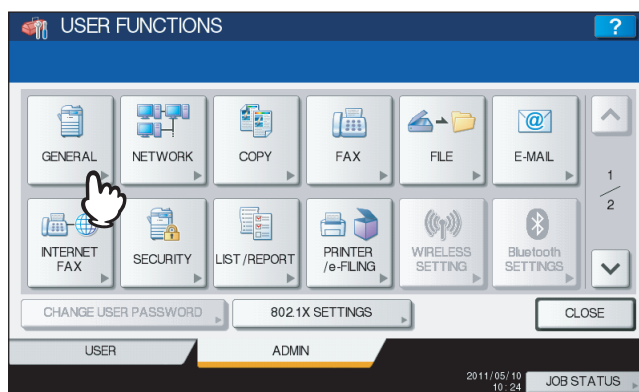
This menu allows you to perform the following operations:

- [P.77](#) “Setting the device information”
- [P.80](#) “Setting the notification”
- [P.82](#) “Changing the administrator password and resetting the service password”
- [P.85](#) “Setting the date and time”
- [P.88](#) “Setting the energy saver modes”
- [P.93](#) “Setting the calibration and registration display level”
- [P.94](#) “Setting the calibration”
- [P.99](#) “Setting the registration”
- [P.100](#) “Setting the option”
- [P.101](#) “Setting the drawer set pop-up and paper misfeed recovery pop-up”
- [P.102](#) “Setting the status message”
- [P.103](#) “Setting the auto clear function”
- [P.105](#) “Managing the option licenses”
- [P.109](#) “Adding or removing the display languages”
- [P.114](#) “Updating your system”
- [P.117](#) “Creating or installing cloning files”
- [P.124](#) “Setting the panel calibration”
- [P.127](#) “Exporting logs”
- [P.129](#) “Job skip”
- [P.131](#) “Changing the keyboard layout”

■ Setting the device information

You can set the device information of this equipment. These items appear in the Device page of TopAccess, a web-based device management utility.

1 Press [GENERAL] in the ADMIN menu (1/2).



The GENERAL menu (1/2) is displayed.

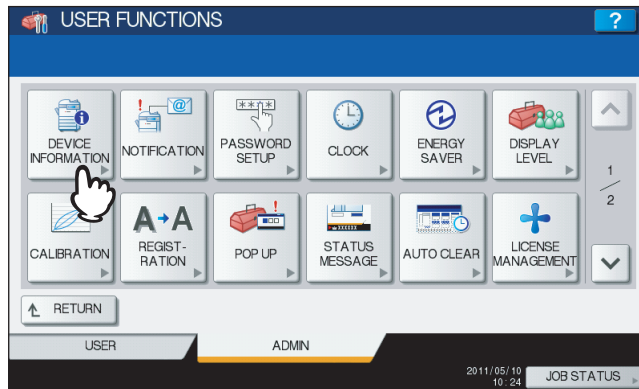
Tip

To display the ADMIN menu, see the following page:

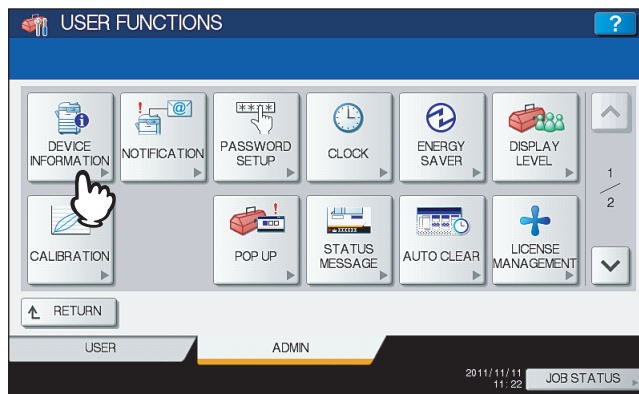
- [P.75](#) “Entering Admin Menu”

2 Press [DEVICE INFORMATION].

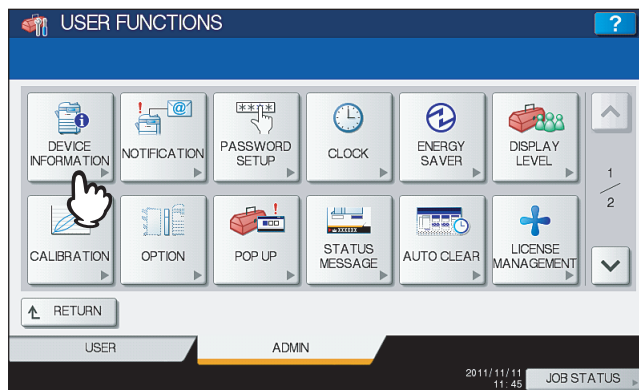
For e-STUDIO6550C Series, e-STUDIO4540C Series



For e-STUDIO456 Series

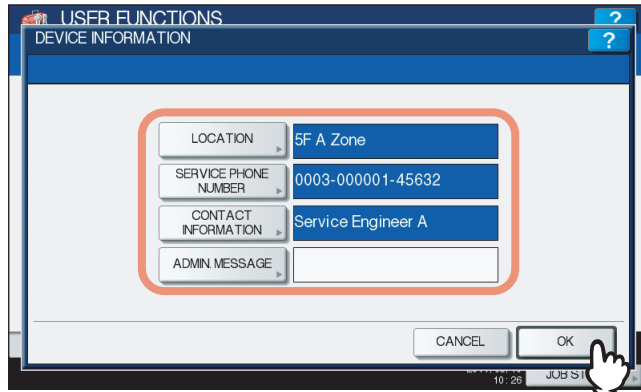


For e-STUDIO856 Series



The DEVICE INFORMATION screen is displayed.

3 Specify the following items as required and press [OK].



[LOCATION] — Press this button to enter the location of this equipment.

[SERVICE PHONE NUMBER] — Press this button to enter the service call number.

[CONTACT INFORMATION] — Press this button to enter the name of the service technician.

[ADMIN. MESSAGE] — Press this button to enter an administration message for users.

The following table shows the number of characters you can enter into each box.

Item	The number of characters
[LOCATION]	Up to 64 characters can be entered.
[SERVICE PHONE NUMBER]	Up to 32 numbers can be entered.
[CONTACT INFORMATION]	Up to 64 characters can be entered.
[ADMIN. MESSAGE]	Up to 20 characters can be entered.

Tips

- When you press each button (excluding [SERVICE PHONE NUMBER]), the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.
- When you press [SERVICE PHONE NUMBER], the following on-screen keyboard for entering the fax number will be displayed. Press [Pause] to enter “-” in [SERVICE PHONE NUMBER]. If you enter “-” in them, a three- second pause is added for dialing the fax number. You can also use the digital keys on the control panel to enter fax numbers.



■ Setting the notification

You can set the notification mail to send a notification message when specified events occur on the equipment, such as toner empty, paper empty, and serviceman call.

You can specify up to three e-mail addresses for the destination of the notification message.

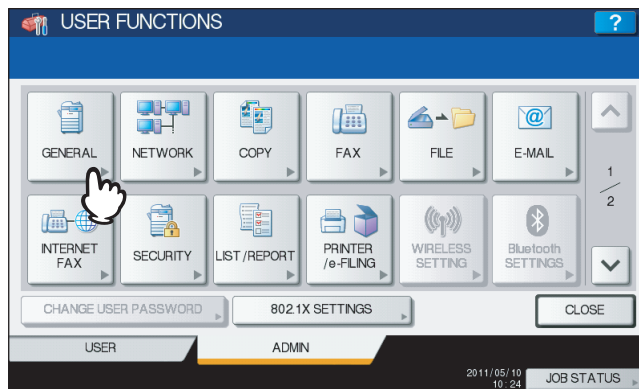
Tip

You can specify events that you want to be notified about using the TopAccess web utility. For instructions on how to specify events for notification, refer to the *TopAccess Guide* “Chapter 8: [Administration] Tab Page”.

Note

To enable this function, there must be a SMTP server in your network. In addition, the settings to enable Internet communication on this equipment must be configured correctly.

1 Press [GENERAL] in the ADMIN menu (1/2).



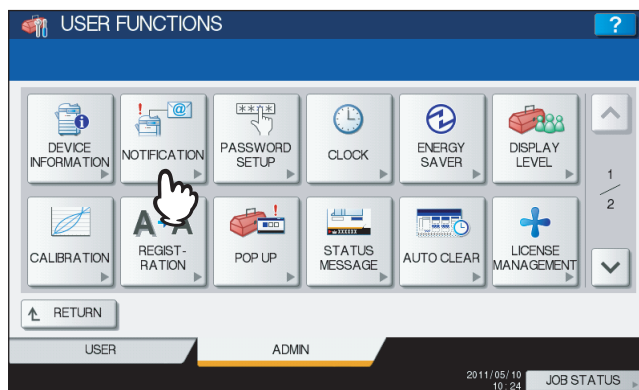
The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

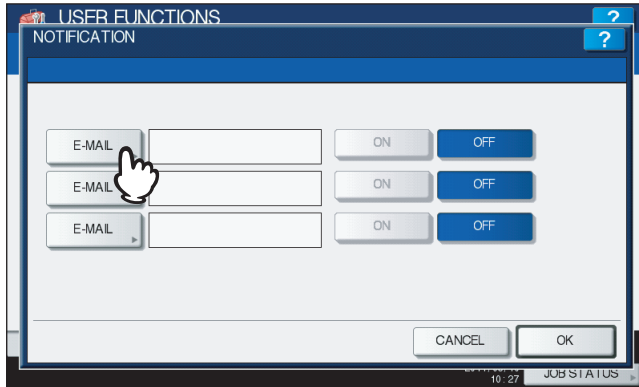
📖 P.75 “Entering Admin Menu”

2 Press [NOTIFICATION].



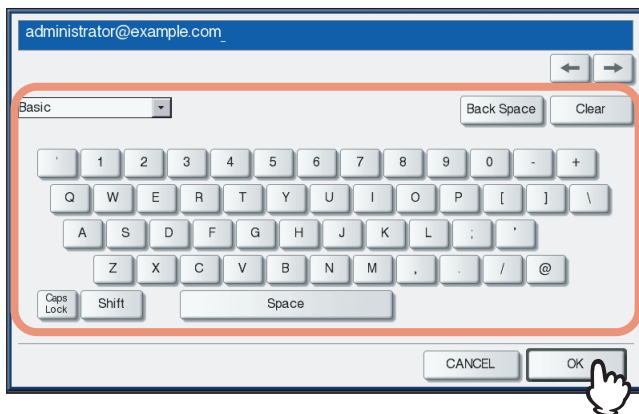
The NOTIFICATION screen is displayed.

3 Press [E-MAIL].



The on-screen keyboard is displayed.

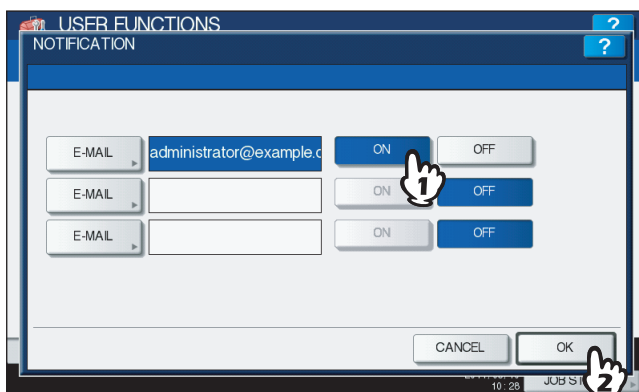
4 Enter the e-mail address and press [OK].



Tips

- You can specify up to three e-mail addresses to which notification messages will be sent, as required. When you enable notification, you must enter at least one e-mail address.
- You can also use the digital keys on the control panel to enter numerals.

5 Press [ON] for the e-mail address to receive notification and press [OK].



To disable notification for an e-mail address, press [OFF].

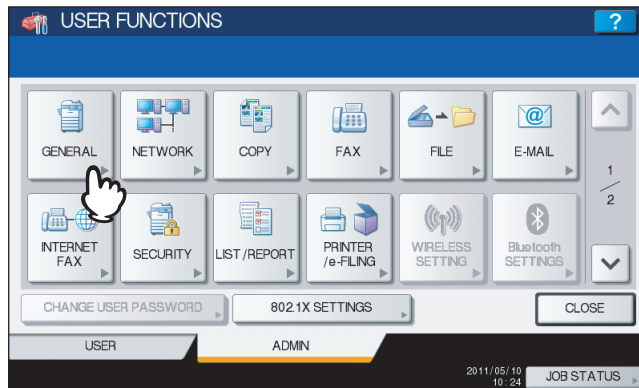
Note

[ON] is available after you enter an e-mail address.

■ Changing the administrator password and resetting the service password

This menu allows you to change the administrator password. It also allows you to reset the service password in case the service technician who is in charge of this equipment forgets it.

1 Press [GENERAL] in the ADMIN menu (1/2).

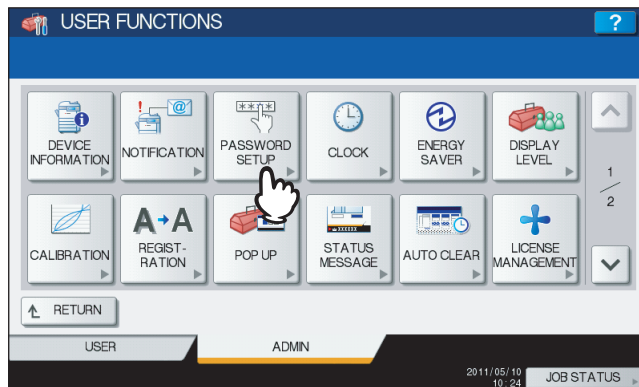


The GENERAL menu (1/2) is displayed.

Tip

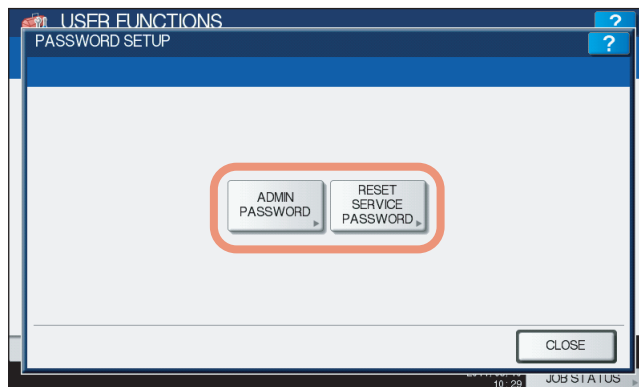
To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press [PASSWORD SETUP].



The PASSWORD SETUP menu is displayed.

3 Continue the operation that you require.

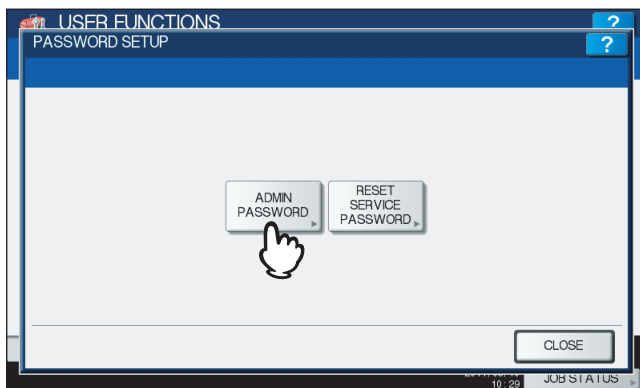


P.83 "Changing the administrator password"

P.84 "Resetting the service password"

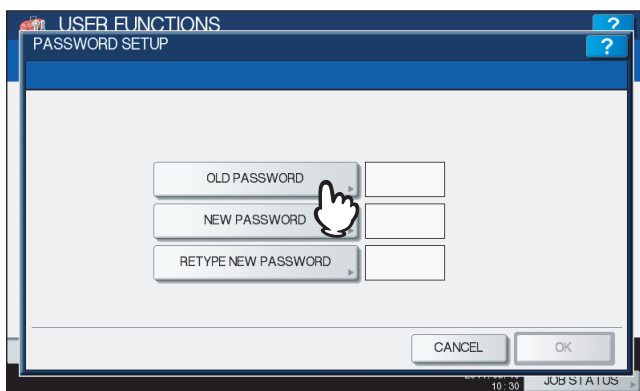
Changing the administrator password

1 Press [ADMIN PASSWORD].



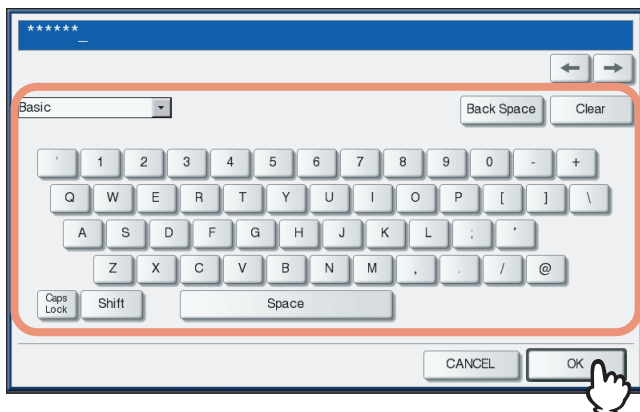
The screen for changing the administrator password is displayed.

2 Press [OLD PASSWORD].



The on-screen keyboard is displayed.

3 Enter the current administrator password and press [OK].



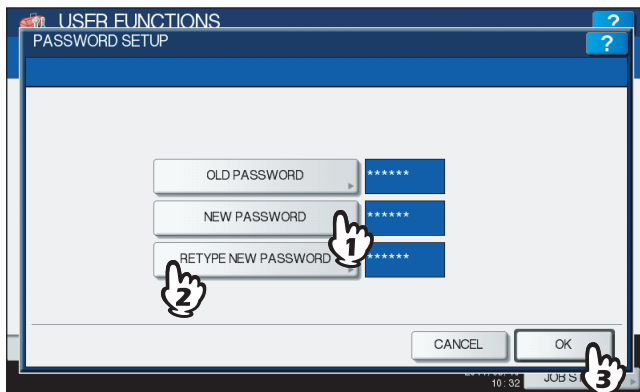
The input password appears as asterisks (*). You can also use the digital keys on the control panel to enter numerals.

Tip

If the administrator password is being changed for the first time, enter "123456" in the [OLD PASSWORD] box.

4 Set new password and complete the setting.

- 1) Press [NEW PASSWORD] to enter new password.
- 2) Press [RETYPE NEW PASSWORD] to enter the new password again.
- 3) Press [OK].



Tip

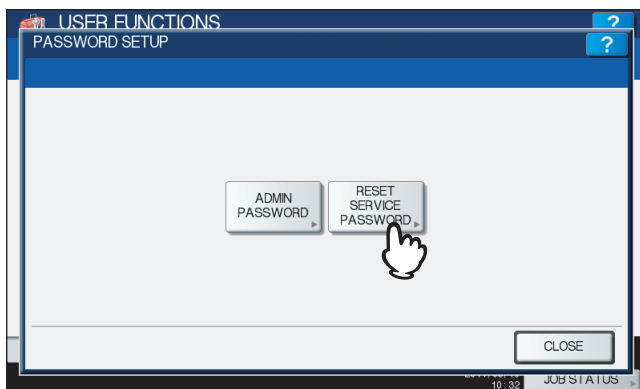
When you press [NEW PASSWORD] and [RETYPE NEW PASSWORD], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

Note

Specify the 6 to 64-digit administrator's password. You can use alphanumeric and the following symbols.
! # \$ () * + , - . / : ; = ? @ \ ^ _ ` { | } ~

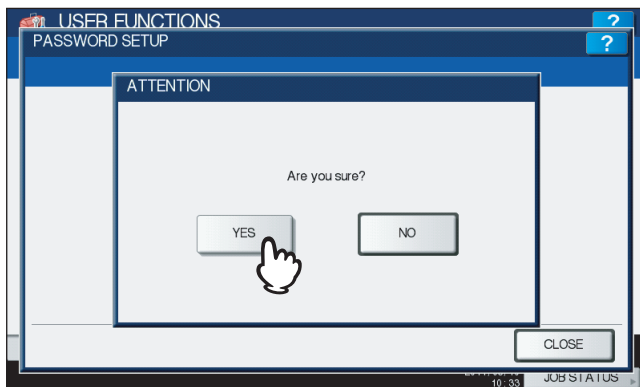
Resetting the service password

1 Press [RESET SERVICE PASSWORD].



The message "Are you sure?" is displayed in the ATTENTION screen.

2 Press [YES] to reset the service password.



Press [NO] to cancel the operation.

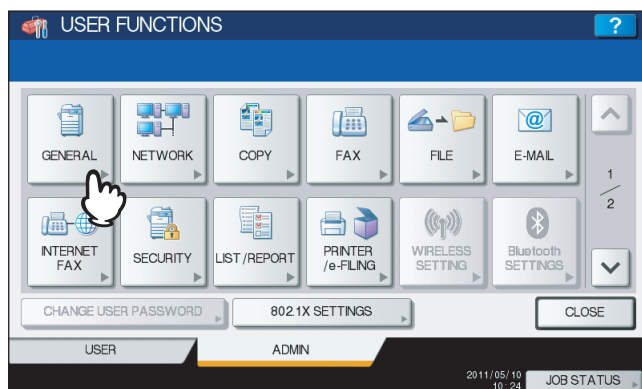
■ Setting the date and time

The clock built in to this equipment can be set by entering the date and time using the digital keys.

Note

When the time settings of the equipment are adjusted using the SNTP service, this cannot be done manually for the date and time. You can make settings for the SNTP service in the TopAccess administrator mode. For details, refer to the *TopAccess Guide* “Chapter 8: [Administration] Tab Page”.

1 Press [GENERAL] in the ADMIN (1/2) menu.

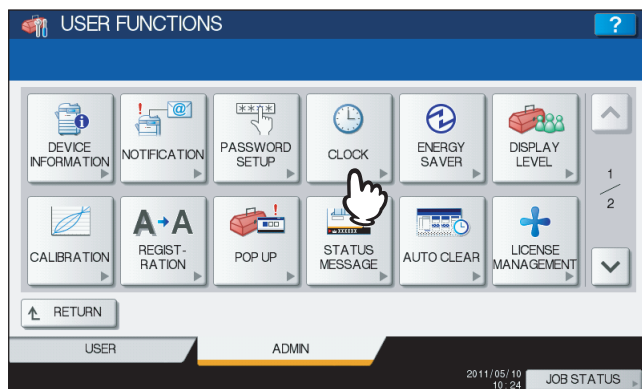


The GENERAL menu (1/2) is displayed.

Tip

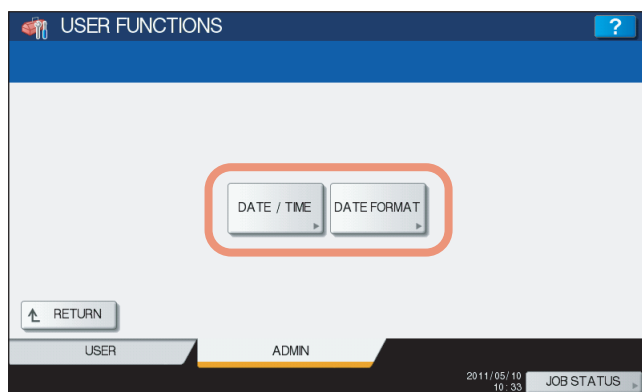
To display the ADMIN menu, see the following page:
 P.75 “Entering Admin Menu”

2 Press [CLOCK].



The CLOCK menu is displayed.

3 Continue the operation that you require.

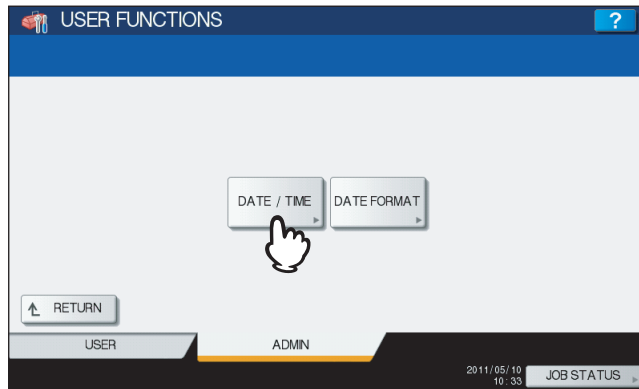


P.86 “Changing the date and time”

P.87 “Changing the date format”

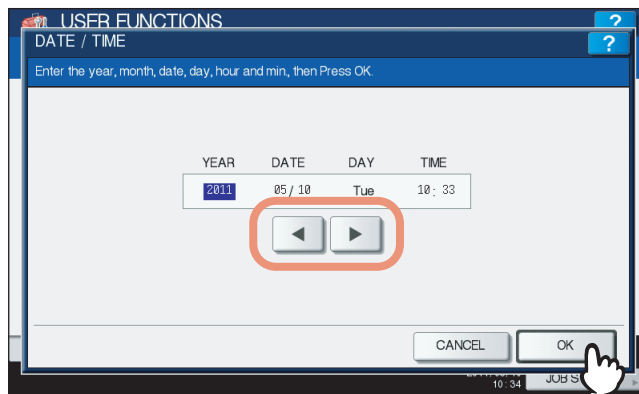
Changing the date and time

1 Press [DATE/TIME].



The DATE/TIME screen is displayed.

2 Highlight the section that you want to edit using the arrow buttons, enter the number using the digital keys, and press [OK].



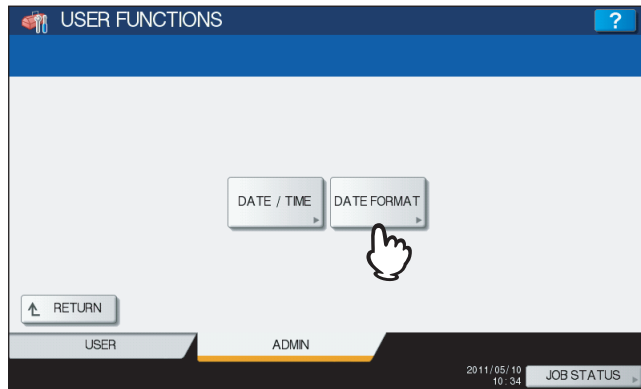
You will be returned to the CLOCK menu.

Tip

When you change either "YEAR", "MONTH", or "DATE", the days of week in the DAY section will be set automatically.

Changing the date format

1 Press [DATE FORMAT].



The DATE FORMAT screen is displayed.

2 Press the desired date format button.



You will be returned to the CLOCK menu.

■ Setting the energy saver modes

The following energy saver modes are available in this menu.

- **Weekly timer**

Using the built-in weekly timer, you can have the equipment automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times.

Tips

- You can turn on the power by simply pressing the [START] button on the control panel when the device is in the Sleep or Super Sleep mode by the weekly timer.
- When the power switch is turned off, the weekly timer does not work.

- **Auto Power Save mode**

This function allows the equipment to automatically go into the energy saver mode if it is left inactive for a certain period of time.

- **Sleep mode/Super Sleep mode**

This function puts the equipment into the Sleep or Super Sleep mode if it is left inactive for a certain period of time. In the Sleep or Super Sleep mode, power to the unused sections of this equipment is shut off while this equipment is in the standby status. Power consumption in the standby status becomes smallest in the Super Sleep mode. In the standby status, power consumption in the Sleep mode is larger than that in the Super Sleep mode but is smaller than that in the Auto Power Save mode.

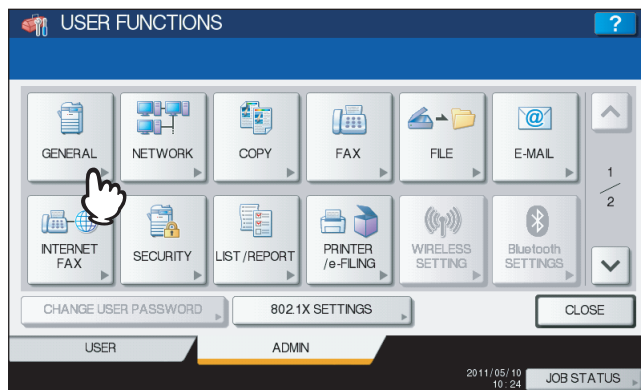
Tip

For the types of Energy Saver modes and procedures for entering each mode, refer to the **Quick Start Guide "Chapter 1: PREPARATIONS"**.

Note

Neither the [AUTO POWER SAVE] nor [SLEEP/SUPER SLEEP] button is displayed in the European version. Contact your service representative to change the default setting for each button.

1 Press [GENERAL] in the ADMIN menu (1/2).



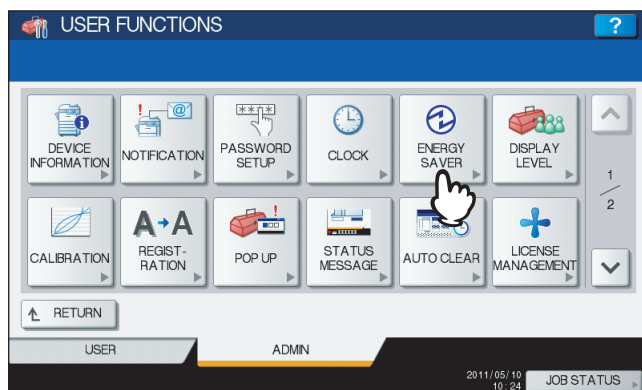
The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

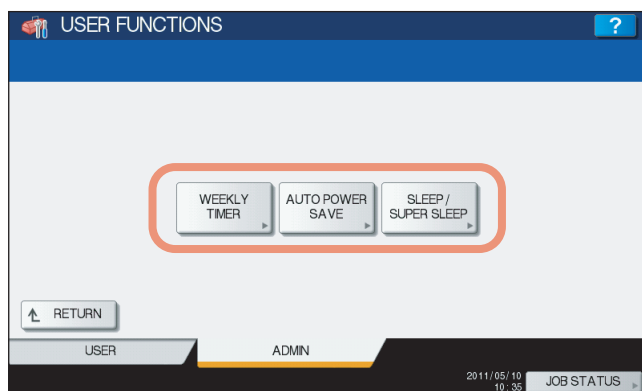
📖 P.75 "Entering Admin Menu"

2 Press [ENERGY SAVER].



The ENERGY SAVER menu is displayed.

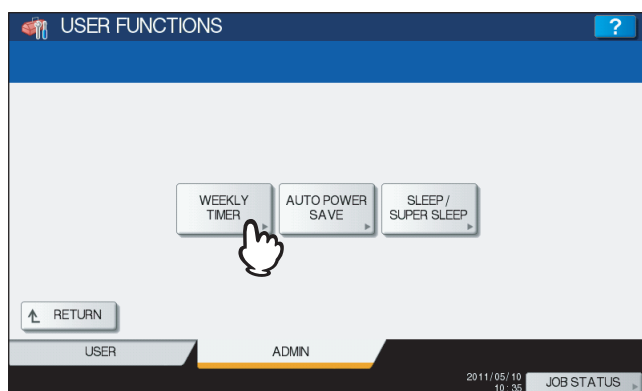
3 Continue the operation that you require.



- 📖 P.89 "Setting the weekly timer"
- 📖 P.91 "Setting the Auto Power Save mode"
- 📖 P.91 "Setting the Sleep or Super Sleep mode"

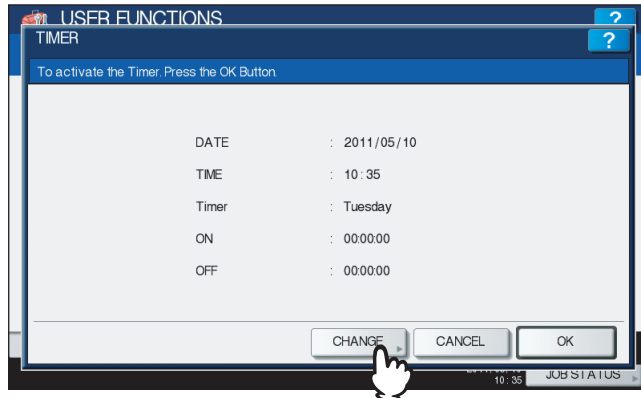
Setting the weekly timer

1 Press [WEEKLY TIMER].



The TIMER screen is displayed.

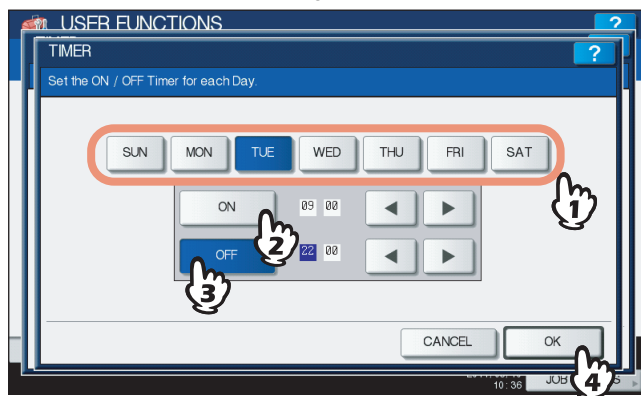
2 Check the settings on the display. If corrections are required, press [CHANGE].



If no corrections are required, press [OK] and complete the operation.

3 Make settings for the weekly timer.

- 1) Press the desired day of the week button.
- 2) Press [ON] to enter the time the device wakes up from the Sleep or Super Sleep mode. Use the arrow buttons to move the cursor and enter "Hour" and "Minute".
- 3) Press [OFF] to enter the time to put the device into the Sleep or Super sleep mode. Use the arrow buttons to move the cursor and enter "Hour" and "Minute".
- 4) Press [OK] to save the settings.

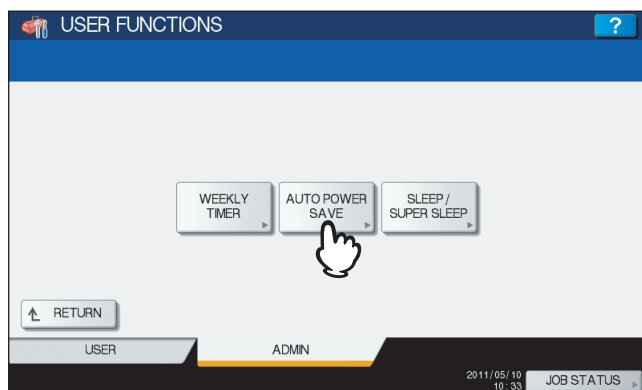


Tips

- If you want to clear an entered time, press the [CLEAR] button on the control panel.
- If you want to put the equipment into the Sleep or Super Sleep mode for an entire day, enter the same time in both the [ON] and [OFF] boxes.
Example) When you enter "0:00" in both the [ON] and [OFF] boxes for [SUN], the equipment automatically goes into the Sleep or Super Sleep mode at the [OFF] time specified for [SAT]. The Sleep or Super Sleep mode is kept until the [ON] time specified for [MON] comes.
- If you do not want to put the equipment into the Sleep or Super Sleep mode for an entire day, make settings for the desired day of the week button as follows:
[ON]: 0:00 / [OFF]: 24:00
The equipment does not go into the Sleep or Super Sleep mode for an entire day, which is activated by the weekly timer function. However, the equipment automatically goes into the Sleep or Super sleep mode according to the time value set for [SLEEP/SUPER SLEEP], if it is left inactive for a certain period of time.

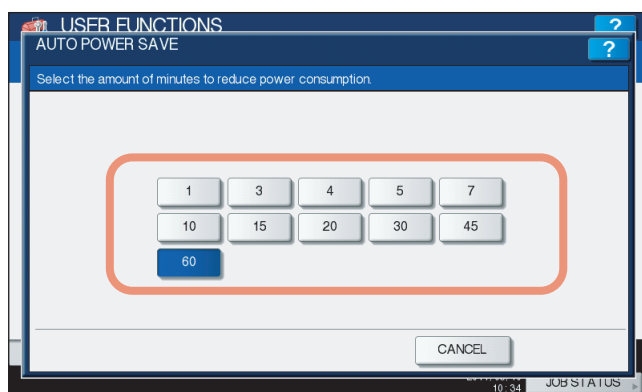
Setting the Auto Power Save mode

1 Press [AUTO POWER SAVE].



The AUTO POWER SAVE screen is displayed.

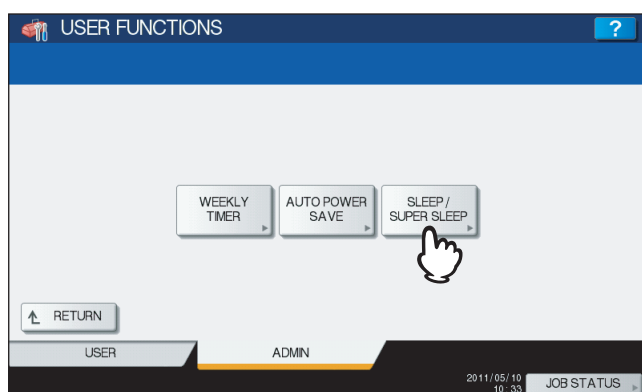
2 Press the desired period of time (in minutes) that this equipment should wait before the Auto Power Save mode is activated.



The Auto Power Save mode setting is completed, and you will be returned to the previous screen.

Setting the Sleep or Super Sleep mode

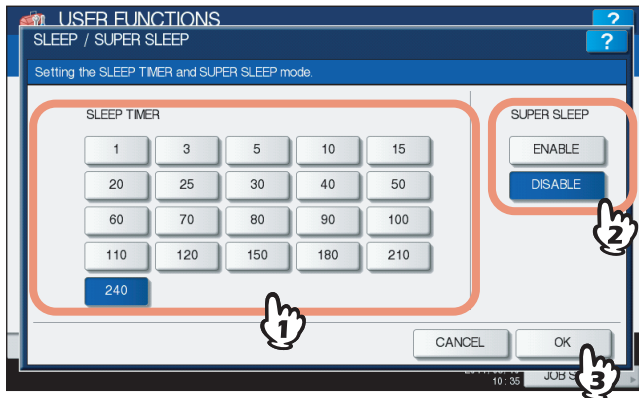
1 Press [SLEEP/SUPER SLEEP].



The SLEEP/SUPER SLEEP screen is displayed.

2 Specify the following items as required and complete the setting.

- 1) Press the desired period of time (in minutes) that this equipment should wait before the Sleep or Super Sleep mode is activated.
- 2) Select whether this equipment enters the Sleep mode or the Super Sleep mode when a specified period of time has passed. When [Enable] is selected, this equipment enters the Super Sleep mode.
- 3) Press [OK].



Notes

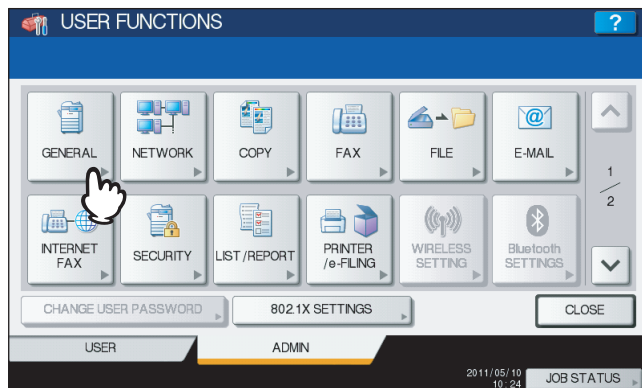
- The equipment may not enter this mode at the set timing depending on its operating status.
- This equipment does not enter the Super Sleep mode even if [ENABLE] is selected for this setting in the following cases:
 - A particular option (any of the Wireless LAN Module, Bluetooth Module and e-BRIDGE ID Gate) is installed.
 - The IPsec function (optional) is enabled.
 - IEEE 802.1X authentication is enabled.
 - IPv6 is enabled and the IPv6 address is not assigned manually.
 - POP3 client setting is enabled and under any of the following conditions:
 - (1) The scan rate is set to other than 0 minute.
 - (2) A POP3 server address is entered.
 - (3) An account name is entered.
 - In the network setting, ETHERNET is set to [AUTO (-1000MB)] or [1000BASE FULL] (Applicable only for the e-STUDIO456 Series and e-STUDIO856 Series).
 - A particular network protocol (AppleTalk or IPX/SPX) is enabled.
- When the equipment is under the above conditions, [ENABLE] or [DISABLE] of [SUPER SLEEP] cannot be changed.
- For protocols available for recovering this equipment from the Super Sleep mode, refer to the **TopAccess Guide "Chapter 8: [Administration] Tab Page"**.

■ Setting the calibration and registration display level

You can set whether this equipment will use the calibration and registration settings that are operated by a user or administrator.

Each button ([CALIBRATION], [REGISTRATION]) appears under the USER menu or ADMIN menu according to this option.

1 Press [GENERAL] in the Admin menu (1/2).



The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

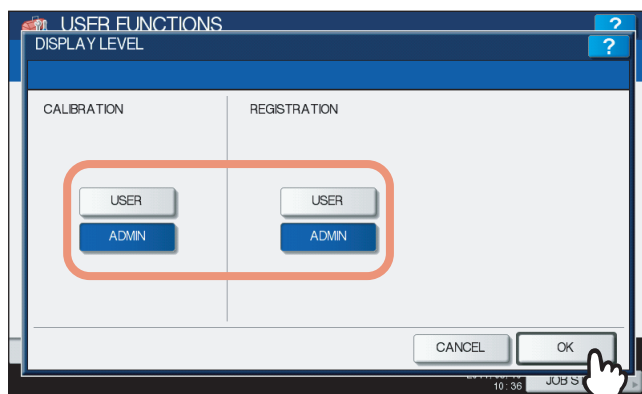
📖 P.75 “Entering Admin Menu”

2 Press [DISPLAY LEVEL].



The DISPLAY LEVEL screen is displayed.

3 Press [USER] or [ADMIN] for each option and press [OK].



The Display Level setting is completed.

■ Setting the calibration

This function automatically calibrates the color gradation of the machine. You can use this function when the shading and hue cannot be reproduced accurately because of the following reasons:

- For color models: When the shading of the image is not appropriate, or when the hue has deviated in copy and printing jobs
- For monochromatic models: When the shading of the copied image is not appropriate

Notes

- The calibration setting in the ADMIN menu can be performed only when an administrator has set the Calibration Display Level to [ADMIN].
 ⓘ P.93 “Setting the calibration and registration display level”
- Place LT or A4 paper (recommended paper) in the drawer*1 before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the glass is dirty or any foreign objects are stuck to it, calibration may not be performed properly. Keep the glass clean.
- Never raise the original cover or the Reversing Automatic Document Feeder*2, or open the front cover while the calibration is in progress. If this does happen, calibration cannot be finished properly.
- Interrupt copying is not available during the calibration.
- If the color often deviates, call your service technician.

*1 Place paper in the Large Capacity Feeder if one is installed. If not, place paper in the uppermost drawer in which A4 or LT has been registered.

*2 The Reversing Automatic Document Feeder is optional for the e-STUDIO4540C Series and e-STUDIO456 Series.

1 Place the paper to be used for the calibration in the drawer.

Place paper in the Large Capacity Feeder if one is installed. If not, place paper in the uppermost drawer in which A4 or LT has been registered.

2 Press [GENERAL] in the Admin menu (1/2).



The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

ⓘ P.75 “Entering Admin Menu”

3 Press [CALIBRATION].



The CALIBRATION menu is displayed.

4 Continue the operation that you require.



P.95 "Setting the copy calibration"

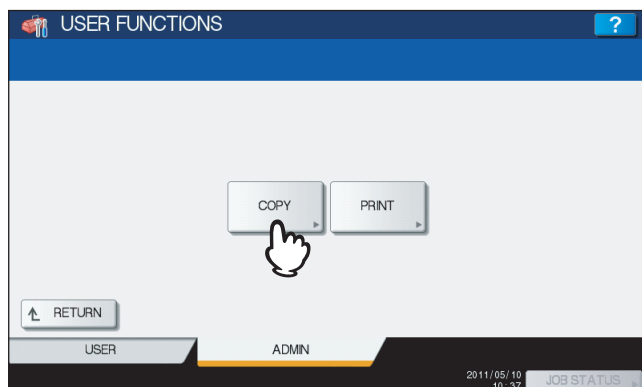
P.97 "Setting the print calibration"

Tips

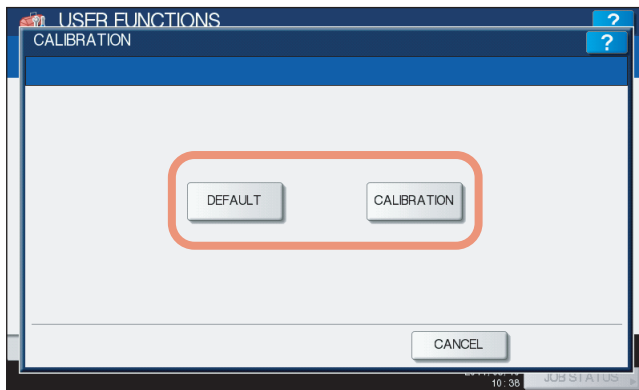
- For the e-STUDIO6550C Series, [600dpi PRINT] and [1200dpi PRINT] are provided instead of [PRINT].
- For the e-STUDIO456 Series or e-STUDIO856 Series, only [COPY] is displayed. [PRINT] is not displayed.

Setting the copy calibration

1 Press [COPY].

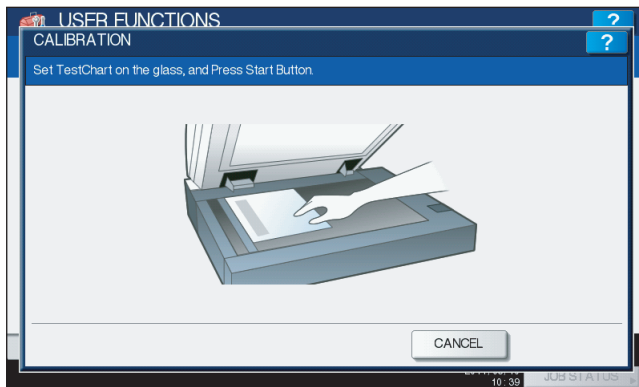


2 Press [DEFAULT] to set the default calibration setting, or [CALIBRATION] to adjust the calibration setting.



- When you press [DEFAULT], the system maintains the default calibration setting and returns to the previous screen.
- When you press [CALIBRATION], a chart is printed out and the calibration guide illustration is displayed on the touch panel.
Proceed to the next step.

3 Place the printed chart face down on the glass, so that the two black rectangular marks are placed on the left side.



4 Press the [START] button on the control panel.

The calibration begins. Do not operate the equipment until the message "Scanning and calibrating" disappears.

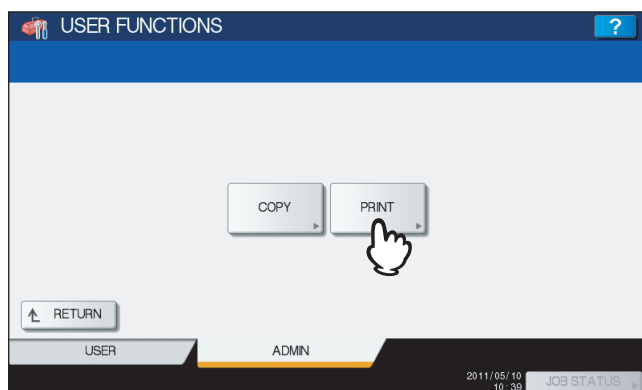
Tip

If the chart is not properly placed, the message "Set chart correctly" is displayed on the touch panel. In this case, return to step 3 and realign the chart.

Setting the print calibration

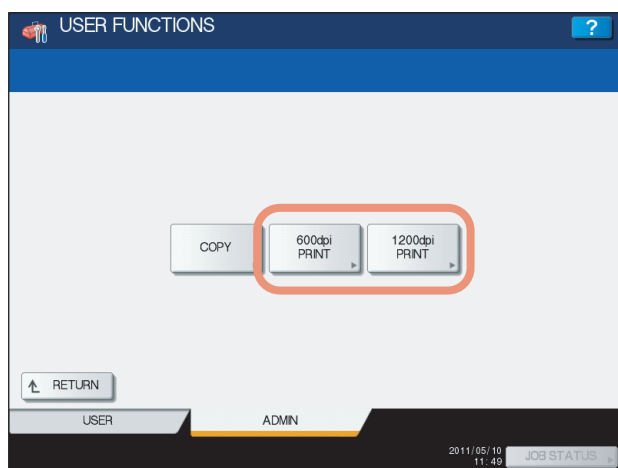
1 Press the following buttons as required.

For the e-STUDIO4540C Series



Press [PRINT].

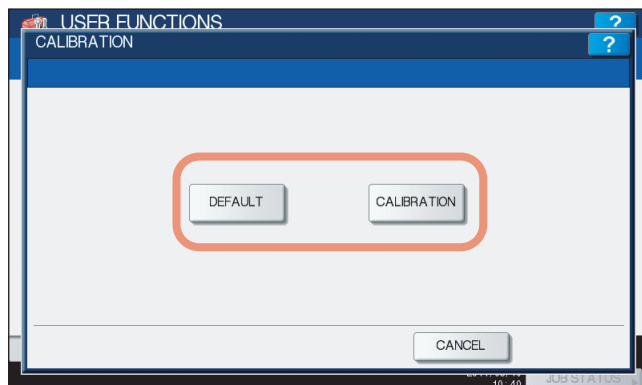
For the e-STUDIO6550C Series



Press either of the following buttons.

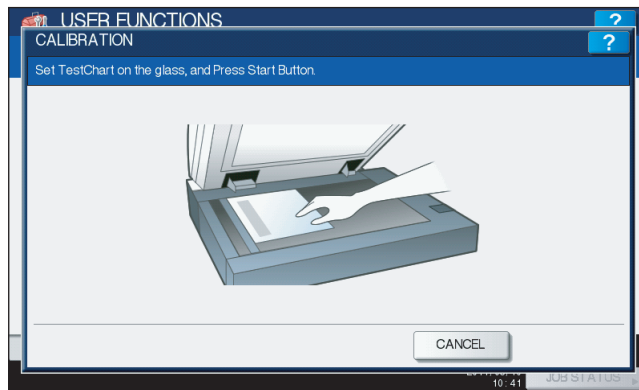
- [600dpi PRINT]
Press this button to calibrate for the 600 dpi print jobs.
- [1200dpi PRINT]
Press this button to calibrate for the 1200 dpi print jobs.

2 Press [DEFAULT] to set the default calibration setting, or [CALIBRATION] to adjust the calibration setting.



- When you press [DEFAULT], the system maintains the default calibration setting and returns to the previous screen.
- When you press [CALIBRATION], a chart is printed out and the calibration guide illustration is displayed on the touch panel.
Proceed to the next step.

- 3 Place the printed chart face down on the glass, so that the two black rectangular marks are placed on the left side.**



- 4 Press the [START] button on the control panel.**

The calibration begins. Do not operate the equipment until the message "Scanning and calibrating" disappears.

Tip

If the chart is not properly placed, the message "Set chart correctly" is displayed on the touch panel. In this case, return to step 3 and realign the chart.

■ Setting the registration

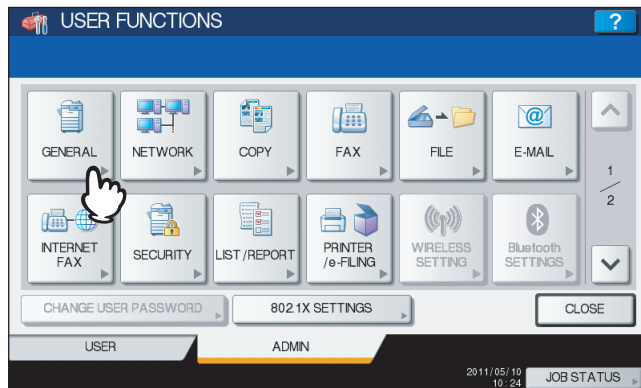
When color misregistration occurs, this function allows you to align the position of each color. This option is available for the e-STUDIO6550C Series and e-STUDIO4540C Series.

Note

The registration setting in the ADMIN menu can be performed only when an administrator has set the Registration Display Level to [ADMIN].

📖 P.93 “Setting the calibration and registration display level”

1 Press [GENERAL] in the Admin menu (1/2).



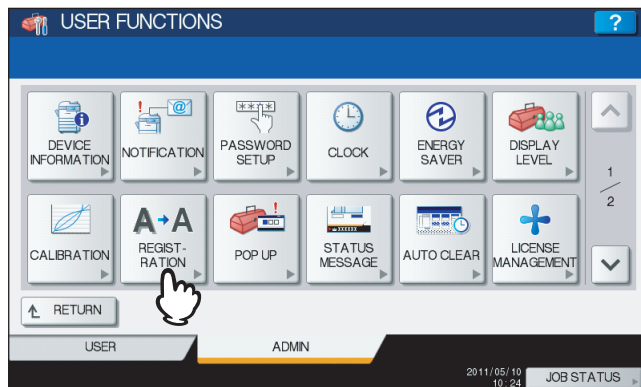
The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

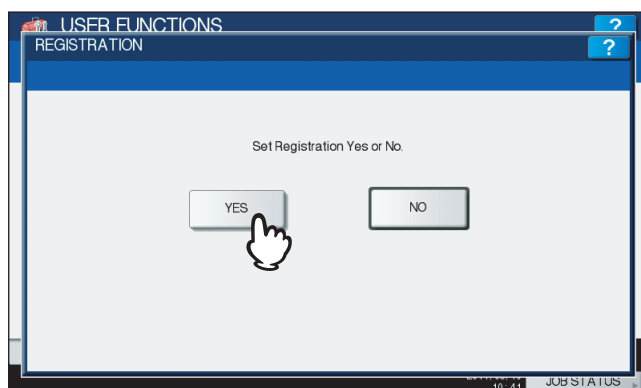
📖 P.75 “Entering Admin Menu”

2 Press [REGISTRATION].



The REGISTRATION screen is displayed.

3 Press [YES] to start the registration.

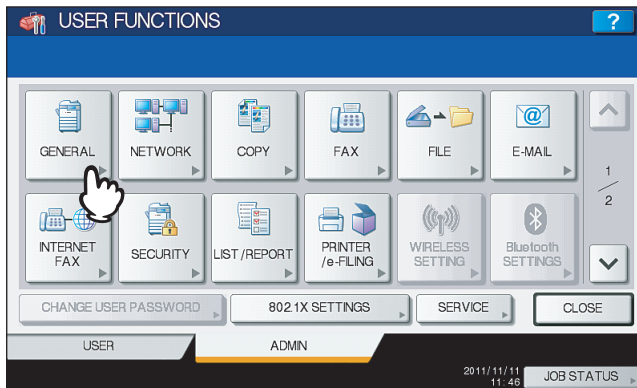


The registration process begins.

■ Setting the option

This function allows you to select whether hole punching on sheets of tab paper is enabled. This option is available only for the e-STUDIO856 Series with the Hole Punch Unit (optional) installed.

1 Press [GENERAL] in the Admin menu (1/2).

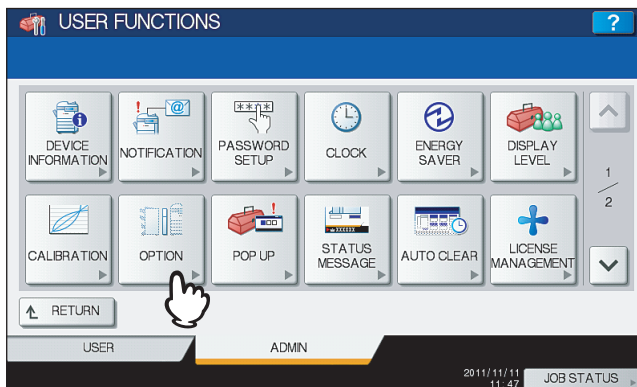


The GENERAL menu is displayed.

Tip

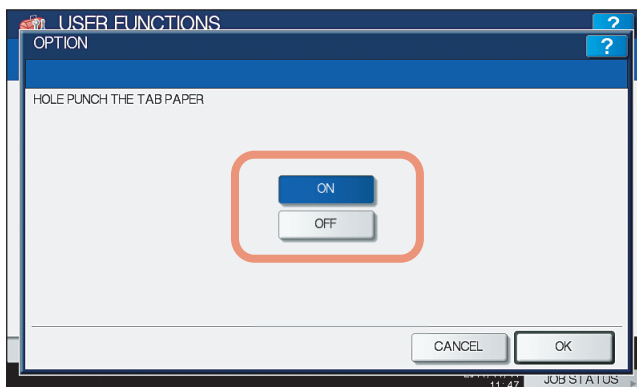
To display the ADMIN menu, see the following page:
 P.75 “Entering Admin Menu”

2 Press [OPTION].



The OPTION screen is displayed.

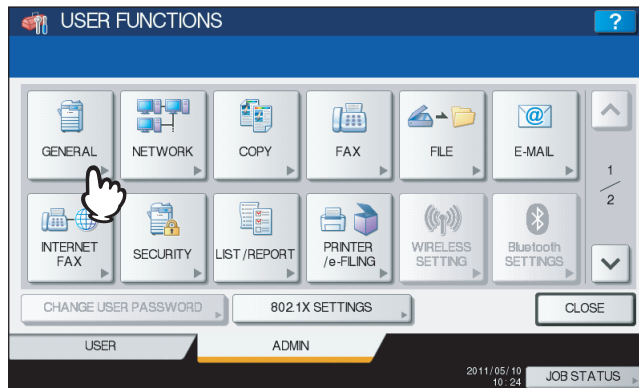
3 Press [ON] to enable hole punching on sheets of tab paper, and press [OK].



■ Setting the drawer set pop-up and paper misfeed recovery pop-up

You can set whether or not to display a message to ask users to change the paper size setting every time you open and close the drawer, or to continue copying or printing after clearing a paper misfeed.

1 Press [GENERAL] in the Admin menu (1/2).

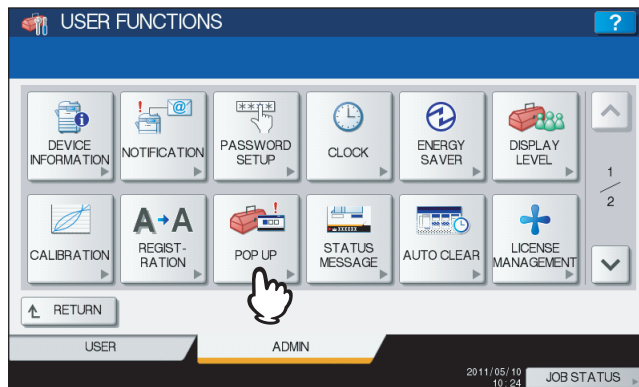


The GENERAL menu (1/2) is displayed.

Tip

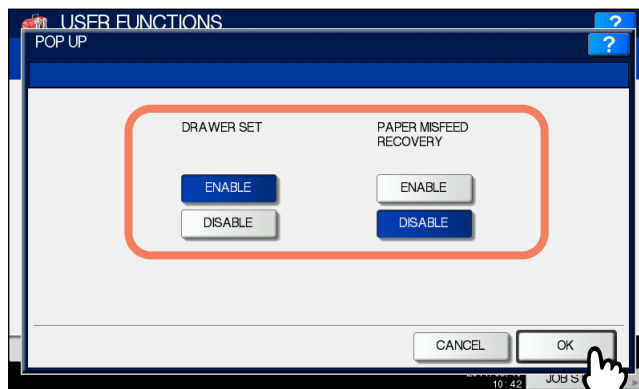
To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press [POP UP].



The POP UP screen is displayed.

3 Press [ENABLE] or [DISABLE] for each option and press [OK].



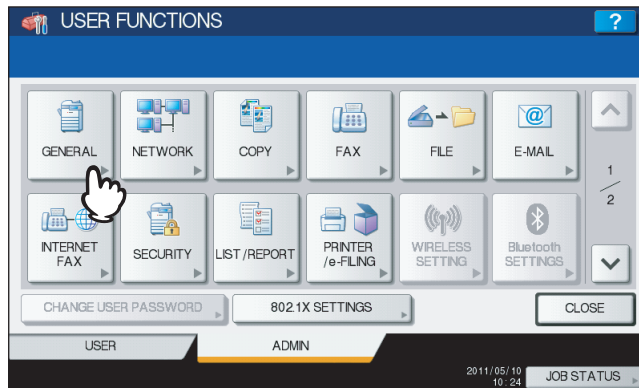
DRAWER SET — When this option is enabled, this equipment displays a message asking users to change the paper size or paper type setting every time they open and close the drawer.

PAPER MISFEED RECOVERY — When this option is enabled, this equipment displays a message asking users to continue copying or printing when a paper misfeed is cleared. When this option is disabled, copying or printing will be continued automatically when a paper misfeed is cleared.

■ Setting the status message

This function allows the equipment to display the status message at the bottom of the touch panel to notify you of the occurrence of specified events, such as when paper has run out and toner is low.

1 Press [GENERAL] in the Admin menu (1/2).

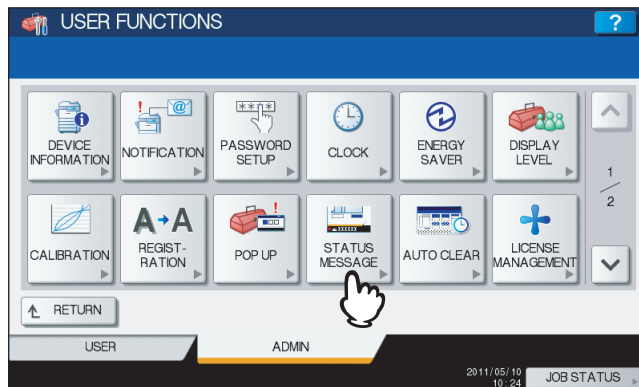


The GENERAL menu (1/2) is displayed.

Tip

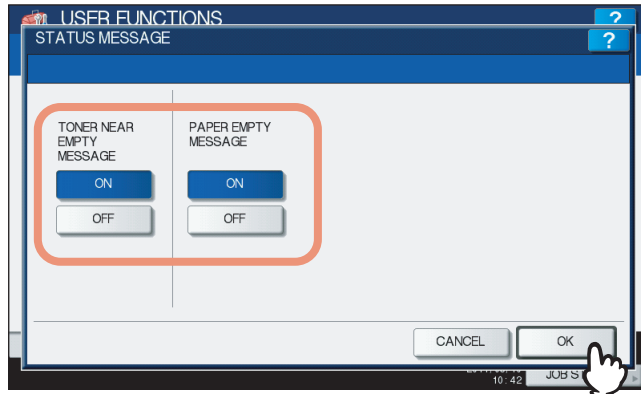
To display the ADMIN menu, see the following page:
 P.75 “Entering Admin Menu”

2 Press [STATUS MESSAGE].



The STATUS MESSAGE screen is displayed.

3 Press [ON] or [OFF] for each status message and press [OK].



TONER NEAR EMPTY MESSAGE — When you select [ON], this message will be displayed at the lower left of the screen when toner is low in each toner cartridge.

PAPER EMPTY MESSAGE — When you select [ON], “Paper Empty” will be displayed at the lower left of the screen if there is no paper in a drawer.

LEFT DRAWER (LCF) PAPER EMPTY MESSAGE — When you select [ON], “Paper Empty” will be displayed at the lower left of the screen if the left tray of the Tandem Large Capacity Feeder is out of paper.

Note

The status message “LEFT DRAWER (LCF) PAPER EMPTY MESSAGE” applies only to e-STUDIO6550C Series with the Tandem Large Capacity Feeder installed.

■ Setting the auto clear function

This function sets how long the machine waits before clearing the previous functions set on the control panel.

1 Press [GENERAL] in the Admin menu (1/2).



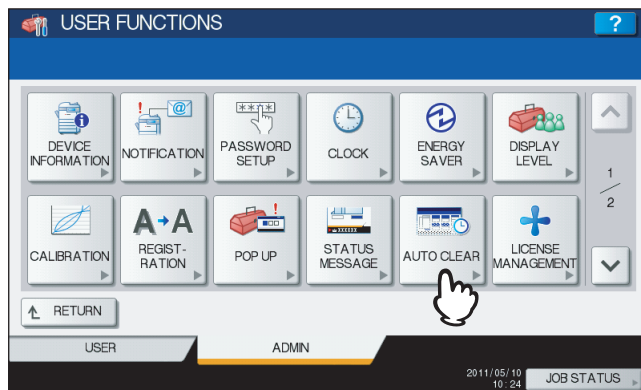
The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

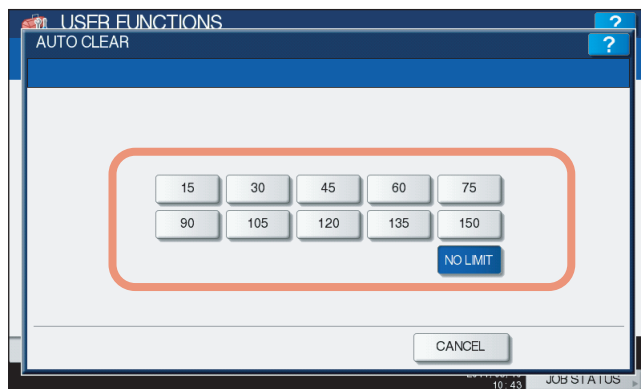
P.75 “Entering Admin Menu”

2 Press [AUTO CLEAR].



The AUTO CLEAR screen is displayed.

3 Press the button that indicates the desired time in seconds.



- The Auto Clear function has been set to the selected time.
- If you want to disable the Auto Clear function, press [NO LIMIT].

Note

When [NO LIMIT] is selected, the screen will not be cleared in all mode operations including the USER FUNCTION, JOB STATUS, and TEMPLATE screens.

■ Managing the option licenses

This menu allows you to view product information, such as the license ID for certain options. It also allows you to install these options on the equipment if necessary.

Important

For installation, be sure to follow the service technician's instructions.

1 Press [GENERAL] in the ADMIN menu (1/2).



The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

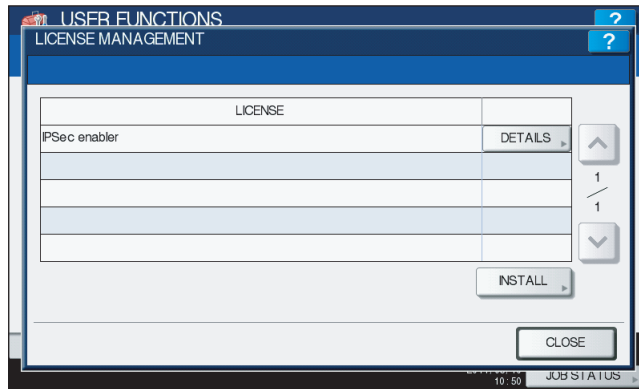
📖 P.75 “Entering Admin Menu”

2 Press [LICENSE MANAGEMENT].



The LICENSE MANAGEMENT screen is displayed, and you can view the options already installed on the equipment.

3 Continue the operation that you require.



P.106 “Viewing product information”

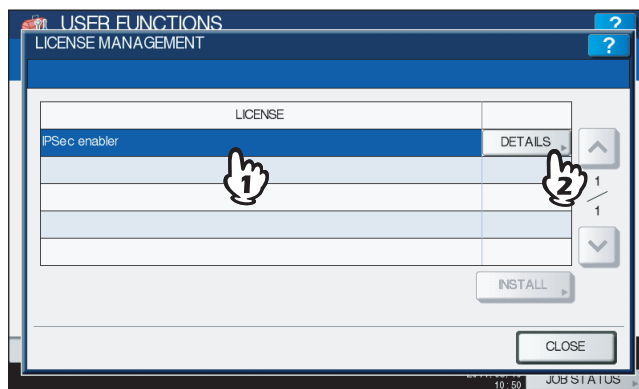
P.107 “Installing the option”

Important

For installation, be sure to follow the service technician’s instructions.

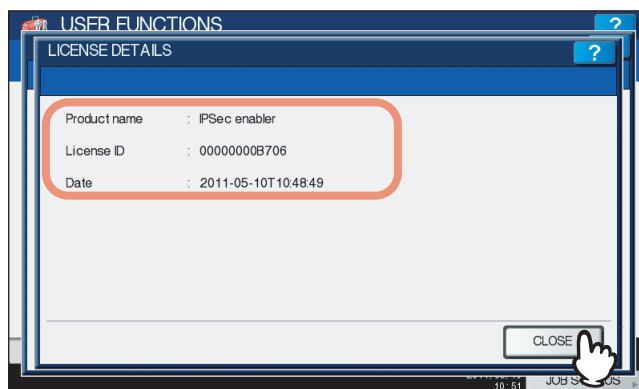
Viewing product information

1 Select the option for which you want to confirm product information, and press [DETAILS].



The LICENSE DETAILS screen is displayed.

2 After you confirm product information, press [CLOSE].



You will be returned to the LICENSE MANAGEMENT screen.

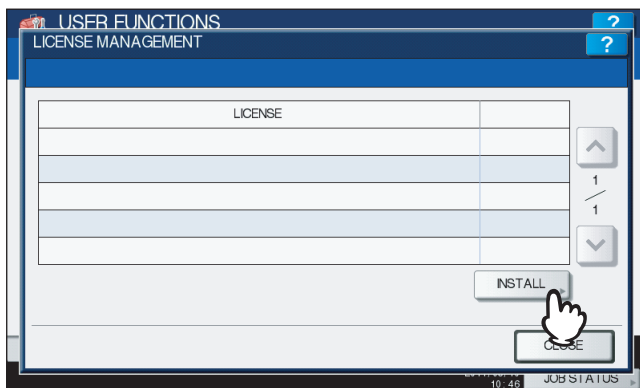
Tip

The following information is displayed.

- Product name: Option name
- License ID: License ID
- Date: The date and time of when the option has been installed

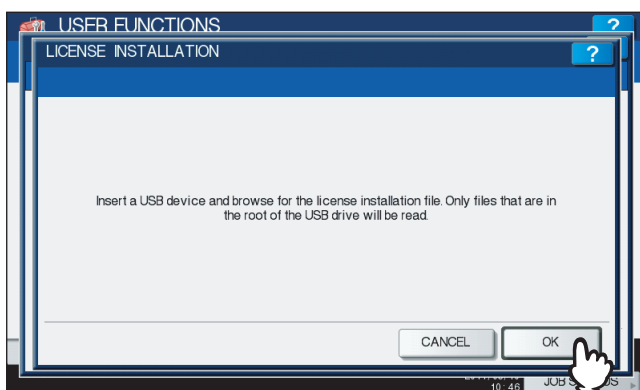
Installing the option

1 Press [INSTALL].



The LICENSE INSTALLATION screen is displayed.

2 Connect your USB storage device to the USB port on the equipment.

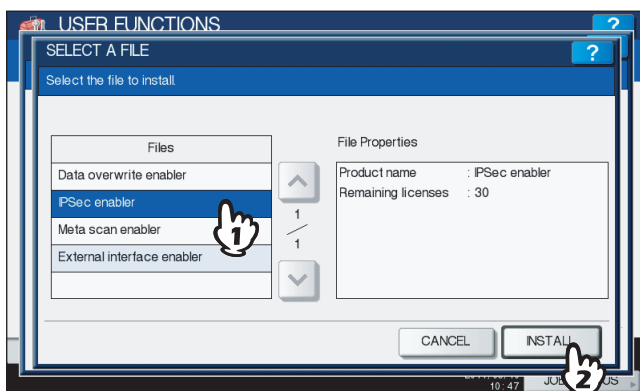


The SELECT A FILE screen is displayed.

Tip

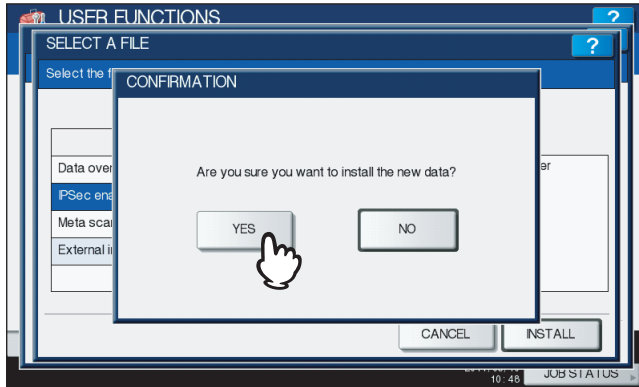
For the location of the USB port on the equipment, refer to the *Quick Start Guide "Chapter 1: PREPARATIONS"*.

3 Select the option that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

4 Press [YES].

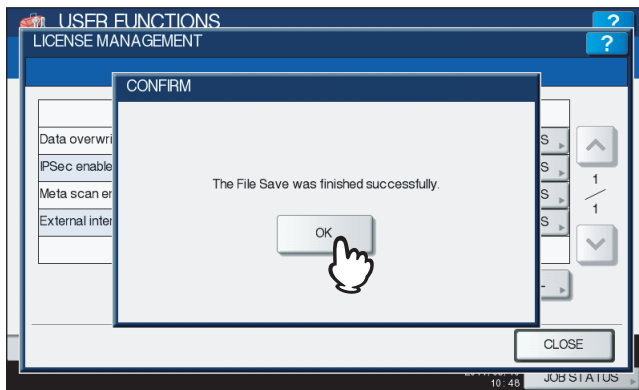


The installation begins.

Note

Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 When the installation is complete, press [OK].



The option which has just been installed is displayed in the LICENSE MANAGEMENT screen.

Tip

If the installation fails, the message "It failed in the installation. Do you retry?" will be displayed in the CAUTION screen. In this case, press [YES] to perform the installation again.

6 Disconnect the USB storage device from the USB port on the equipment.

Tip

After the installation is complete, it is necessary to reboot the equipment. When the message "Reboot the machine" is displayed on the touch panel, turn the power of the equipment OFF and then back ON by using the [POWER] button on the control panel.

■ Adding or removing the display languages

This menu allows you to add new languages to be used on the touch panel, and also to remove those you no longer need. In this menu, you can also change the default language used on the touch panel to a different one.

Tips

- The following language packs are initially installed on the equipment.

English (US)	English (UK)	German	French	Spanish
Italian	Danish	Finnish	Norwegian	Swedish
Dutch	Polish	Russian		
- For information about languages which can be newly added, contact your service technician.

1 Press [GENERAL] in the ADMIN menu (1/2).



The GENERAL menu (1/2) is displayed.

Tip

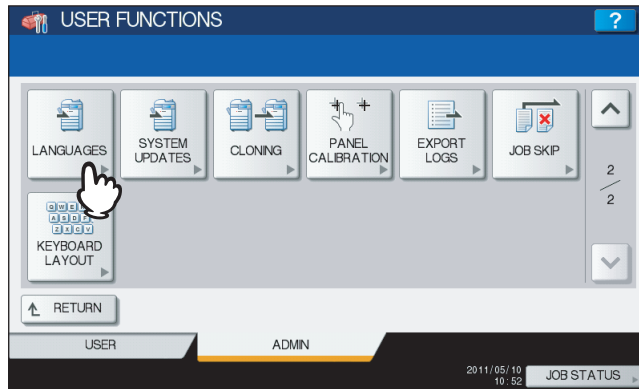
To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press [v] on the GENERAL menu (1/2) screen.



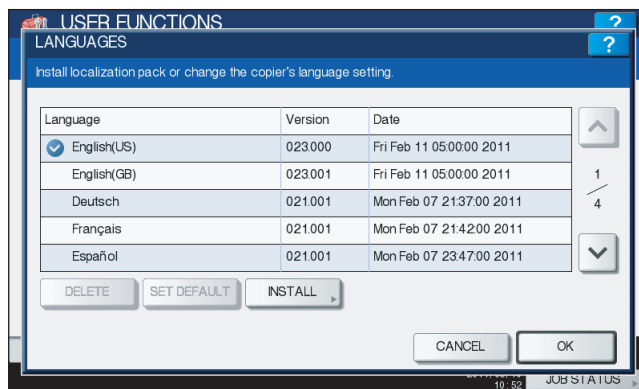
The GENERAL menu (2/2) is displayed.

3 Press [LANGUAGES].



The LANGUAGES screen is displayed.

4 Continue the operation that you require.



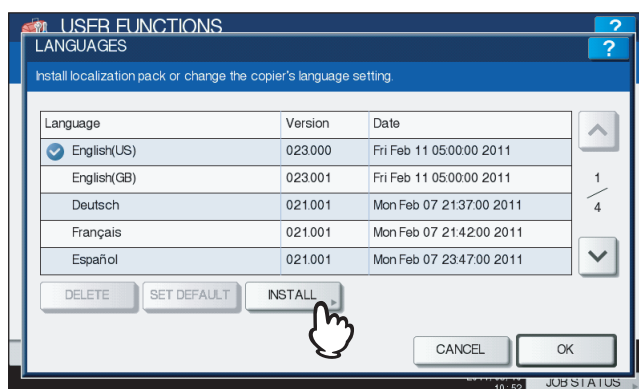
- 📖 P.110 "Adding the language"
- 📖 P.112 "Removing the language"
- 📖 P.113 "Setting the default language"

Tip

When adding a language, store the desired language pack in the root directory of your USB storage device in advance.

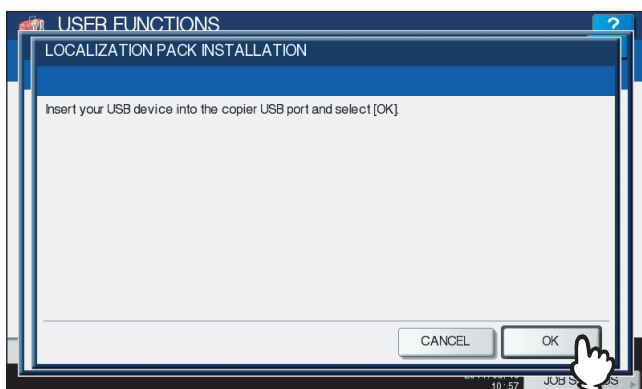
Adding the language

1 Press [INSTALL].



The LOCALIZATION PACK INSTALLATION screen is displayed.

- 2** Connect your USB storage device in which the language pack is stored to the USB port on the equipment, and [OK].

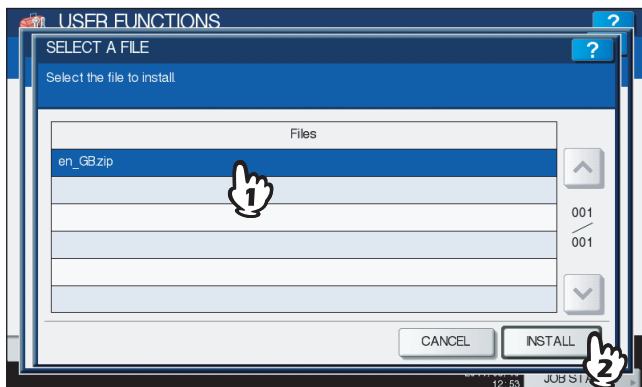


The SELECT A FILE screen is displayed.

Tip

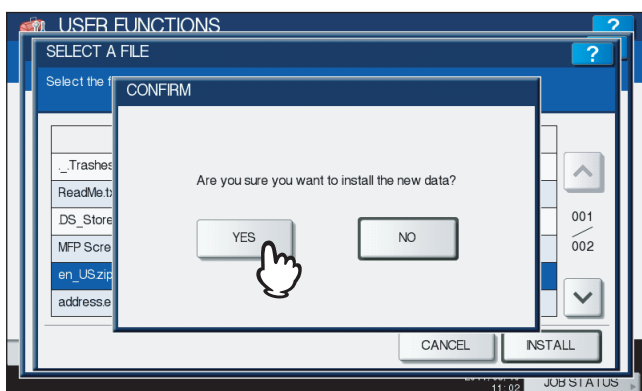
For the location of the USB port on the equipment, refer to the *Quick Start Guide "Chapter 1: PREPARATIONS"*.

- 3** Select the language pack that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

- 4** Press [YES].

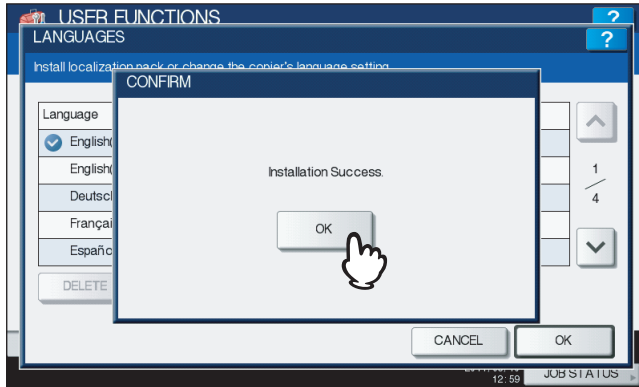


The installation begins.

Note

Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 When the installation is complete, press [OK].



You will be returned to the GENERAL menu (2/2).

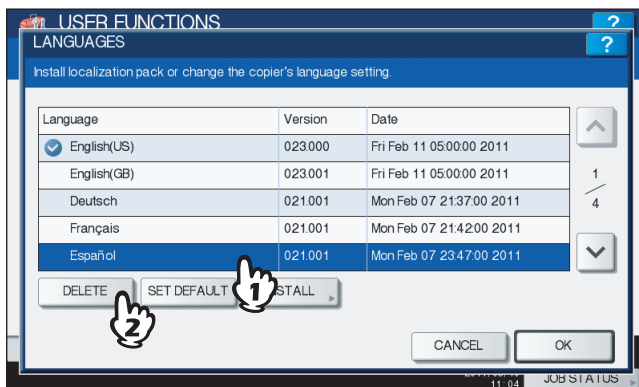
Tip

If the installation fails, the message "Installation Failed." will be displayed in the CAUTION screen. In this case, press [CLOSE], and perform the installation again.

6 Disconnect the USB storage device from the USB port on the equipment.

Removing the language

1 Select the language pack that you want to remove, and press [DELETE].

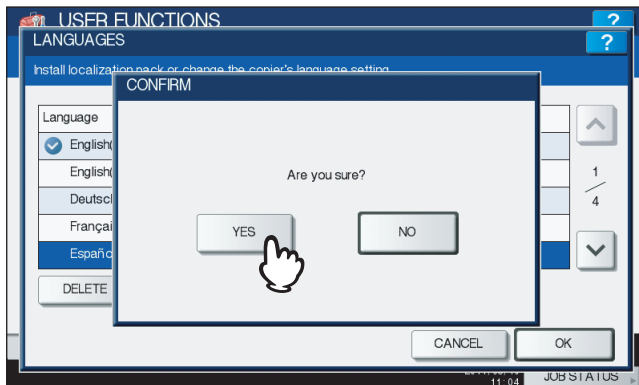


The deletion confirmation screen is displayed.

Note

The language packs for English (US), English (UK), and the default language cannot be removed.

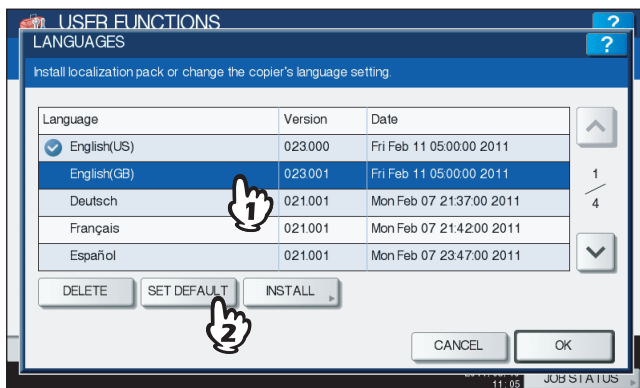
2 Press [YES].



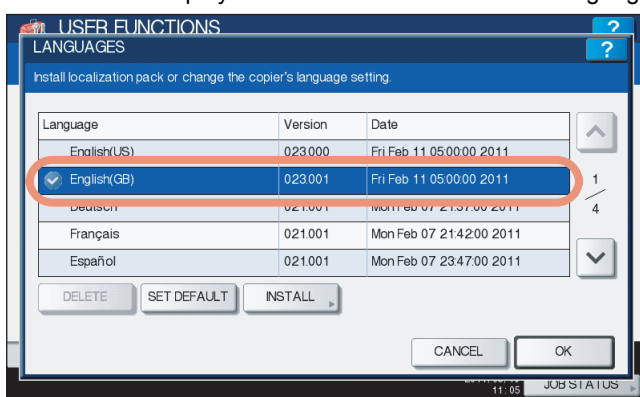
When the language pack is removed, you will be returned to the LANGUAGES screen.

Setting the default language

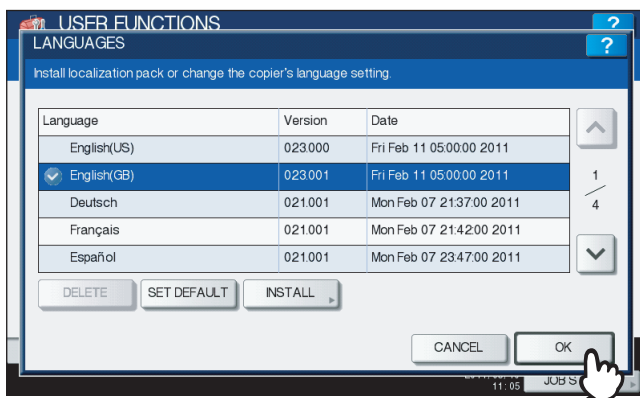
- 1 Select the language to be used as the default, and press [SET DEFAULT].



The mark is displayed beside the selected default language.



- 2 Press [OK].



The setting is completed, and you will be returned to the previous screen.

■ Updating your system

This menu allows you to update the system of the equipment by installing the updating configuration files.

Tips

- To obtain the updating configuration files, contact your service technician.
- Before performing the operation, store the updating configuration files in the root directory of your USB storage device in advance.

1 Press [GENERAL] in the ADMIN menu (1/2).

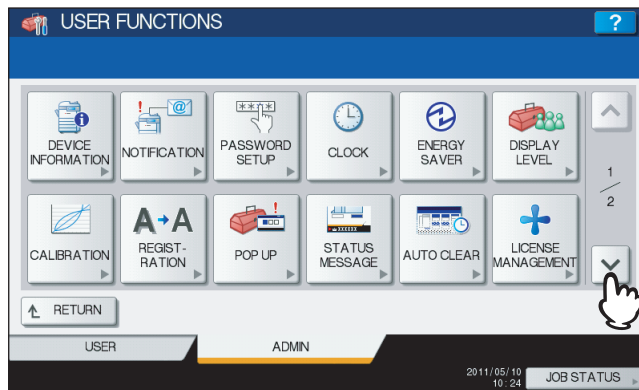


The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press on the GENERAL menu (1/2) screen.



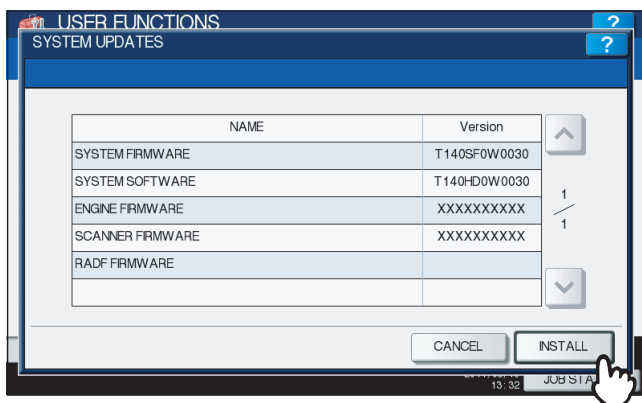
The GENERAL menu (2/2) is displayed.

3 Press [SYSTEM UPDATES].



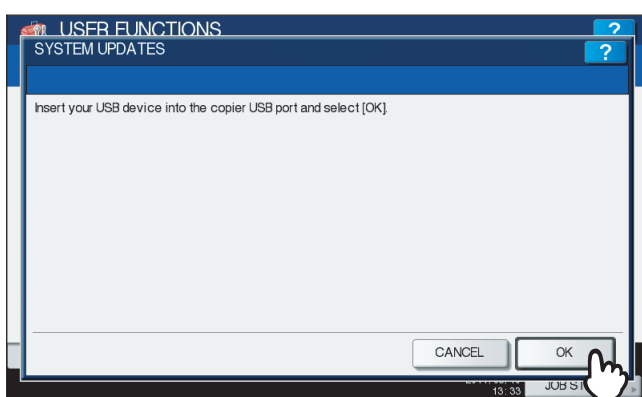
The SYSTEM UPDATES screen is displayed, and you can view the software currently installed and the respective versions.

4 Press [INSTALL].



A message appears prompting you to insert the USB media.

5 Connect your USB storage device in which the files for updating the system are stored to the USB port on the equipment, and [OK].

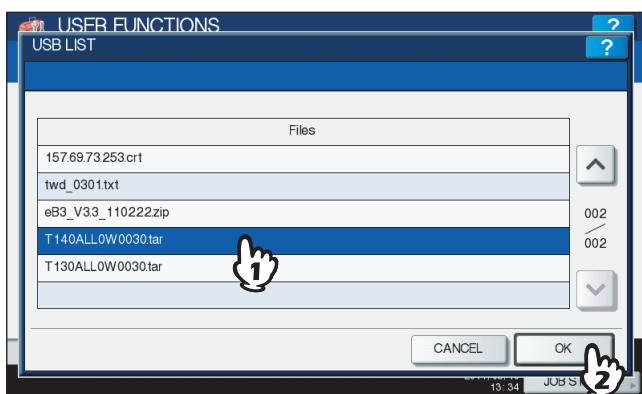


The USB LIST screen is displayed.

Tip

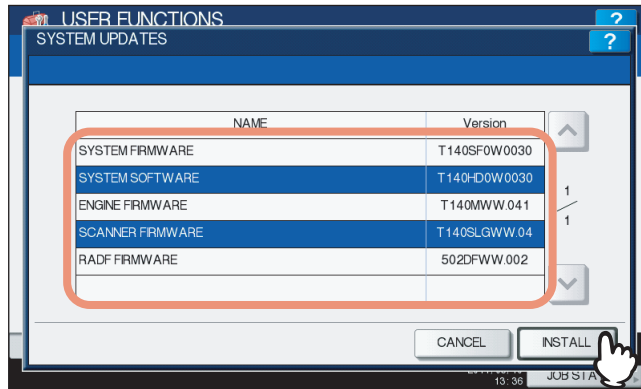
For the location of the USB port on the equipment, refer to the *Quick Start Guide "Chapter 1: PREPARATIONS"*.

6 Select the file type, and press [OK].



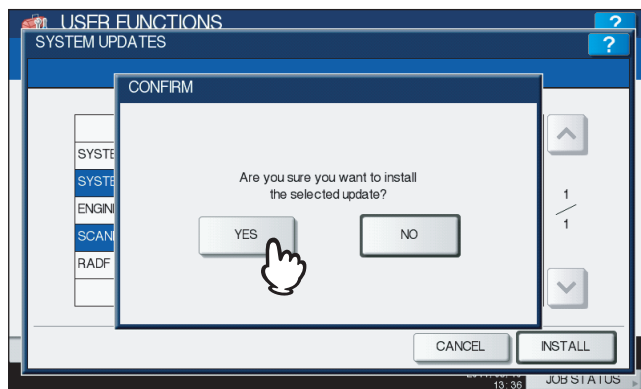
The SYSTEM UPDATES screen is displayed.

7 Select the file that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

8 Press [YES].

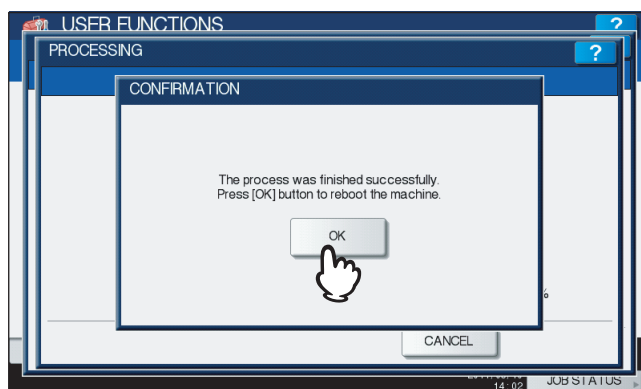


The installation begins.

Notes

- Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.
- When you press [YES] in the above screen while jobs are being processed, the message “Process cannot be performed while Job is processing or Admin function is in progress.” will be displayed in the CAUTION screen. In this case, press [CLOSE], and wait until processing is complete, and then perform the installation again.

9 When the installation is complete, disconnect the USB storage device from the USB port on the equipment, and press [OK] to reboot the equipment.



Your system is now updated. When updating your system is complete, the equipment will be automatically rebooted.

■ Creating or installing cloning files

This menu allows you to create duplicate files of the setting data and user data by using the cloning function. These files can also be installed on other equipment of the same e-STUDIO series. It is convenient to apply the same settings for multiple equipment.

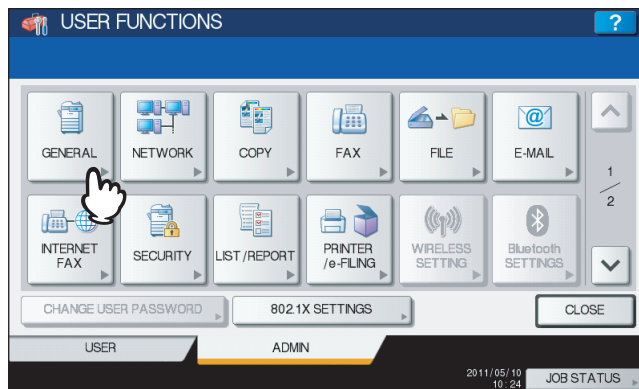
Note

The duplicate files are compatible with the same series of the TOSHIBA MFP, not with other series. For example, the duplicate files created in the e-STUDIO4540C can be installed on other e-STUDIO4540C Series, not on the e-STUDIO6550C Series.

Tip

For details of the cloning function, contact your service representative.

1 Press [GENERAL] in the ADMIN menu (1/2).



The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

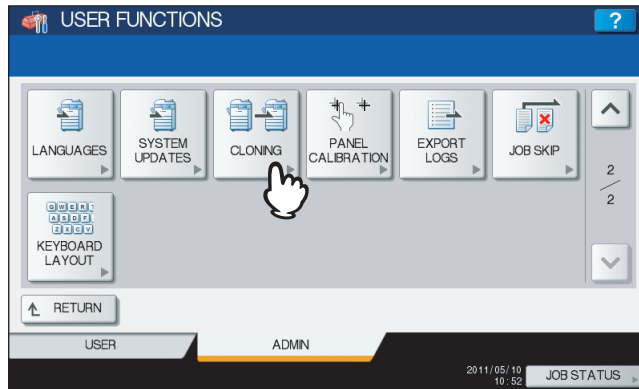
📖 P.75 “Entering Admin Menu”

2 Press on the GENERAL menu (1/2) screen.



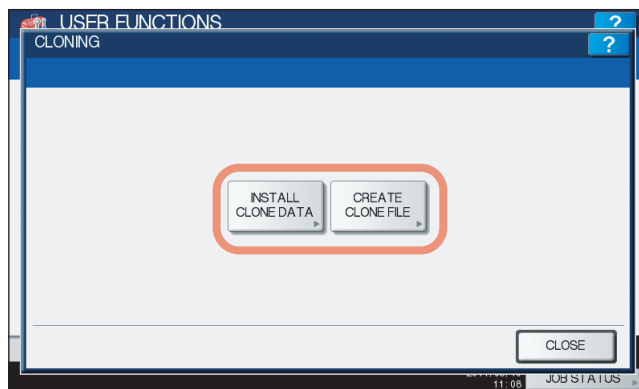
The GENERAL menu (2/2) is displayed.

3 Press [CLONING].



The CLONING screen is displayed.

4 Continue the operation that you require.



P.118 “Installing the cloning data”

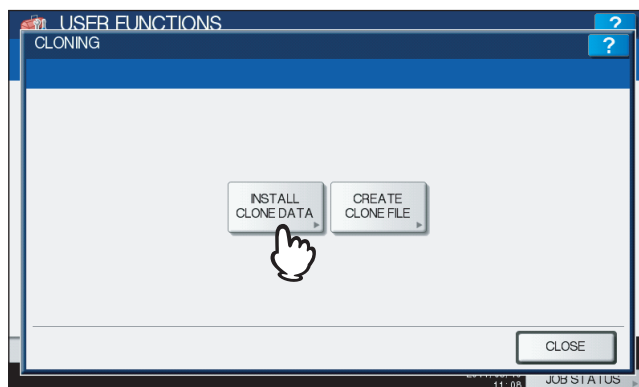
P.122 “Creating cloning files”

Tip

When installing the cloning data, store the corresponding files in the root directory of your USB storage device in advance.

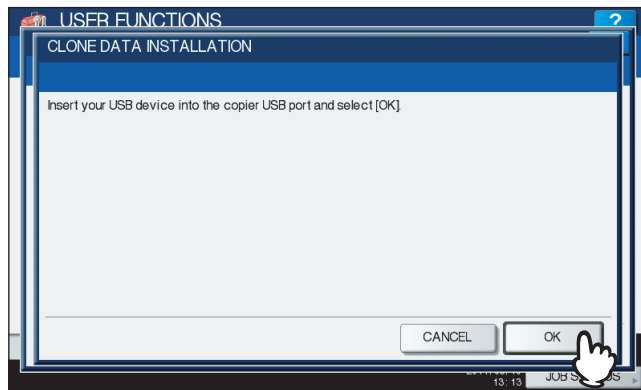
Installing the cloning data

1 Press [INSTALL CLONE DATA].



The CLONE DATA INSTALLATION screen is displayed.

- 2** Connect your USB storage device in which the cloning files are stored to the USB port on the equipment, and press [OK].

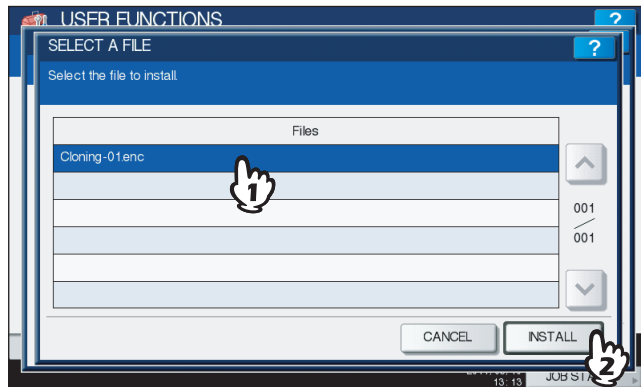


The SELECT A FILE screen is displayed.

Tip

For the location of the USB port on the equipment, refer to the *Quick Start Guide "Chapter 1: PREPARATIONS"*.

- 3** Select the file that you want to install, and press [INSTALL].

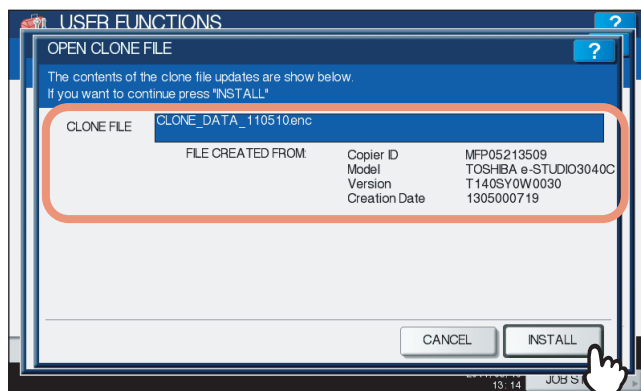


The OPEN CLONE FILE screen is displayed.

Note

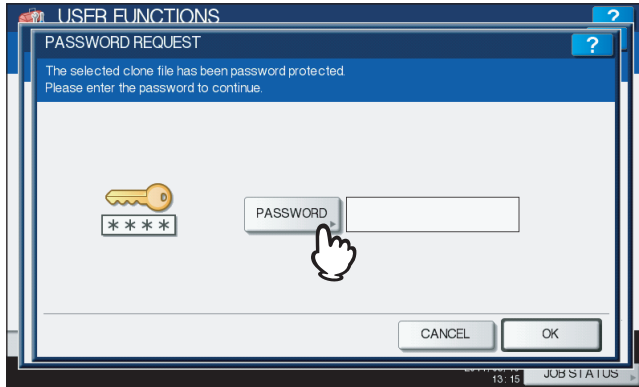
You can choose only one file in one operation.

- 4** Confirm the file name and file contents, and press [INSTALL].



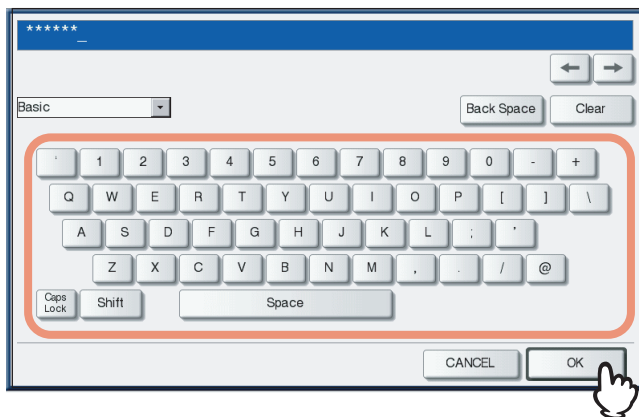
The PASSWORD REQUEST screen is displayed.

5 Press [PASSWORD].



The on-screen keyboard is displayed.

6 Enter the password and press [OK].



You will be returned to the PASSWORD REQUEST screen.

Tip

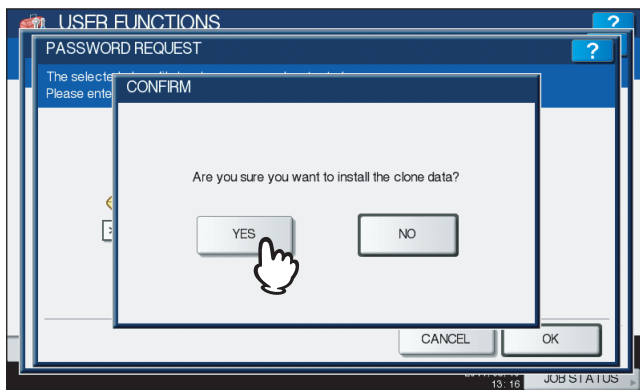
The input password appears as asterisks (*). You can also use the digital keys on the control panel to enter numerals.

7 Press [OK].



The installation confirmation screen is displayed.

8 Press [YES].



The installation begins.

Note

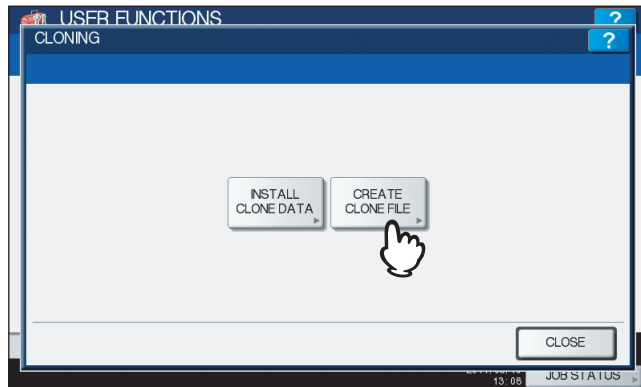
Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

9 When the installation is complete, disconnect the USB storage device from the USB port on the equipment, and press [OK] to reboot the equipment.



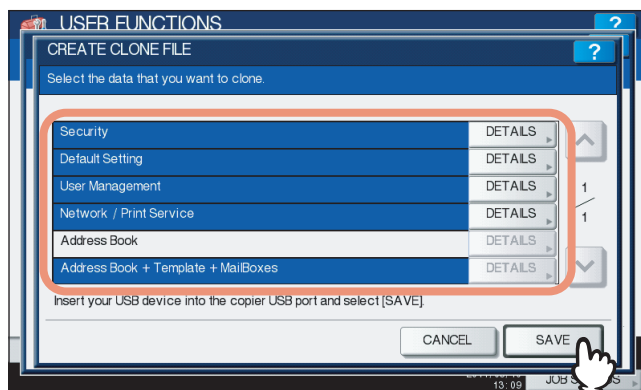
Creating cloning files

1 Press [CREATE CLONE FILE].



The CREATE CLONE FILE screen is displayed.

2 Connect your USB storage device, and select the data that you want to duplicate, and then press [SAVE].



The SAVE AS screen is displayed.

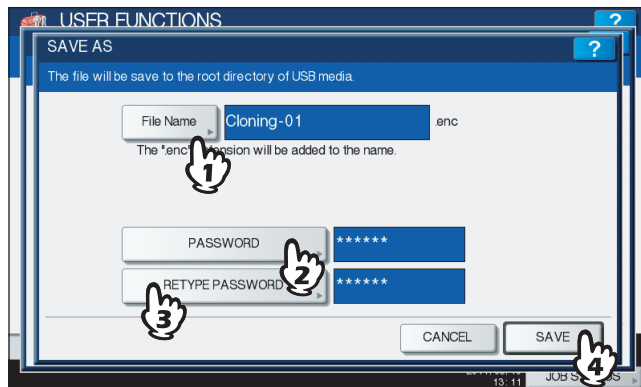
Tips

- For the location of the USB port on the equipment, refer to the **Quick Start Guide “Chapter 1: PREPARATIONS”**.
- If you do not need to duplicate, press the data category button(s) to clear the highlighting.
- Press [DETAILS] to confirm which data are duplicated.

Data category	Data to be duplicated
[Security]	Secure Erase, Authentication
[Default Setting]	General, Copy, Scan, Fax, Internet Fax, Fax/Internet Fax Received Forward, Email, Save as File, Printer, Notification, Log Settings, EWB Settings
[User Management]	User, Group, Role, Quota, Department Code, My Menu with Template/Address Book
[Network/Print Service]	Network settings, Print service, Wireless LAN, Bluetooth, Directory Service
[Address Book]	Address Book
[Address Book + Template + MailBoxes]	Address Book, Template, Mailboxes

3 Enter the file name, and set the password, and then save the file.

- 1) Press [File Name] to enter the file name.
Up to 128 alphanumeric characters can be entered for the file name.
- 2) Press [PASSWORD] to enter a password.
- 3) Press [RETYPE PASSWORD] to enter the password again.
- 4) Press [SAVE].



Creating of the cloning files begins.

Tip

When you press [File Name], [PASSWORD], and [RETYPE PASSWORD], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

Note

Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

4 When the creating of the cloning files is complete, press [OK].



You will be returned to the CLONING screen.

Notes

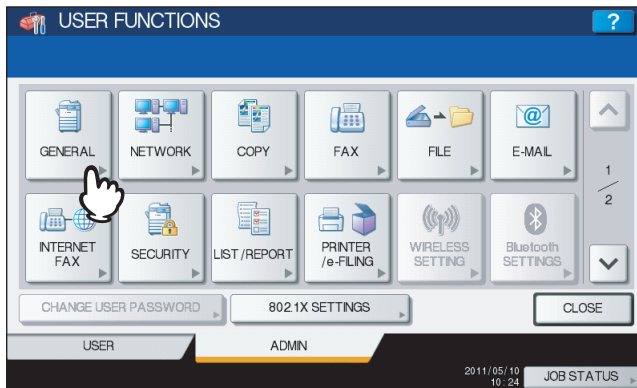
- When creating the cloning files fails, the message "The File Save Failed." will be displayed in the CAUTION screen. In this case, press [CLOSE], and perform the operation again.
- When the memory of your USB storage device becomes full while the cloning files are being saved, the message "USB Media is full. Change USB Media." will be displayed in the ATTENTION screen. In this case, change the USB storage device to a new one, and perform the operation again.

5 Disconnect the USB storage device from the USB port on the equipment.

■ Setting the panel calibration

When the buttons on the touch panel are hardly to be pressed, this function allows you to adjust the position of each button.

1 Press [GENERAL] in the ADMIN menu (1/2).

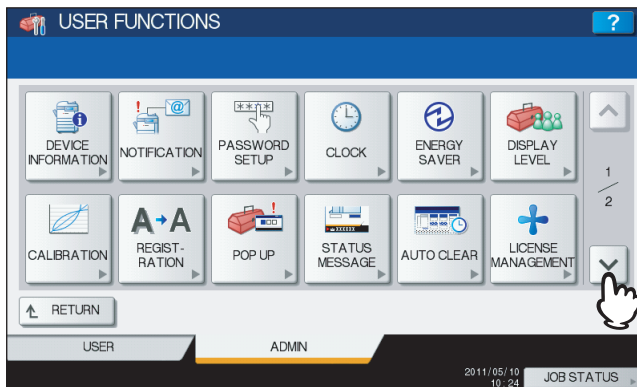


The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press [v] on the GENERAL menu (1/2) screen.



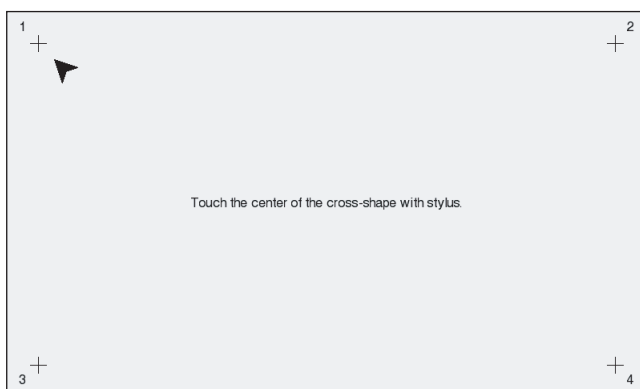
The GENERAL menu (2/2) is displayed.

3 Press [PANEL CALIBRATION].



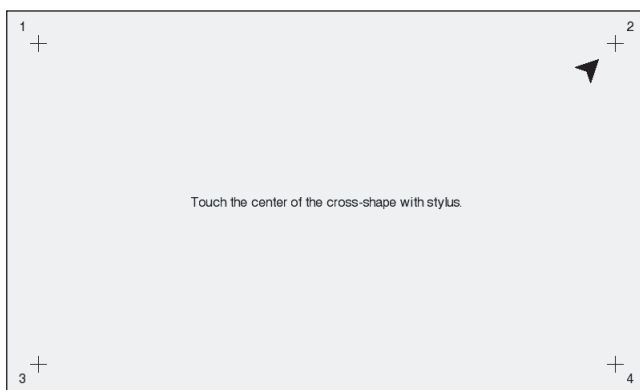
The panel calibration operation screen (1) is displayed.

- 4** Touch the center of the + mark with a stylus, referring to the message displayed on the touch panel.



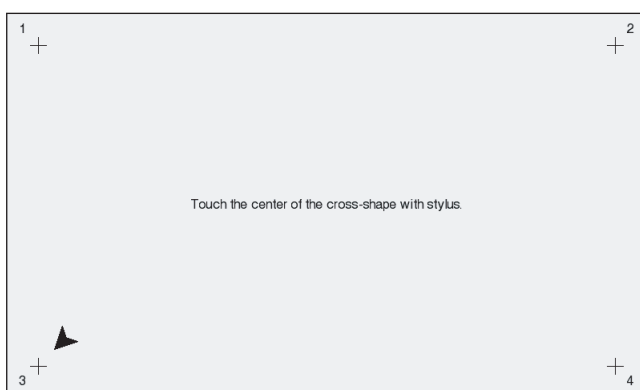
The panel calibration operation screen (2) is displayed.

- 5** Touch the center of the + mark with a stylus, referring to the message displayed on the touch panel.



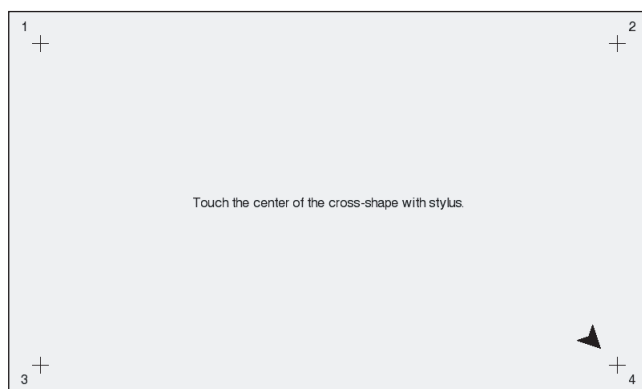
The panel calibration operation screen (3) is displayed.

- 6** Touch the center of the + mark with a stylus, referring to the message displayed on the touch panel.



The panel calibration operation screen (4) is displayed.

7 Touch the center of the + mark with a stylus, referring to the message displayed on the touch panel.



When the panel calibration operation is completed, the GENERAL menu (2/2) will be displayed.

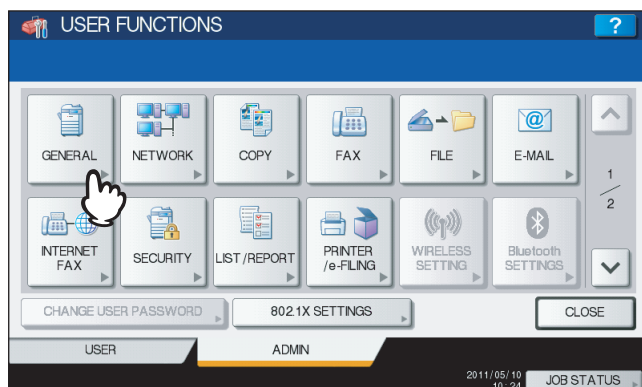
Note

While the panel calibration operation is being performed, no other operations on the touch panel can be performed. If you open the front cover of the equipment during the panel calibration operation and instructions to replace toner cartridges are displayed, close the front cover, and complete the panel calibration operation, and then replace toner cartridges.

■ Exporting logs

This menu allows you to export logs for each operation (PRINT/SEND/RECEIVE/SCAN) into your USB storage device, which are displayed in the Job Status Log List screen.

1 Press [GENERAL] in the ADMIN menu (1/2).



The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

📖 P.75 “Entering Admin Menu”

2 Press [v] on the GENERAL menu (1/2) screen.



The GENERAL menu (2/2) is displayed.

3 Press [EXPORT LOGS].



The EXPORT LOGS screen is displayed.

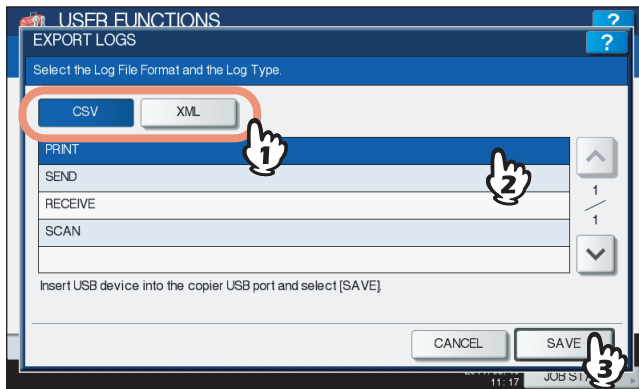
4 Connect your USB storage device to the USB port on the equipment.

Tip

For the location of the USB port on the equipment, refer to the *Quick Start Guide “Chapter 1: PREPARATIONS”*.

5 Begin exporting the log data.

- 1) Select whether the data are exported to CSV format or XML format.
- 2) Select the log type to be exported.
- 3) Press [SAVE] to begin exporting.



Tip

You can choose only one log type in one operation.

Note

Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

6 When exporting the log data is complete, press [OK].



7 Disconnect the USB storage device from the USB port on the equipment.

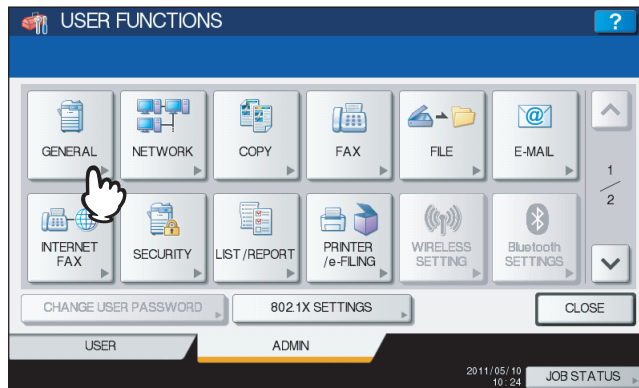
Job skip

This menu allows you to select whether to enable or disable the Job Skip function. When this function is enabled, a job fails due to lack of paper or such is automatically skipped and the next job is processed.

Tip

For instructions on how to resolve the cause of a skipped job, refer to the *Copying Guide "Chapter 7: CONFIRMING JOB STATUS"* and *Printing Guide "Chapter 5: MANAGING PRINT JOBS FROM THE CONTROL PANEL"*.

1 Press [GENERAL] in the ADMIN menu (1/2).

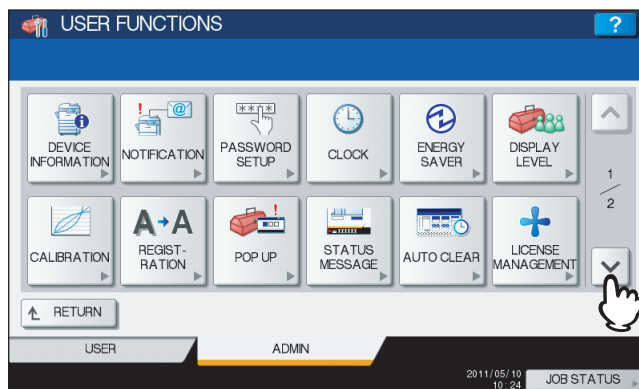


The GENERAL menu (1/2) is displayed.

Tip

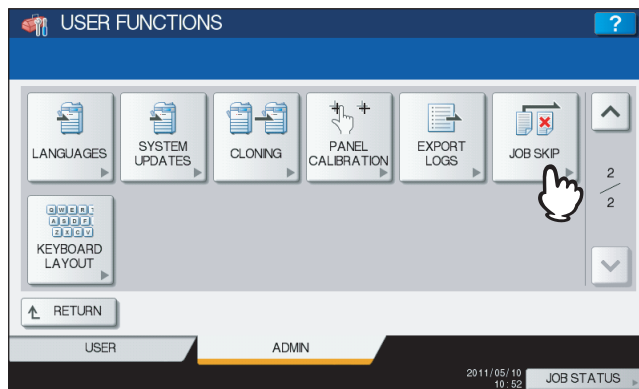
To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press on the GENERAL menu (1/2) screen.



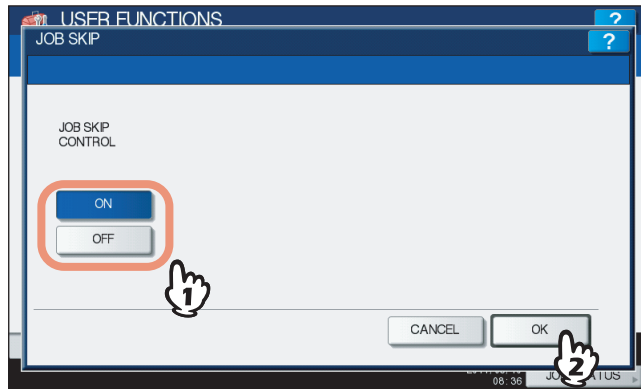
The GENERAL menu (2/2) is displayed.

3 Press [JOB SKIP].



The JOB SKIP screen is displayed.

4 Press [ON] to enable the Job Skip function, and press [OK] to complete the setting.



When disabling the Job Skip functions, press [OFF] then [OK] to complete the setting.

■ Changing the keyboard layout

This menu allows you to change the layout of the on-screen keyboard to a different one.

1 Press [GENERAL] in the ADMIN menu (1/2).



The GENERAL menu (1/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

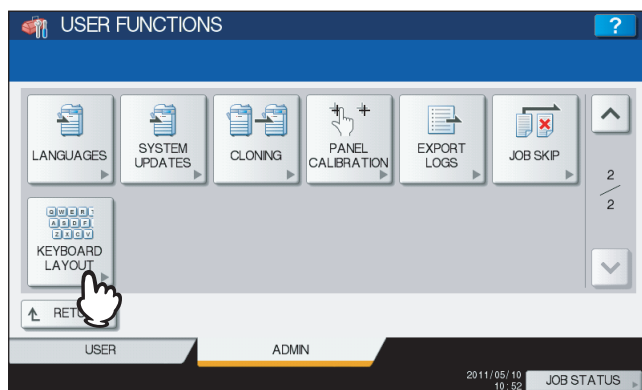
📖 P.75 “Entering Admin Menu”

2 Press on the GENERAL menu (1/2) screen.



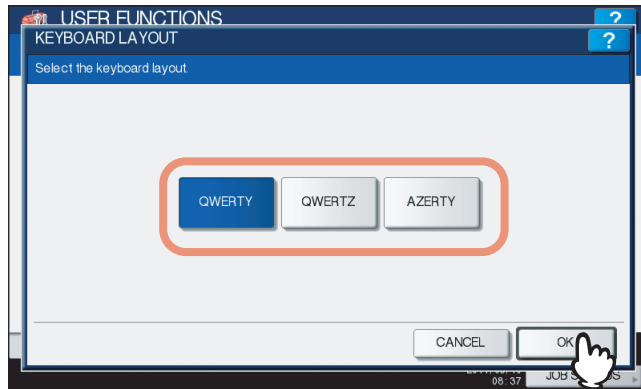
The GENERAL menu (2/2) is displayed.

3 Press [KEYBOARD LAYOUT].

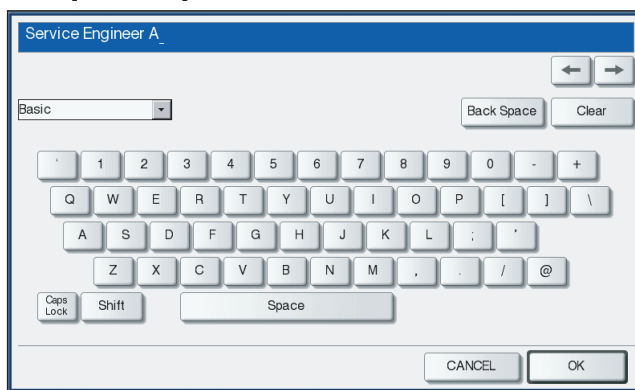


The KEYBOARD LAYOUT screen is displayed.

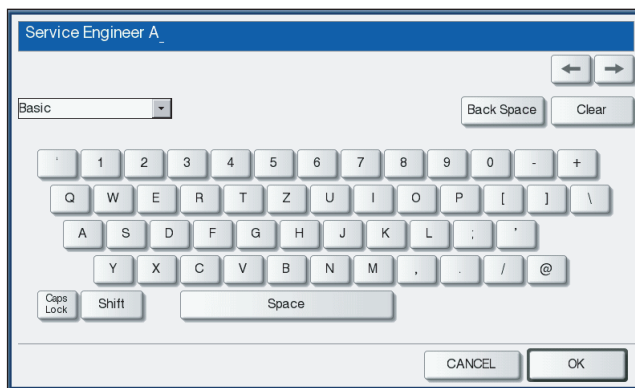
4 Select the desired keyboard layout, and press [OK].



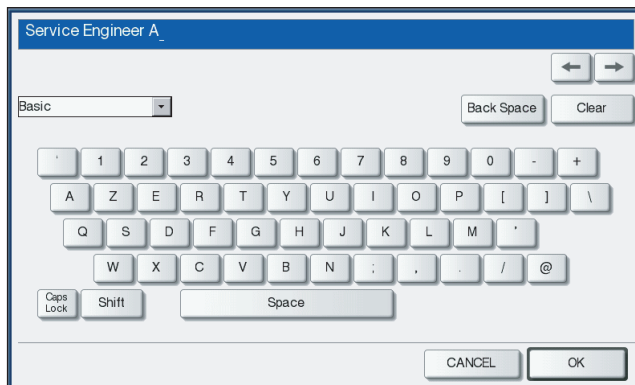
- You will be returned to the GENERAL menu (2/2).
- The keyboard layout is changed as follows:
 - when [QWERTY] has been selected.



- when [QWERTZ] has been selected.




- when [AZERTY] has been selected.



□ USB keyboard

Connecting a commercially available USB keyboard to the USB port on the equipment allows you to enter character strings and fax numbers (except [Caps Lock]) from the USB keyboard instead of the on-screen keyboard. When using a USB keyboard, be sure the “keyboard layout” setting in the ADMIN menu is suitable with the connected keyboard.

 P.131 “Changing the keyboard layout”

The supported keyboards are as follows:












- 101 keyboard (QWERTY layout)
- 102/105 keyboard (QWERTZ layout)
- 102/105 keyboard (AZERTY layout)

Note

There is no guarantee that all keyboards will function properly.

Setting Network Functions

This menu allows you to perform the following operations:

-  P.134 “Setting the TCP/IP protocol (IPv4)”
-  P.139 “Setting the IPv6 protocol”
-  P.148 “Setting the IPX/SPX protocol”
-  P.149 “Setting the NetWare settings”
-  P.151 “Setting the SMB protocol”
-  P.153 “Setting the AppleTalk protocol”
-  P.155 “Setting the HTTP network service”
-  P.157 “Setting the Ethernet speed”
-  P.159 “Setting the LDAP services and the filtering functions”
-  P.161 “IPsec (IP security) setting”
-  P.163 “Network check”

Note

In the network settings, it is necessary to press [APPLY NOW] after you change the settings. After [APPLY NOW] is pressed, “NETWORK INITIALIZING” is displayed at the lower left of the screen in a few seconds. The time for this message to appear is different depending on the setting.

■ Setting the TCP/IP protocol (IPv4)

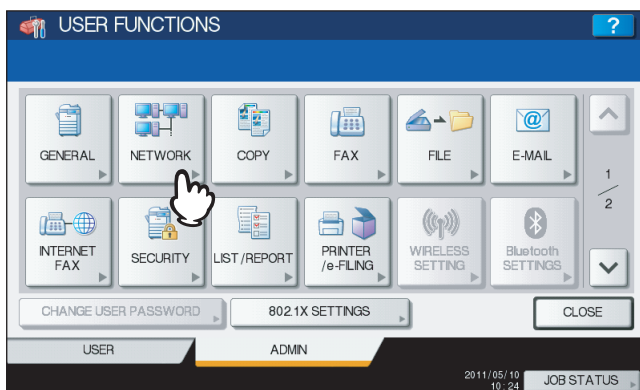
You can set the TCP/IP protocol that is commonly used for most network system. It is recommended that the TCP/IP protocol be configured because TopAccess, the web-based device management utility, and e-Filing, the web-based utility that allows you to manage files in e-Filing, will be available with the TCP/IP protocol. In addition, other network features of this equipment use the TCP/IP protocol.

In the TCP/IP menu, you can select the addressing mode, and assign the IP address, subnet mask and default gateway (if manually assigned).

How the TCP/IP protocol is configured depends on the network configuration of your network.

- **When you assign the TCP/IP using the Auto-IP addressing or DHCP server:**
If you do not know how the TCP/IP settings should be assigned, you can select the dynamic addressing mode. When the dynamic addressing mode is selected, this equipment will obtain the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address from the DHCP server if the network supports the DHCP. If the network does not support the DHCP, this equipment will assign the appropriate IP address using the auto-IP addressing. However, the auto-IP addressing may not work properly when the router is placed in the network.
- **When you assign the TCP/IP using only the DHCP server:**
If your local area network has been configured with the DHCP server and you do not want to enable the auto-IP addressing, you can select the no auto-IP addressing mode. When the no auto-IP addressing mode is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address will be automatically obtained from the DHCP server, and the auto-IP addressing will be disabled. To enable the DHCP addressing only, please configure the TCP/IP settings as described in the following procedure.
- **When you connect to a local area network where static IP addresses are used:**
If your local area network has been configured with a static IP address, you must assign the specific IP address, subnet mask, and default gateway as required.

1 Press [NETWORK] in the ADMIN menu (1/2).



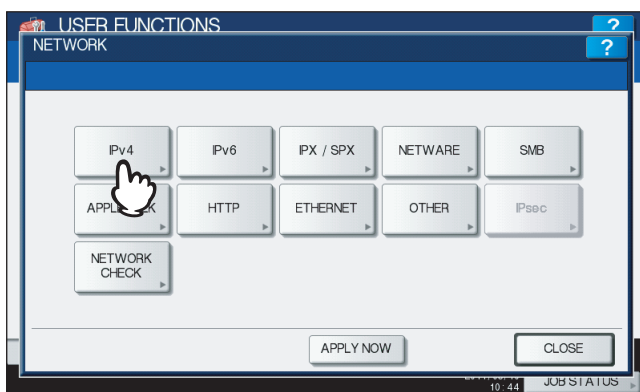
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

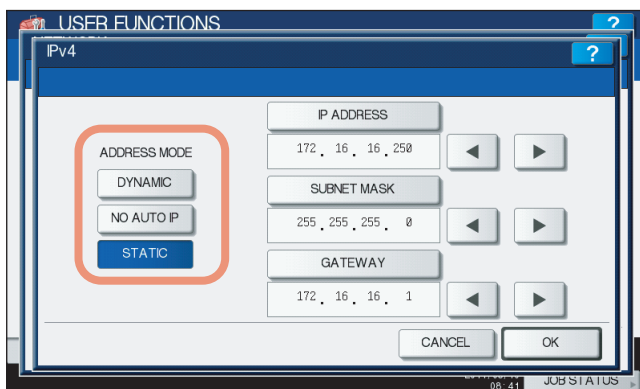
📖 P.75 “Entering Admin Menu”

2 Press [IPv4].



The IPv4 screen is displayed.

3 Continue the operation that you require.



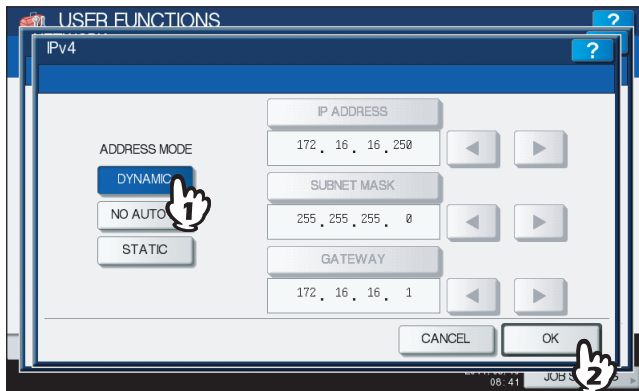
📖 P.136 “Setting the TCP/IP for auto-IP and DHCP server”

📖 P.136 “Setting the TCP/IP for DHCP server only”

📖 P.137 “Setting the TCP/IP for static IP address”

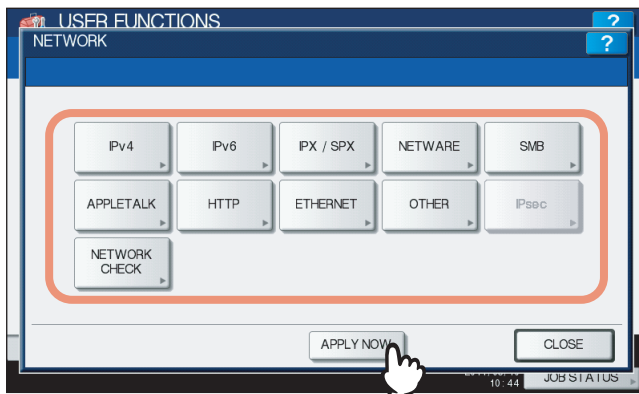
Setting the TCP/IP for auto-IP and DHCP server

- 1 Press [DYNAMIC] in the ADDRESS MODE option and press [OK].



You will be returned to the NETWORK menu.

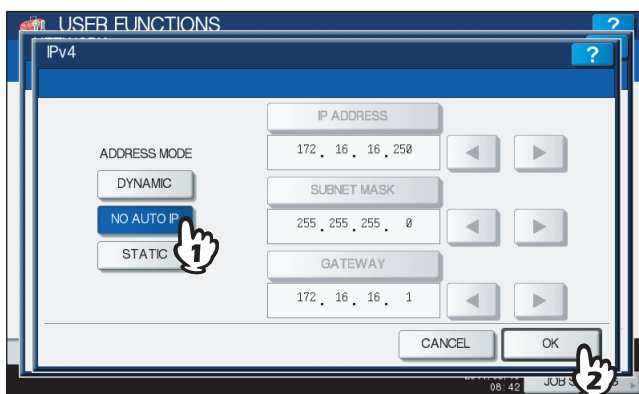
- 2 Continue to another network setting if required, then press [APPLY NOW].



"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

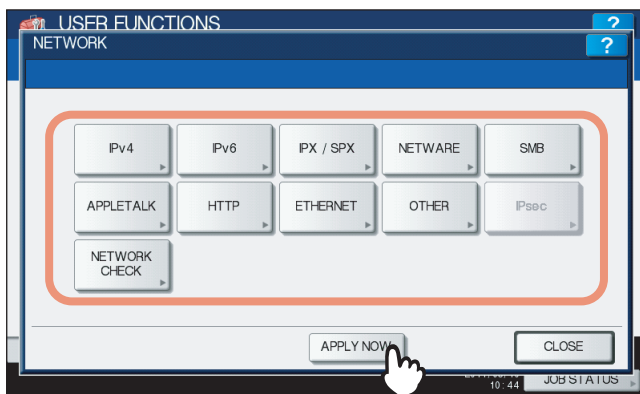
Setting the TCP/IP for DHCP server only

- 1 Press [NO AUTO IP] in the ADDRESS MODE option and press [OK].



You will be returned to the NETWORK menu.

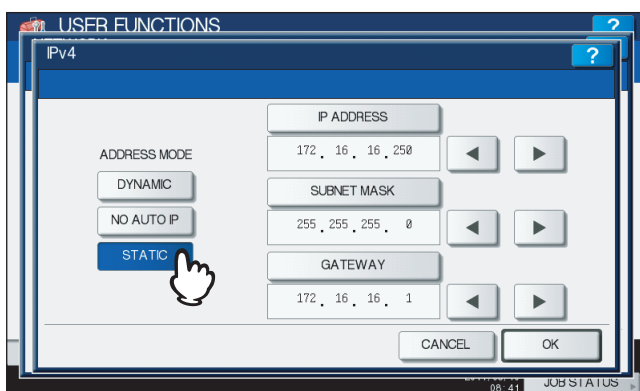
2 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

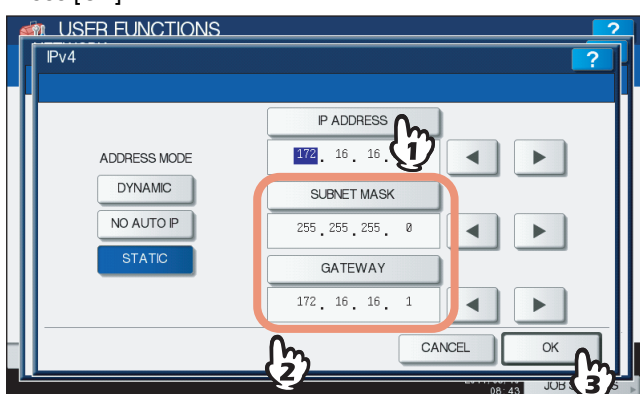
Setting the TCP/IP for static IP address

1 Press [STATIC] in the ADDRESS MODE option.



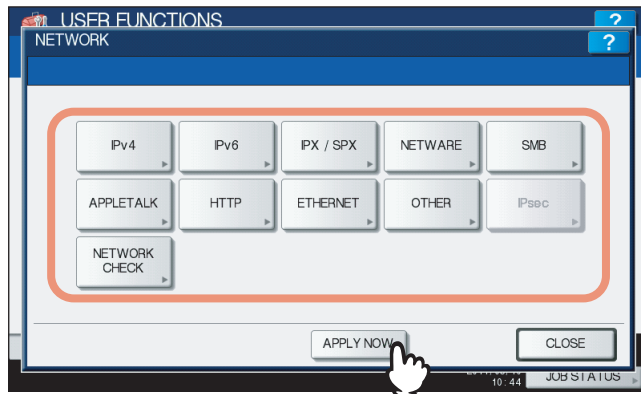
2 Specify the following items as required and complete the setting.

- 1) Press [IP ADDRESS] and enter the IP address of this device using the digital keys.
- 2) Enter the subnet mask and default gateway as required.
- 3) Press [OK].



You will be returned to the NETWORK menu.

3 Continue to another network setting if required, then press [APPLY NOW].



"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ Setting the IPv6 protocol

You can set the IPv6 protocol on this equipment.

This IPv6 menu allows you to enable or disable the IPv6 protocol used on this equipment. In this menu, you can also set IPv6 configurations, such as the IPv6 address, by selecting the address mode.

How the IPv6 address is obtained depends on the address mode you select.

- **When you select the manual mode:**

You assign the IPv6 address, prefix and default gateway manually. In this mode, you can assign one IPv6 address to this equipment.

📖 P.139 “Setting the IPv6 protocol manually”

- **When you select the stateless mode:**

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.

📖 P.142 “Setting the IPv6 protocol automatically (in a stateless network environment)”

Tip

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.

- **When you select the stateful mode:**

You can automatically obtain the IPv6 address from the DHCPv6 server. In this mode, you can register one IPv6 address to this equipment.

📖 P.145 “Setting the IPv6 protocol automatically (in a stateful network environment)”

Setting the IPv6 protocol manually

1 Press [NETWORK] in the ADMIN menu (1/2).



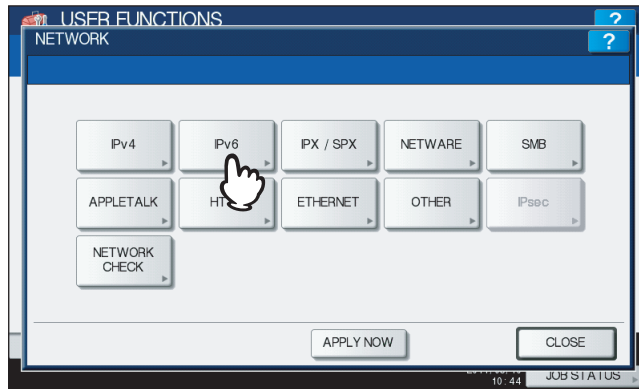
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

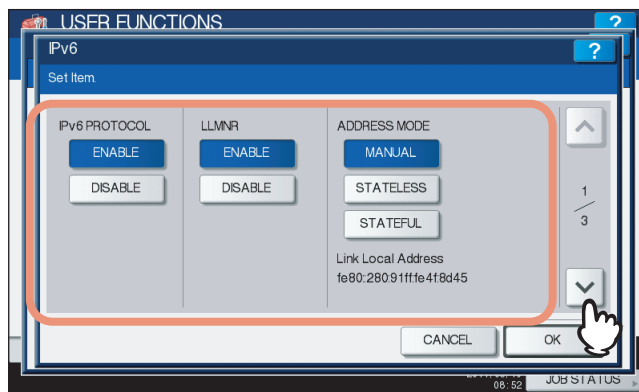
📖 P.75 “Entering Admin Menu”

2 Press [IPv6].



The IPv6 screen is displayed.

3 Specify the following items as required and press .



IPv6 PROTOCOL — Press [ENABLE] to enable the IPv6 protocol, or [DISABLE] to disable the IPV6 protocol.

LLMNR — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol, or [DISABLE] to disable the LLMNR protocol.

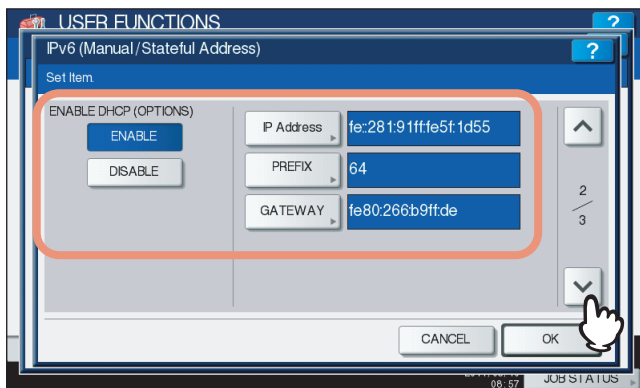
ADDRESS MODE — Select [MANUAL].

Link Local Address — The unique address used for the IPv6 is displayed.

Notes

- The link local address cannot be connected to another routed IPv6 network.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

4 Specify the following items as required and press .



ENABLE DHCP (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. Press [ENABLE] to use the information, or [DISABLE] not to use it.

[IP Address] — Press this button to assign the IPv6 address for this equipment.

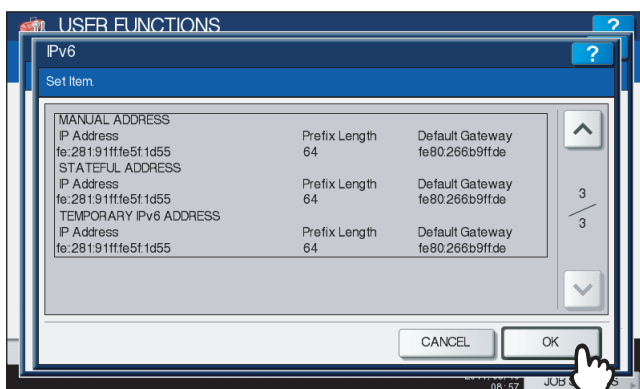
[PREFIX] — Press this button to assign the prefix for the IPv6 address.

[GATEWAY] — Press this button to assign the default gateway.

Tip

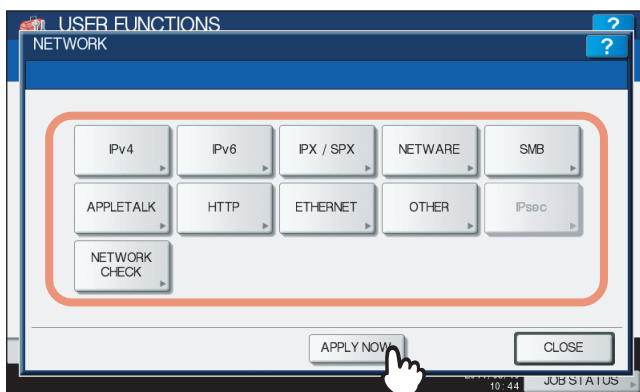
When you press [IP Address], [PREFIX] or [GATEWAY], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

5 Confirm the settings, and press [OK].



You will be returned to the NETWORK menu.

6 Continue to another network setting if required, then press [APPLY NOW].



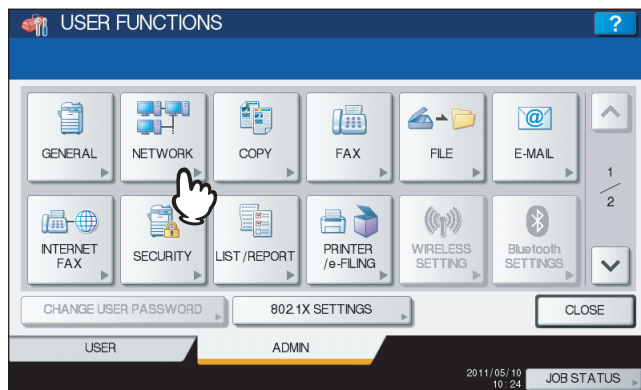
“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

Tip

If Duplicate Address Detection (DAD) detects duplicate addresses, the message “IPv6 ADDRESS CONFLICT” is displayed on the touch panel.

Setting the IPv6 protocol automatically (in a stateless network environment)

1 Press [NETWORK] in the ADMIN menu (1/2).



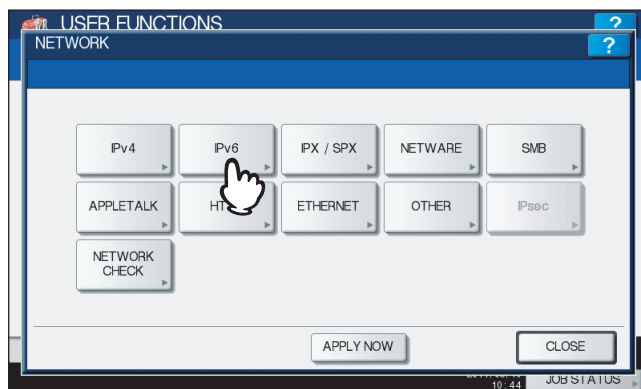
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

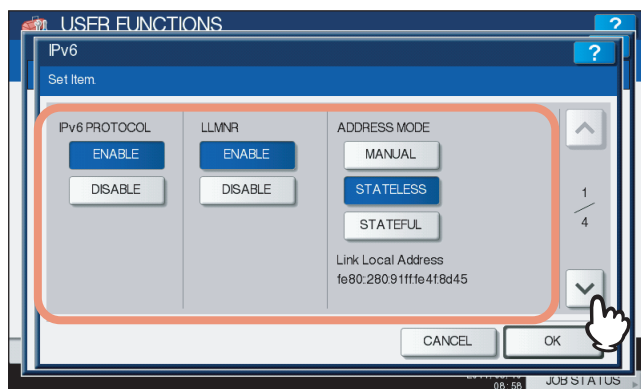
P.75 "Entering Admin Menu"

2 Press [IPv6].



The IPv6 screen is displayed.

3 Specify the following items as required and press .



IPv6 PROTOCOL — Press [ENABLE] to enable the IPv6 protocol, or [DISABLE] to disable the IPV6 protocol.

LLMNR — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol, or [DISABLE] to disable the LLMNR protocol.

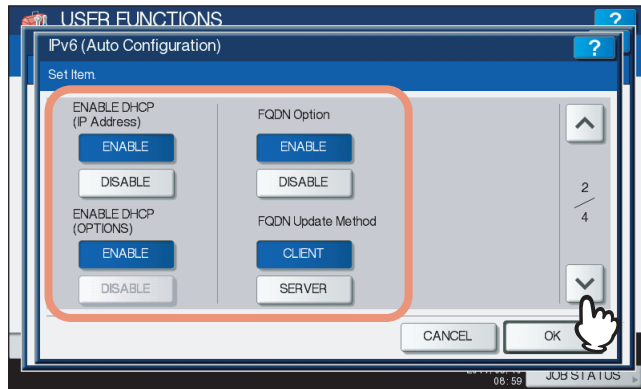
ADDRESS MODE — Select [STATELESS].

Link Local Address — The unique address used for the IPv6 is displayed.

Notes

- The link local address cannot be connected to another routed IPv6 network.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

4 Specify the following items as required and press .



ENABLE DHCP (IP Address) — Press [ENABLE] to use the IPv6 address issued from the DHCPv6 server in a stateless network environment, or [DISABLE] not to use it.

ENABLE DHCP (OPTIONS) — Press [ENABLE] to use the optional information (IPv6 address for the DNS server, etc.) issued from the DHCPv6 server in a stateless network environment, or [DISABLE] not to use it.

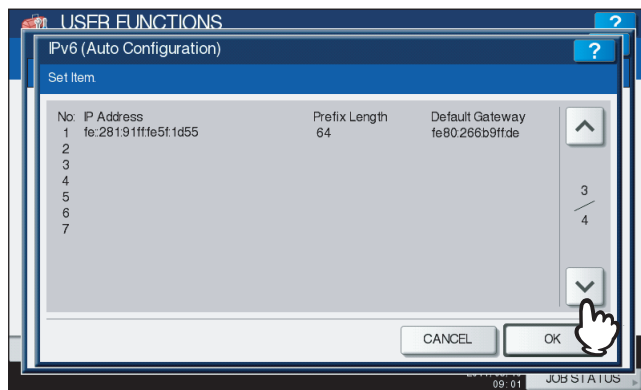
FQDN Option — Press [ENABLE] to use DNS for setting FQDN (Fully Qualified Domain Name), or [DISABLE] not to use it for setting FQDN.

FQDN Update Method — Press [CLIENT] to update DNS from the equipment, or [SERVER] to update DNS from the DHCPv6 server.

Tip

When you select [ENABLE] for the [ENABLE DHCP (IP Address)] option, [ENABLE] is automatically set for the [ENABLE DHCP (OPTIONS)] option.

5 Confirm the settings, and press .



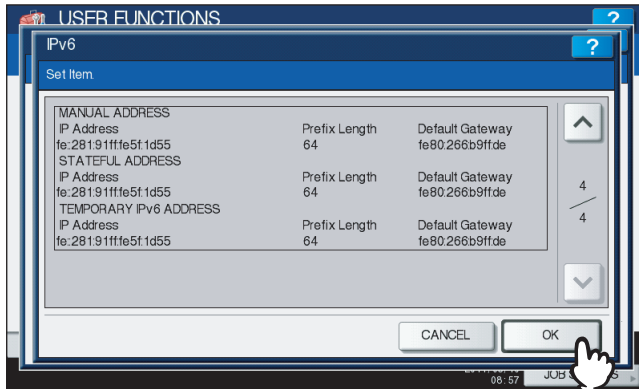
Tip

IPv6 addresses obtained from routers are displayed. Up to 7 IPv6 addresses can be retained.

Note

When this equipment receives a router advertisement (RA) from a router with an M flag configuration of "0", the DHCPv6 function is disabled. If you change a router advertisement (RA) M flag configuration from "0" to "1", reboot this equipment by using the [POWER] button on the control panel to enable the DHCPv6 function.

6 Confirm the settings and press [OK].

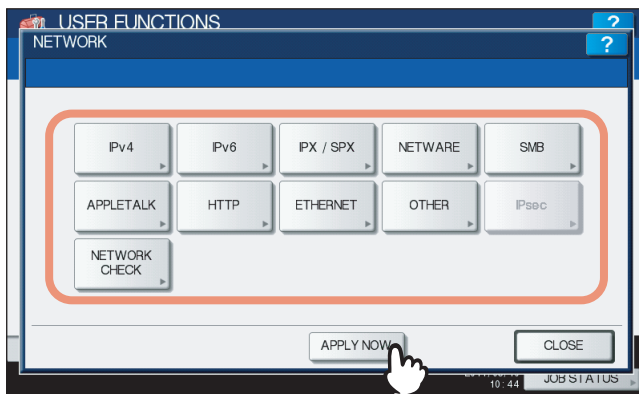


You will be returned to the NETWORK menu.

Tip

IPv6 address obtained from the DHCPv6 server is displayed.

7 Continue to another network setting if required, then press [APPLY NOW].



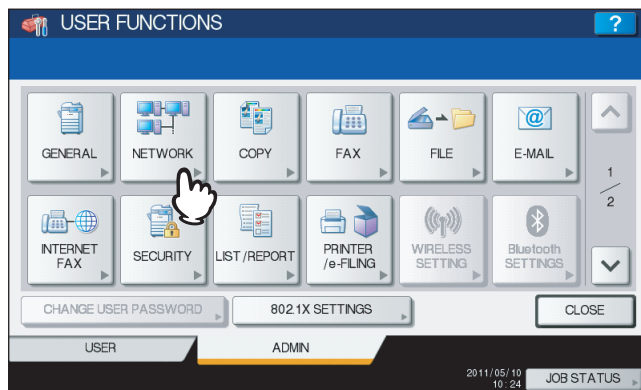
“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

Tip

If Duplicate Address Detection (DAD) detects duplicate addresses, the message “IPv6 ADDRESS CONFLICT” is displayed on the touch panel.

Setting the IPv6 protocol automatically (in a stateful network environment)

1 Press [NETWORK] in the ADMIN menu (1/2).

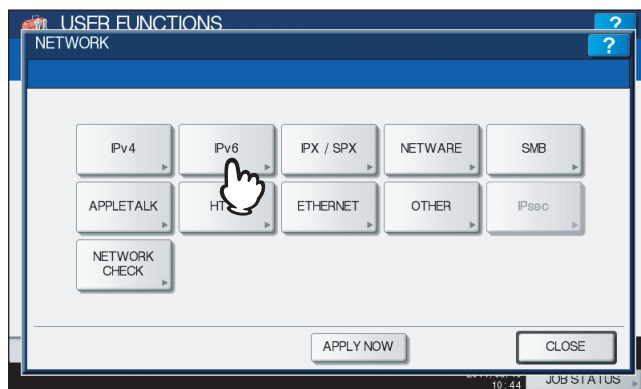


The NETWORK menu is displayed.

Tip

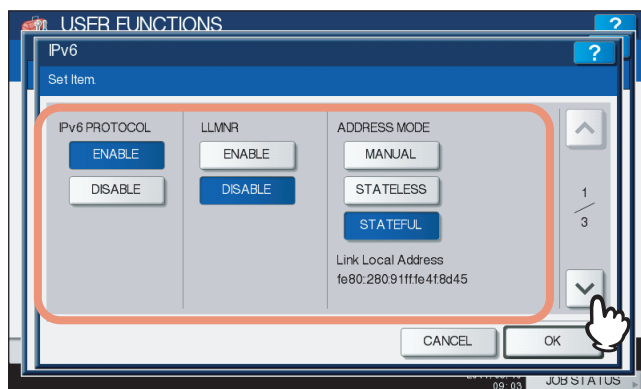
To display the ADMIN menu, see the following page:
 P.75 “Entering Admin Menu”

2 Press [IPv6].



The IPv6 screen is displayed.

3 Specify the following items as required and press [OK].



IPv6 PROTOCOL — Press [ENABLE] to enable the IPv6 protocol, or [DISABLE] to disable the IPV6 protocol.

LLMNR — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol, or [DISABLE] to disable the LLMNR protocol.

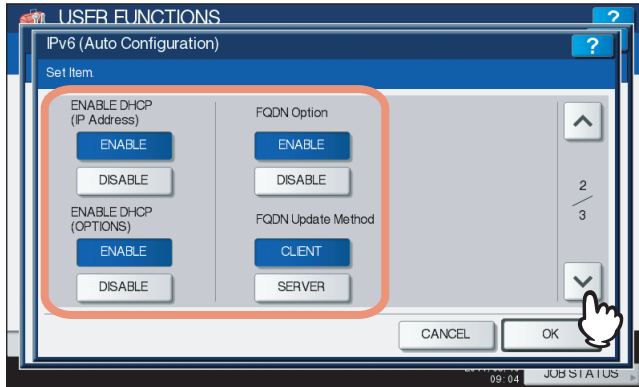
ADDRESS MODE — Select [STATEFUL].

Link Local Address — The unique address used for the IPv6 is displayed.

Notes

- The link local address cannot be connected to another routed IPv6 network.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

4 Specify the following items as required and press .



ENABLE DHCP (IP Address) — Select whether or not the IPv6 address issued by the DHCPv6 server is used for this equipment. Press [ENABLE] to use the address, or [DISABLE] not to use it.

ENABLE DHCP (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. Press [ENABLE] to use the information, or [DISABLE] not to use it.

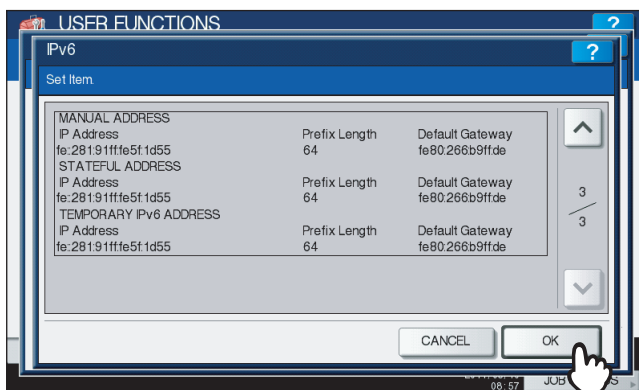
FQDN Option — Press [ENABLE] to use DNS for setting FQDN (Fully Qualified Domain Name), or [DISABLE] not to use it for setting FQDN.

FQDN Update Method — Press [CLIENT] to update DNS from the equipment, or [SERVER] to update DNS from the DHCPv6 server.

Note

Either the [ENABLE DHCP (IP Address)] option or the [ENABLE DHCP (OPTIONS)] option must be in [ENABLE].

5 Confirm the settings and press [OK].

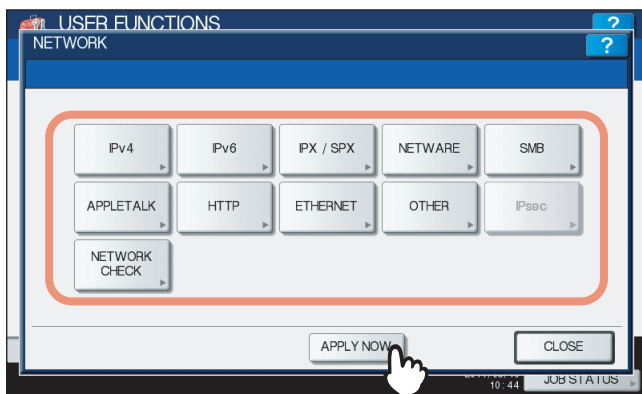


You will be returned to the NETWORK menu.

Tip

IPv6 address obtained from the DHCPv6 server is displayed.

6 Continue to another network setting if required, then press [APPLY NOW].



"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

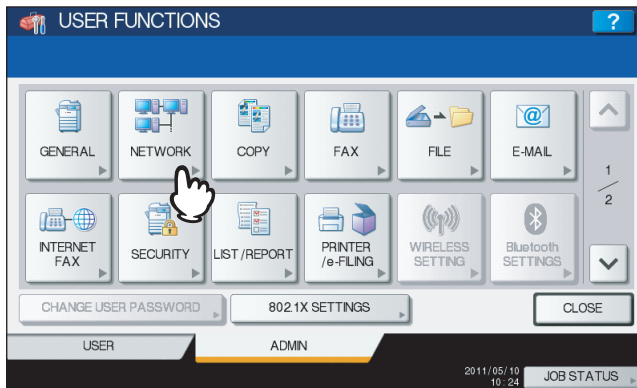
Tip

If Duplicate Address Detection (DAD) detects duplicate addresses, the message "IPv6 ADDRESS CONFLICT" is displayed on the touch panel.

■ Setting the IPX/SPX protocol

You can set the IPX/SPX protocol on this equipment. The IPX/SPX protocol is usually used to communicate with the NetWare file server through the network.

1 Press [NETWORK] in the ADMIN menu (1/2).

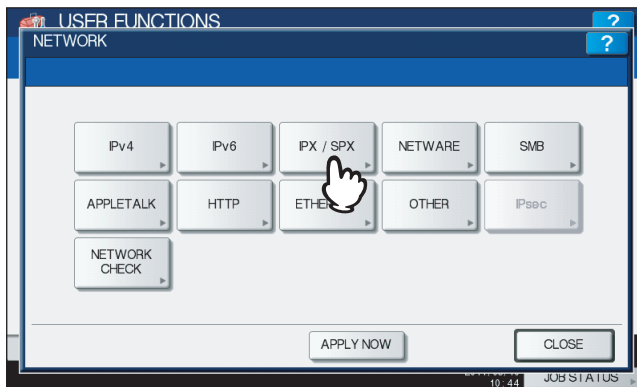


The NETWORK menu is displayed.

Tip

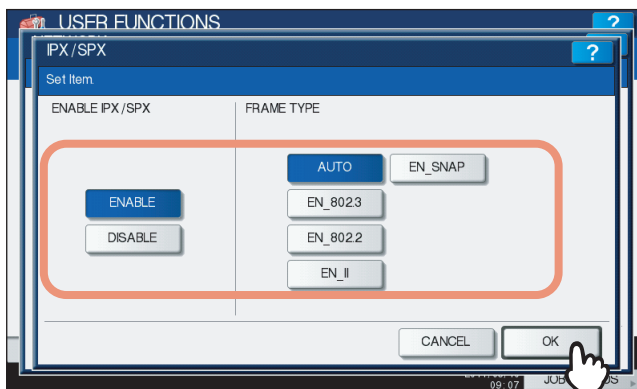
To display the ADMIN menu, see the following page:
 P.75 “Entering Admin Menu”

2 Press [IPX/SPX].



The IPX/SPX screen is displayed.

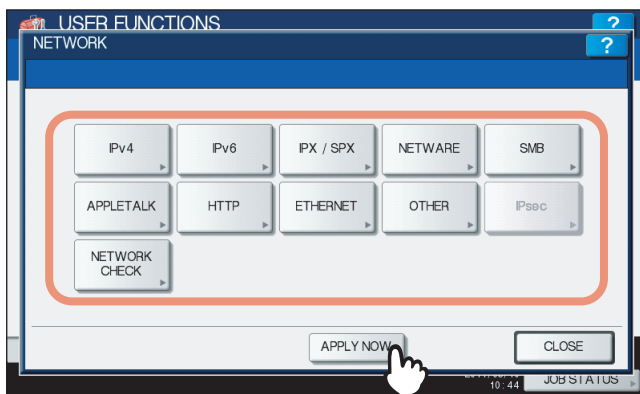
3 Specify the following items as required and press [OK].



ENABLE IPX/SPX — Press [ENABLE] to enable the IPX/SPX protocol, or [DISABLE] to disable the IPX/SPX protocol.

FRAME TYPE — Press [AUTO] to automatically detect the appropriate frame type, or press another frame type button. If you do not know the frame type that must be used, select [AUTO].

4 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

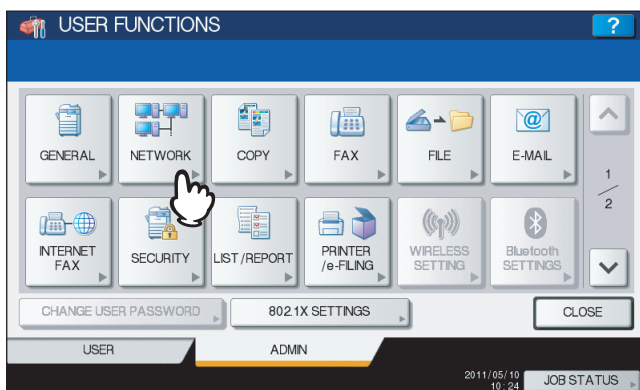
Setting the NetWare settings

You can set the NetWare network mode and the NetWare configuration to be connected.

Note

This option must be set when you use the NetWare file server for Novell printing.

1 Press [NETWORK] in the ADMIN menu (1/2).



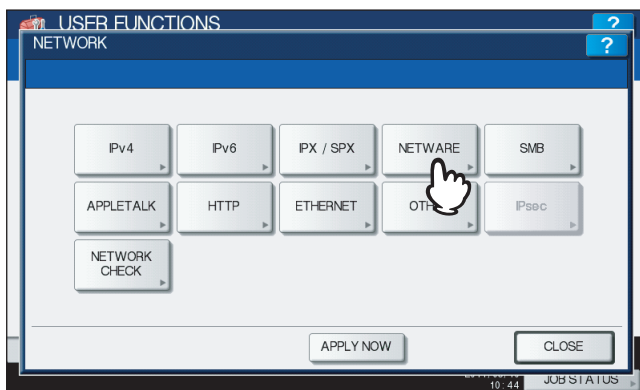
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

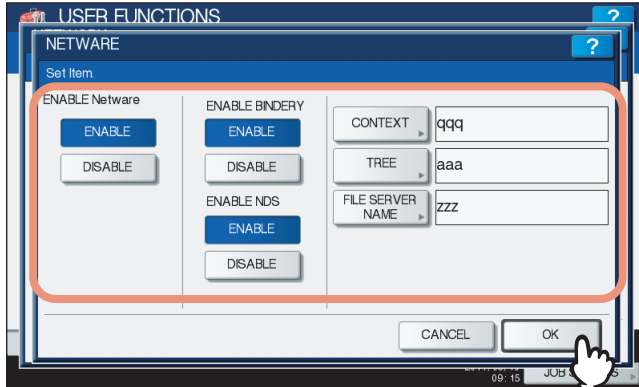
P.75 “Entering Admin Menu”

2 Press [NETWARE].



The NETWARE screen is displayed.

3 Specify the following items as required and press [OK].



ENABLE NetWare — Press [ENABLE] to use the NetWare protocol, or [DISABLE] not to use it.

ENABLE BINDERY — Press [ENABLE] to enable communicating with the NetWare file server in bindery mode, or [DISABLE] to disable bindery mode.

ENABLE NDS — Press [ENABLE] to enable communicating with the NetWare file server in the NDS mode, or [DISABLE] to disable the NDS mode.

[CONTEXT] — Press this button to enter the NDS context in which the NetWare print server for this equipment is located. This must be entered when you connect the NetWare file server in the NDS mode.

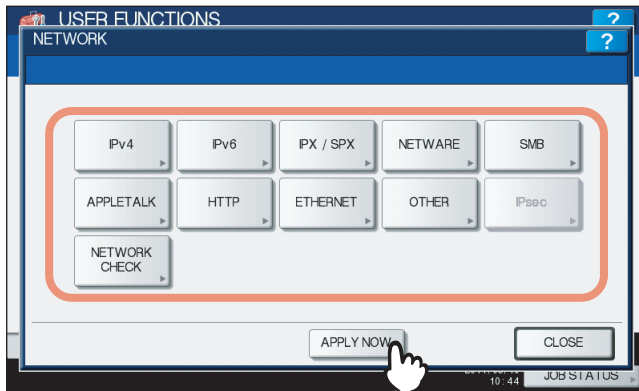
[TREE] — Press this button to enter the NDS tree. This must be entered when you connect the NetWare file server in the NDS mode.

[FILE SERVER NAME] — Press this button to enter the NetWare file server name. It is recommended that this be entered when you connect the NetWare file server in bindery mode.

Tips

- When you press [CONTEXT], [TREE] and [FILE SERVER NAME], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.
- You can enable both bindery and NDS modes at the same time.

4 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ Setting the SMB protocol

When you want to make this equipment visible in the Windows network, you must enable the SMB protocol and enter the NetBIOS name and workgroup to specify the device name of this equipment and workgroup where it will be visible. If your network uses the WINS server to allow SMB communications across segments, you must specify the WINS server address so that this equipment will be visible from the different segments.

This must be enabled for SMB printing, Save as file to the network folder using SMB, and sharing the "FILE_SHARE" folder (that is the local folder of this equipment) in the network.

1 Press [NETWORK] in the ADMIN menu (1/2).

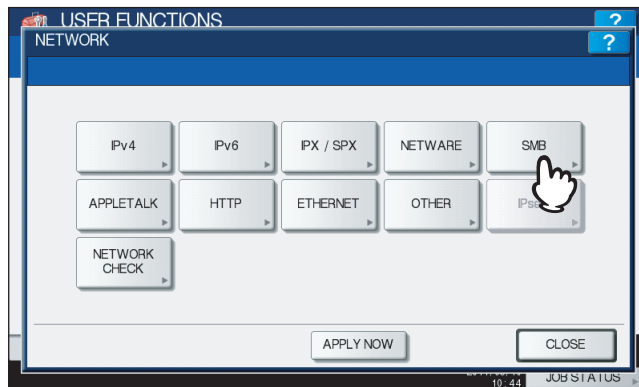


The NETWORK menu is displayed.

Tip

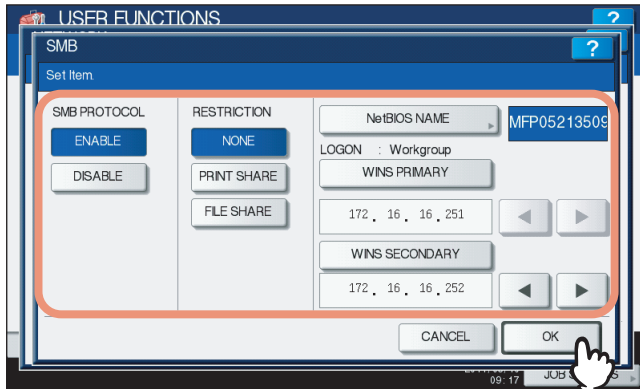
To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press [SMB].



The SMB screen is displayed.

3 Specify the following items as required and press [OK].



SMB PROTOCOL — Select whether the SMB protocol is enabled or disabled. When you select [ENABLE], select the function that you want to disable in [RESTRICTION].

RESTRICTION — Select whether the printer/file sharing function is disabled. You can select one of the following:

- [NONE]: This option allows you to not restrict the printer/file sharing function. Both SMB printing and the file sharing service using SMB are enabled.
- [PRINT SHARE]: This option allows you to disable SMB printing.
- [FILE SHARE]: This option allows you to disable the file sharing service using SMB.

[NetBIOS NAME] — Press this button to enter the Windows computer name of this device if this device is connected to the Windows network. This must be specified when you want to enable SMB printing.

LOGON — This displays the Windows network logon environment. “workgroup” will be displayed if this equipment is logged on to the workgroup network and “domain” will be displayed if this equipment is logged on to the domain network. This option can be specified only from TopAccess. For details, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.

[WINS PRIMARY] — Press this button and enter the IP address of the primary WINS server using the digital keys if required.

[WINS SECONDARY] — Press this button and enter the IP address of the secondary WINS server using the digital keys if required.

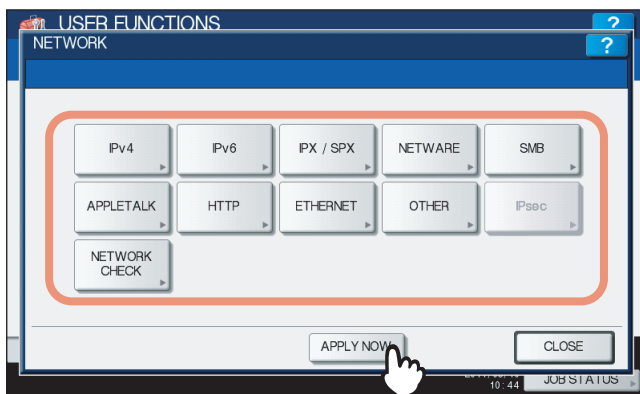
Tip

When you press [NetBIOS NAME], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

Notes

- When you select [DISABLE] for the [SMB PROTOCOL] option or [FILE SHARE] for the [RESTRICTION] option, the Save as File to MFP Local function will be disabled.
- If this equipment is configured to log on to the domain in the SMB Session of TopAccess administrator mode but “workgroup” is displayed, logging on to the domain network has failed. In that case, confirm that the Windows Server and the SMB Session settings are correct.
- When you set “Domain” for the Log-on setting in the SMB Session of TopAccess administrator mode, this equipment will log on to the domain network after turning ON the power or changing the network settings and pressing [APPLY NOW].
- You can enter only alphanumeric characters and “-” (hyphenation) for NetBIOS names.
- Do not enter an IP address that starts with “0” (i.e. “0.10.10.10”), “127” (i.e. “127.10.10.10”), or “224” (i.e. “224.10.10.10”). If you enter such an address, the equipment cannot communicate with the WINS server.
- If you enter “0.0.0.0” for [WINS PRIMARY] and [WINS SECONDARY], this equipment will not use the WINS server.
- When [DYNAMIC] or [NO AUTO IP] is selected for the ADDRESS MODE option in the TCP/IP setting, this equipment can obtain the IP address for [WINS PRIMARY] and [WINS SECONDARY] from the DHCP server.

4 Continue to another network setting if required, then press [APPLY NOW].

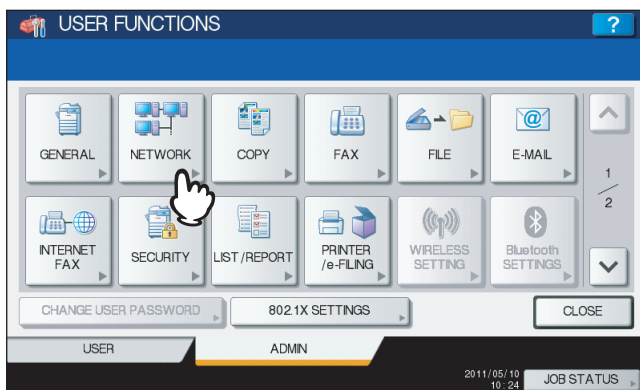


“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ Setting the AppleTalk protocol

The AppleTalk protocol must be enabled and properly configured to enable AppleTalk printing with a Macintosh computer.

1 Press [NETWORK] in the ADMIN menu (1/2).



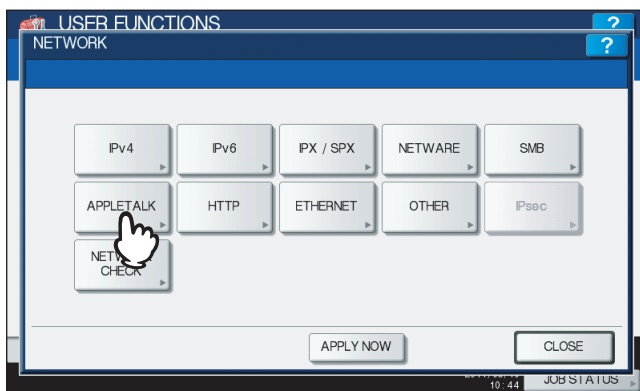
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

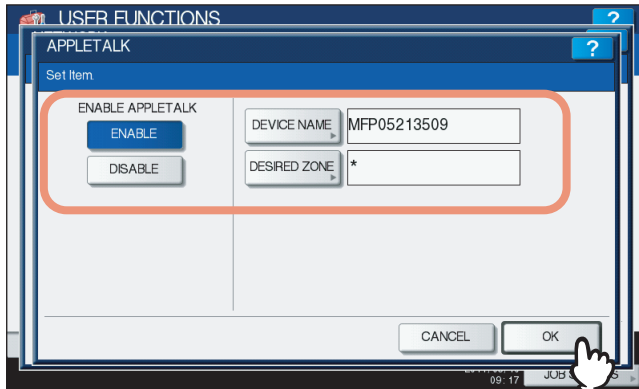
P.75 “Entering Admin Menu”

2 Press [APPLETALK].



The APPLE TALK screen is displayed.

3 Specify the following items as required and press [OK].



ENABLE APPLETALK — Press [ENABLE] to enable AppleTalk, or [DISABLE] to disable AppleTalk.

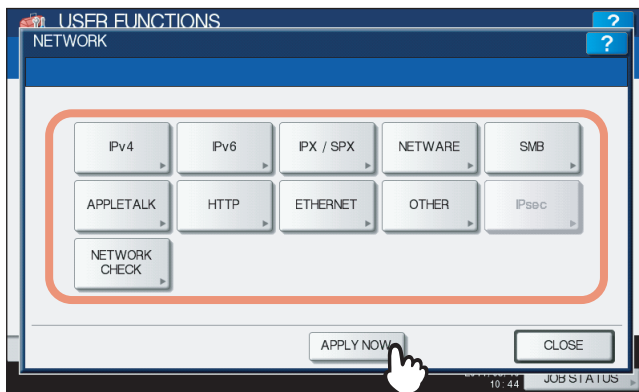
[DEVICE NAME] — Press this button to enter the AppleTalk name of this equipment.

[DESIRED ZONE] — Press this button to enter the AppleTalk zone name this equipment has joined. If your AppleTalk network has not been configured with a zone, you do not have to enter the zone name.

Tip

When you press [DEVICE NAME] and [DESIRED ZONE], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

4 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ Setting the HTTP network service

This function allows you to enable or disable the HTTP network server service that provides the web-based utility on this equipment, such as TopAccess and the e-Filing web utility.

1 Press [NETWORK] in the ADMIN menu (1/2).



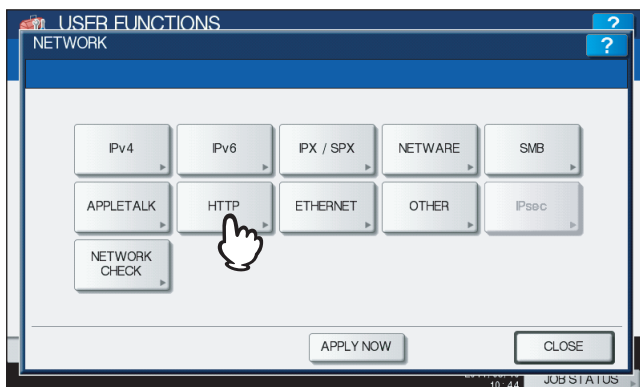
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

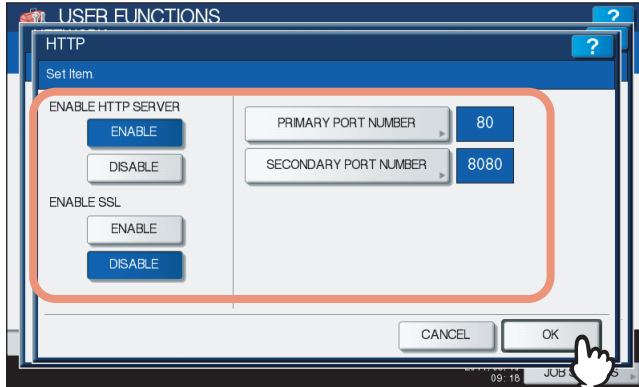
📖 P.75 “Entering Admin Menu”

2 Press [HTTP].



The HTTP screen is displayed.

3 Specify the following items as required and press [OK].



ENABLE HTTP SERVER — Press [ENABLE] to enable the HTTP network server service, or [DISABLE] to disable the HTTP network server service. This option must be enabled for TopAccess and the e-Filing web utility.

ENABLE SSL — Press [ENABLE] to enable the SSL for accessing TopAccess and the e-Filing web utility, or [DISABLE] to disable the SSL for accessing TopAccess and the e-Filing web utility. When this option is enabled, the data transferred between the equipment and client computers will be encrypted using a private key when operating TopAccess and the e-Filing web utility.

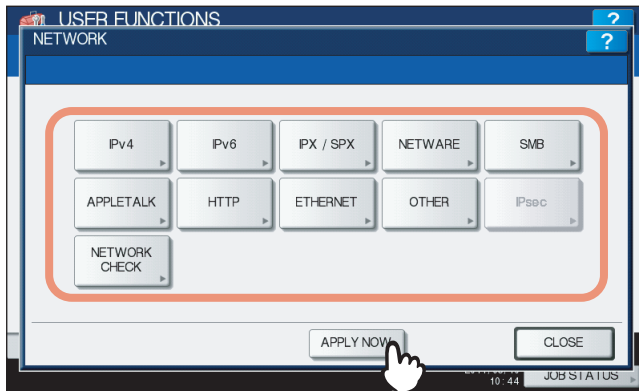
[PRIMARY PORT NUMBER] — Press this button to enter the primary port number to be used for HTTP access from the other client. It is recommended that you use the default port number “80” if you are not sure about changing this port number.

[SECONDARY PORT NUMBER] — Press this button to enter the secondary port number to be used to access TopAccess and the e-Filing web utility. It is recommended that you use the default port number “8080” if you are not sure about changing this port number.

Tip

When you press [PRIMARY PORT NUMBER] and [SECONDARY PORT NUMBER], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

4 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ Setting the Ethernet speed

This function allows you to specify the Ethernet speed.

1 Press [NETWORK] in the ADMIN menu (1/2).



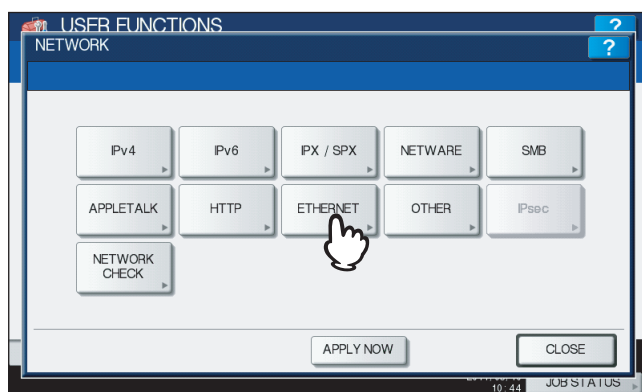
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

P.75 “Entering Admin Menu”

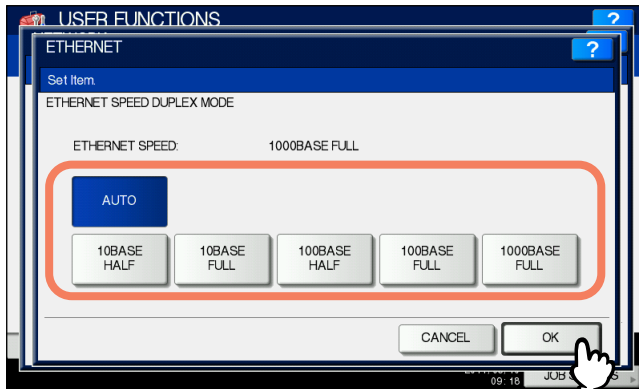
2 Press [ETHERNET].



The ETHERNET screen is displayed.

3 Press the desired Ethernet speed button, then press [OK].

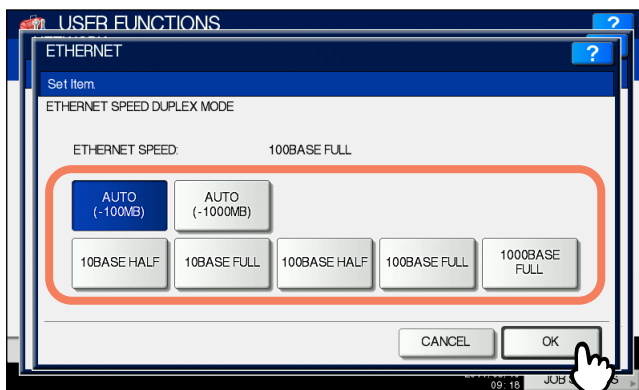
For e-STUDIO6550C Series, e-STUDIO4540C Series



Tips

- 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].
- The current Ethernet speed is displayed above the buttons. "Link not detected" is displayed when links failed to be detected.
- If the network is not stable, power OFF the equipment and then power it back ON.

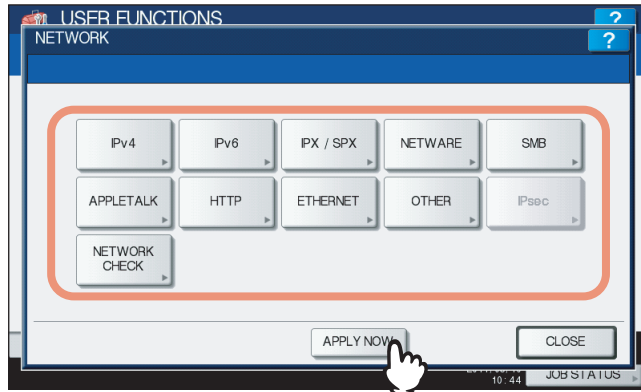
For e-STUDIO456 Series, e-STUDIO856 Series



Tips

- 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 (-100MB)] or [AUTO (-1000MB)].
- This equipment does not enter the Super Sleep mode even if [ENABLE] is selected in the SLEEP/SUPER SLEEP screen when ETHERNET is set to [AUTO (-1000MB)] or [1000BASE FULL].
- The current Ethernet speed is displayed above the buttons. "Link not detected" is displayed when links failed to be detected.
- If the network is not stable, power OFF the equipment and then power it back ON.

4 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ Setting the LDAP services and the filtering functions

This function allows this equipment to access the LDAP directory service. The equipment can search the LDAP server for contacts to specify recipients for Internet Faxes, fax transmissions, and Scan to E-mail jobs. In this setting menu, you can also select whether to use the IP/MAC address filtering functions.

Tip

If the LDAP network service is enabled, you can register the LDAP directory service, and then this equipment can search for contacts in the LDAP server. To add the LDAP directory service, you must operate using TopAccess. For more information about registering the directory service, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.

Note

When the LDAP network service is disabled, it is not possible to use the user’s e-mail address as “From Address” from the LDAP server during the User Authentication for Scan to Email.

1 Press [NETWORK] in the ADMIN menu (1/2).

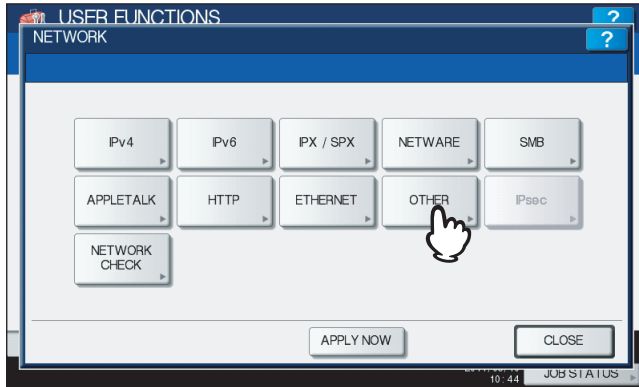


The NETWORK menu is displayed.

Tip

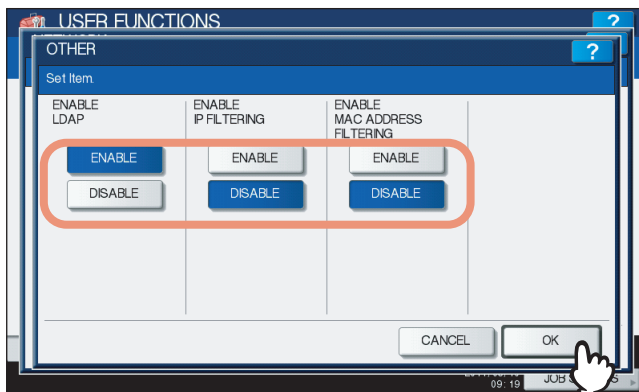
To display the ADMIN menu, see the following page:
 P.75 “Entering Admin Menu”

2 Press [OTHER].



The OTHER screen is displayed.

3 Specify the following items as required and press [OK].

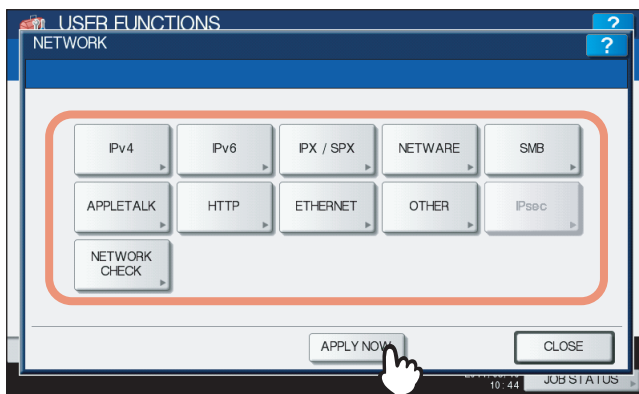


ENABLE LDAP — Press [ENABLE] to enable the LDAP network service, or [DISABLE] to disable it.

ENABLE IP FILTERING — Press [ENABLE] to enable the IP filtering function, or [DISABLE] to disable it.

ENABLE MAC ADDRESS FILTERING — Press [ENABLE] to enable the MAC address filtering function, or [DISABLE] to disable it.

4 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ IPsec (IP security) setting

When the IPsec Enabler (optional) is adopted, the encrypted communication is enabled using the IPsec (IP Security Protocol).

The following operations are available in this menu.

- Viewing the IPsec policy name currently applied
- Enabling / Disabling IPsec communication
- Flushing IPsec session

Tip

Settings required for IPsec such as entry of IPsec policies can be performed using TopAccess. For details, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.

Note

[IPsec] is available only when the IPsec Enabler (optional) is adopted.

1 Press [NETWORK] in the ADMIN menu (1/2).



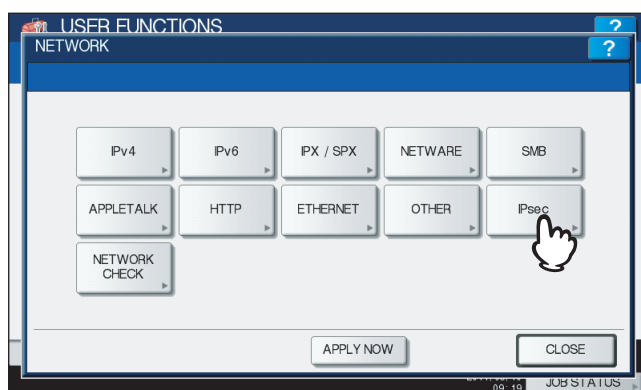
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

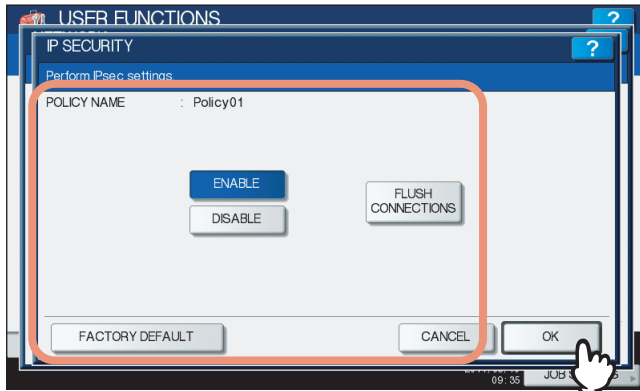
📖 P.75 “Entering Admin Menu”

2 Press [IPsec].



The IP SECURITY screen is displayed.

3 Specify the following items as required and press [OK].



POLICY NAME — IPsec policy name currently applied is displayed.

[ENABLE] — Press this button to enable IPsec communication.

[DISABLE] — Press this button to disable IPsec communication.

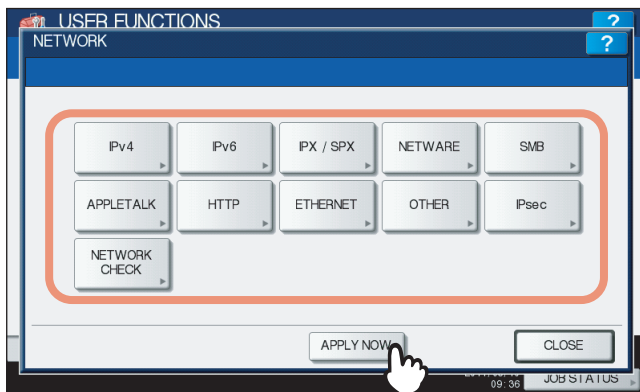
[FLUSH CONNECTIONS] — Press this button to manually clear (flush) the current IPsec session, for starting a new session.

[FACTORY DEFAULT] — Press this button to reset the IPsec settings back to the factory defaults.

Tip

When you press [FACTORY DEFAULT], a message asking you to perform the operation is displayed.

4 Continue to another network setting if required, then press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

■ Network check

Two functions are available in the Network Check menu.

You can use the ping function to check the connection status between this equipment and the servers on the network. You can also use the traceroute function to view and check the network path of the desired server.

1 Press [NETWORK] in the ADMIN menu (1/2).



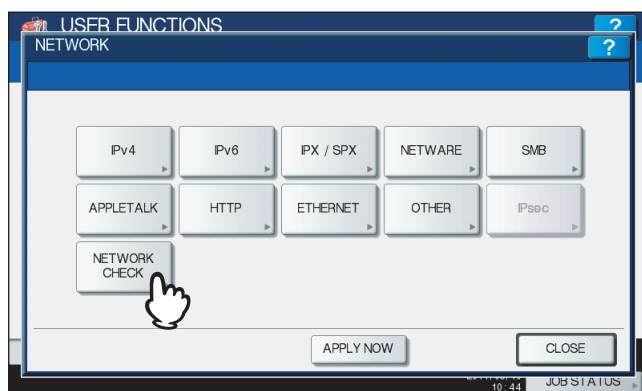
The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see the following page:

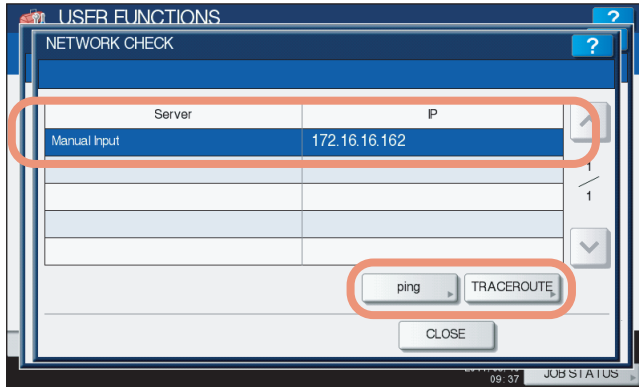
📖 P.75 “Entering Admin Menu”

2 Press [NETWORK CHECK].



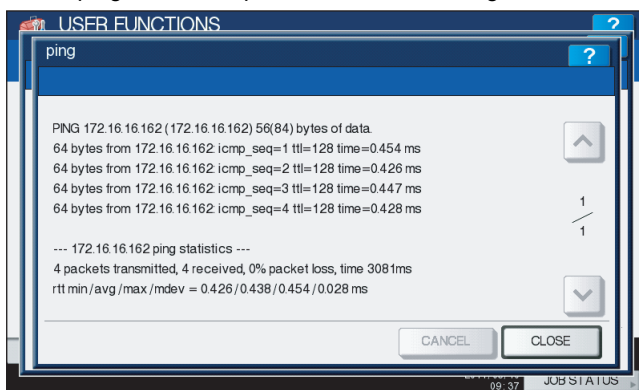
The NETWORK CHECK screen is displayed.

3 Select the server for which you want to check, and press [ping] or [TRACEROUTE].

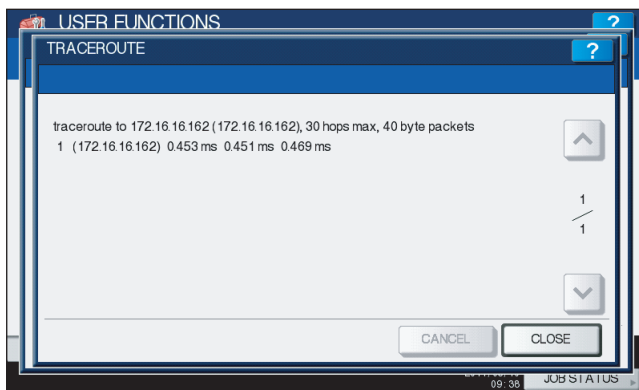


The check result is displayed.

When the ping function is performed, the following screen will be displayed.



When the traceroute function is performed, the following screen will be displayed.



Note

When the ping/traceroute command can reach a server, the IP address is displayed for the check result for the server. If the command cannot reach it for some reason, the host name is displayed instead of the IP address.

Tip

There are two ways to select the server you want to check.

To select the desired server from the server list displayed on the touch panel:

Checkable servers and supported protocols are as follows.

- Secondary DNS server (IPv4/IPv6)
- Primary DNS server (IPv4/IPv6)
- Primary WINS server (IPv4)
- Secondary WINS server (IPv4)
- SMTP server (IPv4/IPv6)
- POP3 server (IPv4/IPv6)
- Primary SNTTP server (IPv4/IPv6)
- Secondary SNTTP server (IPv4/IPv6)
- LDAP server 1
- LDAP server 2
- LDAP server 3
- LDAP server 4
- LDAP server 5
- Remote server 1
- Remote server 2

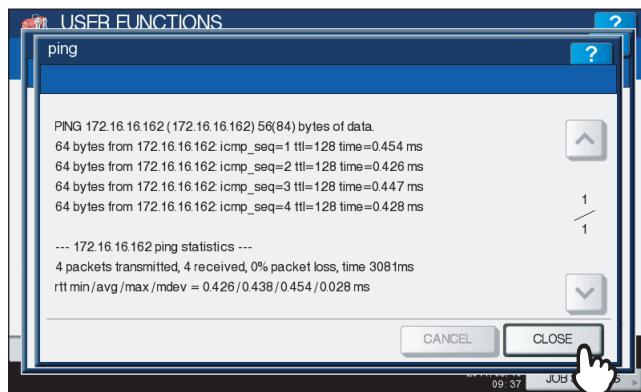
To designate the desired server manually:

Enter the server name, IPv4 address, or IPv6 address manually.

When you press the Manual Input column, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

Note

When you enter a WINS name for the network path of the remote server 1 / 2 in TopAccess "Save as file Setting", the network check function cannot be performed with those servers selected from the server list. In this case, designate the IP address of the remote server 1 / 2 manually to perform the network check function.

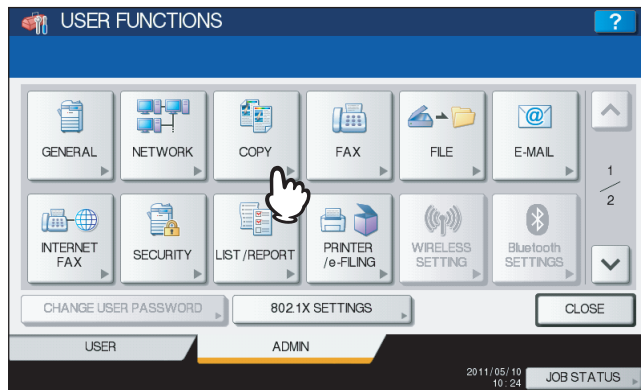
4 Press [CLOSE].

You will be returned to the NETWORK CHECK screen.

Setting Copy Functions

You can change the system behavior for the copy operation, such as the maximum number of copies, auto 2-sided mode, and the sort mode priority.

1 Press [COPY] in the ADMIN menu (1/2).



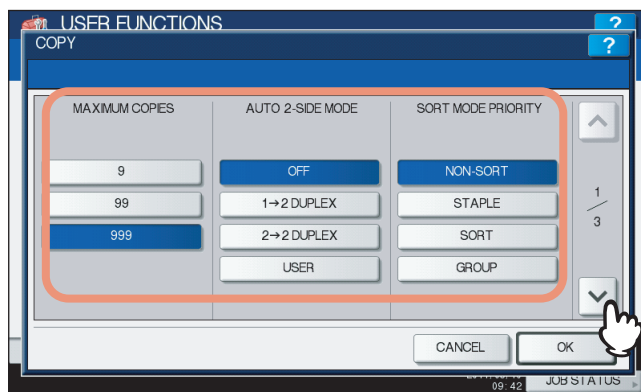
The COPY screen is displayed.

Tip

To display the ADMIN menu, see the following page:

P.75 “Entering Admin Menu”

2 Specify the following items as required and press .



MAXIMUM COPIES — Press the number button that indicates the maximum number of copies to be allowed.

Note

The maximum number of copies to be allowed is as follows:

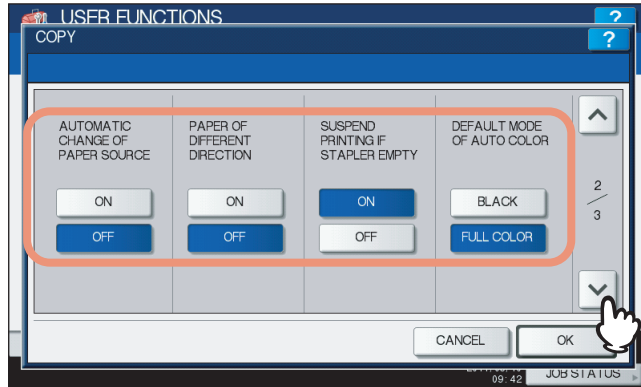
- For e-STUDIO6550C Series, e-STUDIO856 Series: 9999 copies
- For e-STUDIO4540C Series, e-STUDIO456 Series: 999 copies

AUTO 2-SIDE MODE — Press the button of the 2-Sided mode that initially applies to copy settings when originals are placed in the Automatic Document Feeder.

- [OFF] — When this button is selected, the initial setting of the 2-Sided mode will be [1 -> 1 SIMPLEX] when originals are placed in the Automatic Document Feeder.
- [1->2 DUPLEX] — When this button is selected, the initial setting of the 2-Sided mode will be [1 -> 2 DUPLEX] when originals are placed in the Automatic Document Feeder.
- [2->2 DUPLEX] — When this button is selected, the initial setting of the 2-Sided mode will be [2 -> 2 DUPLEX] when originals are placed in the Automatic Document Feeder.
- [USER] — When this button is selected, the screen to select the 2-Sided mode will be displayed when originals are placed in the Automatic Document Feeder.

SORT MODE PRIORITY — Select the default sort mode that is applied for copy jobs. If [STAPLE] is selected, the output is stapled on the upper left corner as the default. To staple copies, the optional finisher must be installed.

3 Specify the following items as required, and press .



AUTOMATIC CHANGE OF PAPER SOURCE — Selecting [ON] for this function allows the equipment to feed the same size of paper from a different drawer even if the specified drawer from which paper is being fed is empty. This function is always enabled when copy operations are performed using Automatic Paper Selection (APS). To learn more about APS, refer to the *Copying Guide “Chapter 3: BASIC COPY MODES”*.

Note

When an attribute other than “NONE” is set for a drawer, the Automatic Change of Paper Source function is disabled for the paper in this drawer.

For instructions on how to verify and/or change an attribute for a drawer, see the following page:

 P.31 “Setting Drawer”

PAPER OF DIFFERENT DIRECTION — Selecting [ON] for this function allows the equipment to feed the same size of paper that is set in a different direction if the drawer from which paper is being fed is empty.

Tip

Paper feeding when the drawer is out of paper during copying is as follows:

This is an example when the drawer for feeding paper is automatically changed while data is being copied on A4-size paper.

Options		Paper Feeding	
AUTOMATIC CHANGE OF PAPER SOURCE	PAPER OF DIFFERENT DIRECTION	Using Automatic Paper Selection (APS)	Specifying the drawer manually
ON	ON	A4 and A4-R paper are fed.	A4 and A4-R paper are fed.
ON	OFF	A4 paper is fed.	A4 paper is fed.
OFF	ON	—	—
OFF	OFF	—	—

SUSPEND PRINTING IF STAPLER EMPTY — When the stapler is empty during stapling in other than the saddle stitch mode, you can select whether to stop printing or not.

Selecting [ON] stops the job with stapling, while selecting [OFF] continues the job without stapling.

Note

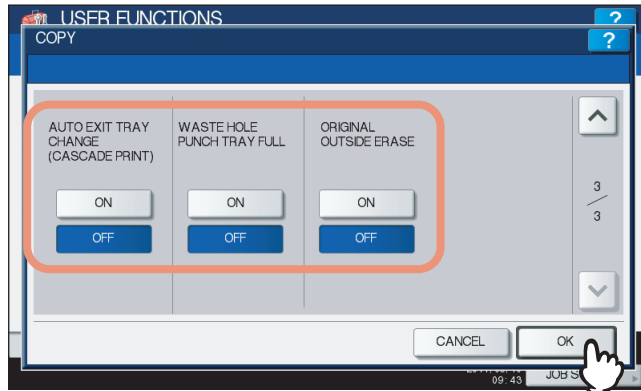
If the stapler is empty in the saddle stitch mode, printing stops.

DEFAULT MODE OF AUTO COLOR — Press the default color mode for auto color.

Note

[DEFAULT MODE OF AUTO COLOR] is available only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

4 Specify the following items as required, and press [OK].



AUTO EXIT TRAY CHANGE (CASCADE PRINT) — Selecting [ON] for this function allows the equipment to automatically change the output tray and continue printing when the one specified becomes full. When [OFF] is selected, the equipment will stop printing.

WASTE HOLE PUNCH TRAY FULL — Selecting [ON] for this function allows the equipment to continue printing without hole punches even when the punch dust box in the Hole Punch Unit (optional) becomes full. When [OFF] is selected, the equipment will stop printing.

ORIGINAL OUTSIDE ERASE — Selecting [ON] enables you to use this function by default.

Setting Fax Functions

If the FAX Unit and the 2nd Line for FAX Unit (both units are optional) are not installed, only the following option is available: "Discard and Reduction Print" option for RX Print. For details on other fax options, refer to the **GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit "Chapter 6: SETTING ITEMS"**.

Tips

- If the FAX Unit (optional) is not installed, the setting items in this menu are applied to received Internet Fax jobs.
- For the e-STUDIO456 Series or e-STUDIO856 Series, [FAX] in the ADMIN menu is available only when the Scanner Kit (optional) or Printer/Scanner Kit (optional) is installed.

2

■ Setting the discard and reduction print option for the RX print

Set print settings for received Internet Fax originals that are to be printed. Two print settings are available: discard print and reduction print.

Discard Print: ON, OFF

- ON (default setting):
When originals are up to 10 mm larger than the printing area, the area of the originals that exceeds the paper printing area is discarded.
- OFF: The received original is printed on two sheets of paper if its length exceeds the paper printing area.
* For DISCARD setting details, contact your service technician.

RX Reduction Print: ON, OFF

- ON (default setting):
If the received original is longer than the recording paper, it will be vertically reduced to 90% to fit on the recording paper.
- OFF: The received original is printed on two sheets of paper if its length exceeds the paper printing area.

1 Press [FAX] in the ADMIN menu (1/2).

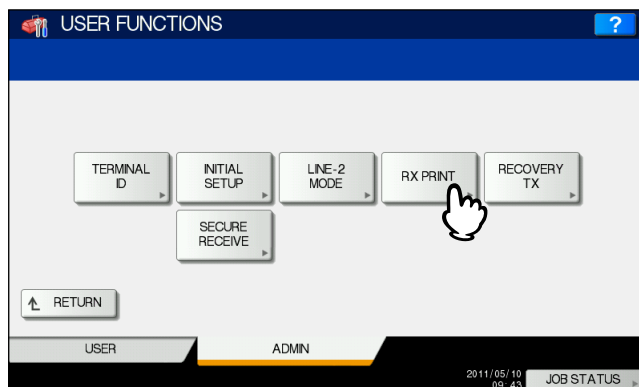


The FAX menu is displayed.

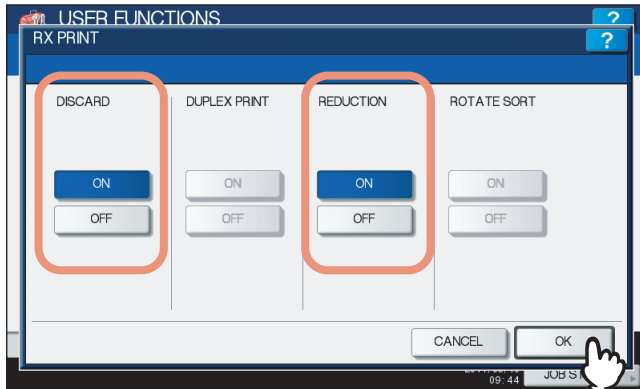
Tip

To display the ADMIN menu, see the following page:
 ⓘ P.75 "Entering Admin Menu"


2 Press [RX PRINT].



The RX PRINT screen is displayed.

3 Press [ON] or [OFF] for each item as required and press [OK].

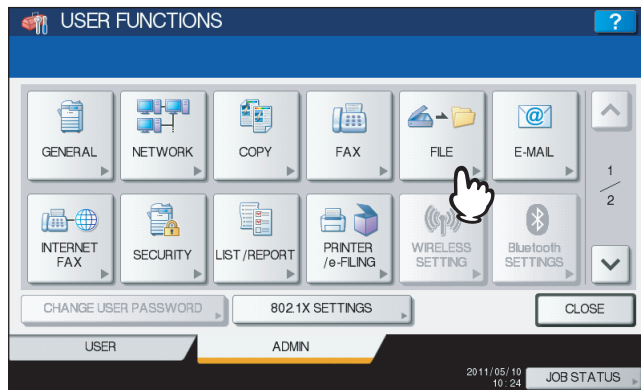
The registered items can be confirmed in FUNCTION LIST.

 P.253 "FUNCTION LIST (Administrator)"

Setting File Functions

This function allows you to automatically delete files stored by the Scan to File operation. This function is used to periodically delete stored files in local storage to maintain available hard disk space.

1 Press [FILE] in the ADMIN menu (1/2).



The MAINTENANCE screen is displayed.

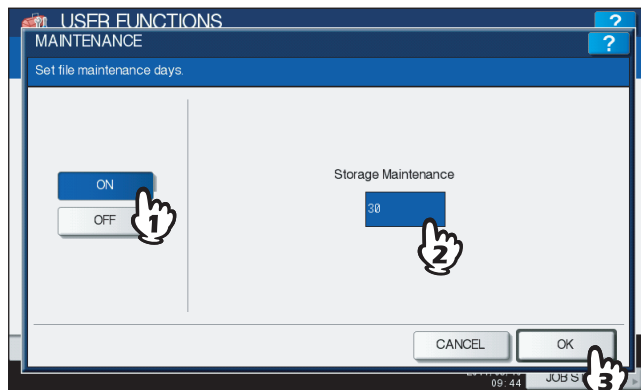
Tip

To display the ADMIN menu, see the following page:

P.75 "Entering Admin Menu"

2 Enable the storage maintenance function and complete the setting.

- 1) Press [ON].
- 2) Using the digital keys, enter the number of days that the system will preserve files before deleting them. You can enter 1 to 99 days. To correct the value, press the [CLEAR] button on the control panel to delete the input value and re-enter the number of days.
- 3) Press [OK].



Tip

When you press [OFF], press [OK] to complete the setting.

Setting E-mail Functions

This function allows you to set the following items.

Note

For the e-STUDIO456 Series or e-STUDIO856 Series, [E-MAIL] is available only when the Scanner Kit (optional) or Printer/Scanner Kit (optional) is installed.

- **E-mail Message Properties**

You can configure the following message properties of e-mail documents that will be sent by the Scan to E-mail operation.

- FROM ADDRESS
- FROM NAME
- SUBJECT
- BODY

- **Scan to E-mail Fragmentation**

You can send a Scan to E-mail job split into the fragment size specified. This option can reduce transmission errors caused by network traffic problems.

- **E-mail Body String Transmission**

You can specify whether the body string will be transmitted or not.

1 Press [E-MAIL] in the ADMIN menu (1/2).



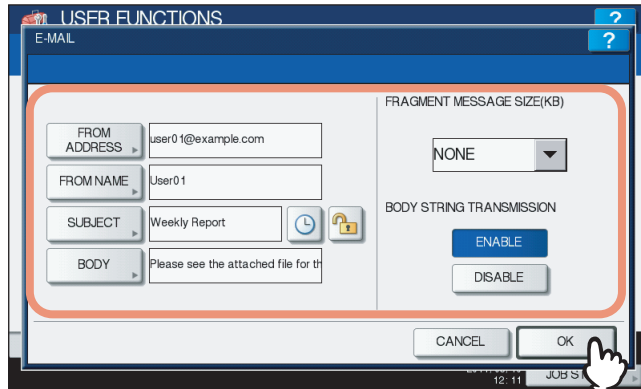
The E-MAIL screen is displayed.

Tip

To display the ADMIN menu, see the following page:

📖 P.75 "Entering Admin Menu"




2 Specify the following items as required and press [OK].




[FROM ADDRESS] — Press this button to enter the e-mail address of this equipment.

[FROM NAME] — Press this button to enter the identification name of this equipment.

[SUBJECT] — Press this button to set the default e-mail subject. The E-MAIL SUBJECT screen appears. For details of this screen, see “Operations in the E-MAIL SUBJECT screen” below.

[Date/Time Added] — Press this icon to switch it from  to  or vice versa. Display  to add the current date and time to the subject.

Display  to deactivate this setting.

[Subject Changed] — Press this icon to switch it from  to  or vice versa. Display  to enable a user to edit the subject.

Display  to deactivate this setting.

[BODY] — Press this button to enter the body message.

FRAGMENT MESSAGE SIZE (KB) — Select the desired fragment size from the drop-down list. Press [NONE] to disable the fragmentation.

BODY STRING TRANSMISSION — Press [ENABLE] to enable the body string transmission, or [DISABLE] to disable the body string transmission.

Note

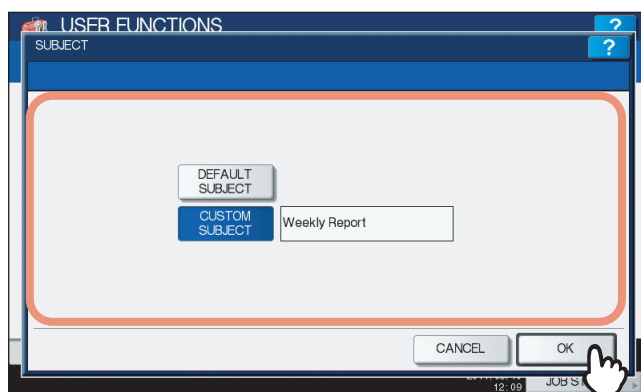
To enable Scan to E-mail, you must enter an e-mail address in the [FROM ADDRESS] box.

Tip

When you press each button ([FROM ADDRESS], [FROM NAME] and [BODY]), the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

Operations in the E-MAIL SUBJECT screen

Select the default subject or your desired one, and press [OK]. When you press [OK], you will be returned to the E-MAIL screen.



[DEFAULT SUBJECT] — Press this button to set the default subject.

[CUSTOM SUBJECT] — Press this button to specify the desired subject. When you press this button, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. Up to 128 alphanumeric characters can be entered for the subject. You can also use the digital keys on the control

panel to enter numerals.

Setting Internet Fax Functions

This function allows you to set the following items.

Note

For the e-STUDIO456 Series or e-STUDIO856 Series, [INTERNET FAX] is available only when the Scanner Kit (optional) or Printer/Scanner Kit (optional) is installed.

2

- **Internet Fax Message Properties**

You can configure the following message properties of Internet Faxes that will be sent by Internet Fax transmission.

- FROM ADDRESS
- FROM NAME
- BODY

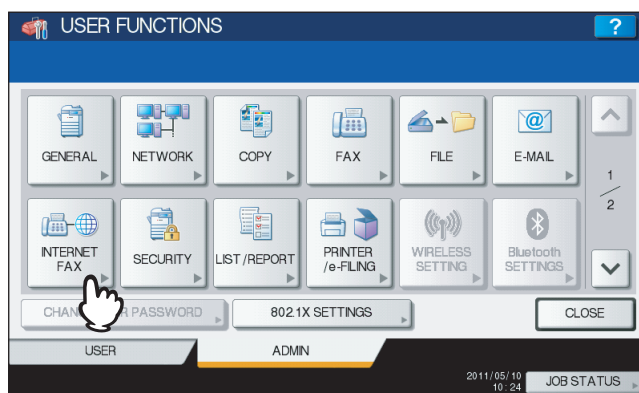
- **Internet Fax Fragmentation**

You can send the Internet Fax job split into the fragment size specified. This option can reduce transmission errors caused by network traffic problems.

- **Internet Fax Body String Transmission**

You can specify whether the body string will be transmitted or not.

1 Press [INTERNET FAX] in the ADMIN menu (1/2).



The INTERNET FAX screen is displayed.

Tip

To display the ADMIN menu, see the following page:

📖 P.75 "Entering Admin Menu"

2 Specify the following items as required and press [OK].

[FROM ADDRESS] — Press this button to enter the e-mail address of this equipment.

[FROM NAME] — Press this button to enter the identification name of this equipment.

[BODY] — Press this button to enter the body message.

FRAGMENT PAGE SIZE (KB) — Select the desired fragment size from the drop-down list. Press [NONE] to disable the fragmentation.

BODY STRING TRANSMISSION — Press [ENABLE] to enable the body string transmission, or [DISABLE] to disable the body string transmission.

Note

To enable Internet Fax, you must enter an e-mail address to the [FROM ADDRESS] box.

Tip

When you press each button ([FROM ADDRESS], [FROM NAME] and [BODY]), the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

Setting Security Functions

This menu allows you to perform the following operations:

- P.177 “Managing certificates”
- P.185 “Setting secure PDF”
- P.187 “Performing the integrity check”

2

■ Managing certificates

This menu allows you to import device certificates and CA certificates, and also export device certificates.

1 Press [SECURITY] in the ADMIN menu (1/2).



The SECURITY menu is displayed.

Tip

To display the ADMIN menu, see the following page:

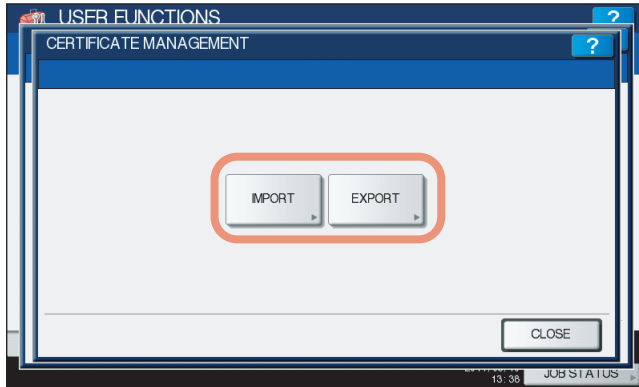
• P.75 “Entering Admin Menu”

2 Press [CERTIFICATE MANAGEMENT].



The CERTIFICATE MANAGEMENT screen is displayed.

3 Continue the operation that you require.



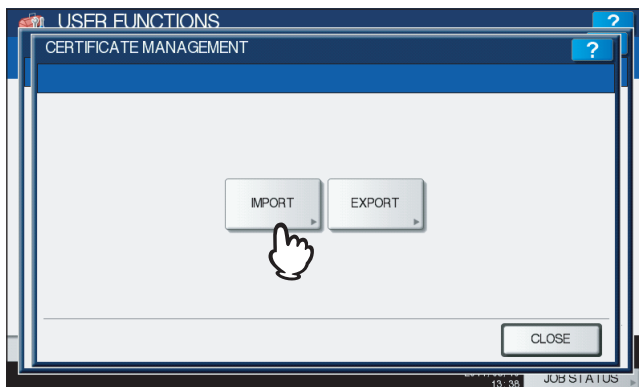
- 📖 P.178 "Importing the device certificate"
- 📖 P.181 "Importing the CA certificate"
- 📖 P.183 "Exporting the device certificate"

Tip

When importing certificates into the equipment, store the files that you want to import in the root directory of your USB storage device in advance.

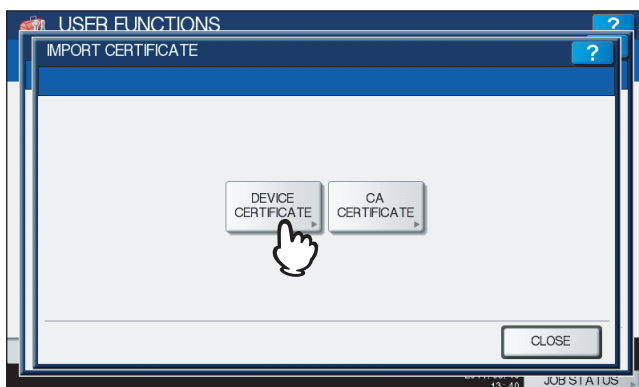
Importing the device certificate

1 Press [IMPORT].



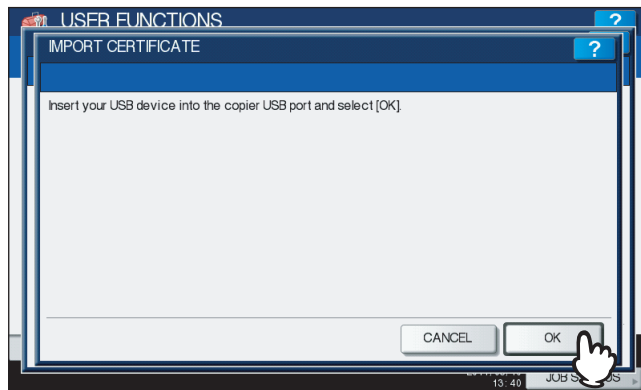
The IMPORT CERTIFICATE screen is displayed.

2 Press [DEVICE CERTIFICATE].



A message appears prompting you to insert the USB media.

3 Connect your USB storage device in which the device certificates are stored to the USB port on the equipment, and [OK].

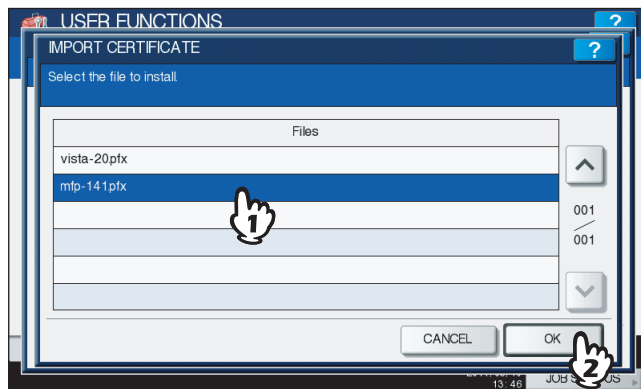


The screen for choosing a file is displayed.

Tip

For the location of the USB port on the equipment, refer to the *Quick Start Guide "Chapter 1: PREPARATIONS"*.

4 Select the certificate that you want to import, and press [OK].

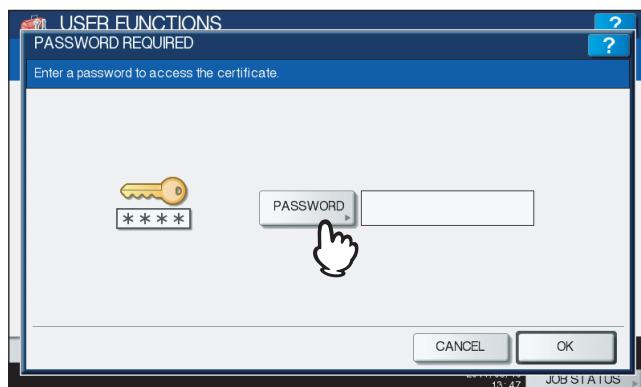


- When the file extension is ".pfx" or ".p12", the PASSWORD REQUIRED screen will be displayed. Proceed to the next step.
- When the file extension is any other than above, importing the certificate will begin. Proceed to step 8.

Note

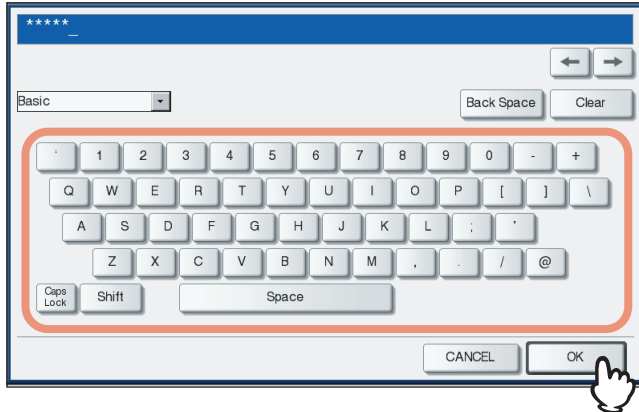
Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 Press [PASSWORD].



The on-screen keyboard is displayed.

6 Enter the password and press [OK].



- The input password appears as asterisks (*). You can also use the digital keys on the control panel to enter numerals.
- You will be returned to the PASSWORD REQUIRED screen.

7 Press [OK].

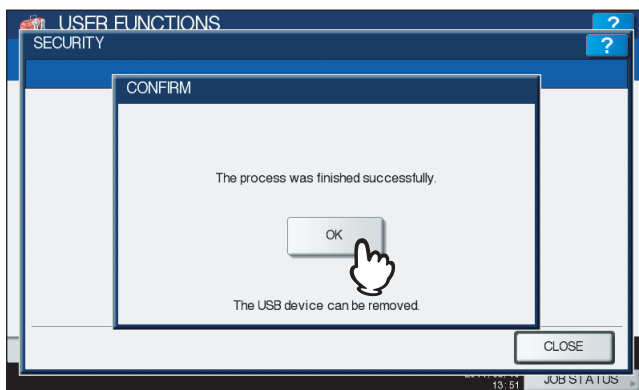


Importing the certificate begins.

Note

Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

8 When importing the certificate is complete, press [OK].

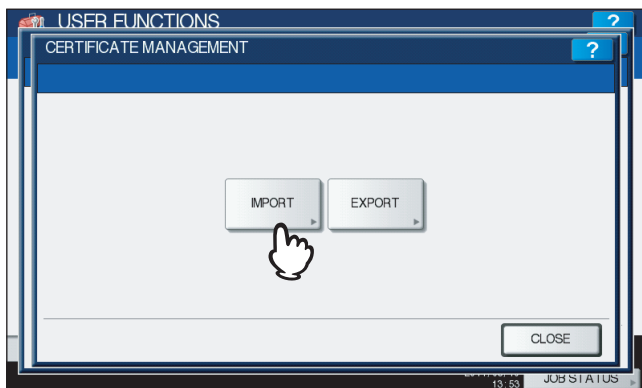


You will be returned to the SECURITY screen.

9 Disconnect the USB storage device from the USB port on the equipment.

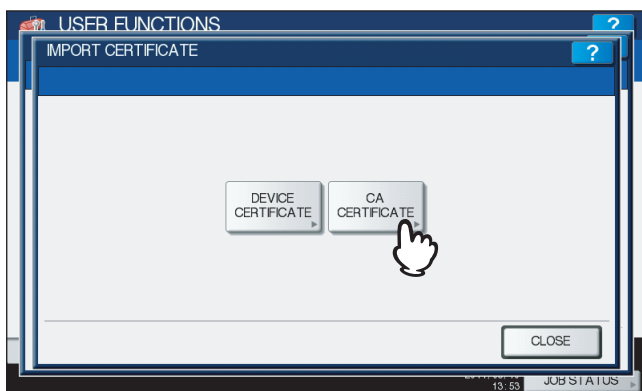
Importing the CA certificate

1 Press [IMPORT].



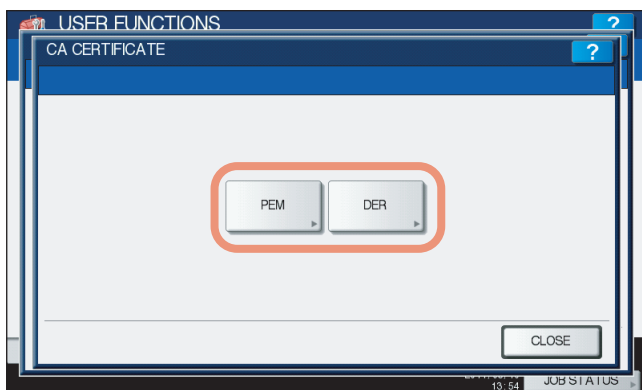
The IMPORT CERTIFICATE screen is displayed.

2 Press [CA CERTIFICATE].



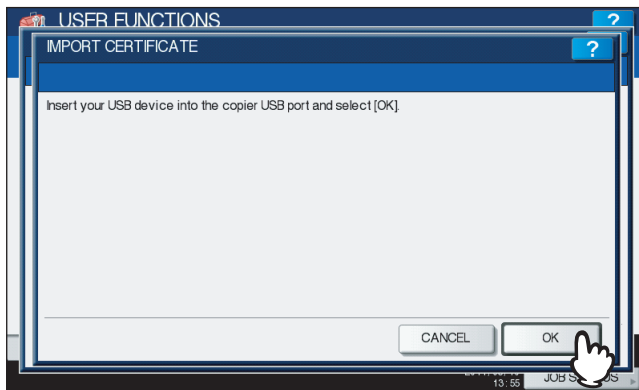
The CA CERTIFICATE screen is displayed.

3 Select the encoding method for the CA certificate.



A message appears prompting you to insert the USB media.

- 4** Connect your USB storage device in which the CA certificates are stored to the USB port on the equipment, and [OK].

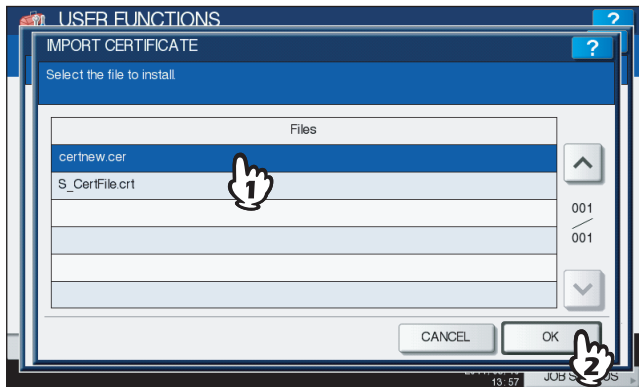


The screen for choosing a file is displayed.

Tip

For the location of the USB port on the equipment, refer to the *Quick Start Guide "Chapter 1: PREPARATIONS"*.

- 5** Select the certificate that you want to import, and press [OK].

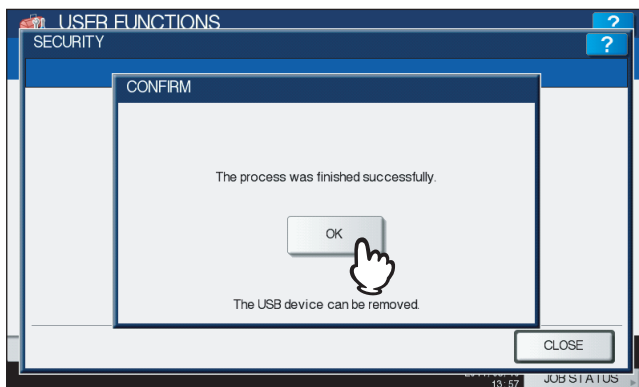


Importing the certificate begins.

Note

Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

- 6** When importing the certificate is complete, press [OK].



You will be returned to the SECURITY screen.

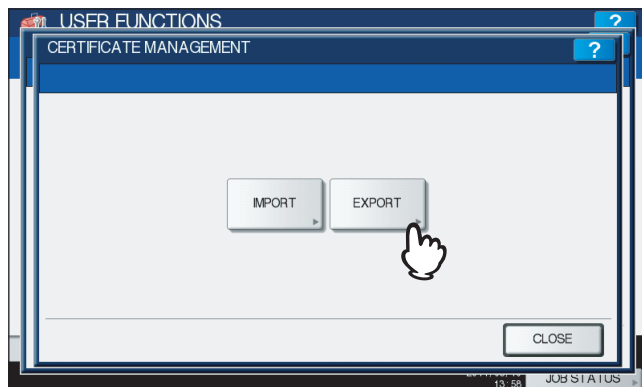
- 7** Disconnect the USB storage device from the USB port on the equipment.

Exporting the device certificate

Tip

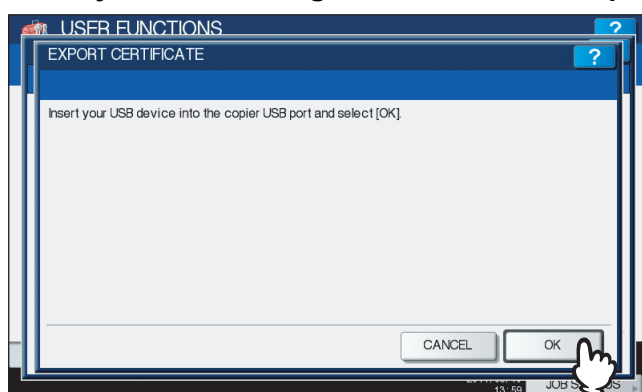
The file extension for exporting the device certificate is PEM (.crt).

1 Press [EXPORT].



A message appears prompting you to insert the USB media.

2 Connect your USB storage device to the USB port on the equipment, and press [OK].

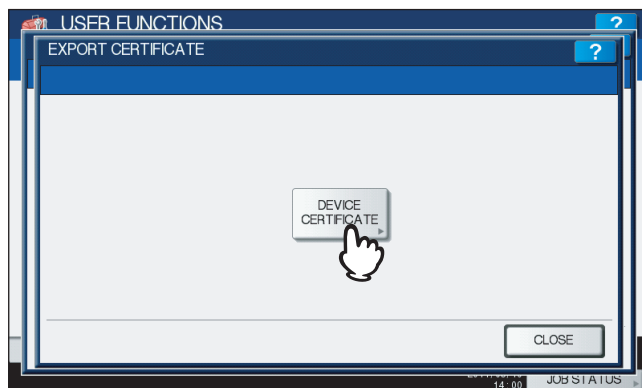


The EXPORT CERTIFICATE screen is displayed.

Tip

For the location of the USB port on the equipment, refer to the *Quick Start Guide "Chapter 1: PREPARATIONS"*.

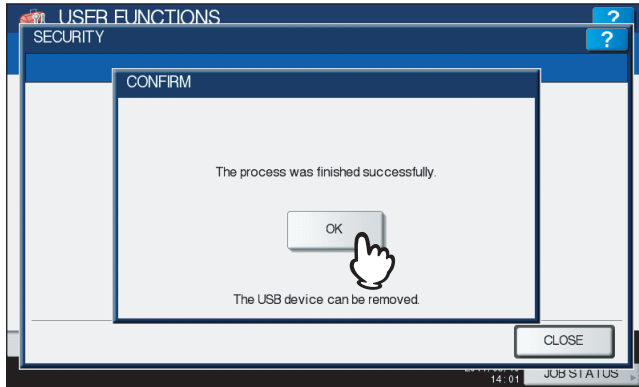
3 Press [DEVICE CERTIFICATE].



Exporting the certificate begins.

Note

Do not disconnect the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

4 When exporting the certificate is complete, press [OK].

You will be returned to the SECURITY screen.

5 Disconnect the USB storage device from the USB port on the equipment.

■ Setting secure PDF

You can configure the default values for the encryption setting that is applied when data scanned on this equipment is generated as a secure PDF file. You can also configure whether or not to use the forced encryption mode.

Tip

This setting is applied to operations for “Scan to File or USB” and “Scan to E-mail”.

1 Press [SECURITY] in the ADMIN menu.



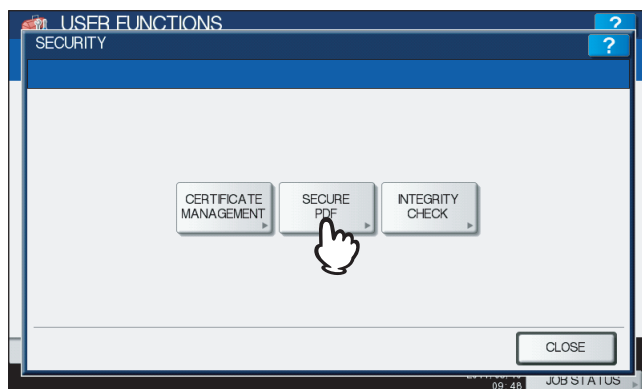
The SECURITY screen is displayed.

Tip

To display the ADMIN menu, see the following page:

📖 P.75 “Entering Admin Menu”

2 Press [SECURE PDF].



The SECURE PDF screen is displayed.

3 Specify the following items as required and press [OK].



[USER PASSWORD] — Press this button to enter a password required to open a secure PDF file. No user password is initially set.

USE AUTHENTICATION CODE AS PASSWORD — Press [ENABLE] to use a user authentication user name for [USER PASSWORD] or [DISABLE] to use a password entered in the [USER PASSWORD] box.

[MASTER PASSWORD] — Press this button to enter a password required to change the security setting of a secure PDF file. No master password is initially set.

ENCRYPTION LEVEL — Select the encryption level for a secure PDF file.

- **128bit AES** — The encryption level compatible for Acrobat 7.0, PDF V1.6 is set.
- **128bit RC4** — The encryption level compatible for Acrobat 5.0, PDF V1.4 is set.
- **40bit RC4** — The encryption level compatible for Acrobat 3.0, PDF V1.1 is set.

FORCED ENCRYPTION — Press [ENABLE] to allow this equipment to output only secure PDF files when data scanned are generated and output. Press [DISABLE] to allow this equipment to output file formats (JPEG, TIFF, etc.) other than the secure PDF.



AUTHORITY — Select the authority for a secure PDF file.

- **PRINT**— Printing is allowed.
- **CHANGE**— Changing the document is allowed.
- **EXTRACT**— Content Copying or Extraction is allowed.
- **ACCESSIBILITY**— Content Extraction for Accessibility is allowed.

Tip

When you press each button ([USER PASSWORD] and [MASTER PASSWORD]), the on-screen keyboard is displayed. Enter a value using the keyboard and digital keys, and press [OK] to set the entry.

Notes

- Different passwords must be set for [USER PASSWORD] and [MASTER PASSWORD].
- Enter 1 to 32 alphanumeric characters for [USER PASSWORD] and [MASTER PASSWORD]. The input password appears as asterisks (*).
- When the lock icon next to the [USER PASSWORD] box is highlighted (), the user cannot change the password.
- When the lock icon next to the [MASTER PASSWORD] box is highlighted (), the user cannot change the encryption level or authority.
- If “40bitRC4” is selected and either “Extract” or “Accessibility” is selected or deselected, both settings are enabled or disabled accordingly.
- When you select [ENABLE] for the Forced Encryption mode, outputting file formats (JPEG, TIFF, etc.) other than secure PDF is prohibited. Furthermore, the following Scan to File operations which cannot generate secure PDFs will be unavailable.
 - Copy & File
 - Fax & File
 - Internet Fax & File
 - Network Fax & File

■ Performing the integrity check

This menu allows you to perform the following integrity check operations.

- [MINIMUM]
Selecting [MINIMUM] checks the execution code to run the security function and the data to which the security execution code refers.
- [FULL]
Selecting [FULL] checks all execution codes and the data to which the security execution code refers.

1 Press [SECURITY] in the ADMIN menu (1/2).

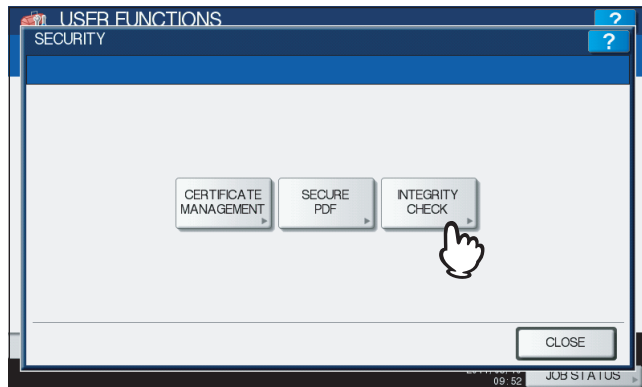


The SECURITY menu is displayed.

Tip

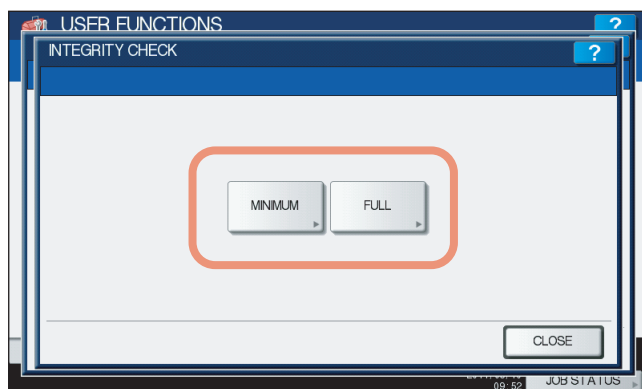
To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

2 Press [INTEGRITY CHECK].



The INTEGRITY CHECK screen is displayed.

3 Continue the operation that you require.

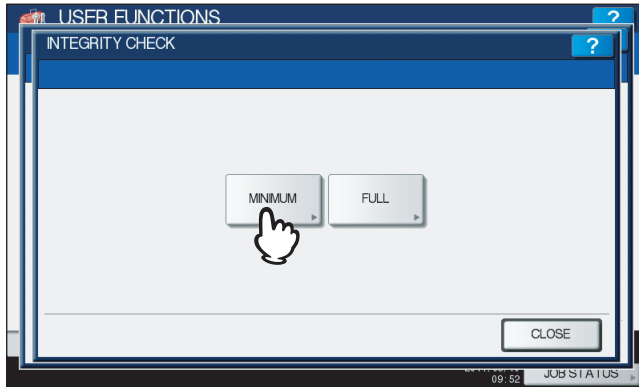


P.188 "Checking the minimum required data"

P.189 "Checking all data"

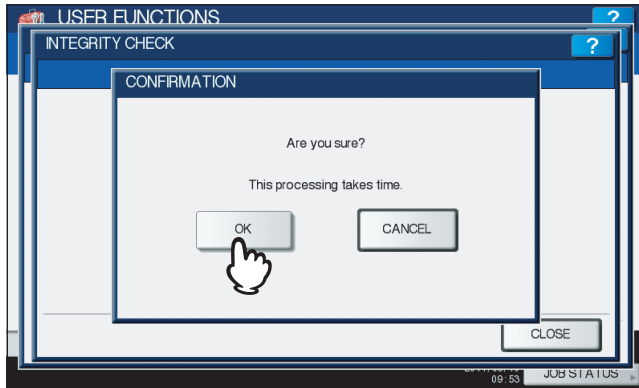
Checking the minimum required data

1 Press [MINIMUM].



The message “Are you sure ?” is displayed in the CONFIRMATION screen.

2 Press [OK].

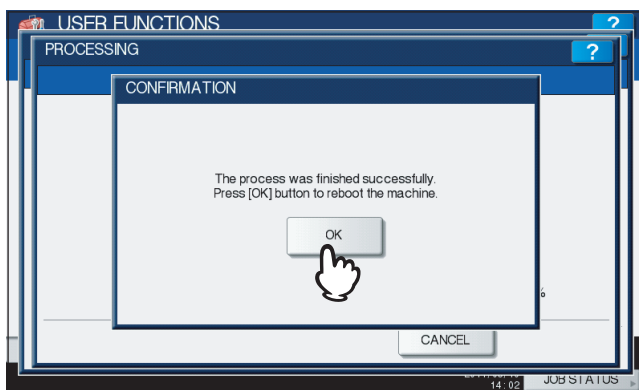


When the integrity check is complete, the message “The process was finished successfully” will be displayed in the CONFIRMATION screen.

Notes

- It may take a long time to complete the integrity check.
- When you press [OK] in the above screen while jobs are being processed, the message “Process cannot be performed while Job is processing or Admin function is in progress.” will be displayed in the CAUTION screen. In this case, press [CLOSE], and wait until processing is complete, and then perform the operation again.
- If an error, such as illegally modified data, is detected, the service call screen will be displayed. In this case, contact your service representative.

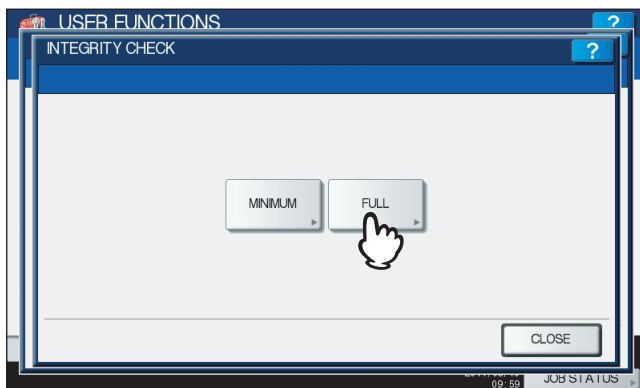
3 Press [OK] to reboot the equipment.



The equipment is now rebooted.

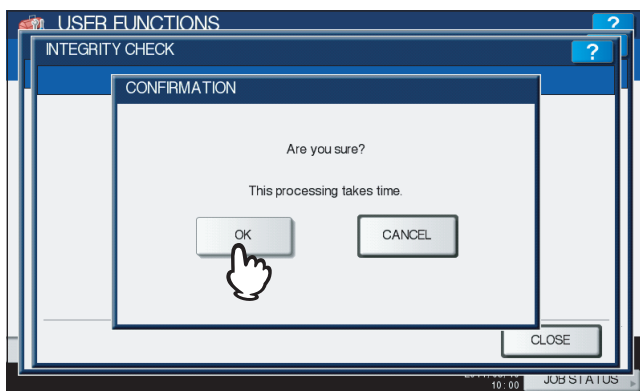
Checking all data

1 Press [FULL].



The message “Are you sure ?” is displayed in the CONFIRMATION screen.

2 Press [OK].

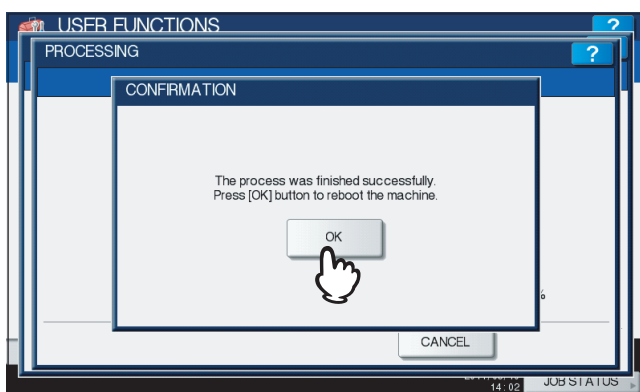


When the integrity check is complete, the message “The process was finished successfully” will be displayed in the CONFIRMATION screen.

Notes

- It may take a long time to complete the integrity check.
- When you press [OK] in the above screen while jobs are being processed, the message “Process cannot be performed while Job is processing or Admin function is in progress.” will be displayed in the CAUTION screen. In this case, press [CLOSE], and wait until processing is complete, and then perform the operation again.
- If an error, such as illegally modified data, is detected, the service call screen will be displayed. In this case, contact your service representative.

3 Press [OK] to reboot the equipment.



The equipment is now rebooted.

Setting List/Report

This menu allows you to make required settings for printing the following reports:

- **Transmission / Reception Journal**

There are two types of journals available on this equipment. Journals can be printed either automatically or manually. This function allows you to set auto-print for the journals, and the number of transactions appears in the journal list.

Tip

The old journals will be deleted and only the specified number of journals beginning with the newest one will be printed. The most recent 100 journals can be exported as a file from TopAccess administrator mode.

- **Communication Report**

The communication report allows you to print a report after every transmission. Reports can be printed automatically only. This function allows you to select the conditions for printing communication reports for each transmission type separately.

- **Reception List**

The reception list allows you to print a reception list after receiving a document to a mailbox on this equipment. This function allows you to enable or disable printing a reception list for the following mailbox transmissions:

- Relay Station — Receiving a relay transmission from an originator as a relay hub.
- Local — Reserving a document to a mailbox within this equipment locally.
- Remote — Reserving a document to a mailbox within this equipment remotely from another facsimile.

1 Press [LIST/REPORT] in the ADMIN menu (1/2).



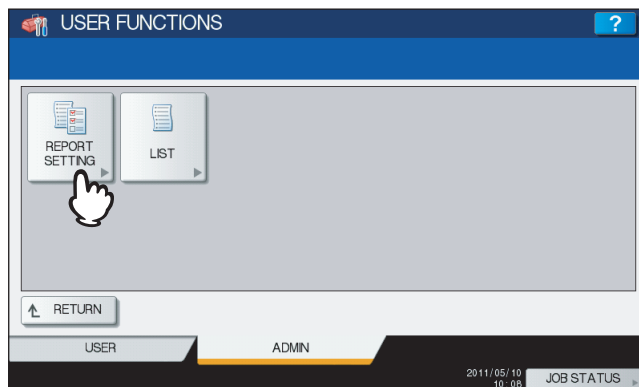
The LIST/REPORT menu is displayed.

Tip

To display the ADMIN menu, see the following page:

📖 P.75 “Entering Admin Menu”

2 Press [REPORT SETTING].



The REPORT SETTING menu is displayed.

3 Continue the operation that you require.



- P.191 "Setting the transmission / reception journal"
- P.192 "Setting the communication report"
- P.194 "Setting the reception list"

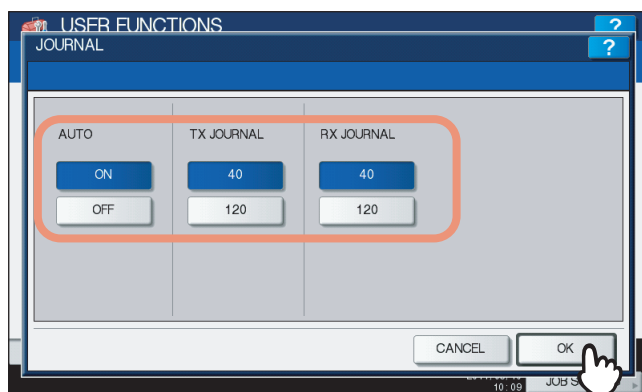
Setting the transmission / reception journal

1 Press [JOURNAL].



The JOURNAL screen is displayed.

2 Specify the following items as required and press [OK].



AUTO — Press [ON] to enable printing the transmission and reception journals automatically. When you enable this option, the transmission and reception journals will be printed when specified numbers of transmissions are completed.

TX JOURNAL — Press the number button to specify the number of transmissions that will be printed in a transmission journal.

RX JOURNAL — Press the number button to specify the number of receptions that will be printed in a reception journal.

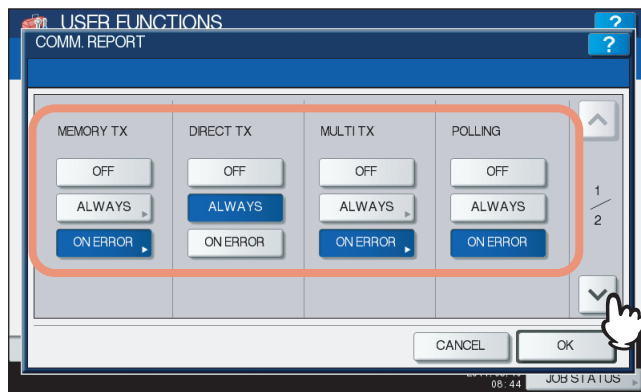
Setting the communication report

1 Press [COMM. REPORT].



The COMM. REPORT screen is displayed.

2 Specify the conditions for each transmission type and press .



[OFF] — Press this button to disable printing the communication report.

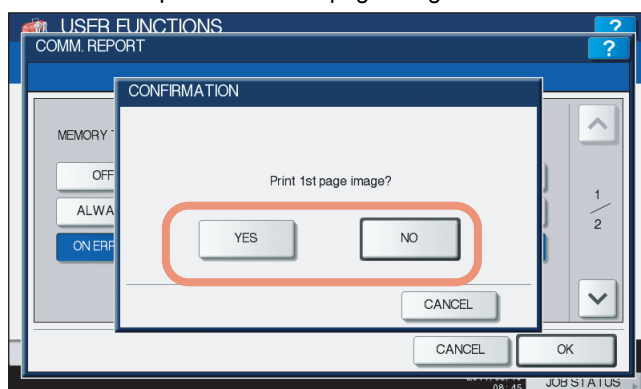
[ALWAYS] — Press this button to print a communication report for every transmission.

[ON ERROR] — Press this button to print a communication report only when an error occurs.

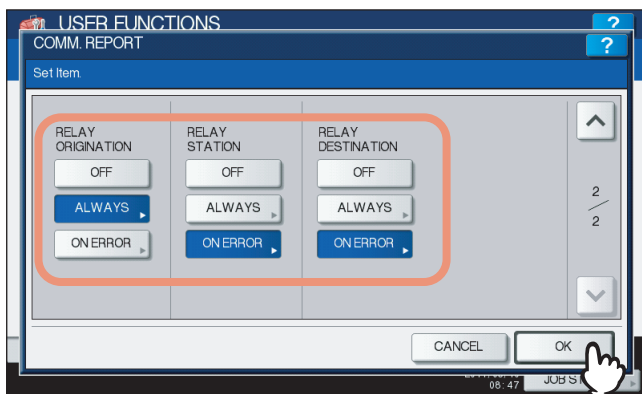
Note

The DIRECT TX and POLLING settings are available only when the FAX Unit (optional) is installed.

When you press [ALWAYS] or [ON ERROR] for MEMORY TX or MULTI TX, the “Print 1st page image?” message is displayed. Press [YES] to print the communication report with the first page image, or press [NO] to print the communication report without the page image.



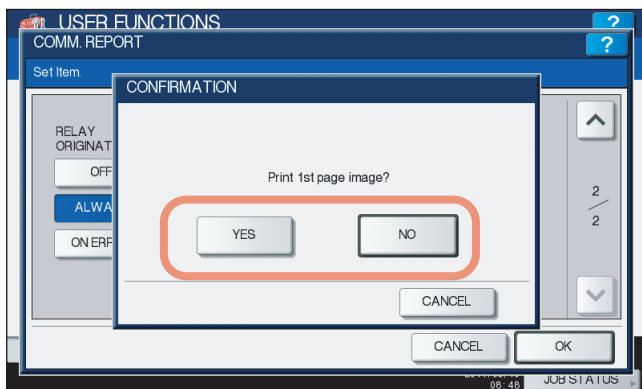
3 Specify the conditions for each transmission type and press [OK].



Note

The RELAY ORIGINATION, RELAY STATION and RELAY DESTINATION settings are available only when the FAX Unit (optional) is installed.

When you press [ALWAYS] or [ON ERROR] for each transmission type, the “Print 1st page image?” message is displayed. Press [YES] to print the communication report with the first page image, or press [NO] to print the communication report without the page image.



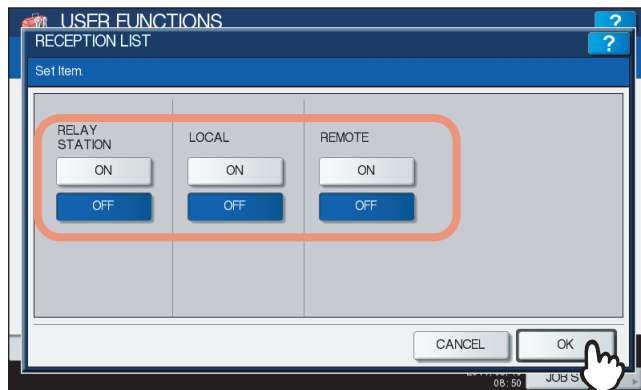
Setting the reception list

1 Press [RECEPTION LIST].



The RECEPTION LIST screen is displayed.

2 Specify whether the reception list will be printed for each transmission and press [OK].



RELAY STATION — Select [ON] to print the reception list when receiving a relay transmission from an originator.

LOCAL — Select [ON] to print the reception list when reserving a document to a mailbox within the machine locally.

REMOTE — Select [ON] to print the reception list when receiving a document to a mailbox within the machine remotely from another facsimile.

Printing Lists

This menu allows you to print NIC CONFIGURATION PAGE, FUNCTION LIST, PS3 FONT LIST, and PCL FONT LIST.

* For examples of each list format, see the following page:

📖 P.246 "List Print Format"

1 Press [LIST/REPORT] in the ADMIN menu (1/2).



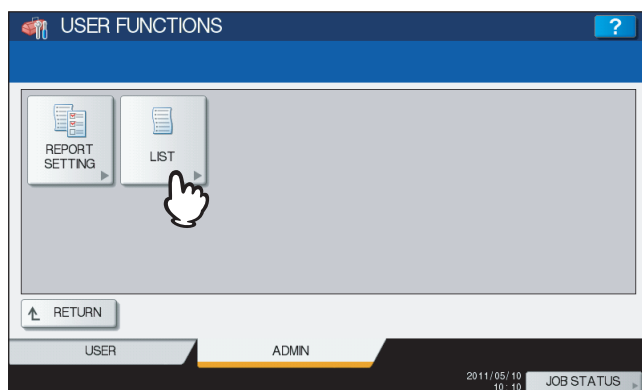
The LIST/REPORT screen is displayed.

Tip

To display the ADMIN menu, see the following page:

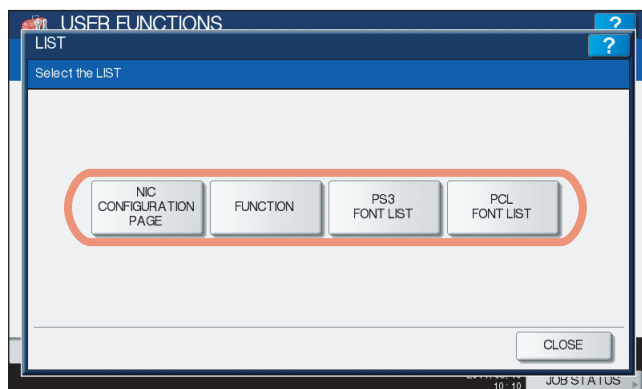
📖 P.75 "Entering Admin Menu"

2 Press [LIST].



The LIST screen is displayed.

3 Press the button for the list that you want to print.

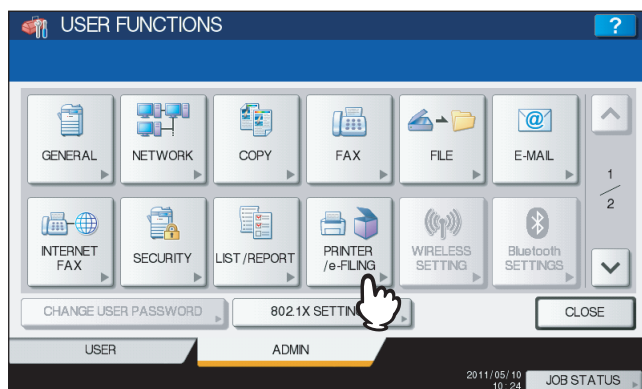


The selected list is printed.

Setting Printer/e-Filing Functions

This menu allows you to make settings for the printer and e-Filing functions that will apply to the print jobs or e-Filing jobs.


1 Press [PRINTER/e-FILING] in the ADMIN menu (1/2).



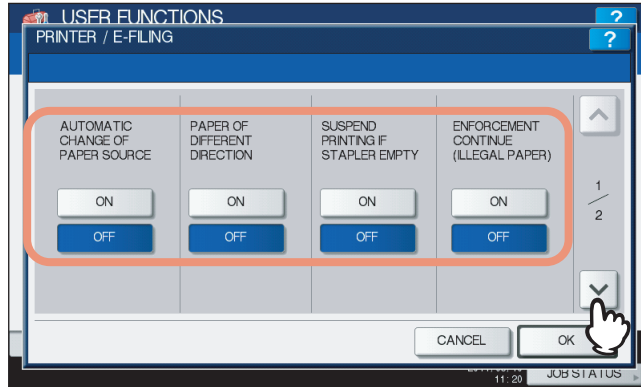
The PRINTER/E-FILING screen is displayed.

Tip

To display the ADMIN menu, see the following page:

 P.75 "Entering Admin Menu"

2 Specify the following items as required and press .



AUTOMATIC CHANGE OF PAPER SOURCE — Selecting [ON] for this function allows the equipment to feed the same size of paper from a different drawer even if the specified drawer from which paper is being fed is empty. This function is always enabled when print operations are performed by selecting [Auto] for the paper source on the print dialog box. For more information about the print dialog box, refer to the *Printing Guide* “Chapter 2: PRINTING FROM WINDOWS” and “Chapter 3: PRINTING FROM Macintosh”.

PAPER OF DIFFERENT DIRECTION — Selecting [ON] for this function allows the equipment to feed the same size of paper that is set in a different direction if the drawer from which paper is being fed is empty.

Tip

Paper feeding when the drawer is out of paper during printing is as follows:

This is an example when the drawer for feeding paper is automatically changed while data is being printed on A4-size paper.

Options		Paper Feeding	
AUTOMATIC CHANGE OF PAPER SOURCE	PAPER OF DIFFERENT DIRECTION	Selecting [Auto] for the paper source	Specifying the drawer manually
ON	ON	A4 and A4-R paper are fed.	A4 and A4-R paper are fed.
ON	OFF	A4 paper is fed.	A4 paper is fed.
OFF	ON	—	—
OFF	OFF	—	—

SUSPEND PRINTING IF STAPLER EMPTY — When the stapler is empty during stapling in other than the saddle stitch mode, you can select whether to stop printing or not.

Selecting [ON] stops the job with stapling, while selecting [OFF] continues the job without stapling.

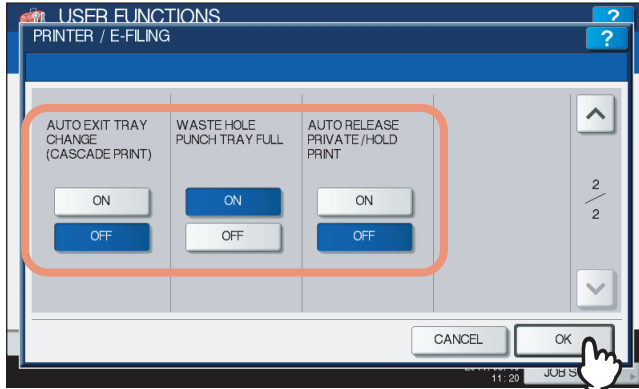
Note

If the stapler is empty in the saddle stitch mode, printing stops.

ENFORCEMENT CONTINUE (ILLEGAL PAPER) — When paper whose size or type does not allow it to exit is included in the second or later page of a printing job, you can select whether to change the output tray automatically and continue printing.

Selecting [ON] automatically changes it and continues printing, while selecting [OFF] stops printing.

3 Specify the following items as required, and press [OK].



AUTO EXIT TRAY CHANGE (CASCADE PRINT) — Selecting [ON] for this function allows the equipment to automatically change an output tray and continue printing when the output tray you specified becomes full. When [OFF] is selected, the equipment will stop printing in that case.

WASTE HOLE PUNCH TRAY FULL — Selecting [ON] for this function allows the equipment to continue printing without hole punches even when punch dust in the Hole Punch Unit (optional) becomes full. When [OFF] is selected, the equipment will stop printing in that case.

AUTO RELEASE PRIVATE/HOLD PRINT — Selecting [ON] for this function allows the equipment to automatically print Private Print jobs and Hold Print jobs when a user who sent those jobs logs into the equipment. When [OFF] is selected, operations on the touch panel are required to print them.

For details on Private Print jobs and Hold Print jobs, refer to the following chapters of the *Printing Guide*.

- Chapter 2: PRINTING FROM WINDOWS
- Chapter 3: PRINTING FROM Macintosh
- Chapter 4: PRINTING FROM UNIX/Linux
- Chapter 5: MANAGING PRINT JOBS FROM THE CONTROL PANEL

Tip

The AUTO RELEASE PRIVATE/HOLD PRINT option is available only when the User Management feature is enabled.

Wireless Settings and Bluetooth Settings

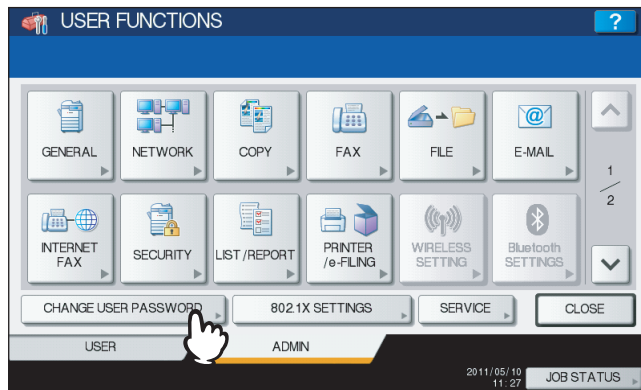
There is also [WIRELESS SETTING] in the ADMIN menu. This button will be available only when the Wireless LAN Module (optional) is installed. For instructions on how to operate [WIRELESS SETTING], refer to the ***GN-1060 Operator's Manual for Wireless LAN Module "Chapter 1: SETTING UP WIRELESS NETWORK"***.

There is also [Bluetooth SETTINGS] in the ADMIN menu. This button will be available only when the Bluetooth Module (optional) is installed. For instructions on how to operate [Bluetooth SETTINGS], refer to the ***GN-2010/GN-2020 Operator's Manual for Bluetooth Module "Chapter 1: SETTING UP BLUETOOTH"***.

Change User Password

When the MFP Local Authentication feature is used, administrators can change the authentication password assigned for each user in case it is forgotten.

1 Press [CHANGE USER PASSWORD] on the ADMIN menu (1/2).



The CHANGE USER PASSWORD screen is displayed.

Tip

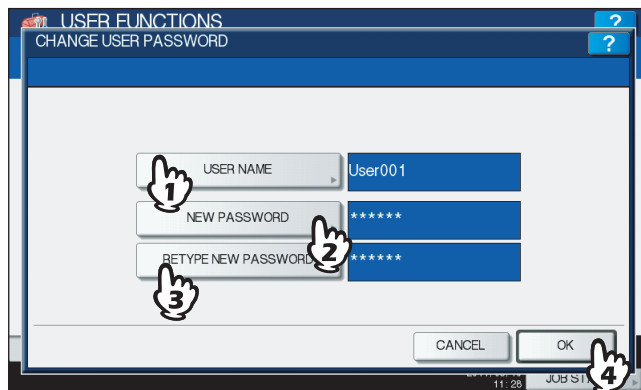
To display the ADMIN menu, see the following page:
 P.75 "Entering Admin Menu"

Note

[CHANGE USER PASSWORD] is available only when the MFP Local Authentication feature is enabled. This feature can be enabled from TopAccess administrator mode. For details, refer to the **TopAccess Guide "Chapter 8: [Administration] Tab Page"**.

2 Set a new password.

- 1) Press [USER NAME] to enter the user name for which the password is to be changed.
- 2) Press [NEW PASSWORD] to enter the new password.
- 3) Press [RETYPE NEW PASSWORD] to enter the new password again.
- 4) Press [OK].



The password is now changed.

Tips

- When you press each button ([USER NAME], [NEW PASSWORD] and [RETYPE NEW PASSWORD]), the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.
- The input password appears as asterisks (*) in the [NEW PASSWORD] and [RETYPE NEW PASSWORD] boxes.

IEEE 802.1X Authentication Setting

This menu allows you to make settings for IEEE 802.1X authentication that will apply to wired networks.

This equipment supports the following authentication methods:

- EAP-MD5
- EAP-MSCHAPv2
- EAP-TLS
- PEAP

The following protocol is available for inner authentication:

- EAP-MSCHAPv2

- EAP-TTLS

The following protocols are available for inner authentication:

- PAP
- CHAP
- EAP-MSCHAPv2
- EAP-MD5

The following certificates are required for each authentication method using TopAccess to enable IEEE 802.1X authentication:

Authentication Method	Inner Authentication Method	CA Certificate	User Certificate
EAP-MD5	—	—	—
EAP-MSCHAPv2	—	—	—
EAP-TLS	—	Required	Required
PEAP	EAP-MSCHAPv2	Required	—
EAP-TTLS	PAP	Required	—
	CHAP	Required	—
	EAP-MD5	Required	—
	EAP-MSCHAPv2	Required	—

Tip

For instructions on how to install certificates, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.

The settings for IEEE 802.1X authentication depend on the authentication method you select.

■ Setting IEEE802.1X authentication

1 Press [802.1X SETTINGS] on the ADMIN menu (1/2).



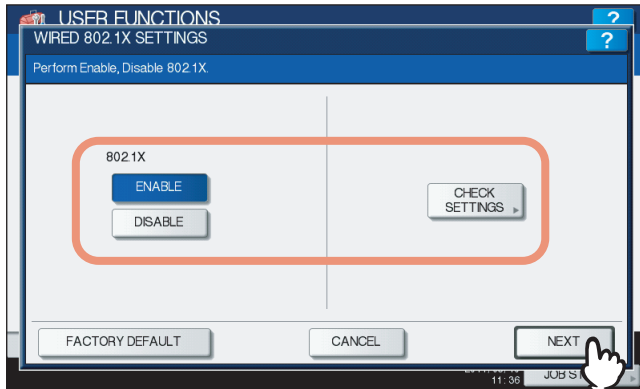
The WIRED 802.1X SETTINGS screen is displayed.

Tip

To display the ADMIN menu, see the following page:

📖 P.75 “Entering Admin Menu”

2 Specify the following items as required and press [Next].



802.1X — Press [ENABLE] to enable IEEE802.1X authentication, or [DISABLE] to disable it.

[CHECK SETTINGS] — Press this button to confirm the options currently selected.

[FACTORY DEFAULT] — Press this button to reset the IEEE802.1X authentication settings back to the factory defaults.

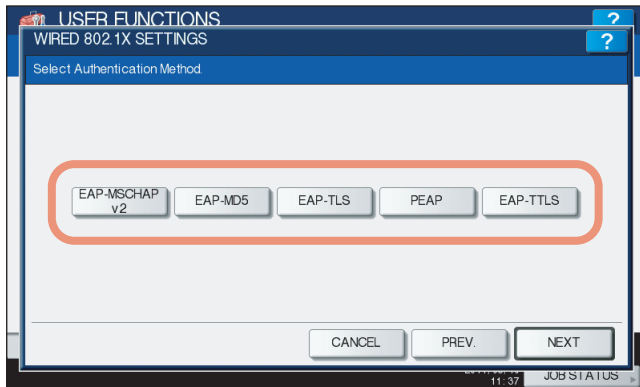
Note

[CHECK SETTINGS] is available when you enable IEEE802.1X authentication.

Tip

When changing IEEE802.1X authentication from [ENABLE] to [DISABLE], press [Next], and on the “Confirm the following settings” screen that appears, press [APPLY NOW] to complete the setting.

3 Continue the operation that you require.



P.203 “Setting EAP-MSCHAPv2”

P.204 “Setting EAP-MD5”

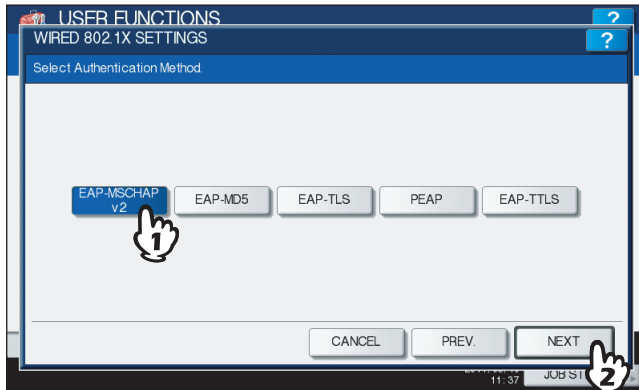
P.205 “Setting EAP-TLS”

P.207 “Setting PEAP”

P.209 “Setting EAP-TTLS”

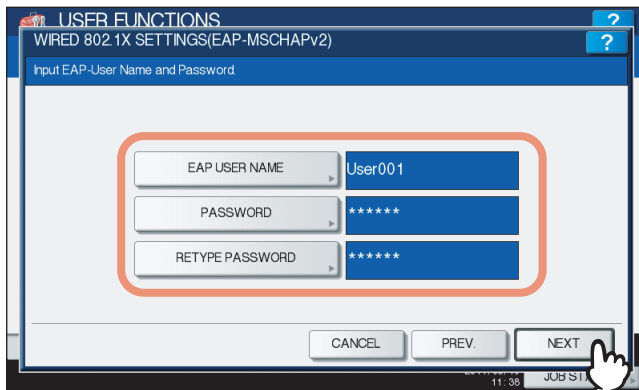
□ Setting EAP-MSCHAPv2

1 Select [EAP-MSCHAPv2] and press [Next].



The WIRELESS 802.1X SETTINGS (EAP-MSCHAPv2) screen is displayed.

2 Specify the following items as required and press [Next].



[EAP USER NAME] — Press this button to enter the EAP User name.

[PASSWORD] — Press this button to enter the authentication password.

[RETYPE PASSWORD] — Press this button to re-enter the authentication password.

Tip

When you press the above buttons, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

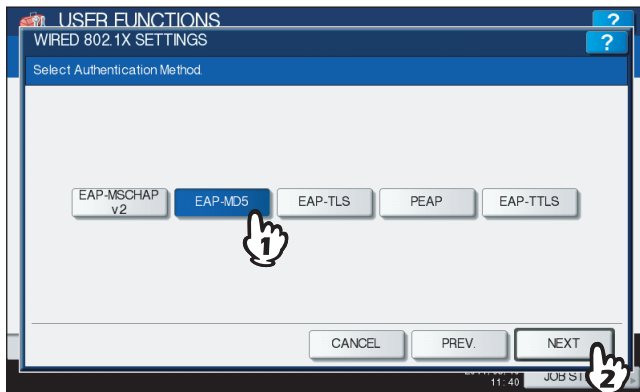
3 Confirm the settings and press [APPLY NOW].



"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

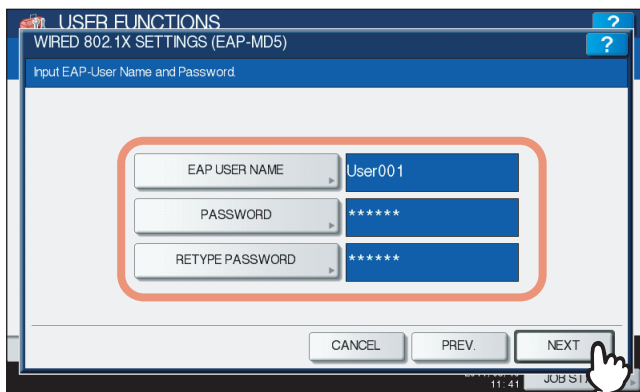
□ Setting EAP-MD5

1 Select [EAP-MD5] and press [Next].



The WIRED 802.1X SETTINGS (EAP-MD5) screen is displayed.

2 Specify the following items as required and press [Next].



[EAP USER NAME] — Press this button to enter the EAP User name.

[PASSWORD] — Press this button to enter the authentication password.

[RETYPE PASSWORD] — Press this button to re-enter the authentication password.

Tip

When you press the above buttons, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

3 Confirm the settings and press [APPLY NOW].



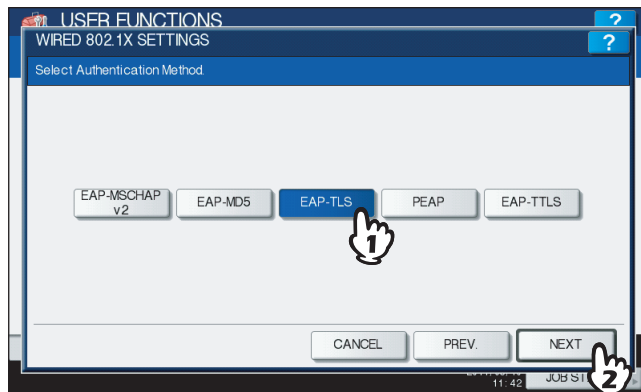
"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

□ Setting EAP-TLS

Note

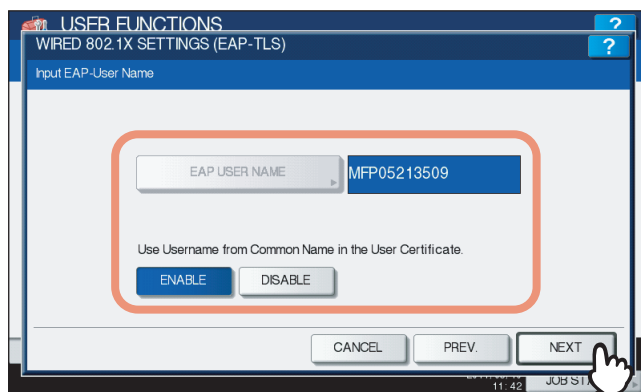
The CA certificate and user certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed. For instructions on how to install the certificates, refer to the *TopAccess Guide* “Chapter 8: [Administration] Tab Page”.

1 Select [EAP-TLS] and press [Next].



The WIRELESS 802.1X SETTINGS (EAP-TLS) screen is displayed.

2 Specify the following items as required and press [Next].



[EAP USER NAME] — Press this button to enter the EAP User name.

Use Username from Common Name in the User Certificate — Press [ENABLE] to use a common name in the user certificate as the EAP User name.

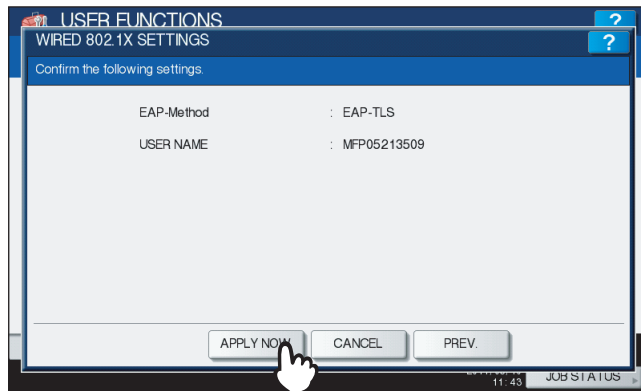
Note

When you enable the [Use Username from Common Name in the User Certificate] option, any user name cannot be manually entered to the [EAP USER NAME] box.

Tip

When you press [EAP USER NAME], the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

3 Confirm the settings and press [APPLY NOW].



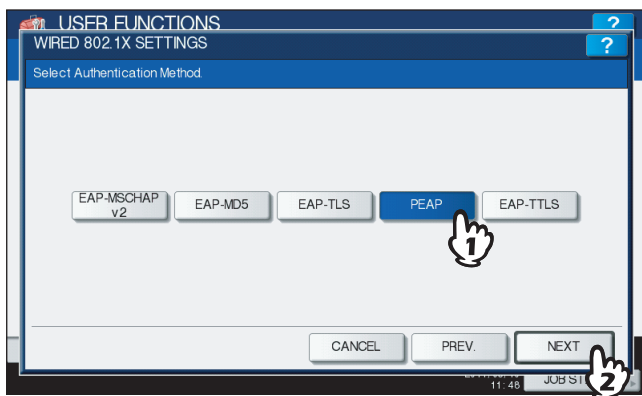
"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

□ Setting PEAP

Notes

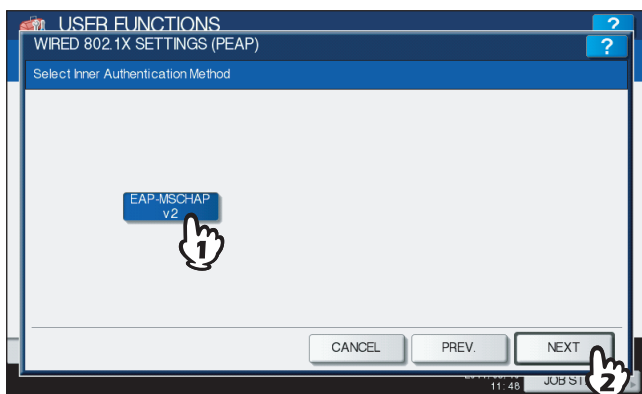
- The CA certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed. For instructions on how to install the certificate, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.
- PEAP is not available for Windows Server 2008.

1 Select [PEAP] and press [Next].



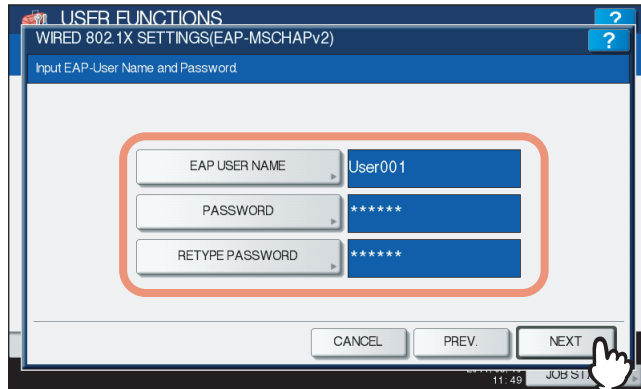
The WIRED 802.1X SETTINGS (PEAP) screen is displayed.

2 Select [EAP-MSCHAPv2] for the inner authentication method and press [Next].



The WIRED 802.1X SETTINGS (EAP-MSCHAPv2) screen is displayed.

3 Specify the following items as required and press [Next].



[EAP USER NAME] — Press this button to enter the EAP User name.

[PASSWORD] — Press this button to enter the authentication password.

[RETYPE PASSWORD] — Press this button to re-enter the authentication password.

Tip

When you press the above buttons, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

4 Confirm the settings and press [APPLY NOW].



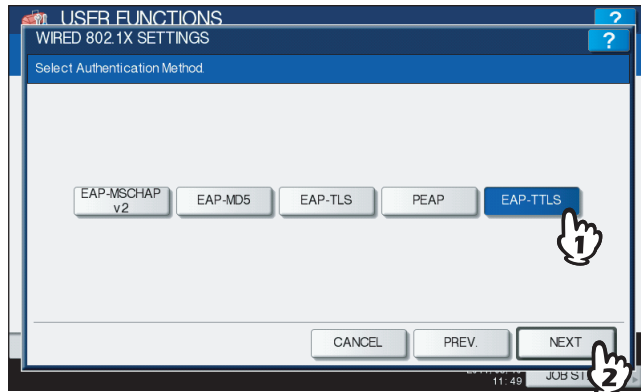
“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

□ Setting EAP-TTLS

Note

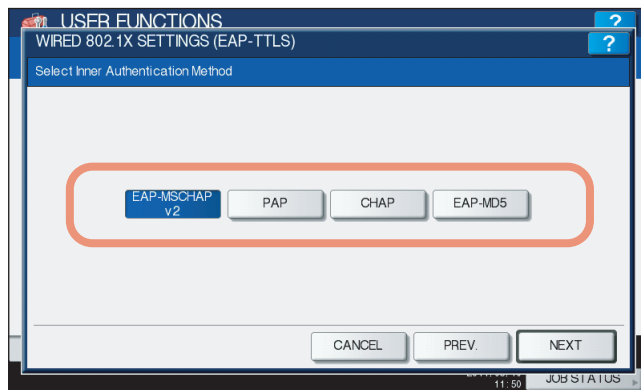
The CA certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed. For instructions on how to install the certificate, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.

1 Select [EAP-TTLS] and press [Next].



The WIRELESS 802.1X SETTINGS (EAP-TTLS) screen is displayed.

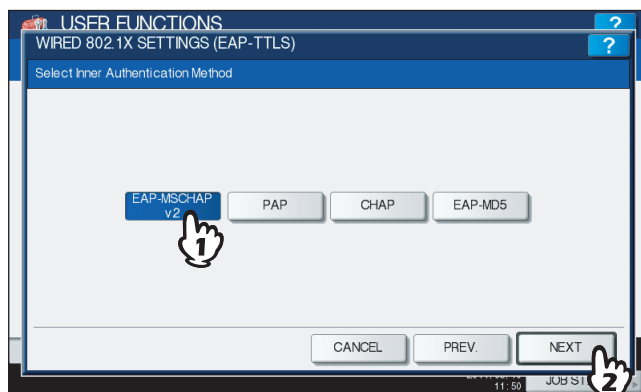
2 Select the desired inner authentication method and continue the operation that you require.



- 📖 P.209 “Setting EAP-MSCHAPv2 for inner authentication”
- 📖 P.210 “Setting PAP for inner authentication”
- 📖 P.211 “Setting CHAP for inner authentication”
- 📖 P.212 “Setting EAP-MD5 for inner authentication”

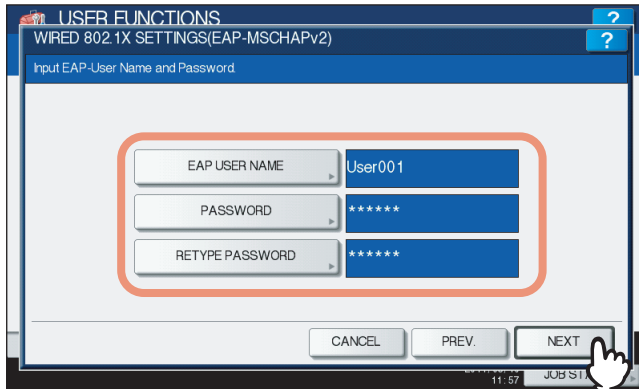
Setting EAP-MSCHAPv2 for inner authentication

1 Select [EAP-MSCHAPv2] and press [Next].



The WIRELESS 802.1X SETTINGS (EAP-MSCHAPv2) screen is displayed.

2 Specify the following items as required and press [Next].



[EAP USER NAME] — Press this button to enter the EAP User Name.

[PASSWORD] — Press this button to enter the authentication password.

[RETYPE PASSWORD] — Press this button to re-enter the authentication password.

Tip

When you press the above buttons, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

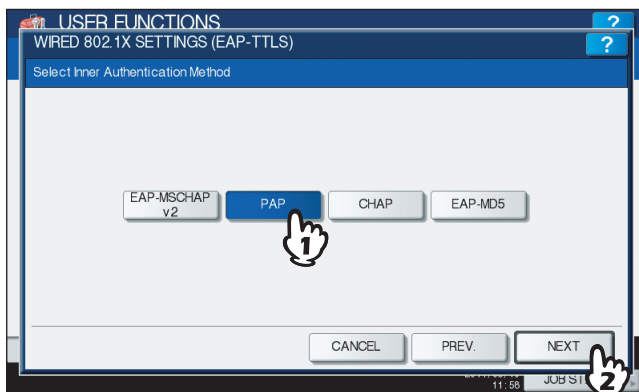
3 Confirm the settings and press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

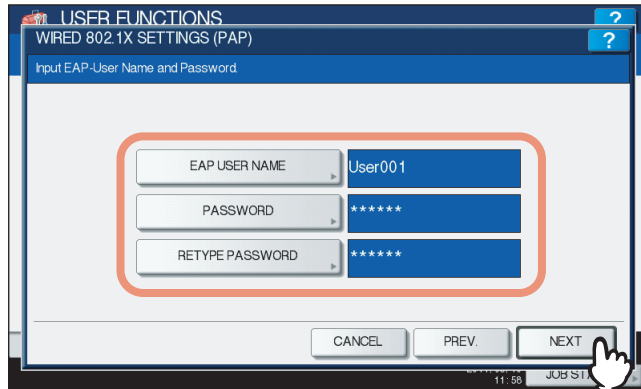
Setting PAP for inner authentication

1 Select [PAP] and press [Next].



The WIRED 802.1X SETTINGS (PAP) screen is displayed.

2 Specify the following items as required and press [Next].



[EAP USER NAME] — Press this button to enter the EAP User name.

[PASSWORD] — Press this button to enter the authentication password.

[RETYPE PASSWORD] — Press this button to re-enter the authentication password.

Tip

When you press the above buttons, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

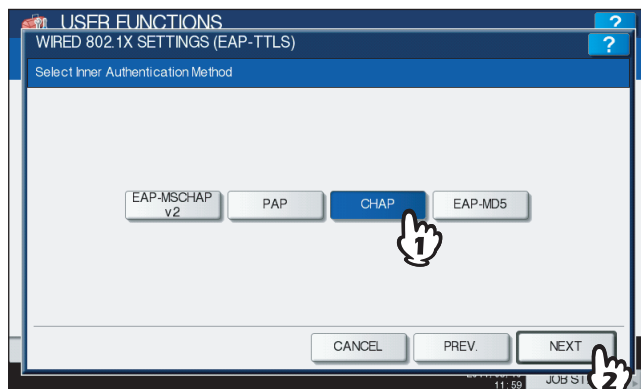
3 Confirm the settings and press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

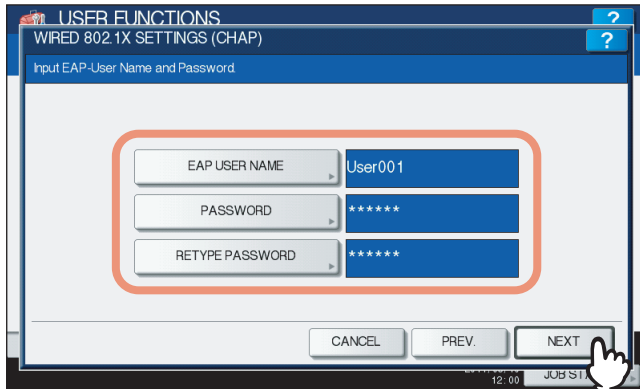
Setting CHAP for inner authentication

1 Select [CHAP] and press [Next].



The WIRED 802.1X SETTINGS (CHAP) screen is displayed.

2 Specify the following items as required and press [Next].



[EAP USER NAME] — Press this button to enter the EAP User name.

[PASSWORD] — Press this button to enter the authentication password.

[RETYPE PASSWORD] — Press this button to re-enter the authentication password.

Tip

When you press the above buttons, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

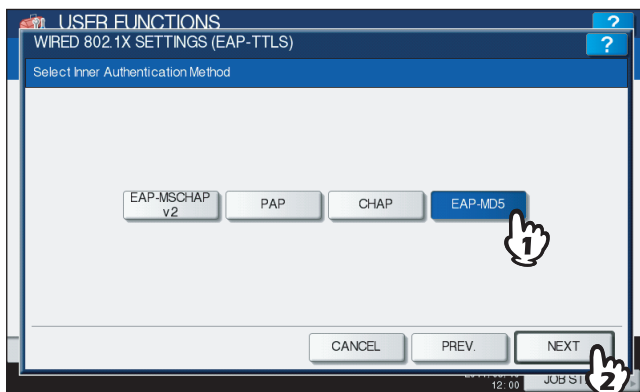
3 Confirm the settings and press [APPLY NOW].



“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

Setting EAP-MD5 for inner authentication

1 Select [EAP-MD5] and press [Next].



The WIRED 802.1X SETTINGS (EAP-MD5) screen is displayed.

2 Specify the following items as required and press [Next].

[EAP USER NAME] — Press this button to enter the EAP User name.

[PASSWORD] — Press this button to enter the authentication password.

[RETYPE PASSWORD] — Press this button to re-enter the authentication password.

Tip

When you press the above buttons, the on-screen keyboard is displayed. Enter the value using the on-screen keyboard and press [OK] to set the entry. You can also use the digital keys on the control panel to enter numerals.

3 Confirm the settings and press [APPLY NOW].

“NETWORK INITIALIZING” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears after it is finished.

□ Error messages

The following error messages may be displayed on the touch panel.

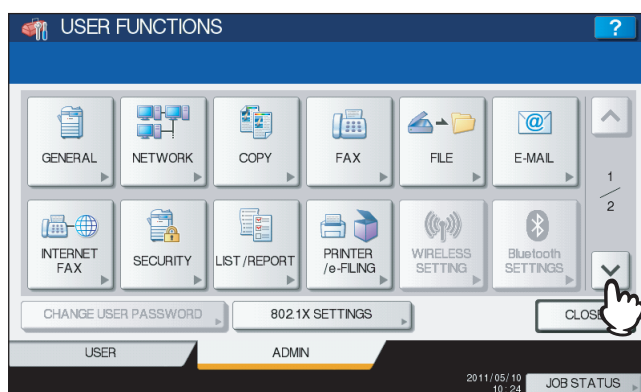
Message	Cause
[802.1X] Auth Server/Switch couldn't be contacted	<ul style="list-style-type: none">• The RADIUS server service is stopped.• Configuration for the RADIUS server is not correct.• The IEEE 802.1X switch has problem.
[802.1X] Authentication failed	<ul style="list-style-type: none">• The username or password that the user entered is not correct.• The certificates uploaded are wrong.
Certificate verification Failure	<ul style="list-style-type: none">• A CA certificate is not installed in the equipment.• The installed CA certificate is not valid.• The server certificate is invalid.

Resetting the equipment settings back to the factory defaults

This menu allows you to reset the equipment settings back to the factory defaults, and also clear the user data. The data to be reset by this operation are as follows:

Settings Data		Remarks
Setup	General	All the settings are reset to the factory defaults.
	Network	
	Copy	
	Fax	
	Scan to File	
	E-mail	
	Internet Fax	
	Printer / e-Filing	
	Printer	
	Print Service	
	Security	
User Data		Remarks
User Management	User Account	When the user management data are cleared, the LDAP mapping information will be also cleared.
	Group Management	
	Role Management	
	Department Management	
	Quota Management	
Counter	User Counter	The data are cleared.
	Department Counter	
Template		
Address Book		
Mailbox / Inbound Fax (TSI)		
Print Data Converter		
ICC Profile		
XML Format File		The data are reset to the default XML.


1 Press on the ADMIN menu (1/2).



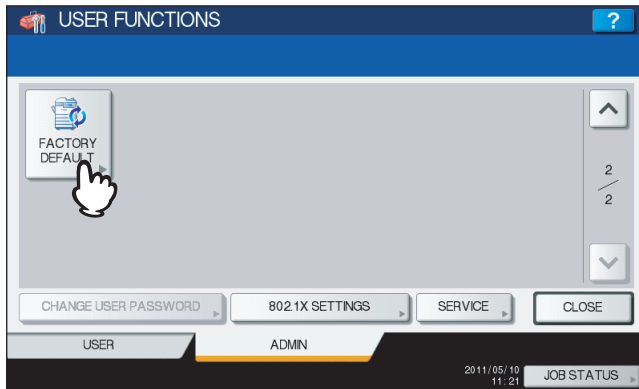
The ADMIN menu (2/2) is displayed.

Tip

To display the ADMIN menu, see the following page:

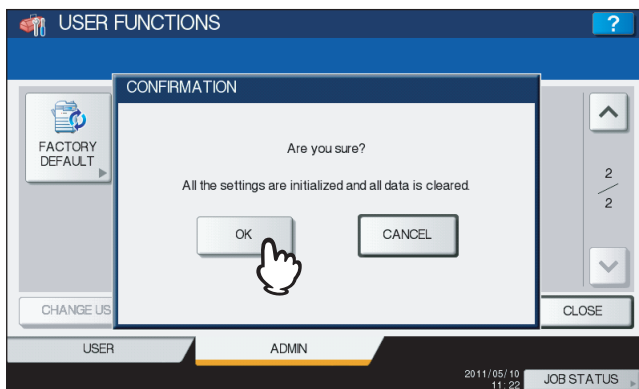
 P.75 "Entering Admin Menu"

2 Press [FACTORY DEFAULT].



The message asking you to initialize the equipment settings is displayed.

3 Press [OK].

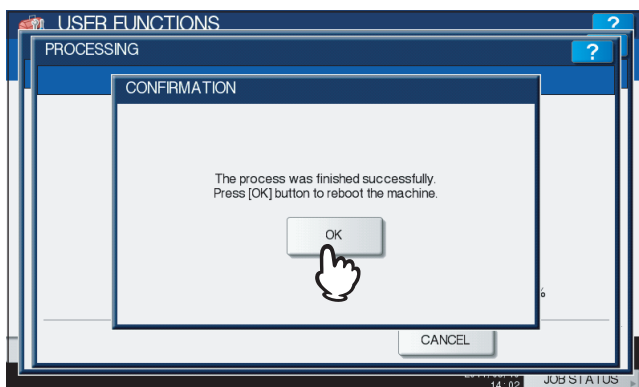


The initialization begins.

Notes

- If you want to back up the setting data and user data before initialization, use the cloning function to make duplicate files.
For details on the cloning function, see the following page:
📖 P.117 "Creating or installing cloning files"
- When the initialization fails, the message "The process failed." will be displayed. In this case, press [CLOSE], and perform the operation again.

4 Press [OK] to reboot the equipment.



The equipment is now rebooted.

MANAGING COUNTERS (COUNTER MENU)

Total Counter	218
Print Out Total Counter	221
Department Counter.....	222
Managing Department Codes.....	226
Logging on as administrator	226
Printing DEPARTMENT CODE LIST	228
Enabling department codes	229
Registering a new department code	230
Editing department codes.....	233
Deleting department codes.....	236
Resetting the counter for each department	237
Setting output limitations for all departments.....	239
Setting the No Limit Black function.....	240
Setting the registered quota	241
Resetting all department counters.....	242
Deleting all department codes	243

Total Counter

This menu allows you to display and confirm the following total counters:

- **Print counter**

The print counter contains the following counters:

- **Copy counter** — Indicates the number of sheets that have been printed by copy operations.
- **Fax counter** — Indicates the number of sheets that have been printed by fax receptions.
- **Printer counter** — Indicates the number of sheets that have been printed by print operations and e-mail receptions (Internet Fax receptions).
- **List counter** — Indicates the number of sheets that have been printed by system page print operations.

- **Scan counter**

The scan counter contains the following counters:

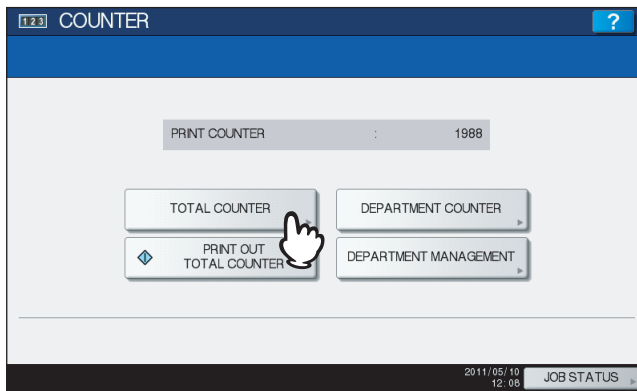
- **Copy counter** — Indicates the number of originals that have been scanned by copy operations.
- **Fax counter** — Indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
- **Network counter** — Indicates the number of originals that have been scanned by scan operations.

Note

The total counters cannot be cleared.

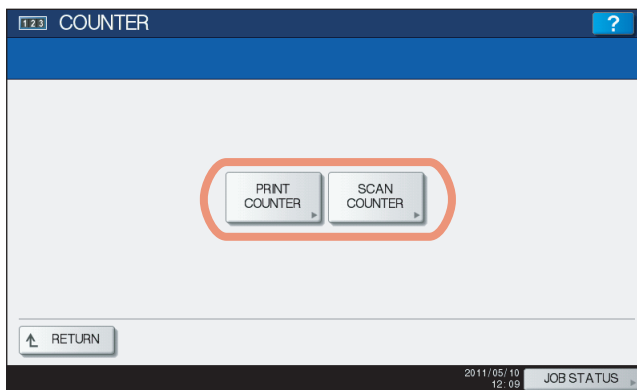
1 Press the [COUNTER] button on the control panel to enter the COUNTER menu.

2 Press [TOTAL COUNTER].



The TOTAL COUNTER menu is displayed.

3 Continue the operation that you require.

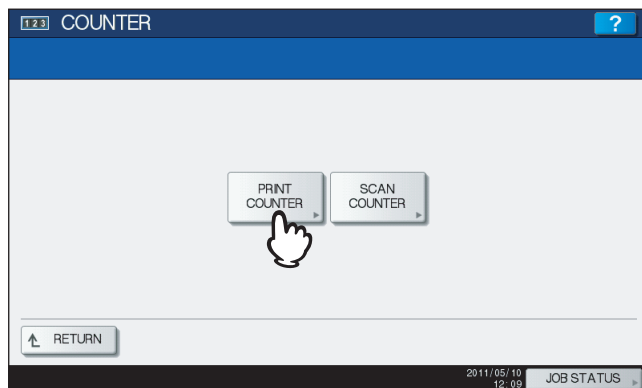


P.219 "Displaying print counter"

P.219 "Displaying scan counter"

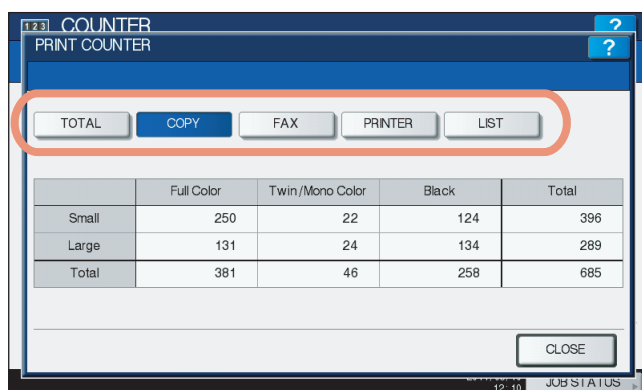
Displaying print counter

1 Press [PRINT COUNTER].



The PRINT COUNTER screen is displayed.

2 Select the function button whose counter you want to check. (Only for the color print models)

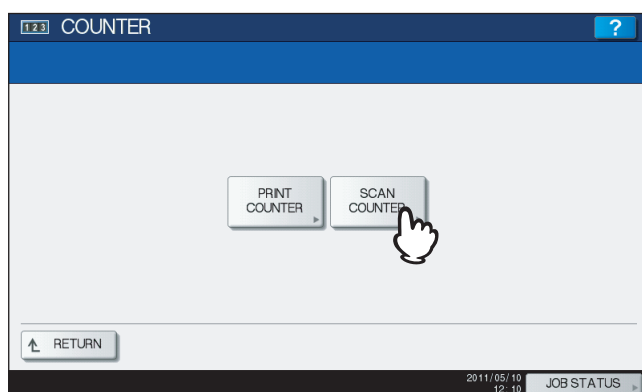


Note

The displayed items differ between the color print models and the other ones.

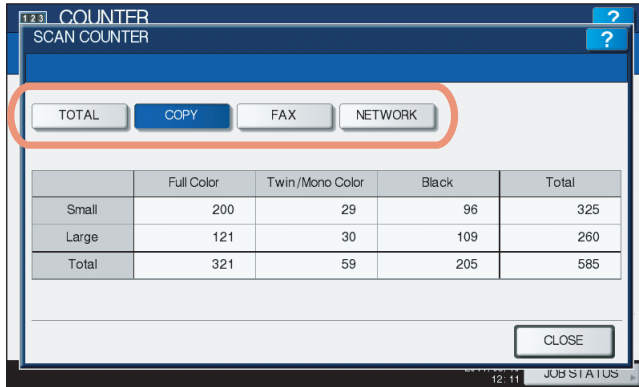
Displaying scan counter

1 Press [SCAN COUNTER].



The SCAN COUNTER screen is displayed.

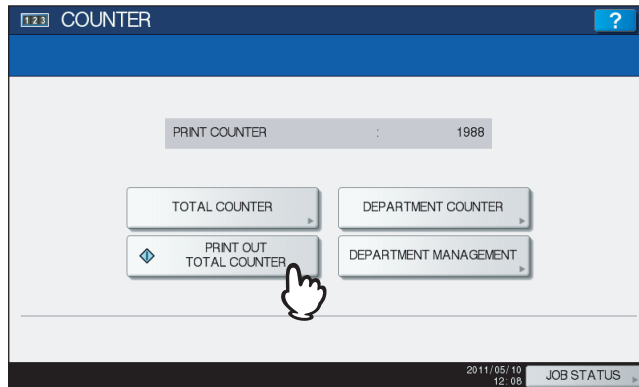
2 Select the function button whose counter you want to check.



Print Out Total Counter

This menu allows you to print TOTAL COUNTER LIST.

- 1 Press the [COUNTER] button on the control panel to enter the COUNTER menu.
- 2 Press [PRINT OUT TOTAL COUNTER].



- When the Department Management feature is disabled, TOTAL COUNTER LIST is printed.
- When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press [OK] to print TOTAL COUNTER LIST.

Tip

For an output example of TOTAL COUNTER LIST, see the following page:
 P.246 "TOTAL COUNTER LIST"

Department Counter

This menu allows you to display and confirm the following counters for each department:

Note

The department counter is available only when this equipment has been managed using the department code.
 P.229 “Enabling department codes”

• Print counter for department code

This feature allows you to display the number of the print counter for each department code.

The print counter contains the following counters:

- **Copy counter** — Indicates the number of sheets that have been printed by copy operations.
- **Fax counter** — Indicates the number of sheets that have been printed by polling operations.
- **Printer counter** — Indicates the number of sheets that have been printed by print operations and e-mail receptions (Internet Fax receptions).
- **List counter** — Indicates the number of sheets that have been printed by system page print operations.

• Scan counter for department code

This feature allows you to display the number of the scan counter for each department code.

The scan counter contains the following counters:

- **Copy counter** — Indicates the number of originals that have been scanned by copy operations.
- **Fax counter** — Indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
- **Network counter** — Indicates the number of originals that have been scanned by scan operations.

• Fax communications counter for department code

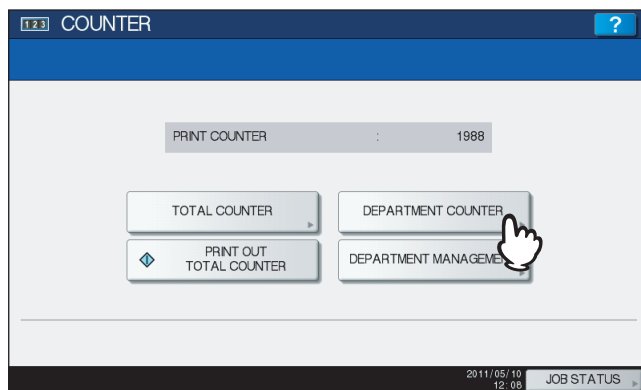
This feature allows you to display the number of the Fax and Internet Fax transmission and reception counter for each department code.

The fax communication counter contains the following counters:

- **Transmit** — Indicates the number of pages that are sent by Fax transmissions.
- **Reception** — Indicates the number of pages that are received by polling operations.

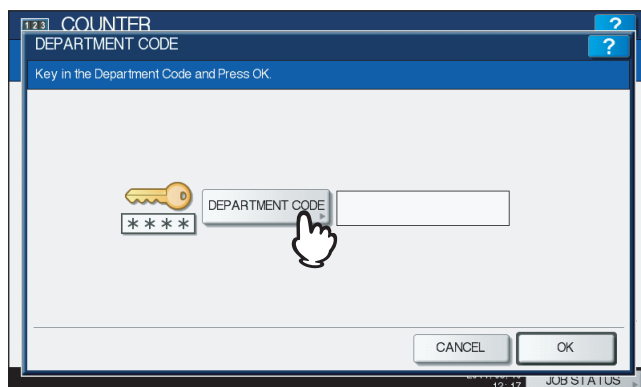
1 Press [COUNTER] on the control panel to enter the COUNTER menu.

2 Press [DEPARTMENT COUNTER].



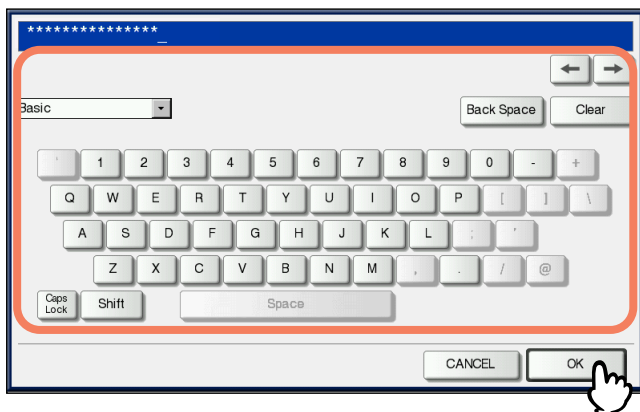
The DEPARTMENT CODE screen is displayed.

3 Press [DEPARTMENT CODE].



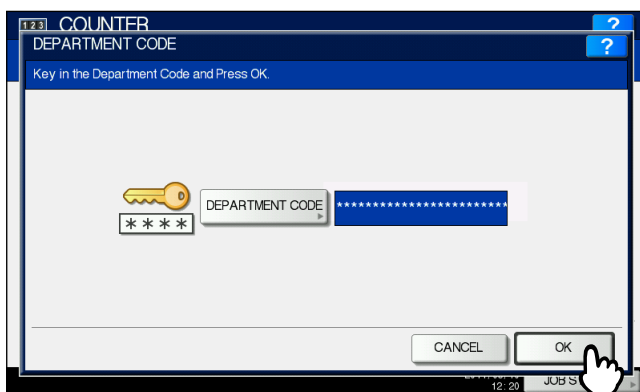
The on-screen keyboard is displayed.

4 Enter the department code and press [OK].



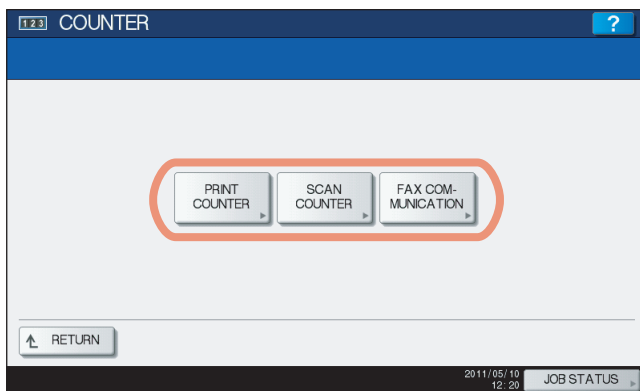
You will be returned to the DEPARTMENT CODE screen.

5 Press [OK].



The COUNTER screen is displayed.

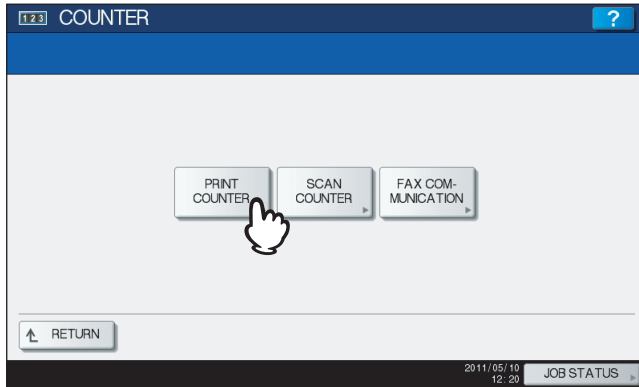
6 Continue the operation that you require.



- P.224 "Displaying print counter for department code"
- P.224 "Displaying scan counter for department code"
- P.225 "Displaying fax communications counter for department code"

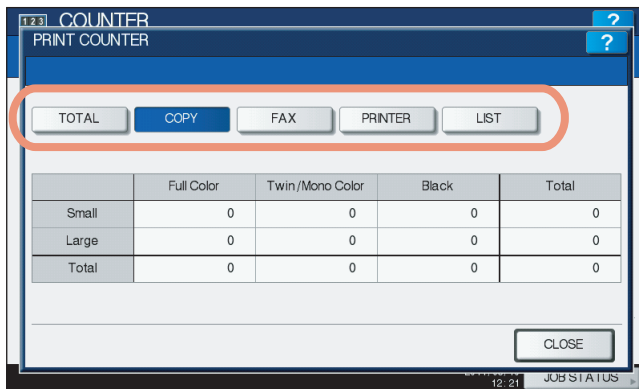
Displaying print counter for department code

1 Press [PRINT COUNTER].



The PRINT COUNTER screen for the specified department code is displayed.

2 Select the function button whose counter you want to check. (Only for the color print models)

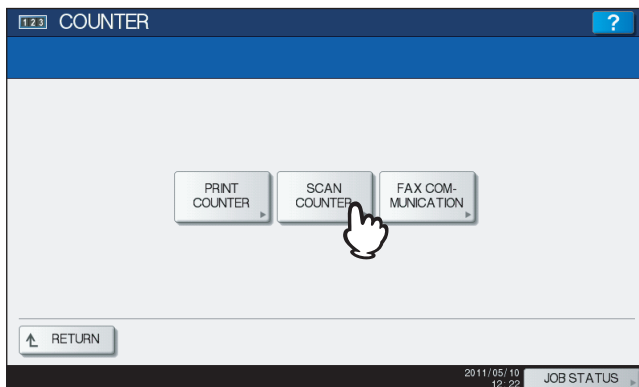


Note

The displayed items differ between the color print models and the other ones.

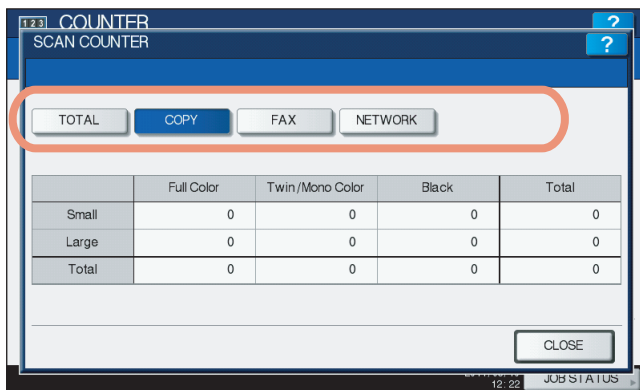
Displaying scan counter for department code

1 Press [SCAN COUNTER].



The SCAN COUNTER screen for the specified department code is displayed.

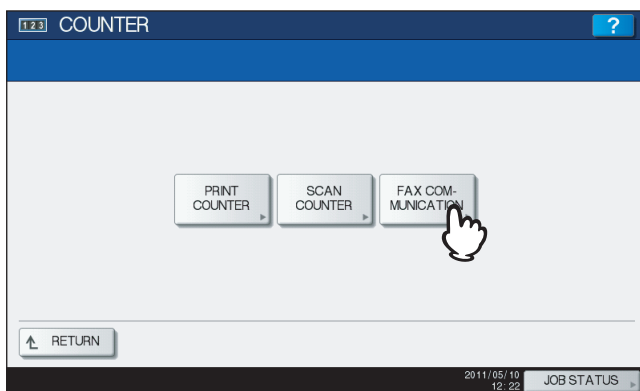
2 Select the function button whose counter you want to check.



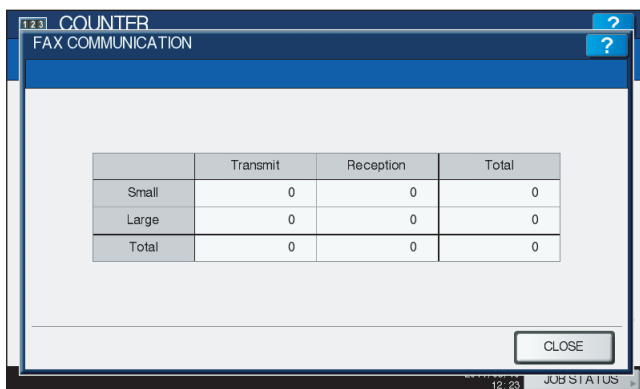
3

Displaying fax communications counter for department code

1 Press [FAX COMMUNICATION].



The FAX COMMUNICATION screen for the specified department code is displayed.



Managing Department Codes

■ Logging on as administrator

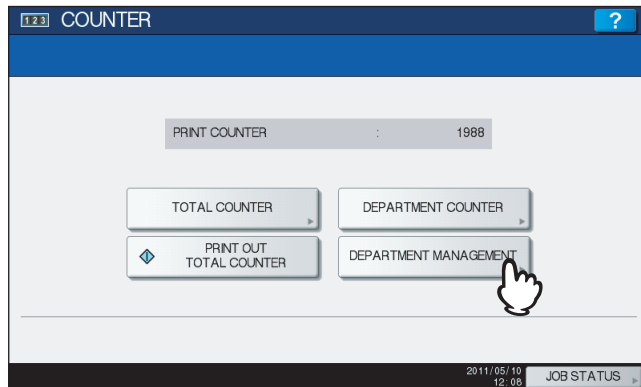
You can audit the copy quantity of copy, print, scan, and facsimile pages performed by setting a department code. Up to 1000 department codes can be registered.

To manage the department codes, you must know the administrator password for this equipment. It is recommended that this action be performed only by an authorized administrator.

Note

If the User Management setting is enabled and you log in using a user name with Account Manager privileges, you do not have to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

- 1 Press the [COUNTER] button on the control panel to enter the COUNTER menu.
- 2 Press [DEPARTMENT MANAGEMENT].



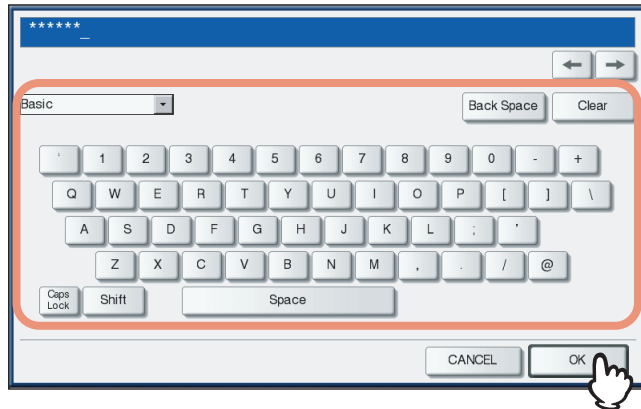
The ADMINISTRATOR PASSWORD screen is displayed.

- 3 Press [PASSWORD].



The on-screen keyboard is displayed.

4 Enter the administrator password and press [OK].

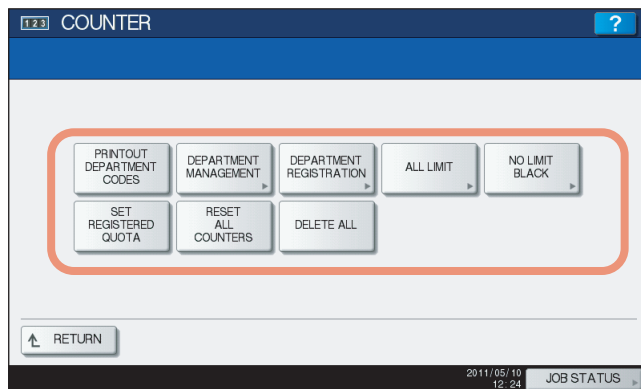


The DEPT. MANAGEMENT menu is displayed.

Tips

- If the administrator password has not been changed before, enter the default administrator password "123456".
- The input password appears as asterisks (*). You can also use the digital keys on the control panel to enter numerals.

5 Continue the operation that you require.



- 📖 P.228 "Printing DEPARTMENT CODE LIST"
- 📖 P.229 "Enabling department codes"
- 📖 P.230 "Registering a new department code"
- 📖 P.233 "Editing department codes"
- 📖 P.236 "Deleting department codes"
- 📖 P.237 "Resetting the counter for each department"
- 📖 P.239 "Setting output limitations for all departments"
- 📖 P.240 "Setting the No Limit Black function"
- 📖 P.241 "Setting the registered quota"
- 📖 P.242 "Resetting all department counters"
- 📖 P.243 "Deleting all department codes"

Notes

- Menus other than "DEPARTMENT MANAGEMENT" and "DEPARTMENT REGISTRATION" will be available after you register a department code and enable the Department Management feature.
- [NO LIMIT BLACK] is available only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

■ Printing DEPARTMENT CODE LIST



You can print out the department code list and counters for each department code.

- 1 In the DEPT. MANAGEMENT menu, press [PRINT OUT DEPARTMENT CODES].



Printing begins.

Tips

- For instructions on how to display the screen above, see the following page:
 P.226 "Logging on as administrator"
- For an output example of DEPARTMENT CODE LIST, see the following page:
 P.247 "DEPARTMENT CODE LIST"

■ Enabling department codes

In the initial setting, the Department Management feature is disabled. If you want to manage the counter separately by department codes, you must enable this feature. When the Department Management feature is enabled, the department code input screen will be displayed before entering the copy, scan, fax, and e-Filing operation screens to manage the operations for each department code. In addition, print jobs that are sent from computers can be managed for each department code.

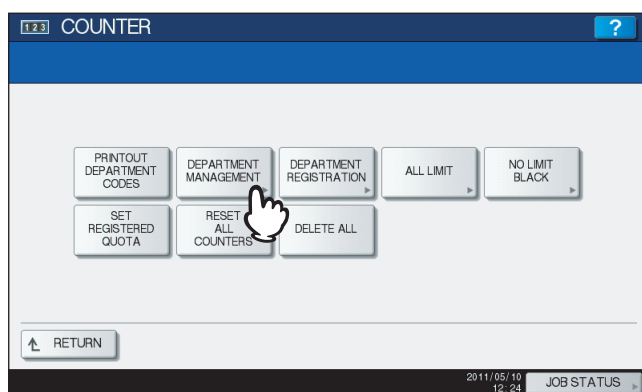
For details on the counters that can be individually managed by department codes, see the following page:

📖 P.222 “Department Counter”

Notes

- [DEPARTMENT MANAGEMENT] will be available after registering a department code. Before enabling the Department Management feature, register the required department codes.
📖 P.230 “Registering a new department code”
- Using TopAccess, you can also configure department code enforcement settings specifying whether invalid jobs, for which a department code is not specified or for which the department code is invalid, will be printed or stored in the invalid job list when the Department Management feature is enabled. For instructions on how to set the Department Code Enforcement, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.
- The Department Management feature does not support Web Services Scan. Web Services Scan jobs performed when this feature is enabled are always counted as “Undefined” Department Name.

1 In the DEPT. MANAGEMENT menu, press [DEPARTMENT MANAGEMENT].



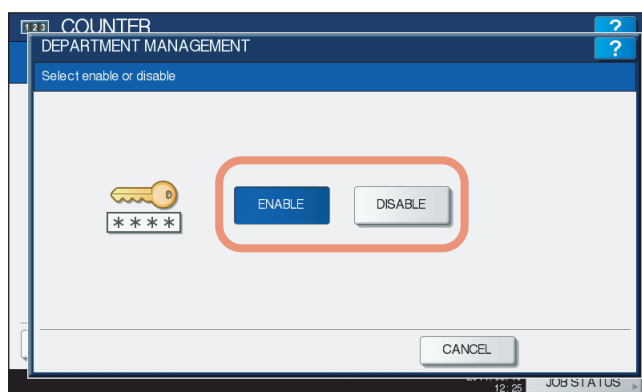
The DEPARTMENT MANAGEMENT screen is displayed.

Tip

For instructions on how to display the screen above, see the following page:

📖 P.226 “Logging on as administrator”

2 Press [ENABLE] to enable the Department Management feature, or [DISABLE] to disable it.



■ Registering a new department code

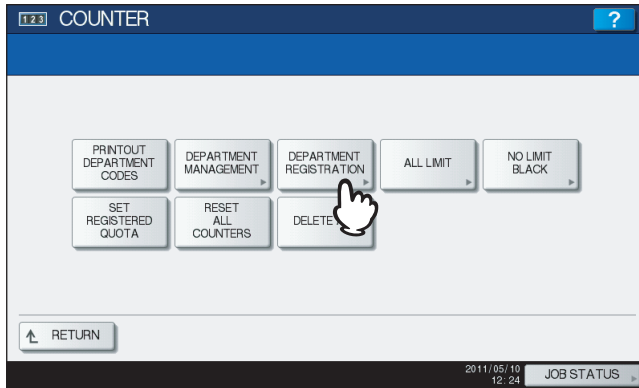
This function allows you to register new department codes.

Note

After registering the department code(s), you must enable the Department Management function.

📖 P.229 “Enabling department codes”

1 In the DEPT. MANAGEMENT menu, press [DEPARTMENT REGISTRATION].



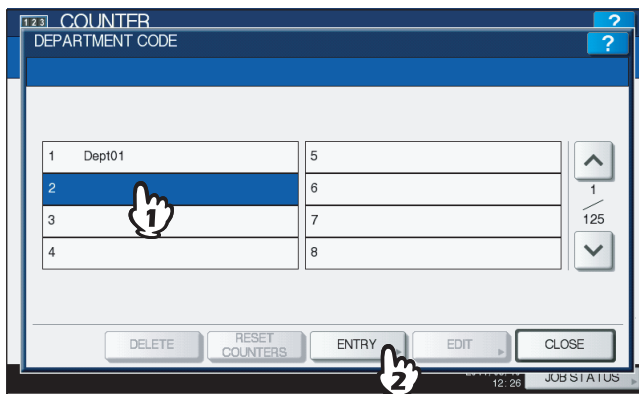
The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the screen above, see the following page:

📖 P.226 “Logging on as administrator”

2 Press an undefined button to create a new department and press [ENTRY].



The on-screen keyboard is displayed.

Tip

If the touch panel does not display an undefined department code, press to display the next screen.

3 Enter the department name, and press [OK].

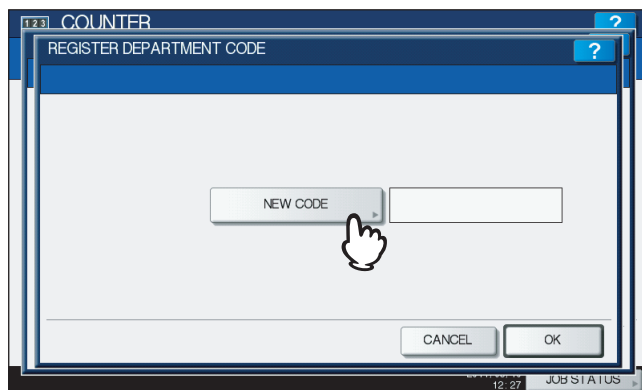


The REGISTER DEPARTMENT CODE screen is displayed.

Tip

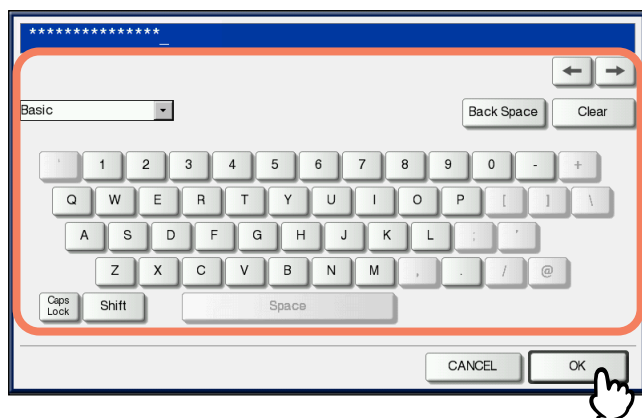
You can also use the digital keys on the control panel to enter numerals.

4 Press [NEW CODE].



The on-screen keyboard is displayed.

5 Enter the department code, and press [OK].



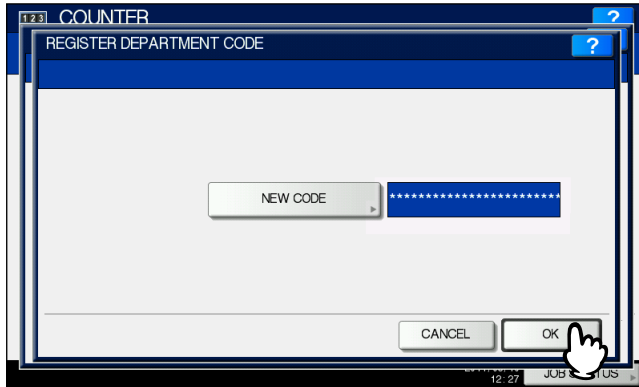
You will be returned to the REGISTER DEPARTMENT CODE screen.

Tip

Up to 63 characters can be entered for a department code. Characters you can enter are as follows:

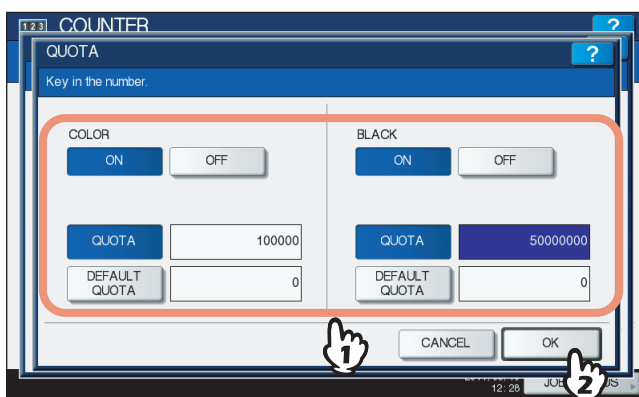
- Alphanumerics, “-”, “_”, and “.”
- You can also use the digital keys on the control panel to enter numerals.

6 Press [OK].



The QUOTA screen is displayed.

7 Set the quota of this department code as required, and press [OK] to register the new department code.



You will be returned to the DEPARTMENT CODE screen.

QUOTA MANAGEMENT — The quota setting is enabled or disabled by pressing [ON] or [OFF]. To enable it, press [ON] and set the quota and the default quota value. (In the color print models, set the color and the black quota respectively.)

- **QUOTA** — The remaining number of available copies/prints for this department code is displayed. The number entered in the [DEFAULT QUOTA] box is reduced every time when copying/printing is performed which can no longer be done when the number reaches “0”.
When a new department code is registered, the number entered in the [DEFAULT QUOTA] box is displayed in this box.
You can manually change the number displayed in this box to a preferred one.
- **DEFAULT QUOTA** — Enter the initial quota for this department code. You can enter up to “99,999,999.99”.

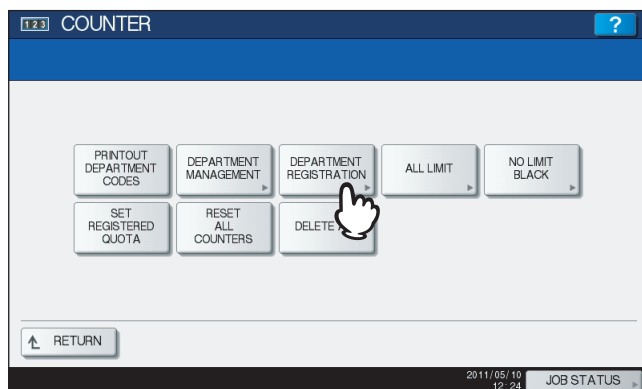
Note

When the remaining number of available copies/prints becomes “0” during the job being printed, a few copies that exceed the quota are printed and counted because the equipment cannot stop the job immediately.

■ Editing department codes

This function allows you to edit an existing department code.

- 1 In the DEPT. MANAGEMENT menu, press [DEPARTMENT REGISTRATION].



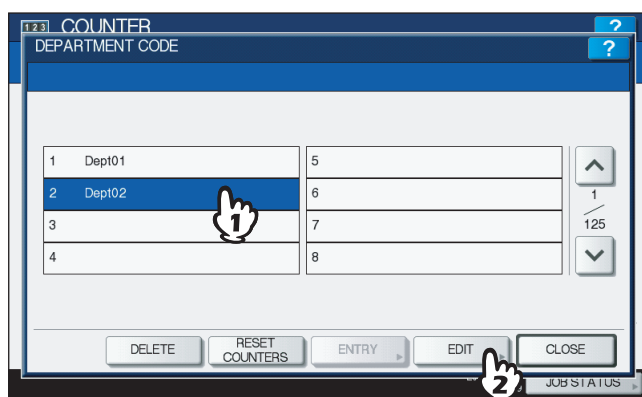
The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the screen above, see the following page:

📖 P.226 “Logging on as administrator”

- 2 Press the department button that you want to edit and press [EDIT].

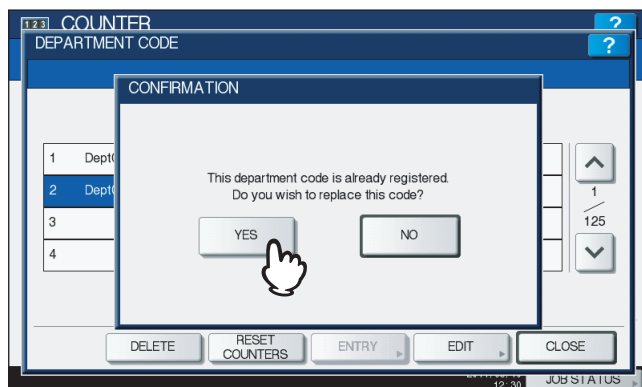


The message “This department code is already registered. Do you wish to replace this code?” is displayed in the CONFIRMATION screen.

Tip

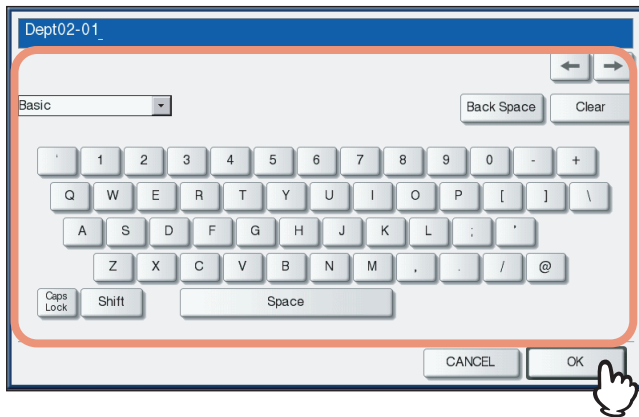
If the touch panel does not display the department code that you want to edit, press to display the next screen.

- 3 Press [YES].



The on-screen keyboard is displayed.

- 4** Enter a new department name if necessary, and press [OK]. If you do not need to change the department name, press [OK] without changing it.

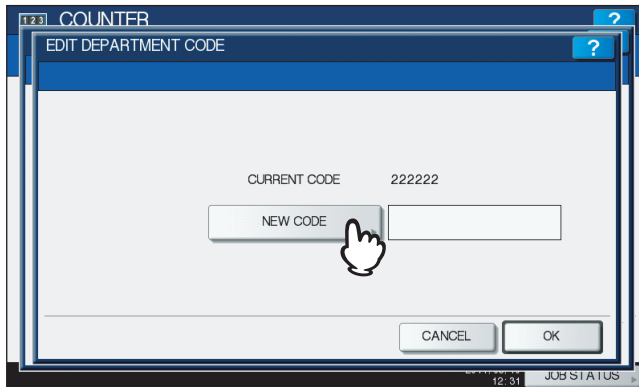


The department code currently set is displayed in the EDIT DEPARTMENT CODE screen.

Tip

You can also use the digital keys on the control panel to enter numerals.

- 5** Press [NEW CODE].



The on-screen keyboard is displayed.

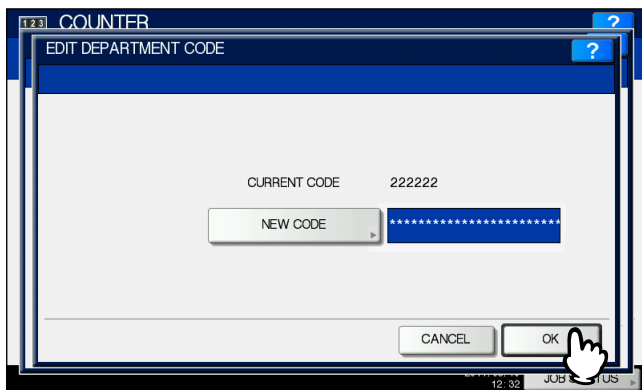
- 6** Enter a new department code, and press [OK].



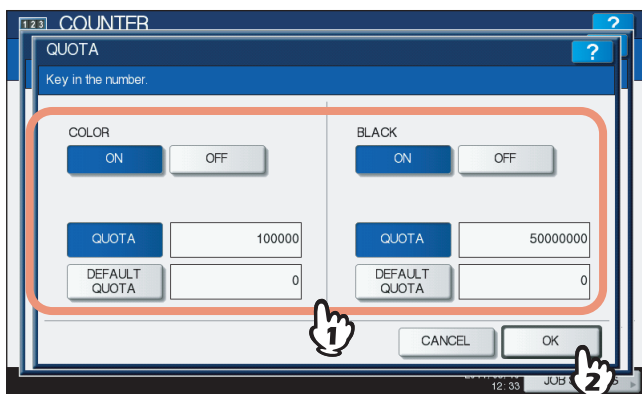
You will be returned to the EDIT DEPARTMENT CODE screen.

Tips

- Up to 63 characters can be entered for a department code. Characters you can enter are as follows:
 - Alphanumerics, “-”, “_”, and “.”
 - You can also use the digital keys on the control panel to enter numerals.
- If you want to clear the code to retype it, press [Clear] on the on-screen keyboard or the [CLEAR] button on the control panel.

7 Press [OK].

The QUOTA screen is displayed.

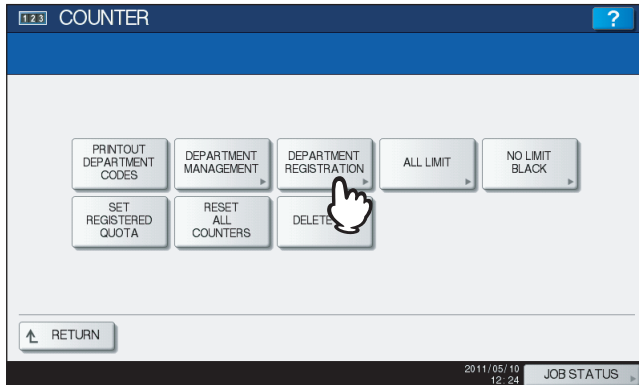
8 Set the quota of this department code as required, and press [OK].

For the description of each item, see step 7 in the following operation:
 📖 P.230 "Registering a new department code"

■ Deleting department codes

This function allows you to delete an existing department code.

- 1 In the DEPT. MANAGEMENT menu, press [DEPARTMENT REGISTRATION].



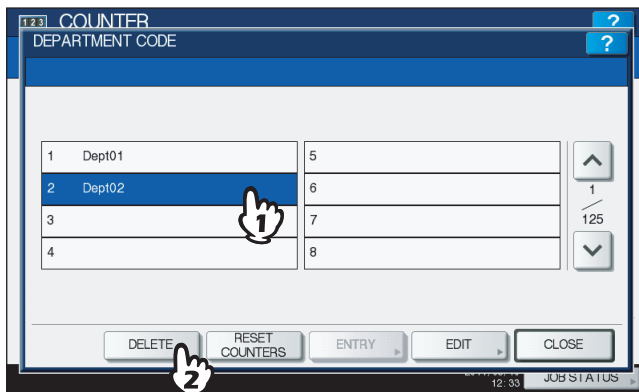
The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the screen above, see the following page:

P.226 “Logging on as administrator”

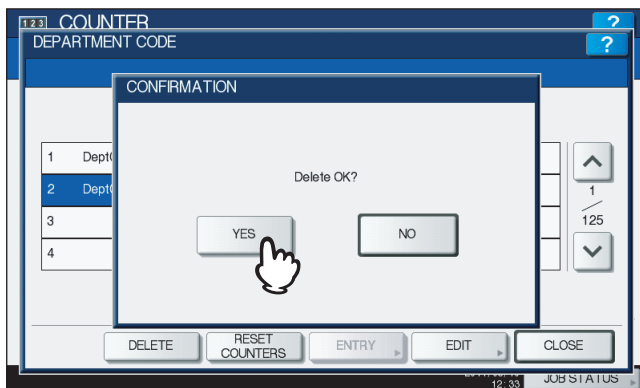
- 2 Press the department button that you want to delete and press [DELETE].



The message “Delete OK?” is displayed in the CONFIRMATION screen.

Tip

If the touch panel does not display the department code that you want to delete, press to display the next screen.

3 Press [YES].

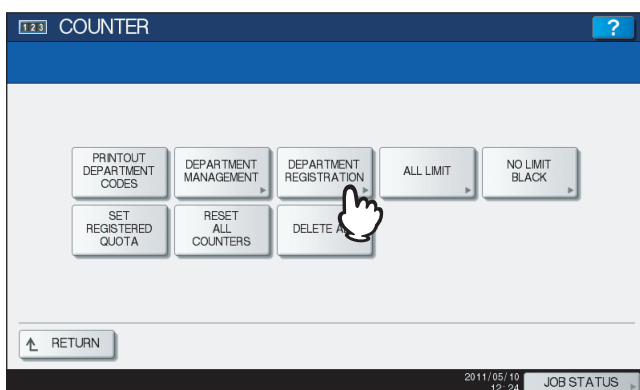
The department code is now deleted.

Tip

Press [NO] to cancel the deletion.

■ Resetting the counter for each department

This function allows you to reset the counter for the specified department code.

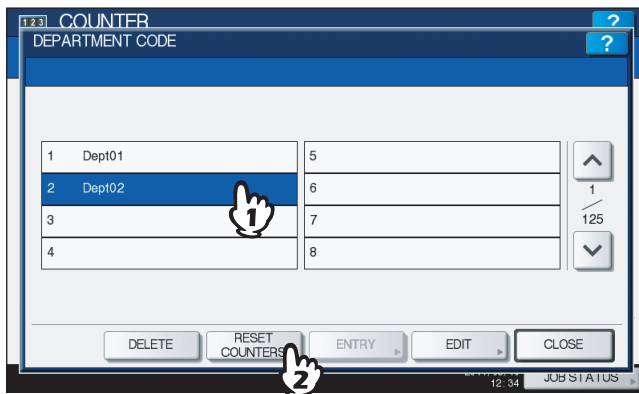
1 In the DEPT. MANAGEMENT menu, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the screen above, see the following page:
 P.226 “Logging on as administrator”

2 Press the department button whose counter you want to reset and press [RESET COUNTERS].



The message "CLEAR OK?" is displayed in the CONFIRMATION screen.

Tip

If the touch panel does not display the department code whose counter you want to clear, press to display the next screen.

3 Press [YES].



The counter is now cleared.

Tip

Press [NO] to cancel the clear operation.

■ Setting output limitations for all departments

This function allows you to set the output limitations for all departments through a single operation.

When you select [ON], output will be disabled for all departments.

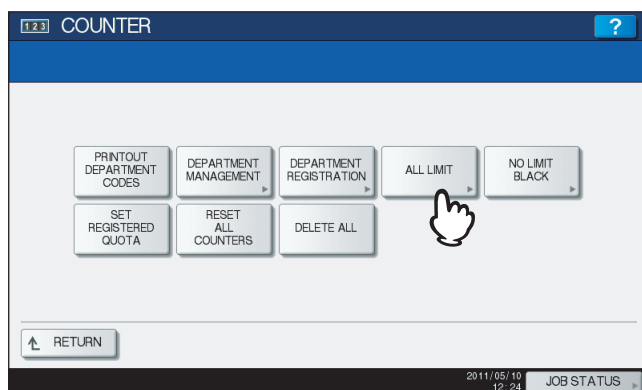
When you select [OFF], unlimited outputs will be allowed for all departments.

Tip

When you select [ON] in this menu, the quota settings for all department codes will be set to "0". If you want to change the quota settings for each department code, perform the settings individually for each code.

📖 P.233 "Editing department codes"

1 In the DEPT. MANAGEMENT menu, press [ALL LIMIT].



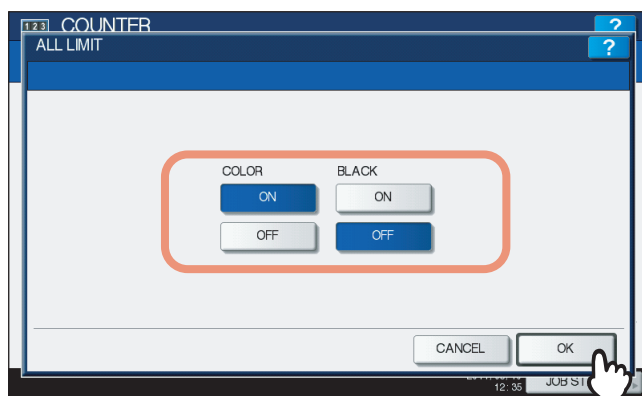
The ALL LIMIT screen is displayed.

Tip

For instructions on how to display the screen above, see the following page:

📖 P.226 "Logging on as administrator"

2 Enable or disable the All Limit function, and then press [OK].



This function is enabled or disabled by pressing [ON] or [OFF]. (In the color print models, set the color and the black output limitation respectively.)

After you press [OK], the setting is saved. "WAIT" is displayed on the touch panel until it is applied.

Notes

- The All Limit function cannot be set for the color print models when the No Limit Black function (📖 P.240) is enabled.
- This may take some time depending on the number of registered department codes.

■ Setting the No Limit Black function

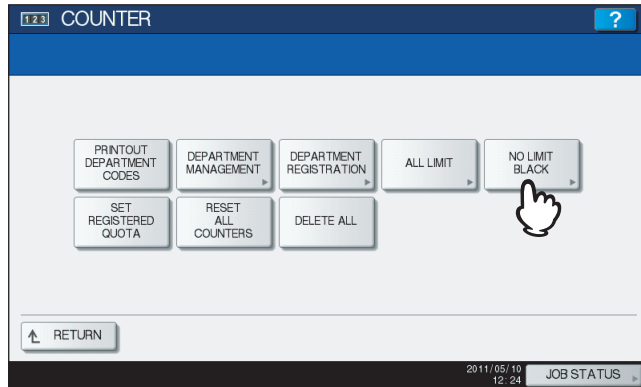
“No Limit Black” is the function for allowing users to perform black copying/printing without entering a department code. When you want to manage only color outputs for each department code, enable this function to allow users to perform unlimited black copies/prints on the equipment. When you enable it, the equipment will not count the number of black copies/prints for each department code.

This option is available only for the color print models.

Tip

When the User Management feature is enabled, the No Limit Black function cannot be enabled.

1 In the DEPT. MANAGEMENT menu, press [NO LIMIT BLACK].



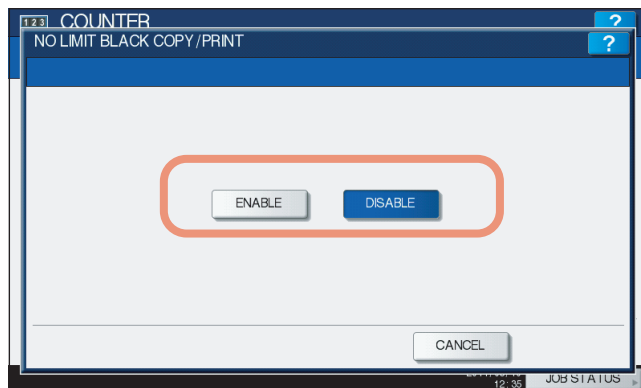
The NO LIMIT BLACK COPY/PRINT screen is displayed.

Tip

For instructions on how to display the screen above, see the following page:

📖 P.226 “Logging on as administrator”

2 Press [ENABLE] to enable the NO LIMIT BLACK function, or [DISABLE] to disable it.

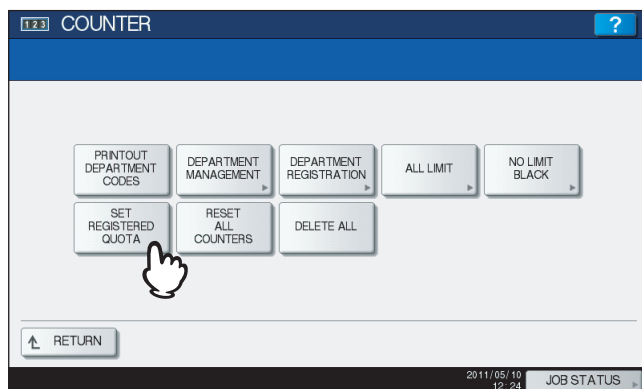


The No Limit Black setting is saved.

■ Setting the registered quota

This function allows you to return the quotas for all departments to the default ones through a single operation.

1 In the DEPT. MANAGEMENT menu, press [SET REGISTERED QUOTA].



The message "Are you sure?" is displayed in the CONFIRMATION screen.

Tip

For instructions on how to display the screen above, see the following page:

📖 P.226 "Logging on as administrator"

2 Press [YES].



The quotas for all departments are now returned to the default ones.

Tip

Press [NO] to cancel the operation.

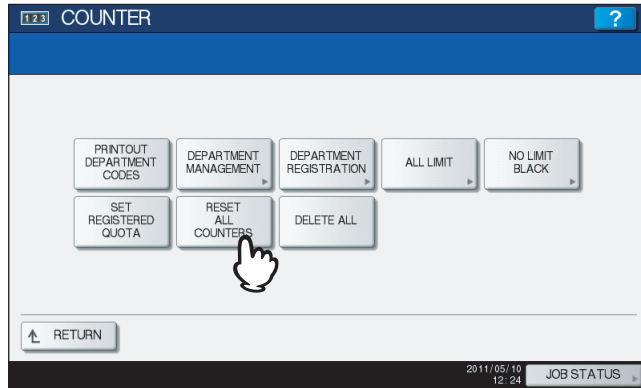
■ Resetting all department counters

This function clears all department counters to “0”.

Note

This function clears only the department counters. You cannot clear the total counter.

1 In the DEPT. MANAGEMENT menu, press [RESET ALL COUNTERS].



The message “CLEAR OK?” is displayed in the CONFIRMATION screen.

Tip

For instructions on how to display the screen above, see the following page:
 P.226 “Logging on as administrator”

2 Press [YES].



All department counters are now cleared.

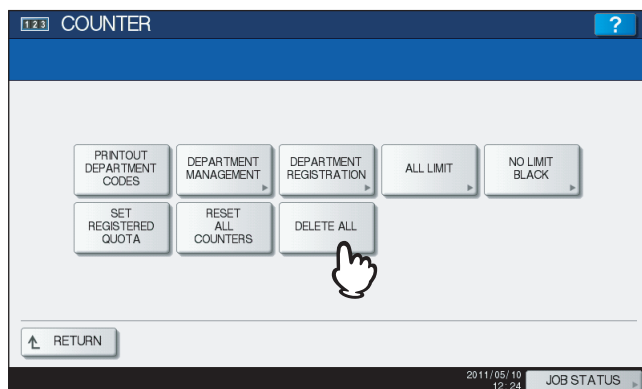
Tip

Press [NO] to cancel the clear operation.

■ Deleting all department codes

This function deletes all registered department codes.

1 In the DEPT. MANAGEMENT menu, press [DELETE ALL].



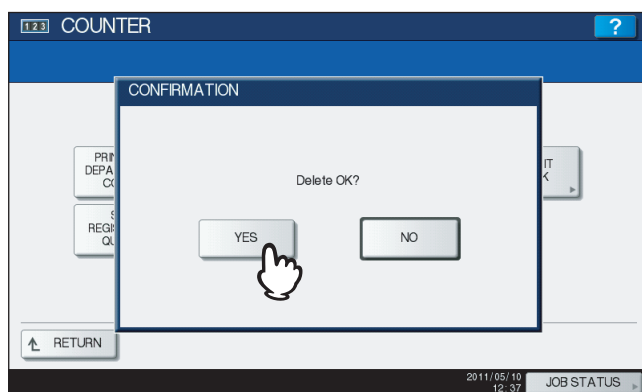
The message "Delete OK?" is displayed in the CONFIRMATION screen.

Tip

For instructions on how to display the screen above, see the following page:

📖 P.226 "Logging on as administrator"

2 Press [YES].



All department codes are now deleted.

Tip

Press [NO] to cancel the deletion.

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List Print Format

■ TOTAL COUNTER LIST

Output example of TOTAL COUNTER LIST (e-STUDIO4540C Series)

TOTAL COUNTER LIST		S/N:CME000034	FIN S/N:FIN S/N-	TOTAL :9999
2011-05-10 15:18		TOSHIBA e-STUDIO4540C		DF TOTAL :9999
PRINT COUNTER				
TOTAL	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
COPY	99999	99999	99999	299996
FAX	99999	99999	99999	299996
PRINTER	99999	99999	99999	299996
LIST	99999	99999	99999	299996
TOTAL	399996	399996	399996	1199988
COPY				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	99999
FAX				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	99999
PRINTER				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	99999
LIST				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	99999
CALIBRATION COUNTER :2				

DEPARTMENT CODE LIST

Output example of DEPARTMENT CODE LIST (e-STUDIO4540C Series)

DEPARTMENT CODE LIST			TIME : 2011-05-10 10:53				
<u>DEPT NO.</u>	<u>DEPARTMENT</u>	<u>QUOTA</u>					
D 1	01	999.00					
PRINT COUNTER							
<u>FULL COLOR</u>			<u>TWIN/MONO COLOR</u>				
	<u>COPY</u>	<u>PRINT</u>	<u>TOTAL</u>	<u>COPY</u>	<u>PRINT</u>	<u>TOTAL</u>	
SMALL	99999	99999	199998	SMALL	99999	99999	199998
LARGE	99999	99999	199998	LARGE	99999	99999	199998
	199998	199998	399996		199998	199998	399996
BLACK							
	<u>COPY</u>	<u>FAX</u>	<u>PRINT</u>	<u>LIST</u>	<u>TOTAL</u>		
SMALL	99999	99999	99999	99999	399996		
LARGE	99999	99999	99999	99999	399996		
	199998	199998	199998	199998	799992		
FAX COMMUNICATION			SCAN COUNTER				
	<u>TRANSMIT</u>	<u>RECEPTION</u>	<u>FULL COLOR</u>	<u>TWIN/MONO COLOR</u>	<u>BLACK</u>	<u>FAX</u>	<u>NETWORK</u>
			<u>COPY</u>	<u>NETWORK</u>	<u>COPY</u>	<u>COPY</u>	
SMALL	99999	99999	SMALL	99999	99999	99999	99999
LARGE	99999	99999	LARGE	99999	99999	99999	99999
	199998	199998		199998	199998	199998	199998
<u>DEPT NO.</u>	<u>DEPARTMENT</u>	<u>QUOTA</u>					
D 2	02	999.00					
PRINT COUNTER							
<u>FULL COLOR</u>							
	<u>COPY</u>	<u>PRINT</u>	<u>TOTAL</u>				

■ ADDRESS BOOK INFORMATION

Output example of ADDRESS BOOK INFORMATION

ADDRESS BOOK INFORMATION							
				TIME	: 2011-05-10 20:47		
				FAX NO.1	: 9999999999		
				FAX NO.2	: 9999999990		
				NAME	: MFP_00000183		
NO.	NAME	FAX NUMBER/E-MAIL ADDRESS	QUALITY TX	TX TYPE	LINE	ECM	ATT
001	User01	0000000001 ✉user01@example.com	OFF	MEMORY		OFF	0
002	User02	0000000002 ✉user02@example.com	OFF	MEMORY		OFF	0
003	User03	0000000003 ✉user03@example.com	OFF	MEMORY		OFF	0
004	User04	0000000004 ✉user04@example.com	OFF	MEMORY		OFF	0
005	User05	0000000005 ✉user05@example.com	OFF	MEMORY		OFF	0
006	User06	0000000006 ✉user06@example.com	OFF	MEMORY		OFF	0
007	User07	0000000007 ✉user07@example.com	OFF	MEMORY		OFF	0
008	User08	0000000008 ✉user08@example.com	OFF	MEMORY		OFF	0
009	User09	0000000009 ✉user09@example.com	OFF	MEMORY		OFF	0
010	User10	0000000010 ✉user10@example.com	OFF	MEMORY		OFF	0
011	User11	0000000011 ✉user11@example.com	OFF	MEMORY		OFF	0
	User12						

■ FUNCTION LIST (User)

Output example of FUNCTION LIST (User) (e-STUDIO4540C Series)

```

FUNCTION LIST
      S/N      : CME000034      TIME      : 2011-05-10 20:47
      F/W Ver. : T140SY0W0020   FAX NO.1  : 99999999999
      M-ROM Ver.: 140M-015      FAX NO.2  : 99999999990
      S-ROM Ver.: 140S-01      NAME      : MFP_00000183

GENERAL
TOTAL COUNTER      : 9999
DRAWER
  DRAWER 1        : LT
  DRAWER 2        : A3
  DRAWER 3        : A4-R
  DRAWER 4        : B5
AUTO CLEAR        : 45

COPY
EXPOSURE FOR COLOR : MANUAL
EXPOSURE FOR BLACK : AUTO
COLOR MODE         : BLACK
IMAGE DIRECTION    : DISABLE
BYPASS FEED       : PLAIN
ORIGINAL MODE FOR COLOR : TEXT/PHOTO
ORIGINAL MODE FOR BLACK : TEXT/PHOTO
ORIGINAL MODE FOR AUTO COLOR : TEXT/PHOTO
OMIT BLANK PAGE ADJUSTMENT : 0
ACS ADJUSTMENT    : 2

SCAN
COLOR MODE        : BLACK
COMPRESS          : MID
B/W ADJUSTMENT IN ACS : 3
ROTATION          : 0
SINGLE/2-SIDED SCAN : SINGLE
IMAGE QUALITY FOR BLACK : STANDARD
PREVIEW SETTING  : OFF
INITIAL PREVIEW TYPE : PAGE FIT
OMIT BLANK PAGE ADJUSTMENT : 0
ACS ADJUSTMENT    : 2
COLOR
RESOLUTION

```

Tip

For further information about the items printed in FUNCTION LIST, see the following page:
 📖 P.253 "FUNCTION LIST (Administrator)"

■ NIC configuration page

Output example of the NIC Configuration Page

```

=====
Unit Serial No      : CME000034          Version : T140SY0W0020
Network Address    : 00:40:af:7e:28:55
Network Topology   : Ethernet          Connector: RJ45
Network Mode       : Auto

Novell Network Information          enabled
Print Server Name      : MFP_04998820
Password Defined      :
Search Root not defined
Directory Services Tree : ORG
Directory Services Context: dept1.org
Scan Rate             : 5
Frame Type            : Auto Sense

TCP/IP Network Information for IPv4  enabled
Address Mode          : Static IP
IP Address            : 10.10.70.120
Subnet Mask           : 255.255.255.0
Default Gateway       : 10.10.70.1
Primary DNS Server    : 0.0.0.0
DNS Name              :
Host Name             : MFP04998820
Primary WINS Server   : 0.0.0.0
NetBIOS Name         : MFP04998820

IPP Network Information          enabled
IPP without SSL         : http://10.10.70.120:631/Print
IPP with SSL           : https://10.10.70.120:443/Print

AppleTalk Network Information    enabled
AppleTalk Printer Name  : MFP00C67861
AppleTalk Zone          : *
AppleTalk Type          : LaserWriter

=====

Novell Connection Information
File System Server Name : NWSRV
Queue Name              : MFP_QUEUE

AppleTalk Connection Information
AppleTalk Printer Name  : MFP00C67861

Raw Socket Connection Information
Port Number

```

4

Unit Serial No	The serial No. of this equipment
Version	The system version of this equipment
Network Address	The MAC address of this equipment
Network Topology	The network type
Connector	The connector type
Network Mode	The network mode
Novell Network Information	
Print Server Name	The Novell printer name of this equipment
Password Defined	Shows whether the password is defined.
Search Root	The search root setting of this equipment
Directory Services Tree	The NDS tree setting of this equipment
Directory Service Context	The NDS context setting of this equipment
Scan Rate	The scan rate setting of this equipment
Frame Type	The frame type setting of this equipment
TCP/IP Network Information for IPv4	
Address Mode	The TCP/IP address mode of this equipment

IP Address	The IP address of this equipment
Subnet Mask	The subnet mask of this equipment
Default Gateway	The default gateway of this equipment
Primary DNS Server	The primary DNS server address of this equipment
DNS Name	The DNS name of this equipment
Host Name	The host name of this equipment
Primary WINS Server	The primary WINS server address of this equipment
NetBIOS Name	The NetBIOS name of this equipment
IPP Network Information	
IPP without SSL	URL for the IPP printing
IPP with SSL	URL for the IPP printing with SSL
AppleTalk Network Information	
AppleTalk Printer Name	The AppleTalk printer name of this equipment
AppleTalk Zone	The AppleTalk zone of this equipment
AppleTalk Type	The AppleTalk printer type of this equipment
Novell Connection Information	
File System Server Name	The NetWare file system server name to which this equipment is connected
Queue Name	The NetWare queue name to which this equipment is connected
AppleTalk Connection Information	
AppleTalk Printer Name	The AppleTalk printer name of this equipment
Raw Socket Connection Information	
Port Number	The port number for the RAW printing
TCP/IP Network Information for IPv6	
LLMNR	The LLMNR (Linklocal Multicast Name Resolution) protocol setting
Link Local Address	The link local address of this equipment
Address Mode	The IPv6 address mode
IP Address	The IPv6 address of this equipment
Prefix Length	The prefix length of the IPv6 address
Default Gateway	The default gateway address of this equipment
Primary IPv6 DNS Server	The primary IPv6 DNS server address
Secondary IPv6 DNS Server	The secondary IPv6 DNS server address

■ FUNCTION LIST (Administrator)

Output example of FUNCTION LIST (Administrator) (e-STUDIO4540C Series)

```

FUNCTION LIST
      S/N      : CME000034      TIME      : 2011-05-10 20:47
      F/W Ver. : T140SY0W0030   FAX NO.1  : 99999999999
      M-ROM Ver.: 140M-015     FAX NO.2  : 99999999999
      S-ROM Ver.: 140S-01      NAME      : MFP_00000183

GENERAL
TOTAL COUNTER          : 9999
MAIN / PAGE MEMORY SIZE : 2048 MB / 512 MB
  DRAWER 1             : LT
  DRAWER 2             : LD
  DRAWER 3             : LT-R
  DRAWER 4             : A4
AUTO CLEAR            : 45
ENERGY SAVER
  WEEKLY TIMER         : ON      OFF
    TIMER SUNDAY       : 00:00:00 24:00:00
    TIMER MONDAY       : 00:00:00 24:00:00
    TIMER TUESDAY      : 00:00:00 24:00:00
    TIMER WEDNESDAY    : 00:00:00 24:00:00
    TIMER THURSDAY     : 00:00:00 24:00:00
    TIMER FRIDAY       : 00:00:00 24:00:00
    TIMER SATURDAY     : 00:00:00 24:00:00
    ENABLE WEEKLY TIMER : DISABLE
  AUTO POWER SAVE     : 15
  SLEEP MODE          : 60
  SUPER SLEEP         : DISABLE
DAYLIGHT SAVINGS TIME
  ENABLE DAYLIGHT SAVINGS TIME : DISABLE
  OFFSET              : +1:00
    START DATE        : Jan 1ST Sun 0:0
    END DATE          : Jan 1ST Sun 0:0
DATA CLONING FUNCTION : ENABLE
USB DIRECT PRINT      : ENABLE
FUNCTIONS
  SAVE AS LOCAL HDD   : ENABLE
  E-FILING            : ENABLE
  EMAIL SEND          : ENABLE
  SAVE AS FTP         : ENABLE
  SAVE AS PDF         : ENABLE

```

The Function List for an administrator shows the setting list for all functions. The following table shows all functions that are printed in an administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes each function.

GENERAL

Function	Description	User
TOTAL COUNTER	Shows the total counter.	YES
MAIN / PAGE MEMORY SIZE	Shows the main memory size and page memory size.	NO
DRAWER - DRAWER 1	Shows the paper size for drawer 1.	YES
DRAWER - DRAWER 2	Shows the paper size for drawer 2.	YES
DRAWER - DRAWER 3 *1	Shows the paper size for drawer 3.	YES
DRAWER - DRAWER 4 *2	Shows the paper size for drawer 4.	YES
DRAWER - LARGE CAPACITY FEEDER *3	Shows the paper size for the large capacity feeder	YES
DRAWER - EXTERNAL LARGE CAPACITY FEEDER *4	Shows the paper size for the large capacity feeder	YES

GENERAL

Function	Description	User
AUTO CLEAR	Shows the time (in seconds) it takes the touch panel display to clear the previous settings and return to the initial screen.	NO
ENERGY SAVER - WEEKLY TIMER	Shows the time to enter the energy saver mode (ON time), and the time to exit the energy saver mode (OFF time) for each day (Sunday to Saturday).	NO
ENERGY SAVER - AUTO POWER SAVE	Shows the time to enter the power save mode (in minutes).	NO
ENERGY SAVER - SLEEP MODE	Shows the time to enter the sleep mode (in minutes).	NO
ENERGY SAVER - SUPER SLEEP	Shows whether the super sleep mode is enabled or disabled.	NO
DAYLIGHT SAVINGS TIME - ENABLE DAYLIGHT SAVINGS TIME	Shows whether the daylight savings time is enabled or disabled.	NO
DAYLIGHT SAVINGS TIME - OFFSET	Shows the offset (time difference) from the local standard time.	NO
DAYLIGHT SAVINGS TIME - STAR DATE/END DATE	Shows the date and time to start and end the daylight savings time.	NO
DATA CLONING FUNCTION	Shows whether the data cloning function is enabled or disabled.	NO
USB DIRECT PRINT	Shows whether the USB Direct Print function is enabled or disabled.	NO
FUNCTIONS - SAVE AS LOCAL HDD	Shows whether the Save as Local HDD function is enabled or disabled.	NO
FUNCTIONS - E-FILING	Shows whether the e-Filing function is enabled or disabled.	NO
FUNCTIONS - EMAIL SEND	Shows whether the E-mail transmission is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTP	Shows whether the Save as FTP function is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTPS	Shows whether the Save as FTPS function is enabled or disabled.	NO
FUNCTIONS - SAVE TO USB MEDIA	Shows whether the Save to USB media function is enabled or disabled.	NO
FUNCTIONS - SAVE AS SMB	Shows whether the Save as SMB function is enabled or disabled.	NO
FUNCTIONS - SAVE AS NETWARE	Shows whether the Save as NetWare function is enabled or disabled.	NO
FUNCTIONS - INTERNET FAX SEND	Shows whether the Internet Fax transmission is enabled or disabled.	NO
FUNCTIONS - FAX SEND	Shows whether the fax transmission is enabled or disabled.	NO
FUNCTIONS - WEB SERVICES SCAN	Shows whether the Web Scan Service is enabled or disabled.	NO
FUNCTIONS - TWAIN SCANNING	Shows whether the TWAIN scanning function is enabled or disabled.	NO
FUNCTIONS - SCAN TO EXTERNAL CONTROLLER	Shows whether the scanning function to external controllers is enabled or disabled.	NO
FUNCTIONS - NETWORK FAX	Shows whether the network fax function is enabled or disabled.	NO

GENERAL

Function	Description	User
FUNCTIONS - NETWORK INTERNET FAX	Shows whether the network Internet fax function is enabled or disabled.	NO
JOB SKIP CONTROL - ENABLE JOB SKIP CONTROL	Shows whether the Job Skip Control is enabled or disabled.	NO
ADDRESS BOOK RESTRICTION BY ADMIN	Shows whether operations on the address book are restricted by the administrator authority.	NO
HARDCOPY SECURITY PRINTING - COPY INHIBITION	Shows whether to inhibit copying the document.	NO
HARDCOPY SECURITY PRINTING - SCAN INHIBITION	Shows whether to inhibit scanning the document.	NO
HARDCOPY SECURITY PRINTING - PRINT INHIBITION	Shows whether to inhibit printing the document.	NO
CONFIDENTIALLY SETTING - DOCUMENT NAME	Shows whether the confidential setting on the JOB STATUS screen or PRINT screen is enabled or disabled.	NO
POP-UP - DRAWER	Shows whether the drawer set pop-up is enabled or disabled.	NO
POP-UP - PAPER MISFEED RECOVERY	Shows whether the paper misfeed recovery pop-up is enabled or disabled.	NO

*1 "DRAWER 3" is printed only when Drawer 3 is installed.

*2 "DRAWER 4" is printed only when Drawer 4 is installed.

*3 "LARGE CAPACITY FEEDER" is printed only when the Large Capacity Feeder is installed.

*4 "EXTERNAL LARGE CAPACITY FEEDER" is printed only when the External Large Capacity Feeder is installed (only for the e-STUDIO6550C Series).

COPY

Function	Description	User
EXPOSURE FOR COLOR *1	Shows the default exposure setting for color copies.	YES
EXPOSURE FOR BLACK *1	Shows the default exposure setting for black copies.	YES
EXPOSURE *2	Shows the default exposure setting for copies.	YES
COLOR MODE *1	Shows the default color mode for copies.	YES
IMAGE DIRECTION	Shows whether the image direction is enabled or disabled.	YES
BYPASS FEED	Shows the default paper type of the bypass feed.	YES
INSERTER/INVERT BACKSIDE COVER *3	Shows whether the Inserter/Invert Backside Cover function is enabled or disabled.	YES
TAB - EXTENSION - DRAWER - TAB EXTENSION *3	Shows the tab extension setting that is applied when tab paper is fed from a drawer.	YES
TAB - EXTENSION - DRAWER - SHIFT MARGIN *3	Shows the shift margin setting that is applied when tab paper is fed from a drawer.	YES
TAB - EXTENSION - BYPASS FEED - TAB EXTENSION *3	Shows the tab extension setting that is applied when tab paper is fed from the bypass feed.	YES
TAB - EXTENSION - BYPASS FEED - SHIFT MARGIN *3	Shows the shift margin setting that is applied when tab paper is fed from the bypass feed.	YES
ORIGINAL MODE FOR COLOR *1	Shows the default original mode for color copies.	YES
ORIGINAL MODE FOR BLACK	Shows the default original mode for black copies.	YES
ORIGINAL MODE FOR AUTO COLOR *1	Shows the default original mode for auto color copies.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT *1	Shows the ACS adjustment level.	YES

COPY

Function	Description	User
MAXIMUM COPIES	Shows the maximum copies that are allowed to be set.	NO
AUTO 2-SIDE MODE	Shows the default auto 2-sided mode.	NO
SORT MODE PRIORITY	Shows the default sort mode.	NO
DEFAULT MODE OF AUTO COLOR *1	Shows the default auto color mode for copies.	NO
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
AUTO EXIT TRAY CHANGE (CASCADE PRINT)	Shows whether the Auto Exit Tray Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO
WASTE HOLE PUNCH TRAY FULL	Shows whether this equipment continues printing when punch dust becomes full.	NO
ORIGINAL OUTSIDE ERASE	Shows whether the original outside erase function is enabled or disabled.	NO

*1 Printed only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

*2 Printed only for the e-STUDIO456 Series and e-STUDIO856 Series.

*3 Printed only for the e-STUDIO856 Series.

SCAN

Function	Description	User
COLOR MODE	Shows the default color mode for scan.	YES
COMPRESS	Shows the default compression setting.	YES
B/W ADJUSTMENT IN ACS	Shows the default B/W resolution in ACS.	YES
ROTATION	Shows the default rotation mode.	YES
SINGLE/2-SIDED SCAN	Shows the default 2-sided scan mode.	YES
IMAGE QUALITY FOR BLACK	Shows the default image quality setting that applies when scanning a black original in auto color mode.	YES
PREVIEW SETTING *1	Shows whether the preview function is enabled or disabled.	YES
INITIAL PREVIEW TYPE *1	Shows the default preview type.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT	Shows the ACS adjustment level.	YES
COLOR - RESOLUTION	Shows the resolution for color scans.	YES
COLOR - ORIGINAL MODE	Shows the default original mode for color scans.	YES
COLOR - EXPOSURE	Shows the default exposure setting for color scans.	YES
COLOR - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for color scans.	YES
GRAY SCALE - RESOLUTION	Shows the resolution for gray scale scans.	YES
GRAY SCALE - EXPOSURE	Shows the default exposure setting for gray scale scans.	YES
GRAY SCALE - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for gray scale scans.	YES

SCAN

Function	Description	User
BLACK - RESOLUTION	Shows the resolution for black scans.	YES
BLACK - ORIGINAL MODE	Shows the default original mode for black scans.	YES
BLACK - EXPOSURE	Shows the default exposure setting for black scans.	YES
BLACK - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for black scans.	YES

*1 Printed only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

4

FAX

Function	Description	User
FAX ROM VERSION	Shows the ROM version of the Fax unit.	YES
RESOLUTION	Shows the default resolution setting for a fax/Internet Fax transmission.	YES
ORIGINAL MODE	Shows the default original mode for a fax/Internet Fax transmission.	YES
EXPOSURE	Shows the default exposure setting for a fax/Internet Fax transmission.	YES
TX TYPE *1	Shows the default transmission type.	YES
TTI	Shows whether the TTI is enabled or disabled.	NO
RTI	Shows whether the RTI is enabled or disabled.	YES
ECM *1	Shows whether the ECM is enabled or disabled.	YES
PREVIEW SETTING *3	Shows whether the preview function is enabled or disabled.	NO
INITIAL PREVIEW TYPE *3	Shows the default preview type.	NO
INITIAL SETUP - MONITOR VOLUME *1	Shows the monitor volume setting.	NO
INITIAL SETUP - COMPLETION TONE VOLUME *1	Shows the complete volume setting.	NO
INITIAL SETUP - RX MODE *1	Shows the default RX mode.	NO
INITIAL SETUP - DIAL TYPE *1	Shows the dial type of line 1.	NO
INITIAL SETUP - DIAL TYPE (LINE2) *2	Shows the dial type of line 2.	NO
LINE-2 MODE *2	Shows the line 2 mode.	NO
LINE-2 MODE - START *2	Shows the start time to use Line 2 for receptions only. This applies only when "RX ONLY (TIMER)" is set to LINE-2 MODE.	NO
LINE-2 MODE - END *2	Shows the end time to finish using Line 2 for receptions only. This applies only when "RX ONLY (TIMER)" is set to LINE-2 MODE.	NO
RX PRINT - DISCARD	Shows whether the discard function is enabled or disabled.	NO
RX PRINT - REDUCTION	Shows whether reduction is enabled or disabled.	NO
RX PRINT - DUPLEX *1	Shows whether duplex print is enabled or disabled.	NO
RX PRINT - ROTATE SORT *1	Shows whether rotate sort is enabled or disabled.	NO
RECOVERY TX *1	Shows whether recovery transmission is enabled or disabled.	NO

FAX

Function	Description	User
RECOVERY TX - STORED TIME *1	Shows how many hours a recovery transmission job is to be stored.	NO
FAX RECEIVED FORWARD - AGENT1 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD - AGENT2 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT1 *1	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT2 *1	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO
SECURE RECEIVE - TIMER *1	Shows the time to enter the secure receive mode (ON time), and the time to exit the secure receive mode (OFF time) for each day (Sunday to Saturday).	NO
SECURE RECEIVE - ENABLE SECURE RECEIVE *1	Shows whether the secure receive is enabled or disabled.	NO

*1 These are printed only when the FAX Unit (optional) is installed.

*2 These are printed only when the FAX Unit (optional) and 2nd Line for FAX Unit (optional) are installed.

*3 Printed only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

E-FILING

Function	Description	User
PRINTING IMAGE MODE *1	Shows the default printing image mode.	YES

*1 Printed only for the e-STUDIO6550C Series and e-STUDIO4540C Series.

BIP PRINTING

Function	Description	User
PAPER SIZE	Shows the paper size for the Bluetooth BIP print.	NO
PRINT SIZE	Shows the print size for the Bluetooth BIP print.	NO

Note

BIP PRINTING is printed only when the Bluetooth Module (optional) is installed.

FILE

Function	Description	User
MAINTENANCE	Shows whether storage maintenance is enabled or disabled.	NO
STORAGE MAINTENANCE	Shows how many days the data in the local folder is stored. This applies only when the maintenance function is enabled.	NO

E-MAIL

Function	Description	User
FRAGMENT MESSAGE SIZE (KB)	Shows the fragment message size that applies to an e-mail transmission.	NO
FROM ADDRESS	Shows the sender's e-mail address that applies to an e-mail transmission.	NO
FROM NAME	Shows the sender's name that applies to an e-mail transmission.	NO

E-MAIL

Function	Description	User
NUMBER OF RETRY	Shows how many times this equipment tries to send an e-mail when it had previously failed.	NO
RETRY INTERVAL	Shows the interval of an e-mail transmission.	NO
BCC ADDRESS DISPLAY	Shows whether Bcc address display is enabled or disabled.	NO
EDITING OF SUBJECT	Shows whether the editing of the e-mail subject is enabled or disabled.	NO
ADD THE DATE AND TIME TO THE SUBJECT	Shows whether the adding of the date and time to the e-mail subject is enabled or disabled.	NO
DEFAULT SUBJECT	Shows the default subject of the e-mail.	NO

INTERNET FAX

Function	Description	User
FRAGMENT PAGE SIZE (KB)	Shows the fragment page size that applies to an Internet Fax transmission.	NO
BODY STRING TRANSMISSION	Shows whether the body string transmission is enabled or disabled.	NO
FROM ADDRESS	Shows the sender's e-mail address that applies to an Internet Fax transmission.	NO
FROM NAME	Shows the sender's name that applies to an Internet Fax transmission.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an Internet Fax when it had previously failed.	NO
RETRY INTERVAL	Shows the interval of an Internet Fax transmission.	NO
INTERNET FAX RECEIVED FORWARD - AGENT1	Shows the agent type if the Internet Fax Received Forward is registered.	NO
INTERNET FAX RECEIVED FORWARD - AGENT2	Shows the agent type if the Internet Fax Received Forward is registered.	NO

REPORT SETTING

Function	Description	User
JOURNAL - AUTO	Shows whether auto journal print is enabled or disabled.	NO
JOURNAL - TX JOURNAL	Shows how many transmissions will be printed in a transmission journal.	NO
JOURNAL - RX JOURNAL	Shows how many receptions will be printed in a reception journal.	NO
COMM. REPORT - MEMORY TX	Shows the conditions for printing a memory transmission report.	NO
COMM. REPORT - DIRECT TX	Shows the conditions for printing a direct transmission report.	NO
COMM. REPORT - MULTI TX	Shows the conditions for printing a multi transmission report.	NO
COMM. REPORT - POLLING	Shows the conditions for printing a polling report.	NO
COMM. REPORT - RELAY ORIGINAL	Shows the conditions for printing a relay originator report.	NO
COMM. REPORT - RELAY STATION	Shows the conditions for printing a relay station report.	NO
COMM. REPORT - RELAY DESTINATION	Shows the conditions for printing a relay destination report.	NO

REPORT SETTING

Function	Description	User
RECEPTION LIST - LOCAL	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment.	NO
RECEPTION LIST - REMOTE	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment remotely from another facsimile.	NO
RECEPTION LIST - RELAY STATION	Shows whether a reception list will be printed or not after receiving a relay transmission from an originator as a relay hub.	NO

PRINTER/E-FILING

Function	Description	User
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
ENFORCEMENT CONTINUE OF ILLEGAL PAPER	Shows whether the Enforcement Continue of Illegal Paper function is enabled or disabled.	NO
AUTO EXIT TRAY CHANGE (CASCADE PRINT)	Shows whether the Auto Exit Tray Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO
WASTE HOLE PUNCH TRAY FULL	Shows whether this equipment continues printing when the punch dust bin becomes full.	NO

WIRED 802.1X SETTING

Function	Description	User
ENABLE 802.1X	Shows whether the wired 802.1X authentication is enabled or disabled.	NO
EAP-METHOD	Shows the current EAP-method.	NO

WIRELESS SETTINGS

Function	Description	User
WIRELESS LAN	Shows whether the Wireless LAN function is enabled or disabled.	NO

Note

WIRELESS SETTINGS are printed only when the Wireless LAN Module (optional) is installed.

BLUETOOTH SETTINGS

Function	Description	User
Bluetooth	Shows whether the Bluetooth function is enabled or disabled.	NO
Bluetooth NAME	Shows the Bluetooth name of this equipment.	NO
DEVICE ADDRESS	Shows the device address of this equipment.	NO
ALLOW DISCOVERY	Shows whether the Allow Discovery function is enabled or disabled.	NO
SECURITY	Shows whether the security function is enabled or disabled.	NO
REQUIRED PIN	Shows the PIN number.	NO

BLUETOOTH SETTINGS

Function	Description	User
DATA ENCRYPTION	Shows whether the data encryption is enabled or disabled.	NO

Note

BLUETOOTH SETTINGS are printed only when the Bluetooth Module (optional) is installed.

NETWORK SETTING - GENERAL PRODUCT - GENERAL

Function	Description	User
ETHERNET SPEED DUPLEX MODE	Shows the Ethernet speed setting.	NO

NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
ADDRESS MODE	Shows the TCP/IP address mode.	NO
HOST NAME	Shows the TCP/IP address mode.	NO
IP ADDRESS	Shows the IP address of this equipment.	NO
SUBNET MASK	Shows the subnet mask of this equipment.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
LLMNR	Shows whether the LLMNR (Linklocal Multi-cast Name Resolution) is enabled or disabled.	NO
ADDRESS MODE	Shows the IPv6 address mode.	NO
LINK LOCAL ADDRESS	Shows the link local address of this equipment.	NO
IP ADDRESS	Shows the IPv6 address of this equipment.	NO
PREFIX LENGTH	Shows the prefix length of the IPv6 address.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO
USE DHCPv6 SERVER FOR OPTIONS	Shows whether the optional information is obtained from the DHCPv6 server.	NO
USE STATELESS FOR IP ADDRESS (M FLAGS)	Shows whether the stateless usage (IP address acquisition M flag) is enabled or disabled.	NO
USE STATELESS FOR OPTIONS (O FLAGS)	Shows whether the stateless usage (optional information acquisition O flag) is enabled or disabled.	NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
IP ADDRESS1	The IP address, prefix length and default gateway which are issued from routers.	NO
PREFIX LENGTH1		NO
DEFAULT GATEWAY1		NO
IP ADDRESS2		NO
PREFIX LENGTH2		NO
DEFAULT GATEWAY2		NO
IP ADDRESS3		NO
PREFIX LENGTH3		NO
DEFAULT GATEWAY3		NO
IP ADDRESS4		NO
PREFIX LENGTH4		NO
DEFAULT GATEWAY4		NO
IP ADDRESS5		NO
PREFIX LENGTH5		NO
DEFAULT GATEWAY5		NO
IP ADDRESS6		NO
PREFIX LENGTH6		NO
DEFAULT GATEWAY6		NO
IP ADDRESS7		NO
PREFIX LENGTH7		NO
DEFAULT GATEWAY7		NO
USE STATEFUL FOR IP ADDRESS	Shows whether the stateful usage (IP address acquisition) is enabled or disabled.	NO
USE STATEFUL FOR OPTIONS	Shows whether the stateful usage (optional information acquisition) is enabled or disabled.	NO

NETWORK SETTING - NETWORK - IPX/SPX

Function	Description	User
ENABLE IPX/SPX	Shows whether the IPX/SPX protocol is enabled or disabled.	NO
FRAME TYPE	Shows the frame type to be selected.	NO

NETWORK SETTING - NETWORK - APPLE TALK

Function	Description	User
ENABLE APPLE TALK	Shows whether the AppleTalk protocol is enabled or disabled.	NO
DEVICE NAME	Shows the AppleTalk device name.	NO
DESIRED ZONE	Shows the AppleTalk zone.	NO

NETWORK SETTING - SESSION - LDAP SESSION

Function	Description	User
ENABLE LDAP	Shows whether the LDAP is enabled or disabled.	NO
ATTRIBUTE 1	Shows the name of the schema corresponding to the LDAP server configuration.	NO
ATTRIBUTE 2	Shows the name of the schema corresponding to the LDAP server configuration.	NO
SEARCH METHOD	Shows search conditions for LDAP searching.	NO

NETWORK SETTING - SESSION - DNS SESSION

Function	Description	User
ENABLE DNS	Shows whether the DNS is enabled or disabled.	NO
PRIMARY DNS SERVER ADDRESS	Shows the primary DNS server address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS	Shows the secondary DNS server address if it has been set.	NO
PRIMARY DNS SERVER ADDRESS (IPv6)	Shows the primary DNS server IPv6 address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS (IPv6)	Shows the secondary DNS server IPv6 address if it has been set.	NO

NETWORK SETTING - SESSION - DDNS SESSION

Function	Description	User
ENABLE DDNS	Shows whether the DDNS is enabled or disabled.	NO
HOST NAME	Shows the host name of this equipment.	NO
DOMAIN NAME	Shows the domain name of this equipment.	NO
SECURITY METHOD	Shows the security method of this equipment.	NO
PRIMARY LOGIN NAME	Shows the primary log-in name if GSS-TSIG is selected for the security method.	NO
SECONDARY LOGIN NAME	Shows the secondary log-in name if GSS-TSIG is selected for the security method.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SERVER PROTOCOL	Shows whether the SMB protocol is enabled or disabled.	NO
RESTRICTION	Shows whether or not the print share/file share functions are restricted.	NO
NETBIOS NAME	Shows the NetBIOS name of this equipment.	NO
LOGON	Shows the log-on setting.	NO
WORKGROUP	Shows the workgroup of this equipment.	NO
DOMAIN	Shows the domain name of this equipment.	NO
PRIMARY DOMAIN CONTROLLER	Shows the primary domain controller address if it has been set.	NO
BACKUP DOMAIN CONTROLLER	Shows the backup domain controller address if it has been set.	NO
LOGON USER NAME	Shows the logon user name of this equipment for the domain if it has been set.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
PRIMARY WINS SERVER	Shows the primary WINS server address if it has been set.	NO
SECONDARY WINS SERVER	Shows the secondary WINS server address if it has been set.	NO
SMB SIGNING OF SMB SERVER	Shows the setting of the SMB Signing of SMB Server.	NO
SMB SIGNING OF SMB CLIENT	Shows the setting of the SMB Signing of SMB Client.	NO

NETWORK SETTING - SESSION - NETWARE SESSION

Function	Description	User
ENABLE BINDERY	Shows whether the bindery mode is enabled or disabled.	NO
ENABLE NDS	Shows whether the NDS mode is enabled or disabled.	NO
CONTEXT	Shows the NDS context.	NO
TREE	Shows the NDS tree.	NO
PREFERRED FILE SERVER	Shows the name of the preferred file server.	NO

NETWORK SETTING - SESSION - BONJOUR SESSION

Function	Description	User
ENABLE BONJOUR	Shows whether Bonjour is enabled or disabled.	NO
LINK-LOCAL HOST NAME	Shows the link-local host name of this equipment for Bonjour.	NO
SERVICE NAME	Shows the service name of this equipment for Bonjour.	NO

NETWORK SETTING - SESSION - LLTD SESSION

Function	Description	User
ENABLE LLTD	Shows whether the LLTD (Link Layer Topology Discovery) protocol is enabled or disabled.	NO
DEVICE NAME	Shows the device name displayed on the Network Map.	NO

NETWORK SETTING - SESSION - SLP SESSION

Function	Description	User
ENABLE SLP	Shows whether SLP (Service Location Protocol) is enabled or disabled.	NO
TTL	Shows TTL (Time To Live, a scope in the network that provides SLP service).	NO
SCOPE	Shows the scope for specifying the groups that provide SLP services.	NO

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
ENABLE HTTP SERVER	Shows whether the HTTP network service is enabled or disabled.	NO
PRIMARY PORT NUMBER	Shows the primary port number for the HTTP network service.	NO
SECONDARY PORT NUMBER	Shows the secondary port number for the HTTP network service.	NO
ENABLE SSL	Shows whether the SSL for the HTTP network service is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
SSL PORT NUMBER	Shows the SSL port number for the HTTP network service.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP CLIENT NETWORK SERVICE

Function	Description	User
ENABLE SMTP CLIENT	Shows whether the SMTP client is enabled or disabled.	NO
AUTHENTICATION	Shows whether SMTP authentication is enabled or disabled.	NO
POP BEFORE SMTP	Shows whether POP Before SMTP is enabled or disabled.	NO
SMTP SERVER ADDRESS	Shows the IP address of the SMTP server that has been assigned.	NO
LOGIN NAME	Shows the login name used for SMTP authentication.	NO
PORT NUMBER	Shows the port number to be used for sending an e-mail or Internet Fax to the SMTP server.	NO
ENABLE SSL	Shows whether the SSL for the SMTP client is enabled or disabled.	NO
SSL/TLS	Shows the protocol used for SSL.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE SMTP SERVER	Shows whether the SMTP server is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for receiving Internet Faxes using the SMTP protocol.	NO
ENABLE OFFRAMP GATEWAY	Shows whether the offramp gateway is enabled or disabled.	NO
ENABLE OFFRAMP SECURITY	Shows whether offramp security is enabled or disabled.	NO
ENABLE OFFRAMP PRINT	Shows whether offramp print is enabled or disabled.	NO
E-MAIL ADDRESS	Shows the e-mail address of this equipment if the SMTP server is enabled and it has been set.	NO

NETWORK SETTING - NETWORK SERVICE - IP SECURITY SERVICE

Function	Description	User
ENABLE IP SECURITY	Shows whether the IP security function is enabled or disabled.	NO
POLICY NAME	Shows the policy name used for the IP security function.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
ENABLE POP3 CLIENT	Shows whether the POP3 client is enabled or disabled.	NO
POP3 SERVER ADDRESS	Shows the IP address of the POP3 server if it has been assigned.	NO
AUTHENTICATION	Shows whether POP3 authentication is enabled or disabled.	NO
TYPE POP3 LOGIN	Shows the POP3 login type.	NO
ACCOUNT NAME	Shows the POP3 account name if it has been set.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
SCAN RATE	Shows the scan rate to check the POP3 server for new messages (in minutes).	NO
PORT NUMBER	Shows the port number to be used for accessing the POP3 server.	NO
ENABLE SSL	Shows whether the SSL for the POP3 network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the POP3 server.	NO

NETWORK SETTING - NETWORK SERVICE - FTP CLIENT NETWORK SERVICE

Function	Description	User
SSL SETTING	Shows the status of the FTP SSL setting.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for saving a document to the network folder using FTP.	NO

NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE FTP SERVER	Shows whether the FTP server service is enabled or disabled.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for receiving data using FTP.	NO
ENABLE SSL	Shows whether SSL for the FTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the FTP server.	NO

NETWORK SETTING - NETWORK SERVICE - WEB SERVICES SETTING

Function	Description	User
ENABLE SSL	Shows whether SSL for Web Services is enabled or disabled.	NO
FRIENDLY NAME	Shows the display name of this equipment.	NO
WEB SERVICES PRINTER	Shows whether Web Service print is enabled or disabled.	NO
PRINTER NAME	Shows the printer name of this equipment.	NO
PRINTER INFORMATION	Shows the printer information of this equipment.	NO
WEB SERVICES SCANNER	Shows whether Web Service scan is enabled or disabled.	NO
SCANNER NAME	Shows the scanner name of this equipment.	NO
SCANNER INFORMATION	Shows the scanner information of this equipment.	NO
AUTHENTICATION FOR PC INITIATED SCAN	Shows the authentication setting when this equipment receives jobs.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
ENABLE SNMP	Shows whether SNMP is enabled or disabled.	NO
READ COMMUNITY	Shows the read community name.	NO
ENABLE SNMP V3	Shows whether the SNMP V3 is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
ENABLE SNMP V3 TRAP	Shows whether the SNMP V3 trap is enabled or disabled.	NO
ENABLE AUTHENTICATION TRAP	Shows whether the authentication trap is enabled or disabled.	NO
ENABLE ALERTS TRAP	Shows whether the alerts trap is enabled or disabled.	NO
IP TRAP ADDRESS1	Shows the IP address that has been set for IP trap address 1.	NO
IP TRAP COMMUNITY	Shows the IP Trap community name.	NO
IPX TRAP ADDRESS	Shows the IPX trap address.	NO

NETWORK SETTING - NETWORK SERVICE - SNTP SERVICE

Function	Description	User
ENABLE SNTP	Shows whether SNTP is enabled or disabled.	NO
PRIMARY SNTP ADDRESS	Shows the primary SNTP server address if it has been set.	NO
SECONDARY SNTP ADDRESS	Shows the secondary SNTP server address if it has been set.	NO
PORT NUMBER	Shows the port number to be used for accessing the SNTP server.	NO
SCAN RATE	Shows the scan rate to check the SNTP server for adjusting the time setting.	NO
NTP AUTHENTICATION	Shows whether the NTP authentication is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - TELNET SERVICE

Function	Description	User
ENABLE TELNET	Shows whether the TELNET service is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for the TELNET service.	NO
USER NAME	Shows the user name for the TELNET service.	NO

NETWORK SETTING - NETWORK SERVICE - FILTERING

Function	Description	User
ENABLE IP FILTERING	Shows whether the IP filtering is enabled or disabled.	NO
ENABLE MAC ADDRESS FILTERING	Shows whether the MAC address filtering is enabled or disabled.	NO

NETWORK SETTING - PRINT SERVICE SETTING - RAW TCP PRINT

Function	Description	User
ENABLE RAW TCP	Shows whether Raw TCP printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for Raw TCP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - LPD PRINT

Function	Description	User
ENABLE LPD	Shows whether LPR printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for LPR printing.	NO
BANNERS	Shows whether a banner will be printed for each LPR print job.	NO

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
ENABLE IPP	Shows whether IPP printing is enabled or disabled.	NO
ENABLE PORT80	Shows whether Port80 is used for IPP printing.	NO
PORT NUMBER	Shows the port number to be used for IPP printing.	NO
URL	Shows the URL for IPP printing.	NO
AUTHENTICATION	Shows whether the authentication for IPP printing is enabled or disabled.	NO
USER NAME	Shows the user name for authentication.	NO
ENABLE SSL	Shows whether SSL for IPP printing is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for IPP printing.	NO
SSL URL	Shows the SSL URL for IPP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - FTP PRINT

Function	Description	User
ENABLE FTP PRINT	Shows whether FTP printing is enabled or disabled.	NO
PRINT USER NAME	Shows the user name for FTP printing.	NO
PRINT PASSWORD	Shows the password for FTP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - NETWARE PRINT

Function	Description	User
PRINT SERVER NAME	Shows the print server name of this equipment.	NO
PASSWORD	Shows the password for the NetWare file server.	NO
PRINT QUEUE SCAN RATE	Shows how often the equipment scans the queue on NetWare file server (in second).	NO

NETWORK SETTING - PRINT SERVICE SETTING - E-MAIL PRINT

Function	Description	User
ENABLE PRINT HEADER	Shows whether the header will be printed or not for e-mail printing.	NO
ENABLE PRINT MESSAGE BODY	Shows whether the message body will be printed or not for e-mail printing.	NO
MAXIMUM E-MAIL BODY PRINT	Shows the maximum number of pages to print the body strings of the received e-mail print job.	NO
ENABLE PRINT E-MAIL ERROR	Shows whether an e-mail error report will be printed or not.	NO
ENABLE E-MAIL ERROR FORWARD	Shows whether an e-mail error message will be sent or not.	NO
E-MAIL ERROR TRANSFER ADDRESS	Shows the e-mail address to which an e-mail error message will be sent if it is to be set.	NO
ENABLE PARTIAL E-MAIL	Shows whether the equipment allows printing an e-mail job that is partially received.	NO
PARTIAL WAIT TIME	Shows how long the equipment will wait to receive data for a partial e-mail job before printing (in seconds).	NO
MDN REPLY	Shows whether MDN Reply is enabled or disabled.	NO

PRINT DATA CONVERTER

Function	Description	User
ENABLE PRINT DATA CONVERTER	Shows whether the Print Data Converter is enabled or disabled.	NO

OFF DEVICE CUSTOMIZATION ARCHITECTURE

Function	Description	User
ENABLE PORT	Shows whether the port is enabled or disabled.	NO
PORT NUMBER	Shows the port number.	NO
ENABLE SSL	Shows whether SSL is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number.	NO
SESSION TIMEOUT	Shows the session timeout period.	NO

SECURITY SETTING - AUTHENTICATION - DEPARTMENT SETTING

Function	Description	User
ENABLE DEPARTMENT CODE	Shows whether the department code management is enabled or disabled.	NO
INVALID DEPARTMENT CODE PRINT JOB	Shows the handling method for invalid print jobs.	NO
DEPARTMENT MANAGEMENT (COPY)	Shows whether the department code management (copy) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (FAX)	Shows whether the department code management (fax) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (PRINT)	Shows whether the department code management (print) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (SCAN)	Shows whether the department code management (scan) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (LIST)	Shows whether the department code management (list) is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - USER AUTHENTICATION SETTING

Function	Description	User
ENABLE USER AUTHENTICATION	Shows whether the user authentication is enabled or disabled.	NO
AUTHENTICATION FAILED PRINT JOB	Shows the handling method for print jobs of when the authentication failed.	NO
AUTO RELEASE ON LOGON	Shows whether the Auto Release on Logon function is enabled or disabled.	NO
ENABLE GUEST USER	Shows whether or not operations by guest users are accepted.	NO
AUTHENTICATION TYPE	Shows the authentication type.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL AUTHENTICATION SETTING

Function	Description	User
EMAIL AUTHENTICATION	Shows whether the E-mail authentication is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL ADDRESS SETTING

Function	Description	User
FROM ADDRESS SETTING	Shows the sender address setting.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL ADDRESS SETTING

Function	Description	User
FROM NAME	Shows the sender's name setting.	NO
RESTRICTION SETTING FOR DESTINATION	Shows the restriction setting for destination.	NO

SECURITY SETTING - AUTHENTICATION - SINGLE SIGN ON SETTING

Function	Description	User
SINGLE SIGN ON FOR SCAN TO EMAIL	Shows whether the Single Sign ON function is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - HOME DIRECTORY SETTING

Function	Description	User
ENABLE HOME DIRECTORY	Shows whether the home directory is enabled or disabled.	NO
HOME DIRECTORY SERVER	Shows the home directory server to be used.	NO

SECURITY SETTING - CERTIFICATE MANAGEMENT

Function	Description	User
DEVICE CERTIFICATES	Shows the device certificate type.	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR USERS

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS FOR APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR ADMINISTRATOR, AUDITOR

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS FOR APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR E-FILING, TEMPLATE GROUPS, TEMPLATES, SECURE PDF, SNMP V3, CLONING, SECURE RECEIVE

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS FOR APPLY	Shows the characters to be prohibited.	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR E-FILING, TEMPLATE GROUPS, TEMPLATES, SECURE PDF, SNMP V3, CLONING, SECURE RECEIVE

Function	Description	User
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO

■ PCL font list

Output example of the PCL Font List

TOSHIBA	e-STUDIO4540C	Page:1
0 Courier	The quick brown fox jumps over the lazy dog	
1 CG-Times	The quick brown fox jumps over the lazy dog	
2 CG-Times Bold	The quick brown fox jumps over the lazy dog	
3 CG-Times Italic	<i>The quick brown fox jumps over the lazy dog</i>	
4 CG-Times Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
5 CG Omega	The quick brown fox jumps over the lazy dog	
6 CG Omega Bold	The quick brown fox jumps over the lazy dog	
7 CG Omega Italic	<i>The quick brown fox jumps over the lazy dog</i>	
8 CG Omega Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
9 Coronet	<i>The quick brown fox jumps over the lazy dog</i>	
10 Clarendon Condensed	The quick brown fox jumps over the lazy dog	
11 Univers Medium	The quick brown fox jumps over the lazy dog	
12 Univers Bold	The quick brown fox jumps over the lazy dog	
13 Univers Italic	<i>The quick brown fox jumps over the lazy dog</i>	
14 Univers Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
15 Univers Medium Condensed	The quick brown fox jumps over the lazy dog	
16 Univers Condensed Bold	The quick brown fox jumps over the lazy dog	
17 Univers Medium Condensed Italic	<i>The quick brown fox jumps over the lazy dog</i>	
18 Univers Condensed Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
19 Antique Olive	The quick brown fox jumps over the lazy dog	
20 Antique Olive Bold	The quick brown fox jumps over the lazy dog	
21 Antique Olive Italic	<i>The quick brown fox jumps over the lazy dog</i>	
22 Garamond Antiqua	The quick brown fox jumps over the lazy dog	
23 Garamond Halbfett	The quick brown fox jumps over the lazy dog	
24 Garamond Kursiv	<i>The quick brown fox jumps over the lazy dog</i>	
25 Garamond Kursiv Halbfett	<i>The quick brown fox jumps over the lazy dog</i>	
26 Marigold	<i>The quick brown fox jumps over the lazy dog</i>	
27 Albertus Medium	The quick brown fox jumps over the lazy dog	
28 Albertus Extra Bold	The quick brown fox jumps over the lazy dog	
29 Arial	The quick brown fox jumps over the lazy dog	
30 Arial Bold	The quick brown fox jumps over the lazy dog	
31 Arial Italic	<i>The quick brown fox jumps over the lazy dog</i>	
32 Arial Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
33 Times New Roman	The quick brown fox jumps over the lazy dog	
34 Times New Roman Bold	The quick brown fox jumps over the lazy dog	
35 Times New Roman Italic	<i>The quick brown fox jumps over the lazy dog</i>	
36 Times New Roman Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
37 Helvetica	The quick brown fox jumps over the lazy dog	
38 Helvetica-Bold	The quick brown fox jumps over the lazy dog	
39 Helvetica-Oblique	<i>The quick brown fox jumps over the lazy dog</i>	
40 Helvetica-BoldOblique	<i>The quick brown fox jumps over the lazy dog</i>	
41 Helvetica-Narrow	The quick brown fox jumps over the lazy dog	
42 Helvetica-Narrow-Bold	The quick brown fox jumps over the lazy dog	
43 Helvetica-Narrow-Oblique	<i>The quick brown fox jumps over the lazy dog</i>	
44 Helvetica-Narrow-BoldOblique	<i>The quick brown fox jumps over the lazy dog</i>	
45 Palatino-Roman	The quick brown fox jumps over the lazy dog	
46 Palatino-Bold	The quick brown fox jumps over the lazy dog	

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DP-5560/6560/7560/8560
OME100058E0

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS**
MFP Management Guide

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